

Vendor's license number	TIN
Name	

## Semi-Annual UST 1 TeleFile Worksheet

Enter tax return data for each line for each period.

Tax returns are due the 23rd day of the month following the period end.

Period End Date		
Line 1 – Gross sales		
Line 2 – Exempt sales		
*Line 3 – Net taxable sales		
Line 4 – Clerks of courts		
*Line 5 – Reportable taxable sales		
Line 6 – Tax liability		
*Line 7 – Discount		
*Line 8a – Additional charge		
*Line 8b – Interest owed		
*Line 9 – Net tax due		
Amount paid		
TeleFile return 12-digit confirmation no.		
ACH or credit card confirmation no.		

\*Calculated fields

Retain for your records.

TeleFile will ask you to sign your return. TeleFile will then assign you a 12-digit confirmation number. Do not hang up until you have signed your return and received this number. **If you hang up before signing your return, your return will not be processed.** You will receive a 15-digit confirmation number for an ACH payment or a six-character confirmation number for a credit card payment. Enter the confirmation numbers in the spaces provided. It is your proof of filing.

***DO NOT MAIL in this WORKSHEET.***