

Retrieving Sales and Use Returns (ST-3 Forms)

Presentation to: Vendor Advisory Forum

Presented by: Edwardo Hebbert

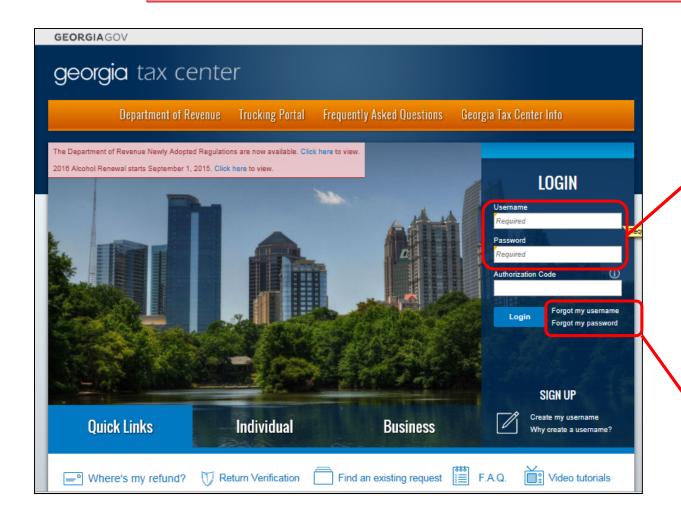
Date: December 8th, 2015



LEARNING OBJECTIVES

- Proper retrieval of the Sales and Use Tax (ST-3) forms from the Georgia Department of Revenue for the designated reporting period.
- Submission process for self-reporting and ST-3 documents to Georgia WIC.
- 3 Itemized Spreadsheets submission for Corporate Vendors.

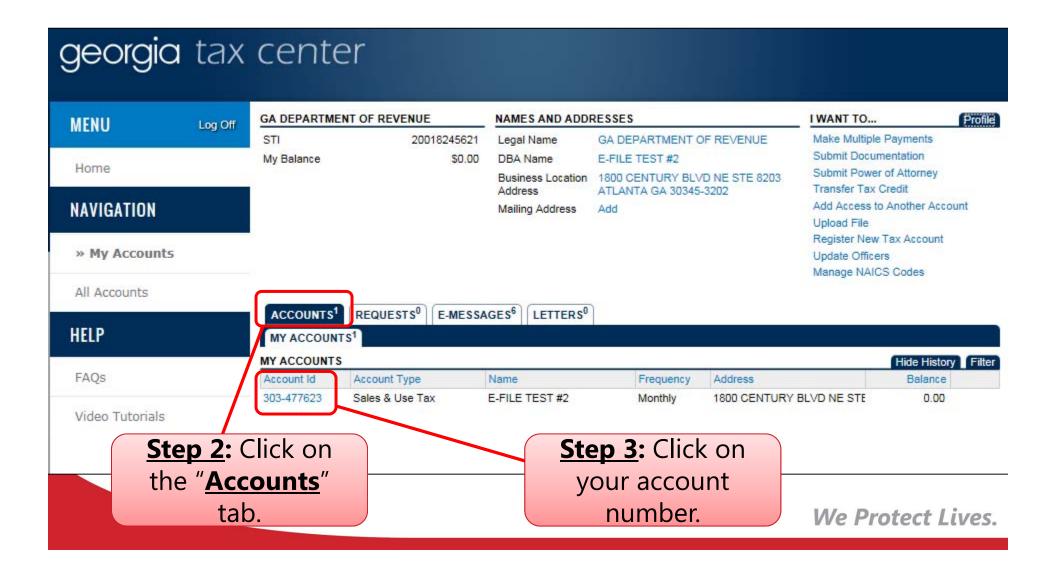
Logging In to the GA Tax Center



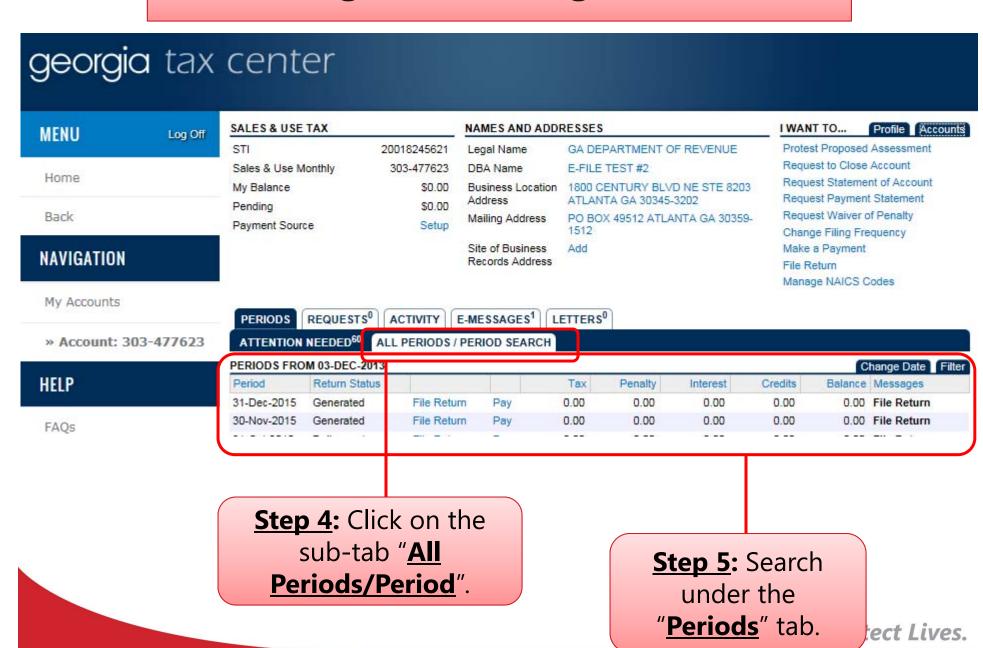
Step 1: Log-In using the username and password provided by the GA Department of Revenue.

Please Note: If you forgot the username and password, click on the "Forgot Username" or "Forgot Password" link.

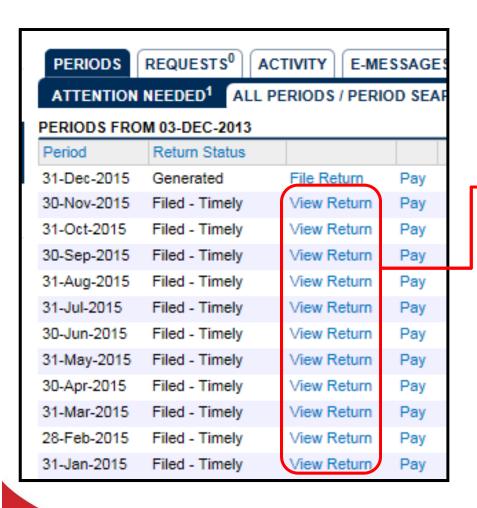
Selecting an Account



Searching and Selecting a Tax Period



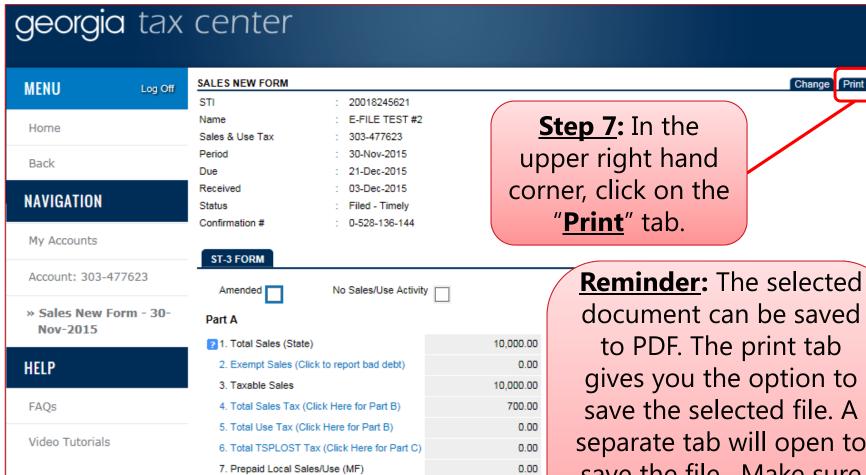
Searching and Selecting a Tax Period



Step 6: Click on "View Return" and select the return period you wish to review.

Reminder: The selected document can be saved to PDF. The print tab gives you the option to save the selected file.

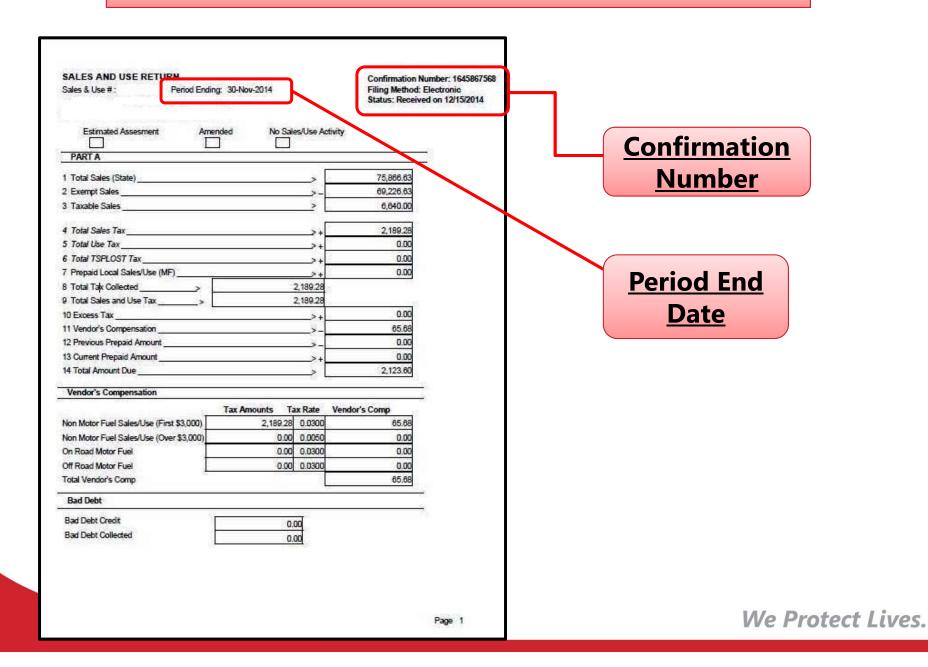
Printing and Saving the Document



document can be saved to PDF. The print tab gives you the option to save the selected file. A separate tab will open to save the file Make sure your Pop-Up blocker is turned off in order to do

Change

Sales and Use Return Example



Corporate Spreadsheet Example

Quarterly WIC Survey

July - September 2015

Vendor Number Store Name for each header and each column.

	VIVIT								each co	Mulla	
Period July 2015									acii co	JIGIIIII	•
	ST-3		1.								
Total Sales	\$ 6,828,924.12	768,974.88	431,298.23	715,267.09	332,464.49	482,123.71	563,828.91	535,525.34	762,679.56	858,310.58	1,378,451.33
Total State Exempt	\$ 6,380,697.95	723,030.77	416,285.33	668,260.88	263,045.52	451,411.89	510,720.51	511,470.81	717,980.30	804,358.42	1,314,133.52
Total State Non-Exempt	\$ 448,226.17	45,944.11	15,012.90	47,006.21	69,418.97	30,711.82	53,108.40	24,054.53	44,699.26	53,952.16	64,317.81
Total Eligible	\$ 6,380,697.95	723,030.77	416,285.33	668,260.88	263,045.52	451,411.89	510,720.51	511,470.81	717,980.30	804,358.42	1,314,133.52
Period August 2015											
	ST-3										
Total Sales	\$ 6,467,256.01	\$731,181.62	\$410,606.32	\$673,225.71	\$335,47	OTE.	Carpar	ata va	adara i	oo u ct	1.02
Total State Exempt	\$ 6,066,567.62	\$691,195.59	\$397,600.08	\$631,125.43	\$272,3	OIE:	Corpor	ate vei	idors i	nust	8.14
Total State Non-Exempt	\$ 400,688.39	\$ 39,986.03	\$ 13,006.24	\$ 42,100.28	\$ 63,1	rovide	an iter	mized	spread	Isheet	2.88
Total Eligible	\$ 6,066,567.62	\$691,195.59	\$397,600.08	\$631,125.43	\$2/2,3				•		8.14
					SE	eparati	ing tota	al state	e sales,	exem	pt
Period September 2015						•					•
	ST-3				Sc	aies, ai	nd taxa	Die Sai	les ior	<u>eacn</u>	
Total Sales	\$ 8,000,950.44	\$889,692.57	\$500,077.32	\$844,311.64	\$398,5	/IC au	thorize	ed sto	re		3.13
Total State Exempt	\$ 7,477,128.59	\$838,412.14	\$481,374.92	\$790,500.61	\$314,75	iic aa	tiioiiz.	<u>ca sto</u>	<u> </u>		41.37
Total State Non-Exempt	\$ 523,821.85	\$ 51,280.43	\$ 18,702.40	\$ 53,811.03	\$ 83,807.62	\$ 36,095.18	\$ 64,877.53	\$ 26,342.24	\$ 50,282.35	\$ 62,281.31	\$ 76,341.76
Total Eligible	\$ 7,477,128.59	\$838,412.14	\$481,374.92	\$790,500.61	\$314,757.33	\$ 545,925.65	\$ 599,811.61	\$ 610,045.02	\$ 851,234.09	\$ 913,725.85	\$ 1,531,341.37