

# Retrieving Sales and Use Returns (ST-3 Forms)

Presentation to: Vendor Advisory Forum

Presented by: Edwardo Hebbert

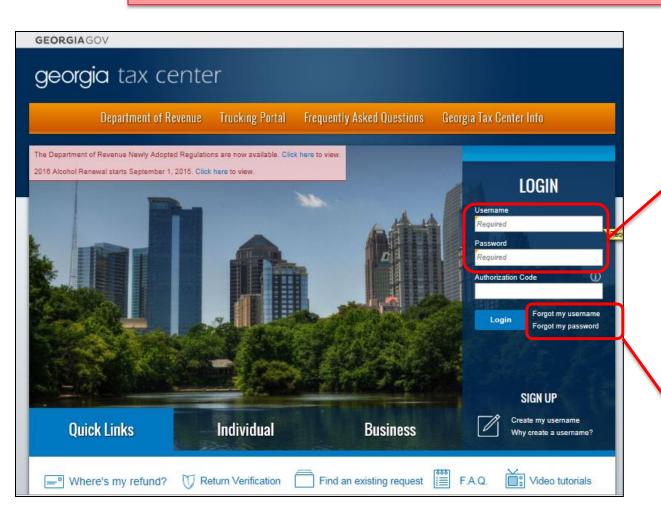
Date: December 8<sup>th</sup>, 2015



### **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**

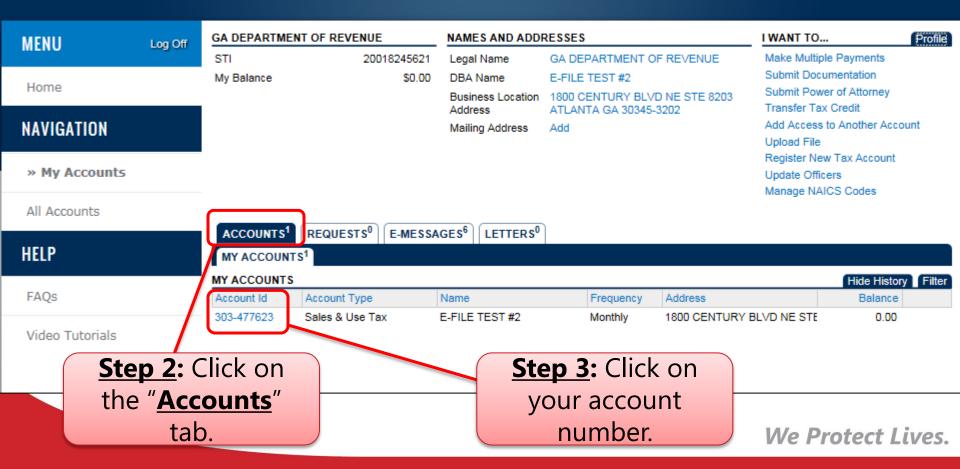


Step 1: Log-In using the username and password provided by the GA Department of Revenue.

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

### **Selecting an Account**

## georgia tax center



### Searching and Selecting a Tax Period

## georgia tax center

MENU Log Off Home Back

#### NAVIGATION

My Accounts

» Account: 303-477623

#### HELP

FAQs

SALES & USE TAX 20018245621 STI Sales & Use Monthly 303-477623 \$0.00 My Balance \$0.00 Pending Payment Source Setup

#### NAMES AND ADDRESSES

Legal Name DBA Name Business Location Address Mailing Address

Records Address

1800 CENTURY BLVD NE STE 8203 ATLANTA GA 30345-3202 PO BOX 49512 ATLANTA GA 30359-Site of Business Add

I WANT TO ...

Profile Accounts

Protest Proposed Assessment Request to Close Account

Request Statement of Account

Request Payment Statement

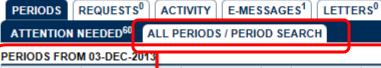
Request Waiver of Penalty

Change Filing Frequency

Make a Payment

File Return

Manage NAICS Codes



Change Date Filter Period Return Status Tax Penalty Interest Credits Balance Messages 31-Dec-2015 File Return 0.00 0.00 File Return Generated Pay 0.00 0.00 0.00 30-Nov-2015 Generated File Return Pay 0.00 0.00 0.00 0.00 0.00 File Return

GA DEPARTMENT OF REVENUE

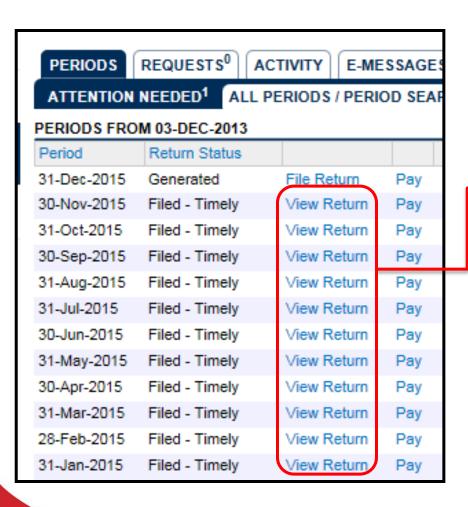
E-FILE TEST #2

Step 4: Click on the sub-tab "All Periods/Period".

**Step 5**: Search under the "**Periods**" tab.

ect Lives.

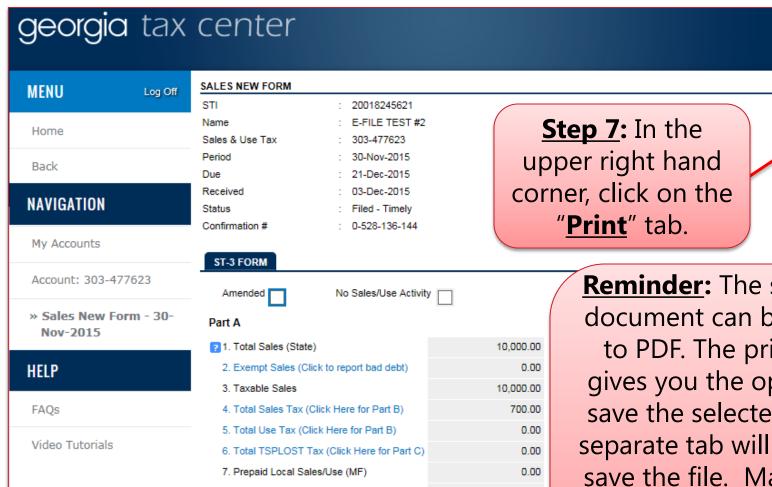
### **Searching and Selecting a Tax Period**



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**



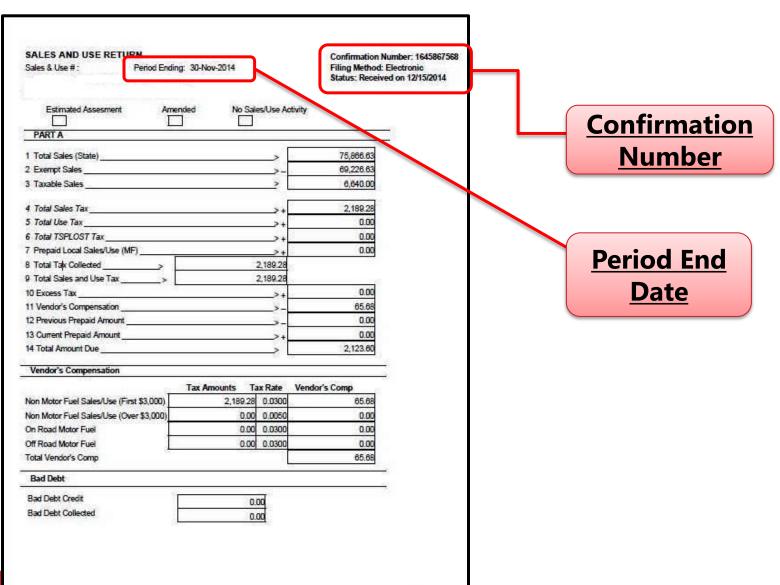
Reminder: The selected document can be saved to PDF. The print tab gives you the option to save the selected file. A separate tab will open to save the file. Make sure your Pop-Up blocker is turned off in order to do

Change

Print

SO.

### **Sales and Use Return Example**



### **Corporate Spreadsheet Example**

### **Quarterly WIC Survey**

July - September 2015

**Vendor Number Store Name for** each header and each column.

Period	July	2015
--------	------	------

Total State Non-Exempt

Total Eligible

ST-3 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 45,944.11 Total State Non-Exempt 15,012.90 69,418.97 30,711.82 53,108.40 24,054.53 44,699.26 64,317.81 448,226.17 47,006.21 53,952.16 Total Eligible \$ 6,380,697.95 723,030.77 416,285.33 263,045.52 451,411.89 510,720.51 511,470.81 668,260.88 717,980.30 804.358.42 1,314,133.52

Period August 2015 ST-3 \$410,606.32 \$673,225.71 \$335,47 Total Sales 6,467,256.01 \$731,181.62 \$691,195.59 \$397,600.08 Total State Exempt 6,066,567.62 \$631,125.43 \$272,3 \$ 39,986.03 \$ 13,006.24 \$ 42,100.28 \$ 63,1 Total State Non-Exempt 400,688.39 \$691,195.59 Total Eligible \$ 6,066,567.62 \$397,600.08 \$631,125.43 \$272,3 Period September 2015 ST-3

VN#

1.02 **NOTE:** Corporate vendors must 8.14 provide an itemized spreadsheet 2.88 8.14 separating total state sales, exempt sales, and taxable sales for **each** WIC authorized store. **B.13** 

8,000,950,44 \$889,692.57 \$500,077.32 \$844,311.64 \$398,5 Total Sales \$838,412.14 Total State Exempt \$ 7,477,128,59

\$481,374.92 \$790,500.61 523,821.85 \$ 51,280.43 \$ 18,702.40 \$ 53,811.03

\$ 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

\$ 83,807.62 \$ 36,095.18 \$ 64,877.53 \$ 26,342.24 \$ 50,282.35 \$ 62,281.31

1.37 76,341.76

