

**SHORT FORM - SALES and USE TAX RETURN**

<b>DUE ON OR BEFORE</b>	
[ <b>FOID</b> ]	YOUR ACCOUNT NO.

BOARD USE ONLY		
RA-TT	LOC	REG
RA-BTR	AACS	REF
EFF		



If the above information is incorrect or your business has changed, please call us at:

Please read the instructions on the back of this form before completing this EZ return. Important information on who can use the EZ return form is located in the instructions on line 10. If you are required to pay taxes by Electronic Funds Transfer (EFT), you are not eligible to e-file.

If you are unable to use this EZ return, the proper return form can be requested from our Information Center at 800-400-7115.

**Would you like to e-file or pay by credit card?** Please see instructions for further details.

PLEASE ROUND CENTS TO THE NEAREST WHOLE DOLLAR

	1 Total ( <i>gross</i> ) sales .....	1	\$	.00
	2 Purchases subject to use tax .....	2		.00
	3 Total ( <i>add lines 1 and 2</i> ) .....	3		.00
	4 Sales to other retailers for resale .....	4	50	.00
REC NO	5 Nontaxable sales of food products .....	5	51	.00
	6 Nontaxable labor ( <i>repair and installation</i> ) .....	6	52	.00
	7 Sales to the United States Government .....	7	53	.00
	8 Sales in interstate or foreign commerce .....	8	54	.00
	9 Sales tax ( <i>if any</i> ) included in line 1 .....	9	55	.00
	10 Other deductions ( <i>clearly explain</i> ) .....	10	90	.00
	11 Total of exempt transactions ( <i>add lines 4 through 10</i> ) .....	11		.00
PM	12 Taxable transactions ( <i>subtract line 11 from line 3</i> ) .....	12		.00
	13 Total sales and use tax [ <i>multiply line 12 by</i> .....	13		.00
	14 Tax prepayments \$ <input type="text"/> 1st prepayment + \$ <input type="text"/> 2nd prepayment =	14		.00
	15 Remaining tax due ( <i>subtract line 14 from line 13</i> ) .....	15		.00
	16 Penalty ( <i>Multiply line 15 by 10% (.10) if payment is made, or your tax return is filed, after the due date shown above</i> ) .....	PENALTY 16		.00
	17 Interest. One month's interest is due on tax for each month or a fraction of a month that payment is delayed after the due date. The adjusted monthly interest rate is	INTEREST 17		.00
RE	18 Total amount due and payable ( <i>add lines 15, 16 and 17</i> ) .....	18	\$	.00

IF YOU ARE NOT AN EFT FILER AND PAID BY CREDIT CARD AS DESCRIBED ON THE BACK OF THIS FORM, CHECK HERE [ ]

*I hereby certify that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief is a true, correct and complete return.*

YOUR SIGNATURE AND TITLE	TELEPHONE NUMBER	DATE	
<b>PAID PREPARER'S USE ONLY</b>	PAID PREPARER'S NAME	PAID PREPARER'S TELEPHONE NUMBER	

**Make a copy for your records.**

**INSTRUCTIONS - STATE, LOCAL, AND DISTRICT SALES AND USE TAX RETURN (BOE-401-EZ)**

**E-Filing.** If you are a single-outlet retailer and file a BOE-401-EZ return, you may be eligible to make your payment and file your return online. For more information, go to [www.boe.ca.gov](http://www.boe.ca.gov).

**Credit Card Payments.** You can use a Discover/Novus, MasterCard, VISA, or American Express credit card to pay your taxes. Other credit cards cannot be accepted. EFT accounts are not eligible for credit card payments. Credit card payments can be made by calling 800-272-9829 or through our website at [www.boe.ca.gov](http://www.boe.ca.gov). After authorizing your payment, check the box on your return indicating you have paid with a credit card. **Be sure to sign and mail your return.**

**Line 1. Total (Gross) Sales.** Report all sales related to your California business (include all manner of sales).

**Line 2. Purchases Subject to Use Tax.** Enter the purchase price of merchandise, equipment, or other tangible personal property which you purchased without paying California sales or use tax and which you used for purposes other than resale in the regular course of business. The purchase may have been made without payment of tax because you used a resale or other exemption certificate to make the purchase; you purchased from an out-of-state retailer who did not collect California use tax; or you made a purchase from an unlicensed retailer, such as a person making an occasional sale of a vessel or an aircraft.

**Line 3. Total.** Enter total of lines 1 and 2.

**Line 4. Sales to Other Retailers for Resale.** Enter sales to other sellers from whom you have taken valid resale certificates (*see Regulation 1668*).

**Line 5. Nontaxable Sales of Food Products.** Enter all sales of food products for human consumption. Do not enter sales of alcoholic or carbonated beverages, hot prepared food products, meals or food served by you for consumption at your facilities or food sold for consumption in a place which is subject to an admission charge (*see Regulations 1602 and 1603. Vending machine operators should refer to Regulation 1574*).

**Note:** If you are claiming a deduction for sales of food products by the **purchase ratio** method, you must maintain a complete analysis of taxable and nontaxable purchases.

**Line 6. Nontaxable Labor.** Enter sales included in line 1 that constitute labor charges for installing or applying property or for repairs or reconditioning of tangible personal property to refit it for the use for which it was originally produced. Do not include charges for fabricating or processing personal property for consumers (*see Regulation 1546*).

**Line 7. Sales to the United States Government.** Enter sales to: (1) the United States or its unincorporated agencies and instrumentalities such as, Treasury, Interior, Agriculture, Defense; (2) any incorporated agency or instrumentality of the United States wholly owned by either the United States, or by a corporation wholly owned by the United States; (3) the American Red Cross, its chapters and branches; (4) incorporated federal instrumentalities not wholly owned by the United States, such as, federal reserve banks, federal credit unions, federal land banks, and federal home loan banks (*see Regulation 1614*).

**Line 8. Sales in Interstate or Foreign Commerce.** Enter sales involving shipments or deliveries from California to points outside this state that are exempt from tax as interstate or foreign commerce. To be exempt, property must be shipped outside this state, pursuant to the contract of sale, and delivered by the retailer by means of: (1) facilities operated by the retailer; (2) delivery by the retailer to a carrier for shipment to a consignee at such a point; or (3) delivery by the retailer to a customs broker or forwarding agent for shipment outside this state (*see Regulation 1620*).

**Line 9. Sales Tax.** Enter sales tax reimbursement or use tax collected from customers if those taxes were included in the amount shown on line 1 (*see Regulation 1700*).

**Line 10. Other Deductions.** Enter the amount of all other deductions not listed on lines 4 through 9. Each deduction must be clearly explained. For more information, see publication 61, *Sales and Use Tax: Exemptions and Exclusions*. This publication is available on our website at [www.boe.ca.gov](http://www.boe.ca.gov) or by calling 800-400-7115.

**Note:** You should not use this form if you have tax recovery deductions such as Bad Debts on Taxable Sales, Returned Taxable Merchandise, Cash Discounts on Taxable Sales or Cost of Tax Paid Purchases Resold Prior to Use. Also, this form should not be used if you have sales eligible for a Partial State Tax Exemption. If you have such transactions to report, you should contact your local Board office for the correct form.

**Line 11. Total Exempt Transactions.** Add lines 4 through 10 and enter the total amount of exempt transactions on line 11.

**Line 12. Taxable Transactions.** Subtract the amount on line 11 from line 3 and enter the remainder on line 12.

**Line 13. Total Sales and Use Tax.** Multiply line 12 by the tax rate printed for your business location. Enter the result on line 13.

**Line 14. Tax Prepayments.** Complete this line only if you are required to make tax prepayments. (Businesses with average monthly taxable transactions of \$17,000 or more must make prepayments, once notified by the Board.) Enter the prepayment amounts in the proper boxes. This credit is limited to the amount of tax prepaid and should not include penalty charges reported with your prepayments. Add the first prepayment and the second prepayment. Enter the total on line 14.

**Line 15. Remaining Tax.** Subtract line 14 from line 13 and enter the result on line 15.

**Line 16. Penalty.** If your tax payment is made, or your tax return is filed, after the due date shown at the top of the return, you must pay a 10 percent penalty. Multiply line 15 by .10 and enter the result on line 16.

Returns and payments must be postmarked or received by the due date of the return to be considered timely. If the due date falls on a Saturday, Sunday, or state holiday, returns postmarked or received by the next business day will be considered timely. If you will be filing your return late, you may qualify for an extension. To request an extension, you will need to complete form BOE-468, *Request for Extension of Time to File a Tax Return*. You may request a copy of the form by calling 800-400-7115. You can also download a copy from our website at [www.boe.ca.gov](http://www.boe.ca.gov) under "Forms & Publications."

**Line 17. Interest.** If your payment is made after the due date shown at the top of your return, you will owe one month's interest for each month or fraction of a month that payment is delayed after the due date. The adjusted monthly interest rate is indicated on line 17 of your return. To calculate the interest due, multiply the amount on line 15 by the monthly interest rate shown on line 17, then multiply this total by the number of months or fraction of a month payment is delayed. Enter the amount on line 17.

**Line 18. Total Amount Due and Payable.** Add lines 15, 16, and 17. Enter the total on line 18.

**Sign and Mail Your Return**

Make your check or money order payable to the "State Board of Equalization." Always write your account number on your check or money order. Mail your return and payment in the envelope provided, making sure the Board's address shows through the window.

**General Questions:** Call our Information Center at 800-400-7115.