

Sales Tax

July 12, 2016



Fundraiser Sales

- Staff must inform Treasurer of all potential fundraisers so that potential sales tax issues can be reviewed **BEFORE HAND**.
- The sales of coupon books and car washes are considered services and are not taxable.
- Jeans Day/week, hat day are also not taxable.
- The sale of merchandise such as candles, wrapping paper, newspapers, cookie dough, etc. are all **taxable** purchases, if they are not setup as commission sales.

Fundraiser Sales Cont'd

School Sponsored Club

- Math Club, Chorus, Band
- 1 tax exempt fundraiser per school year
- Must start and end within 60 days

Nationally sponsored Club

- Honor's Society, BETA, HOSA
- 6 tax exempt fundraisers per school year
- Must start and end within 60 days
- The same club cannot have 2 tax exempt fundraisers going on at the same time.

Fundraiser Sales Cont'd

- A school cannot have a tax exempt fundraiser.
- The fundraiser must be tied to a club.
- Yearbook, Pictures, Book Fairs, and Concession Sales are **always** taxable.

Fundraiser Sales Cont'd



E-595E Streamlined Sales and Use Tax Agreement Certificate of Exemption

This is a multi-state form. Not all states allow all exemptions listed on this form. Purchasers are responsible for knowing if they qualify to claim exemption from tax in the state that would otherwise be due tax on this sale. The seller may be required to provide this exemption certificate (or data elements required on the form) to a state that would otherwise be due tax on this sale.

The purchaser will be held liable for any tax and interest, and possibly civil and criminal penalties imposed by the member state, if the purchaser is not eligible to claim this exemption. A seller may not accept a certificate of exemption for an entity-based exemption on a sale made at a location operated by the seller within the designated state if the state does not allow such an entity-based exemption.

- 1** Check if you are attaching the Multistate Supplemental form.
 If not, enter the two-letter postal abbreviation for the state under whose laws you are claiming exemption.
- 2** Check if this certificate is for a single purchase and enter the related invoice/purchase order # 12549

3 Please print

Name of purchaser
JOHN SMITH HIGH SCHOOL

Business address <u>11254 HIGHWAY 49</u>	City <u>CONCORD</u>	State <u>NC</u>	Zip code <u>28027</u>
Purchaser's tax ID number <u>56-6000997</u>	State of issue <u>NC</u>	Country of issue	

If no tax ID number, enter one of the following:	FEIN	Driver's license number/State issued ID number state of issue	Foreign diplomat number

Name of seller from whom you are purchasing, leasing, or renting
ABC FUNDRAISER INC.

Seller's address <u>5879 CONCORD PARKWAY</u>	City <u>CONCORD</u>	State <u>NC</u>	Zip code <u>28027</u>
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- 4 Type of business.** Circle the number that describes your business.
- | | |
|--|--|
| <input type="checkbox"/> 01 Accommodation and food services | <input type="checkbox"/> 11 Transportation and warehousing |
| <input type="checkbox"/> 02 Agricultural, forestry, fishing, and hunting | <input type="checkbox"/> 12 Utilities |
| <input type="checkbox"/> 03 Construction | <input type="checkbox"/> 13 Wholesale trade |
| <input type="checkbox"/> 04 Finance and insurance | <input type="checkbox"/> 14 Business services |
| <input type="checkbox"/> 05 Information, publishing, and communications | <input type="checkbox"/> 15 Professional services |
| <input type="checkbox"/> 06 Manufacturing | <input type="checkbox"/> 16 Education and health-care services |
| <input type="checkbox"/> 07 Mining | <input type="checkbox"/> 17 Nonprofit organization |
| <input type="checkbox"/> 08 Real estate | <input type="checkbox"/> 18 Government |
| <input type="checkbox"/> 09 Rental and leasing | <input type="checkbox"/> 19 Not a business |
| <input type="checkbox"/> 10 Retail trade | <input checked="" type="checkbox"/> 20 Other (explain) <u>MATH CLUB FUNDRAISER</u> |

- 5 Reason for exemption.** Circle the letter that identifies the reason for the exemption.
- | | |
|--|--|
| <input type="checkbox"/> A Federal government (department) _____ | <input type="checkbox"/> H Agricultural production # _____ |
| <input type="checkbox"/> B State government (name) _____ | <input type="checkbox"/> I Industrial production/manufacturing # _____ |
| <input type="checkbox"/> C Tribal government (name) _____ | <input type="checkbox"/> J Direct pay permit # _____ |
| <input type="checkbox"/> D Foreign diplomat # _____ | <input type="checkbox"/> K Direct mail # _____ |
| | <input type="checkbox"/> L Other (explain) _____ |
- G Resale # 060145878

6 Sign here. I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signature of authorized purchaser	Print name here	Title	Date
	<u>JOHN SMITH</u>	<u>PRINCIPAL</u>	<u>06-23-16</u>

Fundraiser Sales Cont'd

REPRINT

Purchase Order - Reprint
TRA Training School

PO # 999 - 36

6/23/2016

To : ABC Fundraiser Inc

Ship To : TRA Training School

Vendor Number :

Phone Number :

Fax Number :

Fed Tax ID : 566000997

Requested By :

Quantity	Description	Product #	Account #	Account Name	Unit Price	Total Price
1	Math Club 1 tax exempt Fundraiser for SY16-17		737.000	SCHOOL SUPPORT	\$10,000.00	\$10,000.00

Notes :

Subtotal : \$10,000.00

Discount : \$0.00

Shipping and Handling : \$0.00

Sales Tax : \$0.00

Comments : CCS is not a tax exempt entity
Please charge appropriate tax

PD Total : \$10,000.00

Fundraiser Sales Cont'd

Please Note You Will Be Signed Out In 19 Minutes If There Is No Activity

Official Receipt

Date 6/23/2016

PRINT

Received From:

Receiptee

Mallory Wiggs

Add New Receiptee

Receipt Number *Receipt to be Printed*

Address

Cash/Check Balance: \$7,260.18

Detailed \$ Counter

City

State, Zip

Total Cash \$1,500.00

Total Checks \$0.00

Receipt Total \$1,500.00

Description	Bag Receipt #	End Receipt #	Taxable	Event Code	Account	Balance	Amount
Math Club Tax exempt Fundraise	25	25	<input type="checkbox"/>		737.000 SCHOOL SUPPORT	\$0.00	\$1,500.00
			<input type="checkbox"/>				



Fundraiser Sales Cont'd

E-500
Web-Fill
10-11

Sales and Use Tax Return North Carolina Department of Revenue

Legal Name (First 24 Characters)			Period Beginning (MM-DD-YY)
JOHN SMITH HIGH SCHOOL			06-01-16
Street Address			Period Ending (MM-DD-YY)
11254 Highway 49			06-30-16
City	State	Zip Code (5 Digit)	Account ID
CONCORD	NC	28027	060145878

1. North Carolina Gross Receipts (Do not include tax collected) 0.00
2. Sales for Resale (Do not include on Line 3 below) 0.00
3. Receipts Exempt From State Tax 0.00

Comes from spreadsheet



Tax Type	Purchases for Use	Receipts	Rate	Tax
4. Gen. State Rate	2500.00	1700.00	4.75%	199.50
5. 3% State Rate	0.00	0.00	3%	0.00
6. 2.5% State Rate Modular Homes	0.00	0.00	2.5%	0.00
7. 2% State Rate	0.00	0.00	2%	0.00
8. 2% Food Rate	0.00	0.00	2%	0.00
9. 2% County Rate See instructions	0.00	0.00	2%	0.00
10. 2.25% County Rate	2500.00	1700.00	2.25%	94.50
11. 0.5% Transit County Rate	0.00	0.00	0.5%	0.00
12. 0.25% Transit County Rate	0.00	0.00	0.25%	0.00
13. Total State and County Tax (Add Tax From Lines 4 through 12)				294.00
14. Excess Collections				0.00
15. Total Tax (Add Lines 13 and 14)				294.00
16. Penalty - State and County				0.00
17. Interest - State and County				0.00
18. Less Prepayment for This Period				0.00
19. Prepayment for Next Period				0.00
20. Less any Credit (Attach explanation)				0.00
21. Total Due (Add Lines 15 - 17 and 19, Minus Lines 18 and 20)			\$	294.00

Comes from SFO Report- Reports-
Sales Tax- Sales Tax on Receipts

Signature:

Date: 07-01-16

I certify that, to the best of my knowledge, this return is accurate and complete.

Title: PRINCIPAL

Phone: (704) 262-6204

MAIL TO: P.O. Box 25000, Raleigh, NC 27640-0700

Fundraiser Sales Cont'd

***Tax Due on Receipts
TRA Training School
6/1/2016 through 6/30/2016
Tax Rate = 7%***

Account #	Receipt #	Date	Description	Receiptee Name	Amount	Taxable Amt.	Liability
737.000	5016	6/23/2016	Math Club 2nd Fundraiser- Jane Smith taxa		\$1,500.00	\$1,401.87	\$98.13
737.000	5017	6/23/2016	Math club 2nd fundraiser - angle wood tax		\$200.00	\$186.92	\$13.08
<i>Total for Account # : 737.000</i>					\$1,700.00	\$1,588.79	\$111.21
					\$1,700.00	\$1,588.79	
					<i>Tax Due for Period :</i>		\$111.21

Use Amount Total if you have not advertised the sales price included sales tax.

Use Taxable Amount if you advertised that sales price included sales tax.



Submission of E-500

- Paper coupon ticket can be completed and mailed
- Electronic submission - www.dor.state.nc.us



eSERVICES

File and Pay - Individuals

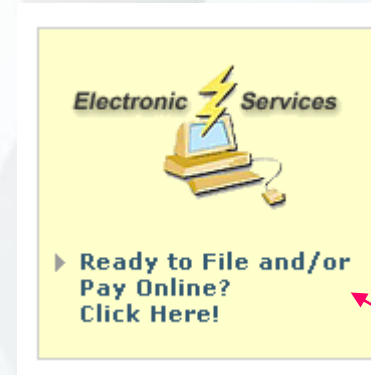
- eFile returns, payments*
- eFile for Free** returns, payments
- Online payments only*

File and Pay - Businesses

- eFile corporate and franchise only*
- Online returns, payments*

Sales and Use

A red arrow points from the 'Sales and Use' link to the 'Ready to File and/or Pay Online? Click Here!' button in the adjacent image.



Electronic Services

▶ **Ready to File and/or Pay Online?
Click Here!**

A red arrow points from the 'Click Here!' text to the 'Sales and Use' link in the adjacent image.

Submission of E-500 Cont'd

Online Filing and Payments

➔ Please enter all of the information requested below. This required information will only be used in the event we need to contact you. Your e-mail acknowledgement will be sent to the address entered below.

Contact Name:
Contact Email Address:
Contact Phone Number:

➔ Please note, the following operating systems and browsers are supported for filing your return and paying your tax electronically:

- Operating Systems: Windows 98, XP, NT or 2000.
- Browsers: [Internet Explorer 6.0](#) or higher with 128-bit encryption
or
[Firefox 3.0](#) or higher with 128-bit encryption.

Sales and Use Online Filing and Payments

➔ Please enter your sales and use tax account ID number below.

Sales Account ID Number:

The online system requires that a payment be made online either by bank draft or credit/debit card to complete the process for returns with tax due. We are unable to draft monies held in an account with the North Carolina State Treasurer. However, North Carolina State Agencies, Institutions in the UNC System, North Carolina Community Colleges, and Local School Boards should use the Core Banking System (CB\$) to remit Sales and Use Tax payments. For additional information on the Core Banking System, contact the Core Banking HelpDesk at (919) 508-5914.

Submission of E-500 Cont'd

Sales and Use Online Filing and Payments

➔ Verify the following information:

Sales Account ID: 001306531
Legal/Business Name: CABARRUS COUNTY PUBLIC SCHOOLS
Trade Name:

➔ If correct, select Next to continue. If you entered the wrong account number, enter your valid sales and use account number and re-submit.

Sales Account ID Number:

The online system requires that a payment be made online either by bank draft or credit/debit card to complete the process for returns with tax due. We are unable to draft monies held in an account with the North Carolina State Treasurer. However, North Carolina State Agencies, Institutions in the UNC System, North Carolina Community Colleges, and Local School Boards should use the Core Banking System (CB\$) to remit Sales and Use Tax payments. For additional information on the Core Banking System, contact the Core Banking HelpDesk at (919) 508-5914.

➔ Select one of the following options.

- File E-500 and pay the full amount online**
- File E-500 online and pay by Electronic Funds Transfer (EFT) or by Core Banking System (CB\$)**
(This selection is not an online payment option and requires a separate payment submission)
- File zero tax due E-500**
- Submit payment only**

Important Note:

Select the **Submit payment only** option if you have previously filed Form E-500 online and have been notified by the North Carolina Department of Revenue to re-submit the payment

DO NOT use the **Submit payment only** option for paying tax billed on assessment notices or tax due on amended returns

Submission of E-500 Cont'd

➔ Select the period ending date to which the return and/or payment should be applied.
Enter either your Social Security Number or Federal Employer ID Number based on how your sales and use tax account is set up with the Department of Revenue.

Period Ending:

Month Day Year
06 ▼ 30 ▼ 2016 ▼

Choose one of the following:

- Social Security Number (Sole Proprietor) - -
- Federal Employer ID Number (Corporate, Partnership, LLC) 56 - 6000997

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Submission of E-500 Cont'd

➔ Enter the information for each applicable line.
Click [HELP](#) for line-by-line instructions.

Period Ending: 06/30/2016
Due Date: 07/20/2016
Account ID: 001306531
Legal/Business Name: CABARRUS COUNTY PUBLIC SCHOOLS
Zero Tax Due?

- | | |
|--|------|
| 1. North Carolina Gross Receipts
<i>(Do not include tax collected)</i> | 0.00 |
| 2. Sales for Resale
<i>(Do not include on Line 3 below)</i> | 0.00 |
| 3. Receipts Exempt From State Tax | 0.00 |

Tax Type	Purchases for Use		Receipts	Rate	Tax
4. Gen. State Rate	2,500.00	+	1,700.00	x 4.75% =	199.50
5. 3% State Rate	0.00	+	0.00	x 3% =	0.00
6. Modular Homes	0.00	+	0.00	x 4.75% =	0.00
7. Mfg. Homes	0.00	+	0.00	x 4.75% =	0.00
8. 2% Food Rate	0.00	+	0.00	x 2% =	0.00
9. 2% County Rate	0.00	+	0.00	x 2% =	0.00
10. 2.25% County Rate	2,500.00	+	1,700.00	x 2.25% =	94.50
11. .5% Transit County Rate	0.00	+	0.00	x .5% =	0.00
12. .25% Transit County Rate	0.00	+	0.00	x .25% =	0.00
13. Total State and County Tax <i>(Sum of Lines 4 through 12)</i>					294.00
14. Excess Collections					0.00
15. Total Tax <i>(Sum of Lines 13 through 14)</i>					294.00
16. Penalty - State and County <i>(Penalty if due, will be calculated after return is submitted and reviewed)</i>					0.00
17. Interest - State and County <i>(Interest, if due, will be calculated after return is submitted and reviewed)</i>					0.00
18. Less Prepayments for this Period					0.00
19. Prepayment for Next Period					0.00
20. Less any Credit <i>(Explanation Required)</i>					0.00

Explanation for Credit:

- | | |
|---|-----------|
| 21. Total Due <i>(Sum of Lines 15-17& 19, Minus Lines 18 and 20)</i> | \$ 294.00 |
|---|-----------|

Submission of E-500 Cont'd

- ➔ This schedule is required for online filing. Click [HELP](#) for more information regarding applicable county taxes.
- ➔ Enter the amount of tax county attributable to each county. The sum should equal the corresponding amount of county tax on your sales and use tax return. The 2% Food tax should be entered at the bottom of this page.

Account ID: 001306531

Legal Name: CABARRUS COUNTY PUBLIC SCHOOLS

Period Ending: 06/30/2016

County and Code	County 2% Tax	County 2.25% Tax	Transit 0.50% Tax
Alamance 1	0.00		
Alexander 2	0.00	0.00	
Alleghany 3	0.00		
Anson 4	0.00	0.00	
Ashe 5	0.00	0.00	
Avery 6	0.00		
Beaufort 7	0.00		
Bertie 8	0.00		
Bladen 9	0.00		
Brunswick 10	0.00		
Buncombe 11	0.00	0.00	
Burke 12	0.00		
Cabarrus 13	0.00	94.50	

Submission of E-500 Cont'd

Perquimans	72	0.00		
Person	73	0.00		
Pitt	74	0.00	0.00	
Polk	75	0.00		
Randolph	76	0.00	0.00	
Richmond	77	0.00		
Robeson	78	0.00	0.00	
Rockingham	79	0.00		
Rowan	80	0.00	0.00	
Rutherford	81	0.00		
Sampson	82	0.00	0.00	
Scotland	83	0.00		
Stanly	84	0.00		
Stokes	85	0.00		
Surry	86	0.00	0.00	
Swain	87	0.00		
Transylvania	88	0.00		
Tyrrell	89	0.00		
Union	90	0.00		
Vance	91	0.00		
Wake	92	0.00		
Warren	93	0.00		
Washington	94	0.00		
Watauga	95	0.00		
Wayne	96	0.00		
Wilkes	97	0.00	0.00	
Wilson	98	0.00		
Yadkin	99	0.00		
Yancey	100	0.00		
Enter Totals		0.00	94.50	0.00
2% Food Tax			0.00	

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clear help cancel

Submission of E-500 Cont'd

➔ Please Select a Payment Method

Credit/Debit Card - A convenience fee is charged if you pay by credit/debit card.
The fee is calculated as \$2.00 for every \$100.00 increment of your tax payment, and is nonrefundable.

You will need the following information for a credit/debit card payment:

- 16 digit MasterCard or Visa card number
- Billing address
- Expiration date

Bank Draft - Authorizes the North Carolina Department of Revenue to draft your bank account for the payment of your tax liability.

You will need the following information for a bank draft payment:

- Bank routing number
- Bank account number
- Date payment is to be drafted

You should review the Help text for additional information.

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cancel

Only choose this option

➔ Please note that NCDOR's debit block number has changed to 9044030460. Contact your financial institution for more information.

Please enter the banking information below that you want to use for making a payment.

Bank Routing Number

Bank Account Number

Bank Account Type

- Personal/Consumer Checking
- Personal/Consumer Savings
- Business/Corporate Checking
- Business/Corporate Savings

Current Payment Amount

\$294.00

Draft Date (mm/dd/yyyy) [what's this?](#)

06/24/2016

CAUTION: Some savings, money market and controlled spending accounts are not eligible for automatic drafts. Please confirm with your bank or credit union to verify if the account you've selected can be automatically drafted.

The sample check below will help you locate the information needed to complete this form.

The image shows a sample check with the following details: Payer: John Doe, 1234 Main Street, Anytown, CA 99999. Payee: ANYTOWN BANK, Anytown, CA 99999. Amount: 1234.00. Routing number: 250250025. Account number: 202020. MICR line: 1: 250250025 : 202020 : 1234. A red arrow points from the 'next' button at the bottom to the routing number field on the check.

Do not use a deposit slip to determine the bank numbers. Since a deposit slip may not contain the information you need. Contact your financial institution if you are unsure of the correct numbers to enter.

Draft Date - This form will fill in the earliest date possible to have your bank draft processed. If you are making a **notice payment**, this date cannot be modified. If you are making **other types of payments**, you may change this date to a future date. The date you select must be a valid banking date (not a weekend or holiday) and must be no greater than sixty days from the current date. Should you choose a date beyond your tax due date, you may be subject to late payment penalties and interest.

If the financial institution you designate cannot process the payment transaction, you will be responsible for the tax payment and any applicable penalties and interest.

If the transaction is returned for "insufficient funds" or "unable to locate account", you will be subject to a "Penalty For Bad Electronic Funds Transfer". The penalty is 10% of the payment (minimum \$1.00; maximum \$1,000.00).

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cancel

How to Record the Electronic Tax Payment

Record tax payment when bank statement is received and reconciling monthly bank statement. Journal Entry - bank charge/other debits

Bank Charge/Other Debits

Transaction Date	6/30/2016	Bank Name	
Amount	\$294.00	Bank Account	
Post To Account	737.000 SCHOOL SUPPORT		
Multiple Post To Accounts?	<input type="checkbox"/>		
Offset Account	001.000 Cash Account		
Event Code			
Reference	June Sales Tax Due		
Additional Comments (Proof Sheet Only)			

How to Record the Electronic Tax Payment

***Bank Charge / Other Debit
Journal Entry Proof Sheet***

TRA Training School

6/28/2016

JE # 4571

Transaction Date 6/30/2016

Bank Name

Bank Account

Charge Amount \$294.00

Posted Account

737.000 SCHOOL SUPPORT

\$294.00

Offset Account

001.000 Cash Account

\$294.00

Reference June Sales Tax Due