

# Monthly Sales and Use Tax Return

## General Information

**NOTE:** If you find that your monthly sales and use tax liability is consistently less than \$100, you should call the Office of Tax and Revenue at (202) 727-4829 to have your filing requirement frequency changed from monthly to annual.

- (A) FILING PERIOD AND DUE DATES:** A monthly return is due on or before the 20th of each month following the reporting period. If the due date falls on a Saturday, Sunday or legal holiday, the return is due on the next business day. To avoid a delinquency notice, a return must be filed even if no sales were made or no sales or use tax is due.
- (B) FORMS:** This booklet with all the necessary forms and instructions is mailed to each registered taxpayer. Taxpayers are responsible for filing and paying taxes on time whether or not the forms are received.
- (C) PAYMENTS:** Make checks or money orders payable to the DC Treasurer and mail your payment with the monthly sales and use tax returns to the Government of the District of Columbia, PO Box 679, Ben Franklin Station, Washington, DC 20044-0679. Payments may be made in person at any branch of the First Union Bank located in the District. Please write your Federal Employer Identification Number (SSN), FR-800M and the month and tax year on your payment.
- (D) DISHONORED CHECKS:** There is a charge of \$65 for each dishonored check issued to DC.
- (E) EXEMPT AND NONTAXABLE SALES:** The following are examples of exempt and, therefore, nontaxable sales:
- Sales to the United States or the Governments of the District of Columbia or any instrumentalities thereof;
  - Sales to semipublic institutions having a DC Certificate of Exemption (Form FR-551);
  - Sales to a purchaser that furnished you with a DC Certificate of Resale (Form FR-368); and
  - Sales delivered to a purchaser outside DC; and
  - Sales within the District by a Qualified High Technology Company (QHTC) of intangible property or services, otherwise taxable, after the requirement for certification as a QHTC has been satisfied.

**NOTE:** Charitable organizations must collect sales tax from items sold and enter the tax in item C.

- (F) RULES FOR REPORTING SALES AND GROSS RECEIPTS:** Report cash, credit or charge sales, including conditional sales, for the month in which the sale occurred, even if a portion of the sale price has not been collected. Do not deduct from taxable sales the refunds you issued for previously reported sales (see information under Overpayment of Sales or Use Tax) or sales of property that was subsequently repossessed. You may deduct uncollectible balances of accounts (bad debts). Subsequent collections of bad debts must be reported in full in the period in which they are collected. Expenses incurred in collecting bad debts are not deductible. (See Title 9 of the DC Municipal Regulations, copies may be purchased from the Office of Documents and Administrative Issuances, 441 Fourth St., N.W., Suite 520-S, Washington, DC 20001.

- (G) CRIMINAL PENALTIES:** Any person required to file a return or report, or perform any act under the provisions of the Sales and Use Tax Act who:

- Fails to file the return or report timely shall, upon conviction thereof, be fined not more than \$1,000 or imprisoned for not more than six months, or both, for each instance of failure or neglect; or
- Willfully fails to file the return or report timely shall, upon conviction thereof, be fined not more than \$5,000 or imprisoned for not more than one year, or both.

These penalties are in addition to penalties for false statements under DC Code §22-2514 and any other penalties provided in the Sales and Use Tax Act. Corporate officers may be held personally liable for the payment of taxes owed if the payment is not remitted to the District.

## H. PENALTY AND INTEREST CHARGES:

- There is a penalty of 5 percent per month imposed for the failure to file a return or pay any tax due on time. The penalty is computed on the unpaid tax for each month, or fraction of a month, that the return is not filed or the tax is not paid. The penalty will not exceed an amount equal to 25 percent of the tax due.
- There is a 20 percent penalty on that portion of an underpayment of taxes that is attributable to negligence. Negligence means a failure to make a reasonable attempt to comply with the law or to exercise ordinary and reasonable care in preparing tax returns, without the intent to defraud. One indication of negligence is a failure to keep adequate books and records.
- Interest of 10% per year, compounded daily, will be assessed on a late return or late payment, without regard to any extension.

- I. USE TAX REPORTING:** You are required to report the cost of all personal property and taxable services used or consumed by you within the District for which sales tax has not been paid to any state. This includes the cost of items purchased under a Certificate of Resale or withdrawn from stock for personal use or for use in the conduct of your business.

- J. OVERPAYMENT OF SALES OR USE TAX:** An overpayment of sales or use tax for a prior year should not be taken as a credit on the tax return of a subsequent period. To receive a refund of the overpayment, you must file a Claim for Refund of Sales and Use Tax, Form FR-331. If additional information is needed, please call (202) 727-4TAX (4829). For tax forms, call (202) 442-6546 or visit [www.dc.gov](http://www.dc.gov).

- K. FILING AN AMENDED RETURN:** You may file an amended sales and use tax return but only to report additional tax liability. Fill in the amended return circle at the top of the form and enter the total of the original taxable amount plus any additional taxable amount. Send the amended return together with the payment of additional tax to the address shown on the form.

**NOTE:** Lines 1-4 are for reporting tax use.

**LINE 1, COL. B:** Enter the TAXABLE AMOUNT of all items or services used by you in the District for the month being reported for which you have not previously paid sales tax to any state. Multiply the amount by the tax shown in Col. A and enter the result on Line 1, Col. C.

## Return Instructions, *continued*

**LINE 2, COL. B:** Enter the TAXABLE AMOUNT OF alcoholic beverages used by you in the District for the month being reported for which you have not previously paid sales tax to any state. Multiply the amount by the tax rate shown in Col. A and enter the result on Line 2, Col. C.

**LINE 3, COL. B:** Enter the TAXABLE AMOUNT of all food and drink used or consumed in the District, or rentals of motor vehicles or utility trailers (except those registered for commercial purposes) for the month being reported for which you have not previously paid sales tax to any state. Multiply the amount by the tax rate shown in Col. A and enter the result on Line 3, Col. C.

**LINE 4, TOTAL USE TAX:** Add Lines 1, 2 and 3 of Col. C and enter the result on Line 4, Col. C.

Lines 5-10 are for reporting sales tax.

**LINE 5, COL. B:** Enter the TAXABLE AMOUNT of sales for the month being reported for the following:

- (a) Sales of tangible property delivered in the District of Columbia;
- (b) Rentals or leases of tangible personal property, except rentals or leases of non-commercial vehicles;
- (c) Sales of newspapers and publications
- (d) Sales of food or drink sold through vending machines;
- (e) Sales of the following services: real property maintenance; landscaping; employment; personnel placement; data processing; information; production; fabrication or printing; repairs or alterations of tangible personal property; copying; photocopying, duplicating, or mailing; delivery; and laundering, dry cleaning, or pressing; except if the service is performed by coin-operated equipment.
- (f) Sales of stationary two-way radio services, telegraph services, teletypewriter services, teleconferencing services, "900," "976," "915," and other "900" type telecommunication services, telephone answering services, and coin-operated telephone services. Sales of these services are exempt from sales tax if charges to the end-user are subject to District of Columbia gross receipts or the toll telecommunication tax;
- (g) Admissions to certain public events;
- (h) Sales of local telephone service, gas, oil and electricity for commercial use; and
- (i) Sales of solid fuel or steam. Multiply the amount of sales by the tax rate shown in Col. A and enter the result on Line 5, Col. C. For detailed information, refer to the "General Information—Sales and Use Taxes" pamphlet (FR-379).

**LINE 6, COL. B:** Enter the TAXABLE AMOUNT of sales for the month being reported for alcoholic beverages sold for consumption off the premises. Multiply the amount by the tax rate shown in Col. A and enter the result on Line 6, Col. C.

**LINE 7, COL. B:** Enter the TAXABLE AMOUNT of sales for the month being reported for the following:

- (a) All sales of food and drink served or prepared for immediate consumption or sold in or by restaurants, lunch counters, cafeterias, hotels, caterers, boarding houses, carry-out shops, and other similar places of business. This includes food or drink in a heated state, cold drink dispensed on a self-service basis into a container; and frozen yogurt, ice cream, ice milk or sherbet sold in quantities of less than one pint.
- (b) Rental of motor vehicles and utility trailers, except those registered for commercial purposes;
- (c) Sales of alcoholic beverages sold for consumption on the premises; and
- (d) Sales of prepaid telephone calling cards.

Multiply the amount of sales by the tax rate shown in Col. A and enter the result on Line 7, Col. C.

**LINE 8, COL. B:** Enter the TAXABLE AMOUNT for the month being reported for charges for the service of parking, storing, or keeping motor vehicles or trailers. Multiply the amount by the tax rate in Col. A and enter the result on Line 8, Col. C.

**LINE 9, COL. B:** Enter the TAXABLE AMOUNT for the month being reported for charges for rooms, lodgings or accommodations furnished to transients. Multiply the amount by the tax rate in Col. A and enter the result on Line 9, Col. C.

**LINE 10, COL. B:** Add all entries on Lines 5 through 9 of Column B and enter as the TOTAL TAXABLE SALES.

**LINE 10, COL. C:** Add all entries on Lines 5 through 9 of Column C and enter as the TOTAL SALES TAX.

**LINE 11, COL. B:** Enter your TOTAL EXEMPT SALES for the month being reported, including sales by Qualified High Technology Companies.

**LINE 12, COL. B:** Add lines 10 and 11 of Column B and enter the result as the TOTAL SALES.

**LINE 12, COL. C:** Add Lines 4 (TOTAL USE TAX) and 10 (TOTAL SALES TAX) of Column C, enter the result — this is the TAX DUE.

**LINE 13, COL. C:** Enter any penalty due. The penalty is 5 percent per month for the failure to file a return or pay any tax due on time. Compute the penalty on the unpaid tax for each month, or fraction of a month, that the return is not filed or the tax is not fully paid. The penalty shall not exceed an amount equal to 25 percent of the tax due.

**LINE 14, COL. C:** Enter any interest due. Interest of .10 percent per year compounded daily, must be paid on any tax that remains unpaid after the due date of the return, without regard to any extension of time to file.

**LINE 15, COL. C:** Add Lines 12, 13 and 14 of Column C, and enter the result — this is the TOTAL AMOUNT DUE and is payable with your return.

**NOTE:** Sales tax must be charged and collected on the actual selling price.

**NOTE:** You must enter your Federal Employer Identification Number or SSN on the return. Each return must be properly completed and signed.

**IMPORTANT:** Make check or money order payable to the DC Treasurer. To mail your return, use the labels in the back of this booklet or mail to: Government of the District of Columbia, PO Box 679, Ben Franklin Station, Washington, DC 20044-0679.

Write your Federal Employer Identification Number/SSN, tax type (sales and use) and tax period on the face of your payment.

Payments also may be made in person at any DC branch of the First Union Bank.

**SUBSTITUTE RETURNS AND FORMS MUST BE APPROVED EACH YEAR IN ADVANCE BY THE OFFICE OF TAX AND REVENUE.**

**2003** FR-800M Sales and Use Tax Monthly Return



FEDERAL EMPLOYER I.D. NUMBER <input type="text"/>	PERIOD ENDING (MM/DD/YYYY) <input type="text"/>	OFFICIAL USE ONLY
BUSINESS NAME <input type="text"/>		SOCIAL SECURITY NUMBER <input type="text"/>
MAILING ADDRESS LINE 1 <input type="checkbox"/> Fill in if your address is different from your last return <input type="text"/>		ACCOUNT ID <input type="text"/>
MAILING ADDRESS LINE 2 <input type="text"/>		NAIC CODE <input type="text"/>
CITY <input type="text"/>	STATE <input type="text"/>	ZIP CODE <input type="text"/>

**A RETURN MUST BE FILED EVEN IF NO SALES WERE MADE OR NO SALES OR USE TAX IS DUE.**

COLUMN A DESCRIPTION	1B	COLUMN B — TAXABLE AMOUNT	Multiply amount in Col. B by rate and enter in Col. C	1C	COLUMN C — TAX DUE
1. USE Taxable at 5.75%		\$ <input type="text"/>	X .0575		\$ <input type="text"/>
2. USE Taxable at 9%		\$ <input type="text"/>	X .09		\$ <input type="text"/>
3. USE Taxable at 10%		\$ <input type="text"/>	X .10		\$ <input type="text"/>
4. TOTAL USE TAX (Add Lines 1, 2 and 3 of Col. C)		\$ <input type="text"/>			\$ <input type="text"/>
5. SALES Taxable at 5.75%		\$ <input type="text"/>	X .0575		\$ <input type="text"/>
6. SALES Taxable at 9%		\$ <input type="text"/>	X .09		\$ <input type="text"/>
7. SALES Taxable at 10%		\$ <input type="text"/>	X .10		\$ <input type="text"/>
8. SALES Taxable at 12%		\$ <input type="text"/>	X .12		\$ <input type="text"/>
9. SALES Taxable at 14.5%		\$ <input type="text"/>	X .145		\$ <input type="text"/>
10. TOTAL TAXABLE SALES (Add Lines 5, 6, 7, 8 and 9 of Col. B)		\$ <input type="text"/>	10. TOTAL SALES TAX (Add Lines 5, 6, 7, 8 and 9 of Col. C)		\$ <input type="text"/>
11. TOTAL EXEMPT SALES THIS MONTH		\$ <input type="text"/>	11C		\$ <input type="text"/>
12. TOTAL SALES (Add Lines 10 and 11 of Col. B)		\$ <input type="text"/>	12. TAX DUE (Total of Lines 4 and 10 of Col. C)		\$ <input type="text"/>
			13. PENALTY		\$ <input type="text"/>
			14. INTEREST		\$ <input type="text"/>
			15. TOTAL AMOUNT DUE (Add Lines 12C, 13C and 14C)		\$ <input type="text"/>

<b>PLEASE SIGN HERE</b>	Under penalty of law, I declare that this return, to the best of my knowledge, is correct. If prepared by a person other than the taxpayer, this declaration is based on all information available to the preparer.			
<b>PAID PREPARER ONLY</b>	TAXPAYER'S SIGNATURE _____	TITLE _____	DATE _____	Telephone Number of Person to Contact <input type="text"/>
	PREPARER'S SIGNATURE (if other than taxpayer) _____		DATE _____	Preparer's FEIN, SSN or PTIN <input type="text"/>
	FIRM NAME _____			
	FIRM ADDRESS _____			

**Mail return and payment to: Government of the District of Columbia, Office of Tax and Revenue, Ben Franklin Station, P.O. Box 679, Washington, DC 20044-0679. Make check or money order payable to the DC Treasurer. Include your Federal Employer ID Number (or SSN), "FR-800M" and tax period on your payment.**