

**PARISH OF RAPIDES  
SALES & USE TAX DEPT**

ACCOUNT NUMBER

BUSINESS NAME

FILING PERIOD - MONTH(S) & YEAR

**\*\*\*NEW ADDRESS\*\*\***

**Remit Payment To:**  
Rapides Parish Sales & Use Tax Department  
5606 Coliseum Blvd  
Alexandria, Louisiana 71303  
For Assistance Call (318) 445-0296  
Fax (318) 449-4532  
E-mail: info@rpst.org

To avoid penalties, your envelope must have an official postmark dated on or before the 20th following the period covered by the return.

FILE ONLINE:  
[www.SalesTaxOnline.com](http://www.SalesTaxOnline.com)  
[parishe-file.revenue.louisiana.gov](http://parishe-file.revenue.louisiana.gov)  
FOR MORE INFORMATION VISIT  
[www.laota.com](http://www.laota.com)

COMPUTATION OF SALES & USE TAX		A - 5.5%	B - 5.5%	C - 5%	D - 5.5%	E - 5.5%	F - 5.5%
		Alexandria	Pineville	Glenmora	Lecompte	Ball	Boyce
13.	ADJUSTED GROSS SALES (Row 13 must = Line 12)						
14.	PURCHASES SUBJECT TO USE TAX PER JURISDICTION						
15.	TOTAL (Line 13 + Line 14)						
16.	TAX DUE (Line 15 x Percentage Above)						
17.	EXCESS TAX COLLECTED						
18.	TOTAL (Line 16 + Line 17)						
19.	VENDOR'S COMPENSATION 1% (See Instructions)						
20.	NET TAX DUE (Line 18 - Line 19)						
21.	DELINQUENT PENALTY (See Instructions)						
22.	INTEREST (See Instructions)						
23.	TOTAL TAX, PENALTY AND INTEREST DUE						
24.	TAX DEBIT OR CREDIT (Authorized Memo Must Be Attached)						
25.	TOTAL AMOUNT DUE (Line 23 + Or - Line 24)						

COMPUTATION OF SALES & USE TAX		G - 5.5%	H - 4.5%	I - 4.5%	J - 3.5%	K - 4%
		Woodworth	FD #17	Cheneyville	District #3	FD #18
13.	ADJUSTED GROSS SALES (Row 13 must = Line 12)					
14.	PURCHASES SUBJECT TO USE TAX PER JURISDICTION					
15.	TOTAL (Line 13 + Line 14)					
16.	TAX DUE (Line 15 x Percentage Above)					
17.	EXCESS TAX COLLECTED					
18.	TOTAL (Line 16 + Line 17)					
19.	VENDOR'S COMPENSATION 1% (See Instructions)					
20.	NET TAX DUE (Line 18 - Line 19)					
21.	DELINQUENT PENALTY (See Instructions)					
22.	INTEREST (See Instructions)					
23.	TOTAL TAX, PENALTY AND INTEREST DUE					
24.	TAX DEBIT OR CREDIT (Authorized Memo Must Be Attached)					
25.	TOTAL AMOUNT DUE (Line 23 + Or - Line 24)					

26. REMITTANCE ENCLOSED (Total of Row 25) \$

**PLEASE NO STAPLES OR PAPER CLIPS. HAVE YOU USED THE PROPER COLUMN?  
ADDITIONAL INSTRUCTIONS ON REVERSE**

1.	Gross Sales of Tangible Personal Property, Leases, Rentals, & Services As Reported to the State of LA	\$
ALLOWABLE DEDUCTIONS		
2.	Sales For Resale/Further Processing	
3.	Cash Discounts, Sales Returns & Allowances	
4.	Sales Delivered Or Shipped Outside Rapides Parish	
5.	Sales Of Gasoline And Motor Fuels	
6.	Sales to the US Gov't, State of LA, Its Political Subdivisions & Agencies	
7.	Sales of Food Paid For With SNAP or WIC Vouchers	
Other Deductions Authorized By Law (Explain Briefly)		
8.		
9.		
10.		
11.	Total Allowable Deductions (Lines 2 through 10)	
12.	Adjusted Gross Sales (Line 1 Minus Line 11)	

**CHANGE OF STATUS REPORT**

Date Business Closed/Sold	Name/Address of New Owner
Mailing Address Change	Business Location Change

I declare under the penalties for filing false reports that this return (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is true, correct, and complete return. If the return is prepared by a person other than the taxpayer, his declaration is based on all the information relating to the matters required to be reported in the return of which he has any knowledge.

Authorized Signature	Date
Contact Number	

## ADDITIONAL INSTRUCTIONS

### Line #

### Instructions

- 1 List the gross sales of tangible personal property, leases, rentals, & services as shown on your Louisiana State Sales Tax Return. Moveable property is described as “tangible personal property”. “Services” includes the enumerated taxable services listed in LARS 47:301(14). **DO NOT include sales taxes collected in your Gross Sales amount.**
- 2 Deduct sales to businesses that made purchases from you to resell or further process for resale to their customers. In order to deduct these sales, you must retain a copy of that reseller’s exemption certificate & indicate on the invoice the name of the exempt purchaser.
- 14 List purchases for your business’ use for which you did not pay the full amount of sales tax due Rapides Parish. This is known as “Use Tax”. Things you purchase for resale but later remove from inventory for your use are examples of items which must be included at your actual cost. Other examples include items purchased for the business’ own use (aren’t resold) via Internet or catalogue which are shipped common carrier in which no local sales tax was charged. As a business, you are required to list these purchases on this line. Almost every business located within this parish owes some use tax every month.
- 15 If line 15 is zero, you must still file the return for the period based on your filing status (monthly/quarterly). If you are an occasional filer, you are not required to file “zero” returns.
- 17 You must account for all “Excess Tax” collected. Due to rounding, you are may collect more tax on a daily basis than the monthly total sales reflect is due. You must remit this tax by adding it on this line.
- 19 You are entitled to vendor’s compensation of 1% of the tax due provided that you have properly complied with all requirements of the sales tax statutes and our department has received this form with payment in a timely fashion. If you have made any errors or failed to remit timely, you cannot claim vendor’s compensation.
- 21 For returns filed on or after the delinquent date (21<sup>st</sup> day of the month following the period [monthly/quarterly] for which the tax was collected), penalty is calculated by multiplying the tax due by 5% for each 30 days or fraction thereof up to a maximum of 25%.
- 22 Interest accrues on a daily basis using a 365 day year commencing on the due date until paid. The due date is the first day of the month following the filing period (monthly/quarterly) for which the tax was collected. For example, if a return for the month of March is paid on May 1<sup>st</sup>, interest for 31 days (30 days for April & 1 day for May) is owed. Calculate the interest by multiplying the tax times 15%, then divide the result by 365, and multiply by the number of days delinquent.