



UTILITY USERS TAX RETURN

Service Supplier:	Tax Period (indicate month or quarter and year):
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Note: If you pay less than \$100,000 annually, you may apply to file on a quarterly basis by requesting an application form from the Finance Department at the address below. **If you have elected to file on a quarterly basis you should indicate one of the following:**

1st Qtr (Jan-Mar) 2nd Qtr (Apr-Jun) 3rd Qtr (Jul-Sept) 4th Qtr (Oct-Dec)

Type of Utility: **Electric** **Gas** **Water**

Calculation of Remittance

1. Gross Collections/Charges (excluding the tax)	\$	Line 1
2. Gross Collections/Charges from Exempt Accounts	\$	Line 2
3. Taxable Collections/Charges (line 1 less line 2)	\$	Line 3
4. Tax Due (5% of line 3)	\$	Line 4
5. Adjustments* (plus or minus)	\$	Line 5
6. 10% 1 st Penalty (if not postmarked by the 25 th)	\$	Line 6
7. Interest – if remitted within 30 days from the due date [# of days past due x 0.0004931507 x (sum of line 4 + line 6)]	\$	Line 7
8. 10% 2 nd Penalty – if remitted more than 30 days after the due date	\$	Line 8
9. Interest – if remitted more than 30 days after the due date [# of days past 30 remitted x 0.0004931507 x (sum of line 4 + line 6 + line 8)]	\$	Line 9
10. Total Tax Due (add lines 4-9)	\$	Line 10

I declare under penalty of perjury that, to the best of my knowledge and belief, the statements herein and on attachments are true, correct, and complete.

Name	Telephone #	Title	Date
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***Itemize and Explain on Attachments (line 5)**