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IF REPORT IS TYPED OR MACHINE PRINTED SEE INSTRUCTIONS

Form Number 21-3 Revised June 2010

OKLAHOMA VENDORS USE TAX REPORT

Table with 3 columns: A. Taxpayer FEIN/SSN, B. Reporting Period, C. Due Date

Form with boxes for OFFICE USE ONLY, F.C., P.T.

Form with checkboxes for Mailing, Business, G. Out of Business

H. Page

Form for D. Permit Number

Page(s)

E. MAILING ADDRESS

Form for mailing address: Name, Address, City, State, ZIP

- 1. Sales Price of Tangible Personal Property
2. A. Sales for Resale
2a. B. Other Legal Deductions
2b.
3. Total Deductions
4. Balance on which Use Tax is Due
5. Amount of tax
6. Discount
7. Interest
8. Penalty
9. Subtotal
10. State Tax
11. City/County Use Tax
12. Total State and City/County due

LEGAL DEDUCTIONS table with columns for 2a and 2b

Table for tax amounts with columns for DOLLARS and CENTS

DISTRIBUTION OF TAX FOR CITIES/COUNTIES

Table with 7 columns: I. Cities/Countries, J. Net Taxable Sales, K. City/County Use Tax, L. Discount, M. Interest and Penalty, N. Total Due, O. City/County Code

IF MORE SPACE IS NEEDED, USE SUPPLEMENT PAGE(S)

The Oklahoma Tax Commission is not required to give actual notice of changes in any State tax law.

I declare under the penalties of perjury, this return (including any accompanying schedules) has been examined by me, and to the best of my knowledge and belief is a true, correct, and complete return.

Form for Signature of Taxpayer, Date, Prepared by, Date

GENERAL INSTRUCTIONS

- Please write only in the white areas.
- Please use a #2 pencil or pen with black ink to mark your entries on this form.
- If your mailing address or your business address has changed place an "X" in the applicable Box F. Enter the correct information in space provided below.
- If you are not required to file this form, call the Oklahoma Tax Commission at (405) 521-3160.

SPECIFIC INSTRUCTIONS

- ITEM A - Enter your taxpayer identification number.
- ITEM B - Enter the month and year for the sales being reported. (Begin with the month when you made your first sale)
- ITEM C - Enter the date the report is due.
- ITEM D - Enter your sales tax permit number.
- ITEM E - Provide your name and mailing address.
- ITEM H - Enter the total number of pages enclosed in the boxes to the right of the word "of."

If you are closing your business and this will be your last use tax return, mark over the "X" in Box G and return your permit card with this report to the Oklahoma Tax Commission for cancellation.

LINE 1 (TOTAL SALES) - Enter the total amount of gross receipts, including taxable and nontaxable receipts. Do not include transportation charges on items sold for delivery into the state.

LINE 2 (DEDUCTIONS) - a. Enter the amount of sales made for resale to sales tax permit holders.
b. Enter the amount of authorized legal deductions and explain:

LINE 3 (TOTAL DEDUCTIONS) - Total lines 2a and 2b.

LINE 4 (NET TAXABLE SALES) - Subtract line 3 from line 1. If you have no amount subject to tax, leave blank.

LINE 5 (STATE TAX) - Multiply line 4 by 4.5% (.045). If there is no tax due, leave blank.

LINE 6 (DISCOUNT) - If this report and remittance is filed by the due date shown in Item C, you are eligible for a 1.00% discount for timely payment. Multiply line 5 (tax) by 0.010. The maximum discount allowed is \$2,500.00. Make no entry if report is late.

LINE 7 (INTEREST) - If this report and remittance is postmarked after the due date shown in Item C, the tax is subject to interest from the due date (Item C) until it is paid. Multiply the amount on line 5 by the applicable rate for each month the report is late.

LINE 8 (PENALTY) - If this tax report and remittance is not postmarked within 15 calendar days of the due date, a 10% penalty is due. Multiply the tax amount on line 5 by 0.10 to determine the penalty.

LINE 9 (SUBTOTAL) - Line 5, minus line 6, plus lines 7 and 8.

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Changes in Business Mailing Address:

FEIN/SSN _____

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____

Distribution of Tax for Cities/Counties - Enter the information for each city/county for which tax is due. Attach supplemental pages if necessary.

Column I - Print the name of the city or county for which you are remitting tax.

Column J - Enter the "taxable sales" for each city or county. If no "taxable sales" were made, leave blank.

Column K - Multiply the amount in Column J by the applicable rate and enter the amount of city/county tax due.

Column L - If this report and remittance are filed by the due date shown in Item C, you are eligible for a 1.00% discount for timely payment. Multiply the amount in Column K by 0.010 for each city/county listed. The maximum discount allowed is \$2,500.00. Make no entry if report is late.

Column M - If this report and remittance are postmarked after the due date shown in Item C the tax is subject to interest and penalty from the due date until it is paid. Multiply the amount in Column K by the applicable rates for each month the report is late.

Column N - Total Column K, minus Column L, plus Column M for each city/county listed.

Column O - Enter the code for each city or county for which you are remitting tax.

LINE P (TOTALS) - Enter the totals for Columns J, K, L, M and N. Enter the total amount for Column N on line 11.

LINE 10 (STATE TAX DUE) - Enter the amount from line 9.

LINE 11 (CITY/COUNTY TAX DUE) - Enter the amount from line P, Column M and include amounts from supplemental pages.

LINE 12 (TOTAL DUE) - Add lines 10 and 11. Remit this amount.

Sign and date the report and mail it with your payment envelope to:

**OKLAHOMA TAX COMMISSION
P.O. BOX 26850
OKLAHOMA CITY, OK 73126-0850**

WHO MUST FILE

Every vendor who is responsible for collecting/remitting payment of Oklahoma use tax must file a Use Tax Report.

WHEN TO FILE

Reports must be postmarked on or before the 20th day of the month following each reporting period for which a liability exists. The due date for filing this report is printed in Item C.

PAYMENT

Please send a separate check with each report submitted and put your Taxpayer ID Number (Item A) on your check.

WHO TO CONTACT FOR ASSISTANCE

For assistance, call (405) 521-3160.

Mandatory inclusion of Social Security and/or Federal Identification Numbers is required on forms filed with the Oklahoma Tax Commission pursuant to Title 68 of the Oklahoma Statutes and regulations thereunder, for identification purposes, and are deemed part of the confidential files and records of the Oklahoma Tax Commission.

Change in Business Location Address:

FEIN/SSN _____

NAME _____

ADDRESS _____

CITY _____

STATE _____ ZIP _____