

OKLAHOMA TAX COMMISSION  
FORM SVU20005  
OKLAHOMA VENDORS USE TAX RETURN  
FOR FILING PRO RETURNS ONLY

**Important Notice!**

This form is to be used by taxpayers who are participating  
in PAYRight OK (PRO)  
which runs from September 14, 2015  
through November 13, 2015.

**OKLAHOMA VENDORS USE TAX RETURN  
FOR FILING PRO RETURNS ONLY**  
Do NOT USE THIS FORM FOR REPORTING SALES TAX



A. Taxpayer <input type="checkbox"/> FEIN <input type="checkbox"/> SSN (check one, enter number below)	B. Reporting Period	C. Due Date	D. Account Number	<input type="checkbox"/> E. Amended Return
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H. Page 01 of \_\_\_\_\_ Page(s)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

F. Out of Business  
Date Out of Business: \_\_\_\_\_ MM/DD/YY

G. Mailing Address Change  
G. New Mailing Address

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

----- Dollars ----- Cents -----

**NOTE: This form is to be used by taxpayers taking advantage of PAYRight OK (PRO). Do NOT use for regular filing of vendors use tax.**

- |   |       |  |
|---|-------|--|
| 1. Sales Price of Tangible Personal Property (Do not include transportation charges).....                             | 1.    |  |
| ----- Legal Deductions -----  |       |  |
| 2. A. Sales for Resale<br>(Included in Line 1)..... - 2A.   |       |  |
| B. Other Legal Deductions<br>(Explain on Page 2)..... - 2B.   |       |  |
| 3. Total Deductions (Total of lines 2A and 2B).....   | = 3.  |  |
| 4. Balance on which Use Tax is due (Line 1 less Line 3) .....   | 4.    |  |
| 5. State Tax (4.5% of Line 4).....  | + 5.  |  |
| 6. City/County Use Tax (Sum of line(s) N. of Column M from schedule below and supplemental pages).....                | + 6.  |  |
| 7. Total Tax (Line 5 plus Line 6).....  | = 7.  |  |
| 8. Discount (see instructions).....   | - 8.  |  |
| 9. Interest (1.25% of Line 7 from date delinquent to date of payment) .....   | + 9.  |  |
| 10. Penalty (10% of Line 7, if not paid within 15 days from delinquent date).....                                     | + 10. |  |
| 11. <b>Total State and City/County Due</b> (Remit this amount)<br>(Line 7 minus Line 8, plus Line 9 and Line 10)..... | = 11. |  |

**DISTRIBUTION OF TAX FOR CITIES/COUNTIES SCHEDULE**

		K. Net Taxable Sales	L. Tax Rate (%)	M. Amount of Tax Due (Multiply Item K by Item L)	
I. City/County Code	J. City/County Name	--- WHOLE DOLLARS ONLY ---		--- DOLLARS ---	CENTS
12					
13					
14					
15					
<b>N. TOTAL</b> (if more space is needed, use supplement page[s])					

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The information contained in this return and any attachments is true and correct to the best of my knowledge.*

## OKLAHOMA VENDORS USE TAX RETURN INSTRUCTIONS FOR FILING PRO RETURNS ONLY

### PRO INSTRUCTIONS

#### WHAT IS PRO?

PRO is a limited-time opportunity for individuals and businesses to pay past-due tax free of penalty, interest, collection fees and costs. *However, if a taxpayer has a collection agency fee, the taxpayer is still responsible for payment of that fee.* PRO runs from September 14 through November 13, 2015.

#### WHAT DOES THE PROGRAM COVER AND HOW WILL PRO PARTICIPATION AFFECT ME?

The program covers any tax period(s) ending before January 1, 2015, for which you:

- did not file the required Oklahoma tax return(s);
- underreported tax due on a previously filed tax return(s);
- did not pay previously assessed taxes.

If you meet the requirements and pay the tax balance due or timely comply in full with the terms of a payment plan agreement established under PRO, the OTC will cancel penalty, interest, collection fees (other than collection agency fees) and costs associated with those tax periods.

#### HOW DO I FILE?

OkTAP account holders may file and pay electronically through their TAP account for periods after August 2013.

Periods prior to September 2013 must be filed by paper. Make checks or money orders payable to the Oklahoma Tax Commission and mail the return to:

**Oklahoma Tax Commission**  
**P.O. Box 269059**  
**Oklahoma City, Ok 73126-9059**

For assistance with the PRO program contact 1-866-263-8612.

### SPECIFIC INSTRUCTIONS

If you received this form by mail, make sure the preprinted information in Items A, B, C and D are correct. If incorrect, contact the Oklahoma Tax Commission's Taxpayer Assistance Division at (405) 521-3160.

- ITEM A - If not preprinted, check the box next to the type of identification number being used, and enter the taxpayer identification number.
- ITEM B - If not preprinted, enter the month(s) and year for the sales being reported. (Begin with the month when you made your first sale).
- ITEM C - If not preprinted, enter the date the return is due.
- ITEM D - If not preprinted, enter your Account Number.
- ITEM E - Check Box E if this is an amended return.
- ITEM F - If you are closing your business and this will be your last use tax return, check Box F and give the Date Out of Business.
- ITEM G - Check Box G if your mailing address has changed. Enter the new address in Item G. **NOTE:** Changes to location address must be submitted on the Notification of Business Address Change Form (BT-115-C-W), available at [www.tax.ok.gov](http://www.tax.ok.gov).
- ITEM H - Enter the total number of pages enclosed to the right of the word "of."

#### 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.

### SPECIFIC INSTRUCTIONS - CONTINUED

#### Line 2: Total Legal 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 below.

Explanation of 'legal deductions':

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#### 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% (0.045). If there is no tax due, leave blank.

#### Line 6: City/County Use Tax

Add the City/County tax due from Column M, Item N from Distribution of Tax for Cities/Counties Schedule and supplemental pages.

#### City/County Tax Schedule Computation (Lines 12-15)

Column I - Enter the code for each city/county for which you are remitting tax.

Column J - Print the name of the city/county for which you are remitting tax.

Column K - Enter the "net taxable sales" for each city/county. If no "net taxable sales" were made, enter zero.

Column L - Enter the applicable tax rate for the city/county.

Column M - Multiply Column K by Column L.

ITEM N. TOTAL: Enter the totals from Column M.

#### Line 7: Total Tax

Add Line 5 and Line 6.

#### Line 8: Discount

If this return and remittance is filed by the due date in Item C, you are eligible for a 1% discount for timely payment. Multiply Line 7 (tax) by 0.01. The maximum discount allowed is \$2,500.00. Make no entry if return is late.

#### Line 9: Interest

If this return and remittance is postmarked after the due date in Item C, the tax is subject to interest from the due date (Item C) until it is paid. Multiply the amount on Line 7 by .0125 the applicable rate for each month or part thereof that the return is late.

#### Line 10: Penalty

If this tax return and remittance is not postmarked within 15 calendar days of the due date, a 10% penalty is due. Multiply the tax amount on Line 7 by 0.10 to determine the penalty.

#### Line 11: Total Due

Total the return. Subtract Line 8 from Line 7, then add Line 9 and Line 10.

### **NEED ASSISTANCE?**

For assistance, contact the Oklahoma Tax Commission's Taxpayer Assistance Division at (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.

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