



OKLAHOMA TAX COMMISSION

2501 NORTH LINCOLN BOULEVARD
OKLAHOMA CITY, OKLAHOMA 73194

TELEPHONE (800) 522-8165
WWW.TAX.OK.GOV

NOTICE – CHANGE IN SALES TAX REPORTING AND REMITTANCES

As of October 2003, the law (Title 68 O.S. 1365 D, Supp. 2005) requires taxpayers owing an average of Twenty-five Hundred Dollars (\$2,500.00) or more per month in total sales taxes in the previous fiscal year to file and remit their taxes electronically. Our records indicate you meet these requirements.

To comply with this change you need to do the following:

A. Make an electronic "estimated" payment of tax liability for the 1st through the 15th of the month. Payment is due by the 20th of the current month. The "estimated" payment can be determined by one of two methods:

- (1) 90% of the actual tax liability for the first two weeks of the month; or
- (2) 50% of the tax collected for the same time period for the previous year

B. Electronically file your report and remit the balance of the tax due for the previous month. Report and payment are due by the 20th of the month.

Payments are considered electronically filed if the payments are made by ACH Debit, ACH Credit or by credit card.

Beginning in **July 2012**, follow the schedule below for reporting and remitting sales tax:

July 13 - File your June report and remittance

July 20 - July 1-15 (estimated tax amount) is due by electronic funds transfer (EFT)

August 20 - July report is due and must be filed electronically

July 16-31 balance is due by EFT

August 1-15 (estimated tax amount) is due by EFT

QuickTax, the OTC's web based filing system provides an easy means to electronically report and remit your taxes. To access our QuickTax reporting system, log on to our website at www.tax.ok.gov and click on Quick Tax Business Tax Filing System. If you currently file using a short form and do not have access to the Internet you should file and remit your taxes using our toll free telephone filing system (1-866-240-5460). Enclosed is a tip sheet to help you get started.

If you have any questions, please call our Taxpayer Resource Center at 405-521-3160 or in-state toll-free number, 1-800-522-8165.

The Oklahoma statutes provide an exception to these filing requirements. In making the determination, the Commission follows these guidelines:

1. The taxpayer does not have access to a computer and/or internet access; and
2. The taxpayer does not use a tax preparer with a computer and/or internet access; and
3. The taxpayers reporting requirements exceed the capacity of the telefile system.

If you satisfy these requirements, write a letter detailing your request for an exception and mail or fax it to:

Electronic Filing Coordinator

Oklahoma Tax Commission

P.O. Box 269057

Oklahoma City, Oklahoma 73152-3374

Fax # 405-522-1942

Sincerely,

The Oklahoma Tax Commission