

Instructions for Handwritten Forms

Guidelines



Do not use red ink.
Use blue or black ink.



Do not use dollar
signs, commas, or
other punctuation marks.



Printing



Set page scaling to
“none.” The Auto-Rotate
and Center checkbox
should be unchecked.



Do not select “print on
both sides of paper.”



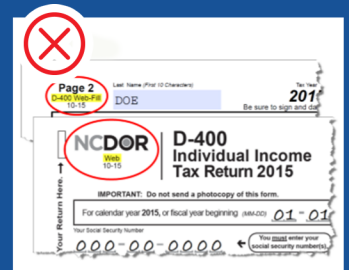
Before You Send



Do not submit
photocopies of returns.
Submit originals only.



Do not mix form types



Sales and Use Tax Return

North Carolina Department of Revenue

Legal Name (First 24 Characters) _____			Period Beginning (MM-DD-YY) ____-____-____	
Street Address _____			Period Ending (MM-DD-YY) ____-____-____	
City _____	State _____	Zip Code (5 Digit) _____	Account ID _____	

1. North Carolina Gross Receipts
(Do not include tax collected)
2. Sales for Resale
(Do not include on Line 3 below)
3. Receipts Exempt From State Tax

Tax Type	Purchases for Use		Receipts	Rate	Tax
4. Gen. State Rate	_____	+	_____	X 4.75% =	_____
5. 3% State Rate	_____	+	_____	X 3% =	_____
6. Modular & Mfg. Homes	_____	+	_____	X 4.75% =	_____
7. 2% Food Rate	_____	+	_____	X 2% =	_____
8. 2% County Rate <i>See Instructions</i>	_____	+	_____	X 2% =	_____
9. 2.25% County Rate	_____	+	_____	X 2.25% =	_____
10. 0.5% Transit County Rate	_____	+	_____	X 0.5% =	_____
11. 0.25% Transit County Rate	_____	+	_____	X 0.25% =	_____
12. 1% Additional County Rate	_____	+	_____	X 1% =	_____

13. Total State and County Tax *(Add Tax From Lines 4 through 12)*
14. Excess Collections
15. Total Tax *(Add Lines 13 and 14)*
16. Penalty - State and County
17. Interest - State and County
18. Less Prepayment for This Period
19. Prepayment for Next Period
20. Less any Credit *(Attach Explanation)*
21. Total Due *(Add Lines 15 - 17 and 19, Minus Lines 18 and 20)*

\$

Signature:

Date:

I certify that, to the best of my knowledge, this return is accurate and complete.

Title:

Phone:

MAIL TO: P.O. Box 25000, Raleigh, NC 27640-0700

