

**Duplin County Schools**  
**Fundraising Project**  
**Sales Tax Work Sheet**

School: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_ Prepared By: \_\_\_\_\_

**CALCULATION OF SALES TAX TO BE PAID TO NC DEPARTMENT OF REVENUE**

1. Gross Sales \_\_\_\_\_

2. Net Sales (Gross Sales divided by tax rate 1.07) \_\_\_\_\_

3. Sales Tax (Net Sales multiplied by 7%) \_\_\_\_\_

**(Fill in line 4 or 5, not both)**

4. Less Sales Tax Paid by Product Vendor (Documented) ( \_\_\_\_\_ )

5. Subtract Tax sent to NCDOR on "No Tax Payments" Report \_\_\_\_\_

6. Current Tax Liability Due to NC Department of Revenue \_\_\_\_\_

Send this form to the Accounting Specialist at Central Office

Attach check made payable to NCDOR.

Attach Account History Report from SFO showing the amount you collected.

Attach Invoice, which will show taxes you paid to vendor.

Attach No Tax Payments report.