



Checkpoints

- Line 1 - Have you reported all Gross Sales and Services for the period?**
- Line 2 - Have you entered all of your subtractions from Schedule A?**
- Line 3 – Have you calculated Net Sales?**
(Gross sales minus deductions)
- Line 4 – Have you entered your total subtractions from Schedule B?**
- Line 14 – Have you calculated Net Tax due?**
(Sales minus service fee)
- Line 18 – Have you calculated Total Balance Due?**
(Add all columns on line 17)

Zero Returns

- Have you put a zero in each of the lines mentioned above?**