

# Sales & Use Tax Return (ST-3)

## General Instructions

Listed below are the general instructions for completing your Georgia Sales & Use Tax Return.

Record the **Sales and Use Tax number (STN)**, name and address of the registered taxpayer. The **Period Ending** should be the end date (mm/dd/yy) of the reporting period. Check the **Amended Return** box if you are amending a previously filed return for the same period. Check the appropriate **Payment** box according to your method of payment. The **No Tax Due** box means there were no taxable sales/use and no tax due for this period. The **No Sales/Use Activity** box means there were no sales/use transactions during this period. You may check **No S/U Activity Due box on voucher** and submit only the voucher as a completed return.

**Rate changes effective January 1, 2011: Food tax exemption for Dekalb and Rockdale HOST, Taliaferro and Webster LOST, and Muscogee OTHER LOST ended December 31, 2010.**

### Part A - Tax Summary

#### LINE

- 1 Report Total (statewide) sales, leases and rentals.
- 2 Report Total Exempt sales, leases and rentals.
- 3 Subtract Exempt transactions from Total Sales transactions and record statewide Taxable Sales, leases and rentals. Complete Part B.
- 4 Record the Total SALES Tax amount (from Part B, line 23).
- 5 Record the Total USE Tax amount (from Part B, line 28).
- 6 Record the Pre-paid Local Sales/Use Tax for on-road motor fuel (If applicable, use ST-3D MF schedule on DOR website).
- 7 Record Total Sales/Use Tax Collected for reporting period from taxpayer accounting records.
- 8 Record the calculated Total Sales/Use Tax amount (addition of lines 4 + 5 + 6 above).
- 9 Subtract Total Sales/Use Tax amount (line 8) from Total Tax Collected (line 7) amount and record the Excess Tax amount. (If filing under an established Conversion Factor, calculate the Excess Tax by multiplying the Total Sales/Use Tax amount by the Conversion Factor). Include the Excess tax amount in the appropriate sales/use category for vendor's compensation.
- 10 Record the Total Vendor's Compensation (from Part B line 33).
- 11 Previous Prepaid Amount. (This is the estimated tax amount and will be printed on the form if it is mailed to you).
- 12 Current Prepaid Amount is calculated by DOR annually.
- 13 Add lines 8 and 9, subtract lines 10 and 11, and add line 12 for the Total Amount Due.

### Part B

#### Sales Tax Distribution Table

#### LINE

- 1 Record the Taxable Sales for the State (from Part A, line 3).
- 2 Record the Taxable Sales for the City of Atlanta. These sales represent products or services sold and delivered within the City limits of Atlanta less any exempt sales. These sales must be separated since they must also be included in county sales below. If no sales, leave blank.
- 3 - 4 Record the Taxable Sales separately for qualifying jet fuel sales from all other sales for Clayton County since these are partially exempt. Note tax rate differences. If no sales, leave blank.
- 5 - 6 Record the Taxable Sales separately for qualifying motor vehicle sales for Muscogee since these are partially exempt; Note tax rate differences. If no sales, leave blank.
- 7 - 21 List any other county name and corresponding jurisdiction county code (see Rate Chart) in which you made sales on the return (Taxable Sales, Tax Rate and Sales Tax Amount).
- 22 If additional jurisdictions are needed, see DOR Forms website for ST-3 Sales Tax Addendum form. List the additional jurisdictions and amounts, then bring the total sales amount back to the original return and place in the Addendum Page Total line 22.
- 23 Sum Sales Tax Amount column (including State, City of Atlanta and Counties) for the **Total Sales Tax**.

#### Use Tax Distribution Table

#### LINE

- 24 - 26 List Use Taxes by jurisdiction name, county code, reason code and applicable the Net Use Tax. Use tax is due if all applicable Georgia sales tax were not paid on an item purchased or leased and it was placed in "use" within Georgia. Examples of typical use taxes include purchases via the Internet or imported from another state. For additional information on Use Tax, see DOR website/Tax Policy Statement SUT 2008-10-10. Jurisdiction of Use means the county in which the product/service was first used; also list the location code. For the jurisdiction/location code, see Jurisdiction Tax Rate Chart. If no Use Tax is due, leave blank.  
Reason Codes:  
01-Ga Use; purchased tax paid in Georgia and used in another county having a higher local tax rate.  
Example: product purchased in 6% county but used in 7% county then use Reason Code 01; additional 1% would be due.  
02-Inventory withdrawal; purchased tax exempt and used in Georgia.  
Example: product withdrawn from tax-free inventory and used in taxable manner; state and local use would be due;  
03-Import Use-State; imported into Georgia tax exempt and reporting the applicable State tax rate; list Georgia as jurisdiction.  
04-Import Use-Local; imported into Georgia tax exempt and reporting the applicable Local tax rate; list county/city as jurisdiction.

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## General Instructions: Continued

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*Example: If you received credit for state or local sales tax in the origin state, then use Reason code 03 or 04 above and apply the net applicable. Multiply the purchase price or fair market value of the product(s) by the applicable NetTax rate for the Use Tax amounts. If additional jurisdictions are needed, see DOR Forms website for ST-3 Use Tax Addendum form.*

- 27 List the additional jurisdictions and amounts, then bring the Use Tax total only back to the original return and place in the Addendum Page Total line.
- 28 Sum the above Use Tax Amount column for the **Total Use Tax**.

### **Vendor's Compensation Calculation**

- Line
- 29 Record Total Sales and Use Tax on non-motor fuel sales/use up to and including \$3000; (from total on Part A, lines 4+ 5+9) Multiply this amount by 3% (or .03) Vendor's Compensation and report result.
- 30 Record Total Sales and Use Tax on non-motor fuel sales/use over \$3000; (from total on Part A, lines 4+ 5+9) Multiply this amount by .5% (or .005) Vendor's Compensation and report result.
- 31 Record Pre-paid Local Sales/Use tax for on-road motor fuel; if applicable (see *Pre-paid Local Sales Tax on Motor Fuel Schedule at DOR website below*). *This schedule must be completed and submitted with the ST-3 return form.* Multiply this amount by 3% (or .03) Vendor's Compensation and report the result.
- 32 Record State and Local sales/use tax due on off-road motor fuel; if applicable (from *Off-Road Fuel Worksheet at DOR website below; this worksheet is not required to be filed with the return - keep for taxpayer's records*). Multiply this amount by 3% (or .03) Vendor's Compensation and report result.
- 33 Sum above Vendor's Compensation amounts for **Total Vendor's Compensation** (record on Part A, line 10).
- 34 Record bad debt losses incurred on taxable Georgia sales.
- 35 Record recoveries on Georgia bad debts that were previously written off.

### **PART C**

#### **Certification and Signature**

The return must be completed and signed in order to be considered timely filed.

#### **Additional Instructions**

##### **Amended Returns**

An Amended return must be submitted on an ST-3 Sales and Use Tax Return with the Amended Return Box checked. The Amended return should reflect the changes to the original sales and use tax return information as well as the unchanged data.

##### **Master Accounts**

Any dealer with four or more locations is required to report on a consolidated Sales and Use Tax form (ST-3). Consolidated reporting requires each individual location to be reported on a master insert form declaring location sales and use taxes. The calculation of vendor's compensation should be done for each location and totaled on the consolidated return form. You may put up to \$3,000 on Part B, line 29 for each store location. This is available for Master accounts only.

**Failure to submit the Dealer Insert for individual store locations may result in the loss of Vendor's Compensation.**

##### **Penalty and Interest on Delinquent Returns.**

- Returns and payments are considered timely if postmarked by the due date of the return (generally the 20<sup>th</sup> of the month) following the close of the reporting period. Taxpayers will be billed penalty and interest for all returns and payments filed after this date.
- Penalty is calculated separately for the state and all local taxes in aggregate. A penalty of five percent (.05) of the tax due or five dollars (\$5.00), whichever is greater, for the state and for the local taxes will be billed after the return is processed. This penalty will be billed for each month, or fraction of a month, when the return is delinquent. The penalty amount will not exceed twenty-five percent (.25) or twenty-five dollars (\$25.00), whichever is greater.
- Interest is also calculated separately for the state and local taxes that are delinquent. Interest is calculated at one percent (.01) of the amount delinquent for each month, or fraction of a month, and will continue as long as the taxes are delinquent.

##### **Mailing Instructions**

Mail the return to one of the following addresses: State of Georgia, Department of Revenue.

**Return or amended return with check/money order remittance.**      **Return with electronically filed payment (EFT).**

PO Box 105408

Atlanta, Georgia 30348-5408

PO Box 740398

Atlanta, Georgia 30374-0398

**Additional Forms and information may be obtained from: Department of Revenue website/Forms. [www.etax.dor.ga.gov](http://www.etax.dor.ga.gov)**



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**Version 1**

Check/Money Order   
 No Sales/Use Activity   
 No Tax Due

Sales & Use # \_\_\_\_\_ Period Ending: \_\_\_\_\_ Amended Return

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

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County of Business: \_\_\_\_\_

DEPARTMENT USE ONLY

**Part A Tax Summary**

1. Total State Sales .....	▶	
2. Total Exempt State Sales .....	▶ -	
3. Taxable State Sales (record on Part B, line 1) .....	▶	
4. Total Sales Tax (from Part B, line 23).....	▶ +	
5. Total Use Tax (from Part B, line 28).....	▶ +	
6. Pre-Paid Local Sales/Use Tax (from Part B, line 31).....	▶ +	
7. Total Tax Collected (from accounting records)....▶		
8. Total Sales and Use Tax (Part A lines 4 + 5 + 6)▶		
9. Excess Tax (subtract lines 8 from 7).....	▶ +	
10. Total Vendor's Compensation (from Part B, line 33).....	▶ -	
11. Previous Prepaid Amount.....	▶ -	
12. Current Prepaid Amount.....	▶ +	
13. Total Amount Due.....	▶	



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Version 1

**Part B Sales Tax Distribution Table**

JURISDICTION	JURISDICTION CODE	TAXABLE SALES	TAX RATE	SALES TAX AMOUNT
1. State	000		4%	
2. City of Atlanta	060		1%	
3. Clayton (Jet-Fuel)	031		2%	
4. Clayton (Non-Jet Fuel)	031		3%	
5. Muscogee (Motor Vehicle)	106		2%	
6. Muscogee (Non-Motor Vehicle)	106		3%	
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
ADDENDUM PAGE TOTALS (If applicable) ▶				22.
<b>TOTAL SALES TAX</b> ▶				23.



Version 1

**Part B Continued Use Tax Distribution Table**

	JURISDICTION OF USE-NAME	JURISDICTION OF USE-CODE	USE TAX REASON CODE	STATE AND LOCAL USE TAX AMOUNT
24.				
25.				
26.				
27.	ADDENDUM PAGE TOTALS ▶			
28.	<b>TOTAL USE TAX ▶</b> (Record on Part A, Line 5)			

**Vendor's Compensation Calculation**

	TAX AMOUNTS	TAX RATE	VENDOR COMPENSATION
29. State and Local tax- non motor fuel sales/use (first \$3,000).....▶		3%	
30. State and Local tax- non motor fuel sales/use (over \$3,000).....▶		.5%	
31. Pre-Paid Local sales/use tax-on road motor fuel (if applicable)...▶		3%	
32. State and Local tax-off road motor fuel sales/use (if applicable)....▶		3%	
33. <b>TOTAL VENDOR'S COMPENSATION</b> (Record on Part A, Line 10)▶			

**Bad Debt Reporting**

34. Bad Debt Write-Off.....▶	
35. Bad Debt Recovered.....▶	

**Part C Certification and Signature**

I certify that this return, including any accompanying schedules or statements, has been examined by me and is to the best of my knowledge and belief a true and complete return made in good faith for the period stated. This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Return prepared by: \_\_\_\_\_

Phone Number \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

This return must be filed and paid by the 20th of the month following the period for which the tax is due in order to avoid loss of vendor's compensation and the application of penalty and interest. Businesses must file a timely return for each period even though no tax is due. Do not remit cash in the mail.

### Instructions for completing PV-ST Sales and Use Tax Payment Voucher

The Payment Voucher must be returned with the ST-3 Sales and Use Tax Return and your payment in the same envelope.

**Please:**

- Do **not** mail the Payment Voucher if you file your payment electronically (EFT).
- You may check the No S/U Activity box on voucher and submit only the voucher as a completed return.
- If you have sales activity, then you must complete and submit the ST-3 Return in full. Failure to file the proper return forms may result in penalties being assessed.
- Write your Sales and Use number on your payment.
- If you need assistance, please contact our Automated Directory Assistance at (404) 417-4477 or one of our Regional Offices found at the following website: <http://www.etax.dor.ga.gov/doroff.aspx>
- Send completed information to:

**Georgia Department of Revenue  
 Sales and Use Tax  
 P.O. Box 105408  
 Atlanta, GA 30348-5408**

**PLEASE DO NOT mail this entire page. Please cut along dotted line and mail only coupon and payment.  
 PLEASE DO NOT STAPLE OR PAPER CLIP. PLEASE REMOVE ALL CHECK STUBS.**

↓ Detach here and return lower portion ↓

 <b>PV-ST</b> Sales and Use Tax Payment Voucher Georgia Department of Revenue <b>2012</b> (Rev. 9/11)	 1204704015	NAME AND ADDRESS 
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This Payment Voucher **must** be included with your return and payment.  
 Please use Voucher **only** for period listed.

Check here if  No S/U Activity

Sales & Use Number	Period Ending	Vendor Code <b>040</b>
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**PLEASE DO NOT STAPLE OR PAPER CLIP. REMOVE ALL CHECK STUBS.**

GEORGIA DEPARTMENT OF REVENUE  
 SALES AND USE TAX  
 P O BOX 105408  
 ATLANTA, GA 30348-5408

Amount Due \$