

**Johns Hopkins University  
State Sales Tax Report**

*Report for each state due by the 8<sup>th</sup> of each month.*

Date: \_\_\_\_\_

To: Tax Office Fax Number: (443) 997-8538

From: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name of Person Submitting Report)

\_\_\_\_\_  
(Department)

Brief Description of Items Sold: \_\_\_\_\_

Sales tax collected for the month of: \_\_\_\_\_  
(Month and Year)

Tax collected for the state of: \_\_\_\_\_

Tax collected at the rate of: \_\_\_\_\_

Total sales for the month: \_\_\_\_\_  
(Gross sales does not include sales tax collected.)

Taxable sales for the month: \_\_\_\_\_

Tax collected for the month: \_\_\_\_\_

If you have any questions concerning a tax rate or filing requirements for a state, contact the Tax Office at (443) 997-8688 or (443) 997-3722

\*\* Please submit a separate sales tax report for each state.

\*\*\* Please indicate how the sales tax liability is transferred to the sales tax accounts.

Circle One: Cash Receipt Deposit or Copy of SAP General Ledger Entry Attached