



**CITY OF MONROE**  
 City of Monroe-Parish of Ouachita  
 Taxation & Revenue Dept  
**SALES & USE TAX REPORT**

1. Gross Sales of tangible property, Leases, rentals and Services as reported to the State of Louisiana.	
<b>ALLOWABLE DEDUCTIONS</b>	
2. Sales For Resale	
3. Cash Discounts, Sales Returns, and Allowances	
4. Sales Delivered or shipped Outside This Jurisdiction	
5. Sales of Gasoline and Motor Fuels	
6. Sales to agencies of the U.S. Govt., the State of LA., and it political subdivisions	
7. Sales of food paid for with USDA Food Stamps or WIC Vouchers	
<b>OTHER DEDUCTIONS AUTHORIZED BY LAW (EXPLAIN BRIEFLY)</b>	
8.	
9.	
10.	
11. TOTAL ALLOWABLE DEDUCTIONS (Lines 2 through 10)	
12. ADJUSTED GROSS SALES (Line 1 minus Line 11)	

**TO AVOID PENALTIES, RETURNS MUST BE TRANSMITTED ON OR BEFORE THE 20TH DAY FOLLOWING THE PERIOD COVERED.**

	Column 1	Column 4	Column 2	Column 7	Column 5	Column 3	Column R	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
<b>NOTE: COMPLETE WORKSHEET SCHEDULE A TO CALCULATE TOTAL ADJUSTED GROSS SALES, PURCHASES SUBJECT TO USE TAX</b>		3700	3701	3705	3703	3702	3704	3706	3707	3708				3709
<b>COMPUTATION OF SALES AND USE TAX</b>	City of Monroe Prescrip. Drugs & Foods 4.99%	East Ouachita Parish 5.99%	City of Monroe 5.99%	West Ouachita Parish 5.99%	Town of Sterlington 6.50%	City of West Monroe 5.99%	City of Richwood 5.50%	City of West Monroe EDD 6.99%	Town of Sterlington EDD 8.50%	Walnut St EDD 7.99%	Walnut St EDD Prescrip. Drug & Foods 6.99%	Mfg Machinery & Equipment Sales West Ouachita 3.99%	Mfg Machinery & Equipment Sales East Ouachita 3.99%	West Monroe Riverfront EDD 6.99%
13. Adjusted Gross Sales per Schedule A (Total of columns must equal LINE 12)														
14. Purchases Subject To Use Tax In Each Jurisdiction per Schedule A														
15. TOTAL (Line 13 plus line 14)														
16. TAX (Line 15 times applicable %)														
17. Excess Tax Collected														
18. TOTAL (Line 16 plus line 17)														
19. Vendor's Compensation (1% of line 18 deductible only when payment is not delinquent)														
19a. Vendor's Compensation (2% of line 18 deductible only when payment is not delinquent)														
20. NET TAX DUE (Line 18 minus line 19)														
21. Delinquent Penalty (5% of tax for each 30 day period, beginning the day of the due date), not to exceed 25% in the aggregate)														
22. INTEREST 12% per annum / 1.00% per month or a fraction thereof														
23. TOTAL TAX, PENALTY, AND INTEREST DUE														
24. Tax Debit or Credit (Authorized Memo Must Be Attached)														
25. TOTAL AMOUNT DUE (LINE 24 PLUS OR MINUS LINE 25)														
26. Remittance Attached														

I declare under penalties for filing false reports that this return and attachments has been examined by me and to the best of my knowledge & belief is a correct and complete return. If prepared by a person other than the taxpayer, his/her declaration is based on all information relating to matters required to be reported in the return of which he/she is knowledgeable.	AUTHORIZED SIGNATURE	TITLE	OFFICE USE ONLY
	CONTACT PHONE #	DATE	REVIEWED BY: _____ DATE: _____

**WARNING!**  
DO NOT USE ANY OTHER TAX-PAYERS RETURN AS THIS WILL RESULT IN IMPROPER CREDIT

<b>BUSINESS NAME</b>	
<b>ACCOUNT NUMBER</b>	
<b>PERIOD COVERED</b>	

Business Discontinued as of \_\_\_\_\_

Make Remittance Payable To:  
**TAXATION AND REVENUE DIVISION**  
 P.O. BOX 123  
 MONROE, LA 71210-0123  
 PHONE: (318) 329-2220 FAX: (318) 329-2362  
[www.monroela.us](http://www.monroela.us)

**City of Monroe - Parish of Ouachita**  
**Sales and Use Tax Report**  
**SCHEDULE A**

BUSINESS NAME	
ACCOUNT NUMBER	
PERIOD COVERED	

SALES TYPE				
Prescription Drugs & Qualifying Medical Devices R.S. 47:305.2(A)	Food for Home Consumption R.S. 47:305(C)(1)	Manufacturing Machinery & Equip Sales R.S. 47:305.5	Other Taxable Sales	Total Adjusted Gross Sales

DOMICILE CODE	COLUMN		Adjusted Gross Sales and Deduction Calculation				
	1	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14
3700	4	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14
3701	2	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14
3705	7	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14
3703	S	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14
3702	3	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14
3704	R	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14
3706	8	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14
3707	9	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14
3708	10	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14
	11	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14
	12	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14
	13	TAXABLE SALES AMOUNT					Line 13
		PURCHASES SUBJECT TO USE TAX					Line 14