

WORKSHEET for Business License Gross Receipts Report



Download the Excel Tax Wizard...and let your PC do all of the calculations.

To use *The Wizard* you will need:

- 1) Microsoft Excel Spreadsheet
- 2) Your business info and numbers
- 3) A printer

Taxwizard.Chattanooga.Gov

WORKSHEET INSTRUCTIONS—Copy your amounts onto the blank that is provided below. When you complete this worksheet, you can transfer the amounts to the corresponding lines on your tax form.

Line 1 Enter the total amount of gross receipts (excluding sales tax collected) for your tax period. **1)** _____

Line 2 Schedule A on the back side of the tax report will lead you through deductions categories which will reduce your taxable gross. Complete sections A, B and C. **2)** _____

Line 3 Subtract the amount on Line 2 from the amount on Line 1. This new amount is your “Taxable Gross.” **3(a)** _____

Short Cut—If 3(a) is 100% wholesale or retail, complete 3(b). Otherwise go to 3(c).

$3(a) \times \text{Tax Rate} =$ **3(b)** _____

If you qualify for the Short Cut, SKIP to Line 6. Ignore Lines 3(c) through 5.

Separate 3(a) total into two parts. 3(c) is the retail amount, and 3(d) is the wholesale amount.

Retail \$ Amount = **3(c)** _____

Wholesale \$ Amount = **3(d)** _____

Determine your Wholesale/Retail Percentage:

Divide 3(c) by 3(a) = **3(e)** _____ %

Divide 3(d) by 3(a) = **3(f)** _____ %

► **Take a Break** Review the amounts you wrote down for 3(e) and 3(f). If both amounts are greater than 20% complete Line 4; however, if either 3(e) or 3(f) is less than 20%, **SKIP** to Line 5.

Line 4

Multiply 3(c) by your Retail Tax Rate from the “Tax Rate Table” on the tax form.

4(a) _____

Multiply 3(d) by the Wholesale Tax Rate (see “Tax Rate Table.”) **4(b)** _____

Add 4(a) and 4(b). Enter here and on Line 6(a).

(Skip Line 5.) **4(c)** _____

Line 5

(Complete this line ONLY if you DID NOT complete Line 3(b) or Line 4.) Which percentage is greater, 3(e) or 3(f)? If 3(e) is larger, use the Retail Tax Rate in this step. If 3(f) is larger, use the Wholesale Tax Rate. (See “Tax Rate Table” on tax form for rate.)

Multiply Line 3(a) by your Tax Rate—either retail or wholesale as described above. Enter the amount here and on Line 6(a).

5) _____

Line 6 Carry down the amount from either 3(b), 4(c) or 5. (You should only have answers for one of these three blanks.)

6(a) _____

Enter \$15 for the Minimum License Fee previously paid. (\$15 per location if filing consolidated report.)

6(b) _____

$6(a) - 6(b) =$ **6(c)** _____

(If less than zero, enter zero.)

Line 6(c) is the Tax Due for the previous tax period. The remaining calculations pertain to four things:

1) Personal Property Tax credit, 2) penalty and interest due to delinquent filing, 3) collection and recording fee, and 4) payment of your minimum tax for your new tax year.

Line 7

$6(c) \times .6667 =$ **7(a)** _____

$6(c) - 7(a) =$ **7(b)** _____

Line 8 If you paid Personal Property Tax, enter your Bill # and the date tax was paid on your tax form. Enter the amount of the tax on Line 8.

8) _____

Line 9

7(a) - 8 = **9(a)** _____

(If less than zero, enter zero.)

9(a) x .15 = **9(b)** _____

9(a) - 9(b) = **9(c)** _____

7(b) + 9(b) = **9(d)** _____

9(c) + 9(d) = **9(e)** _____

9(c) divided by 9(e) = **9(f)** _____

If your return is not delinquent , SKIP to Line 12.

Line 10 Penalty

Penalty Rate Table

Locate the "Delinquent" date on your tax form.

Penalty is based on number of days delinquent.

0 days	no penalty	61-90 days	15%
1-30 days	5%	91-120 days	20%
31-60 days	10%	121 days or more	25%

9(e) x penalty rate (minimum penalty is \$15) = **10** _____

The answer to 10(a) depends on previous answers:

...If 6(c) equals zero, enter \$12.75 for 10(a):

...If 9(c) equals zero AND 9(d) is greater than zero, enter zero for 10(a):

...If neither is true, multiply 10 x 9(f); enter on 10(a):

10(a) _____

Line 10 - 10(a) = **10(b)** _____

Line 11 Interest

If penalty is due, then interest is also due.

A) .000336 x # of days delinquent x 9(c) = **11(a)** _____

B) .000336 x # of days delinquent x 9(d) = **11(b)** _____

Line 12 Total

A) Add Lines 9(c), 10(a) and 11(a): **12(a)** _____

B) Add Lines 9(d), 10(b) and 11(b): **12(b)** _____

Line 13 Collecting and Recording Fee

Enter \$5 for each location renewing:

13 _____

Line 14 The minimum tax for the new

business period is \$15 for each license being

renewed. **14** _____

(If this is a FINAL REPORT, leave Line 14 blank and SKIP to Line 17.)

If your return is not delinquent , SKIP to Line 17.

Line 15 Penalty is due on the line 14

amount based on the number of days delinquent.

Multiply Line 14 by the same percentage rate you

used on Line 10 **15** _____

Line 16 Interest is also calculated on line 14

based on the number of days delinquent. Multiply

.000329 by the exact number of days delinquent,

then multiply by Line 14:

16 _____

Line 17

Add Lines 12(a), 12(b), 13, 14, 15 and 16:

17 _____

Three Reasons to Contact the Treasurer's office:

1) Your business closes—You will need to file a

IMPORTANT—The law only requires you to maintain a business license when annual gross receipts are \$3,000 or greater. If you no longer need to maintain a license, please complete this return as a "Final Report" and enclose a written statement explaining your situation. Should your business increase and you exceed the \$3,000 minimum, it is your responsibility to reapply for a license. Failure to comply could result in penalty and interest accruing from the time that the \$3,000 gross was reached.

final report.

2) When you have changes in your business information during the year.

3) If a change of ownership occurs. Business licenses are nontransferable.

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