



**CITY OF LAKEWOOD
REVENUE DIVISION**

**SALES AND USE TAX RETURN INSTRUCTIONS
BELMAR**

Updated 01-2010

- Complete taxpayer identification at the top of the tax return, including your **license number**.
- Provide the appropriate reporting period and due date.
- List employment data. (Data is voluntary and used to analyze employment trends in the City of Lakewood only.)
- Follow the steps below to finalize your tax return.
- Submit a signed copy along with your payment to the City of Lakewood's Revenue Department.

LINE 1	Record all sales, both taxable and nontaxable, for the period covered including: <ul style="list-style-type: none"> • Retail and wholesale sales • Services and labor rendered • Rental and lease receipts • Public Improvement Fees collected <p>The sales tax return must be consistently filed on either a cash or accrual basis.</p>	LINE 5A	Multiply LINE 3L - (total city net taxable sales and service shipped outside of Belmar but within Lakewood) by 3%.
		LINE 5B	Multiply the room rental receipts included in Gross Sales and Service (Line 1) by 3%.
		LINE 5C	Multiply LINE 4 - (total city net taxable sales and service) by 1%.
		LINE 5D	blank line
		LINE 5E	blank line
		LINE 6	Report tax collected in excess of the appropriate combined sales tax rate
LINE 2A	Report the bad debts collected in this reporting period that were deducted in any previous reporting period.	LINE 7	Add Lines 5A, 5B, 5C and 6
LINE 2B	Add lines 1 and 2A	LINE 8	blank line
LINE 3A	Deduct all services that are nontaxable (e.g. labor and professional fees, if separately stated on the invoice). Do not deduct fabrication labor, which is taxable.	LINE 9	blank line
LINE 3B	Deduct sales made to other licensed retailers who purchased your merchandise for the purpose of resale to the consumer.	LINE 10	Use tax is due for items that are purchased or leased for the businesses' own use and on which no city sales tax has been paid and no tax exemption exists. Transfer the total purchase price or lease amount from Schedule B (on the bottom of the return) and multiply by 3%.
LINE 3C	Deduct all sales delivered or mailed to a purchaser outside the city limits of Lakewood.		
LINE 3D	Deduct uncollected sales that were reported as taxable sales in a previous period. The sales must be "written off" and deemed uncollectible. If bad checks are deducted, only the portion of the returned check attributable to the purchase of taxable goods can be deducted.	LINE 11	Add Lines 7 and 10
LINE 3E	Deduct the value given for goods traded in that will be resold in the usual course of your business.	LINE 12	If your return is postmarked after the due date, add a 10% penalty on Line 11 and the appropriate interest rate of 1.4% for 2007 & 2008, 1.2% for 2009 and 1.0% for 2010 per month of Line 11.
LINE 3F	Deduct all sales of gasoline and cigarettes.	LINE 13	Add Lines 11 & 12
LINE 3G	Deduct all sales to qualified exempt organizations. Documents that support the exemption must be kept on file.	LINE 14	Add or deduct any under or overpayment from previous periods on Line 14A or 14B. Please attach the "Estimate of Tax Due/Adjustment" showing the amount due or credit allowed.
LINE 3H	Deduct the sales that were returned by the purchaser and were reported as taxable sales in a previous reporting period.	LINE 15	Add Lines 13 and 14 A & B. Make check or money order payable to the City of Lakewood.
LINE 3I	Deduct all qualifying sales of prescription drugs and prosthetic devices.	NOTE - A sales and use tax return must always be filed for each reporting period, even when there is no tax due. Sales tax information is reported on Lines 1 through 7; use tax information is reported on Line 10 and Schedule B. All returns must be signed.	
LINE 3J	Deduct any grocery food sales sold for home consumption.		
LINE 3K	Deduct any Public Improvement fees that are not subject to sales tax.		
LINE 3L	List sales shipped out of Belmar but within Lakewood		
LINE 3M	List any other deductions not listed above		
LINE 3	Add Lines 3A through 3M		
NOTE: ALL DEDUCTIONS MUST BE PROPERLY DOCUMENTED OR THEY MAY BE DISALLOWED.			
LINE 4	Subtract Line 3 (TOTAL DEDUCTIONS) from 2B		