

# PROMOTIONAL ORDER AND SALES TAX WORKSHEET

This worksheet is designed to assist your chapter Ways and Means LPM and Treasurer in calculating the breakdown of a promotional fundraiser.

- Orders should be listed on the order form that is attached to the promotional flyer.
- Be sure to collect the total amount of each order plus sales tax.

DO NOT collect sales tax on food and clothing items.

- Checks for orders should be made out to your local chapter.
- Keep a copy of the order form for your records to verify order when received.
- Complete the worksheet to determine the amounts: that you send to the Ways and Means state program manager (box C), that your chapter keeps (box B), that you pay to the State of MN for sales tax (box D)

Enter the total amount of the order in box A, NOT including sales tax:

A

Multiply the amount in box A times .20 (20 percent) and enter in box B:

B

The amount in box B is what your chapter earned from participating in the promotional fundraiser. Thank you!

Subtract the amount in box B from the amount in box A and enter in box C

C

**THE AMOUNT IN BOX C IS THE TOTAL OWED FOR YOUR ORDER.**

Please make out a check to "Minnesota Women of Today" and mail it with your order to the Ways and Means state program manager.

Enter in box D the total amount of Sales tax collected from the orders:

D

\* If you did not collect sales tax with the orders, you still owe the tax to the state. Multiply the amount in box A times .06875 (6.875 percent) and enter this amount in box D. (If box A contains non-taxable sales, do not include that portion in your calculation.)

The amount in box D represents sales tax, which is paid to the State of Minnesota when your chapter files sales tax after the end of the calendar year. Give your treasurer a copy of the completed order form for filing sales tax. If the chapter's county or city has additional sales tax, they need to collect the correct amount. For example, in Hennepin County the sales tax rate is 0.07275%, so that is the amount of tax to collect in Hennepin County (as an example). For more information on sales tax, please contact the MN Department of Revenue.