Form 3A

Tax Payments

Client Name: _____

941 Payments-Detail Listing

Date	Posting Reference	Amount

940 Federal Unemployment-Detail Listing

Date	Posting Reference	Amount

State U/C Payments

Date	Posting Ref	Amount

Do you pay your sales tax: [] Monthly [] Quarterly [] Semi-Annually [] Annually [] Don't File Sales Tax

Form 3B

Sales Tax Summary for Your Business

Client Name:_____

Month	Gross Sales	Exempt Sales	Taxable Amount	Collection Disc.	Tax Paid
Jan					
Feb					
Mar					
Apr					
May					
June					
July					
Aug					
Sept					
Oct					
Nov					
Dec					
Totals					

(Put your firm contact information in this area.)