

# Sales and Use Tax Return (ST-3) Instructions

## **\*\*ATTENTION\*\***

**Effective date:** This Form ST-3 is effective for sales beginning April 1, 2018.

### **Important changes to Form ST-3:**

- Transportation local option taxes (TSPLOSTs) are no longer reported separately. TSPLOSTs are now reported in Part B on the same line with other local sales and use taxes.
- The City of Atlanta no longer has a stand-alone jurisdiction code. Use 044A to report sales sourced to DeKalb County inside the City of Atlanta. Use 060A to report sales sourced to Fulton County inside the City of Atlanta. See Part B instructions below for more information.
- TSPLOST-exempt sales must now be reported separately. Add “TE” to the jurisdiction. For example, for TSPLOST-exempt sales sourced to Fulton County outside the City of Atlanta, use 060TE; and use 060ATE for TSPLOST-exempt sales sourced to Fulton County inside the City of Atlanta. See Part B instructions below for more information.
- Sales of tax-exempt “food and food ingredients” sourced to DeKalb County outside the City of Atlanta must be reported separately using code 044F. See Part B instructions below for more information. (Sales of “food and food ingredients” sourced to DeKalb County inside the City of Atlanta are reported with non-“food and food ingredients” sales using code 044A.) See Part B instructions below for more information.

**Sourcing:** Generally, sales sourced to a jurisdiction include all sales of property in which the property is delivered to the purchaser in the jurisdiction and sales of services that are performed in the jurisdiction. Please refer to O.C.G.A. § 48-8-77 for specific sourcing rules.

**Electronic filing:** To file and pay electronically, please visit the Georgia Tax Center at <https://gtc.dor.ga.gov>. Additional information, instructional videos, and frequently asked questions about electronic filing can be found at <http://dor.georgia.gov/georgia-tax-center-info>.

### **General Instructions:**

Record the **Sales and Use Tax Number (STN)**, name, and address of the registered taxpayer. The **Period Ending** should be the end date (mm/dd/yy) of the reporting period. Check the **Amended Return** box if you are amending a previously filed return for the same period. Check the **No Tax Due** box if there were no taxable sales during this period. If there has been no sales and use tax activity during the period, do not complete this form. Please check the **No Sales/Use Tax Activity** box on Page 4, and complete and submit the payment voucher (Form PV-ST Sales and Use Tax Voucher) only.

### **Part A - Tax Summary**

#### **LINE**

- 1 Record total state sales (all sales sourced to the State of Georgia), including leases and rentals.
- 2 Record total exempt state sales, including leases and rentals. Include all sales that are exempt from state sales tax, even if such sales are subject to local sales tax.
- 3 Subtract exempt state sales (Line 2) from total state sales (Line 1) and record taxable

- state sales.
- 4 Complete Part B, and record the total sales tax from Part B, Line 21.
  - 5 Record the total use tax from Part B, Line 26.
  - 6 Record the pre-paid local sales/use tax for on-road motor fuel (from Form ST-3 Motor Fuel), if applicable.
  - 7 Record total sales/use tax collected for reporting period from taxpayer accounting records.
  - 8 Add Line 4 + Line 5 + Line 6.
  - 9 Subtract Line 8 from Line 7 to calculate excess tax collected. Include excess tax collected in the appropriate sales/use category for vendor's compensation in Part C.
  - 10 Complete Part C, and record the total vendor's compensation from Part C, Line 5.
  - 11 Record previous prepaid estimated tax, if applicable. Please reference your annual prepaid estimated tax letter.
  - 12 Record current prepaid estimated tax, if applicable. Please reference your annual prepaid estimated tax letter.
  - 13 Add Lines 8 and 9, subtract Lines 10 and 11, and add Line 12 for the total amount due.

### **Part B - Sales Tax Distribution Table**

#### LINE

- 1 Record the taxable state sales (total sales sourced to the State of Georgia LESS sales of energy to manufacturers and all other state tax exempt sales). Multiply this amount by the rate indicated and record the sales tax amount for the state.
- 2 Record taxable sales sourced to DeKalb County inside the City of Atlanta. Do not include sales that are exempt from one or more local taxes. For example, do not include TSPLOST-exempt sales.  
Multiply taxable sales by the indicated rate, and record the amount in the "sales tax amount" column.
- 3 Record TSPLOST-exempt sales sourced to DeKalb County inside the City of Atlanta. Generally, TSPLOST-exempt sales include sales of fuel used for off-road heavy-duty equipment, off-road farm or agricultural equipment, or locomotives; and motor fuel as defined in O.C.G.A. §48-9-2(9) for public mass transit.  
Multiply the sales by the indicated rate, and record the amount in the "sales tax amount" column.
- 4 Record taxable sales sourced to DeKalb County outside the City of Atlanta that are not sales of tax-exempt "food and food ingredients". Do not include sales that are exempt from one or more local tax.  
Multiply the taxable sales by the indicated rate, and record the amount in the "sales tax amount" column.
- 5 Record sales of tax-exempt "food and food ingredients" that are sourced to DeKalb County outside the City of Atlanta.  
Multiply the sales by the indicated rate, and record the amount in the "sales tax amount" column.
- 6 Record taxable sales sourced to Fulton County inside the City of Atlanta. Do not include sales that are exempt from one or more local taxes. For example, do not include TSPLOST-exempt sales.  
Multiply taxable sales by the indicated rate, and record the amount in the "sales tax amount" column.
- 7 Record TSPLOST-exempt sales sourced to Fulton County inside the City of Atlanta. Generally, TSPLOST-exempt sales include sale of fuel used for off-road heavy-duty equipment, off-road farm or agricultural equipment, or locomotives; and motor fuel as

defined in O.C.G.A. §48-9-2(9) for public mass transit.

Multiply the sales by the indicated rate, and record the amount in the “sales tax amount” column.

- 8-19 Use Lines 8-19 and addendum pages to record taxable sales sourced to other jurisdictions. List the county name, code (see rate charts), and dollar amount of taxable sales. Multiply the amount of taxable sales by the rate, and record the amount in the “sales tax amount” column.

**Note 1: Sales of energy to manufacturers must be recorded by jurisdiction on a separate line. Use the jurisdiction code followed by "E" (e.g., 060E). The rate chart for energy sold to manufacturers is located at <https://dor.georgia.gov/sales-tax-rates-current-historical-and-upcoming>.**

**Note 2: TSPLOST-exempt sales must be recorded by jurisdiction on a separate line. Use the jurisdiction code followed by "TE" (e.g., 060TE). The rate chart for TSPLOST-exempt sales is located at <https://dor.georgia.gov/sales-tax-rates-current-historical-and-upcoming>.**

- 20 If you recorded sales on addendum(s), enter the total sales tax amount from the addendum(s). Additional addendum pages (Form ST-3 Addendum Sales) are located at <http://dor.georgia.gov>.
- 21 Record the sum of Lines 1-20 as total sales tax and record this amount on Part A, Line 4.

### **Part B – Use Tax Distribution Table**

#### **LINE**

- 22-24 Use Lines 22-24 and addendum(s) to record state and local use tax by jurisdiction of use. For each entry, record the jurisdiction, and reason code. Use tax is due if applicable Georgia sales tax was not paid on an item purchased or leased and that item has been placed into use within Georgia. Jurisdiction of use means the jurisdiction in which the product was first used in Georgia. The use tax reason codes are:

<b>Code</b>	<b>Reason</b>
01	Georgia use – item purchased tax-paid in Georgia and used in another jurisdiction having a higher local tax rate.
02	Withdrawal from inventory in Georgia.
03	Import-use (state tax only). The jurisdiction “State” (000) must be used for this code.
04	Import-use (local tax only)

Examples of taxable transactions and reason codes include:

A contractor purchases an item for \$600.00 in a Georgia jurisdiction where the total sales tax rate is 6% and uses the item to fulfill a contract in a jurisdiction where the total sales tax rate is 8%. The contractor owes additional use tax of 2% and should record local use tax due of \$12.00 ( $\$600.00 \times .02$ ). The use tax reason code is 01.

A Georgia furniture manufacturer withdraws a table worth \$700.00 from inventory to

use in the business's break room. The manufacturer owes state and local use tax based on the fair market value of the table at the rate in effect in the jurisdiction where the withdrawal from inventory occurs. The manufacturer should calculate the use tax due by multiplying the combined state and local use tax rate by \$700.00 and recording the resulting use tax. The use tax reason code is 02.

A Georgia resident or Georgia business purchases an item for \$800.00, and the seller does not charge sales tax. The purchaser owes use tax based on the rate in effect in the jurisdiction where the purchaser receives the item. The purchaser should calculate state use tax by multiplying the applicable state use tax of 4% by \$800.00 and recording the resulting state use tax due with the use tax reason code 03. The purchaser should calculate the local use tax due by multiplying the applicable local use tax rate by \$800.00 and recording the resulting local use tax due with the use tax reason code 04.

A Georgia resident or Georgia business purchases a \$900.00 item outside of Georgia, pays the other state's 5% state sales tax at the time of purchase and returns to Georgia with the item. The purchaser will receive credit against Georgia's 4% state use tax due and thus owes no additional state use tax. The purchaser owes local use tax at the rate in effect in the jurisdiction where the purchaser lives or where the business is located. The purchaser should calculate the local use tax due by multiplying the applicable local use tax rate by \$900.00 and recording the resulting local use tax due. The use tax reason code is 04.

- 25 If you recorded uses on addendum(s), enter the total use tax amount from the addendum(s). Additional addendum pages (Form ST-3 Addendum Use) are located at <http://dor.georgia.gov>.
- 26 Record the sum of Lines 22-25 as total use tax, and record this amount on Part A, Line 5.

### **Part C – Vendor's Compensation Calculation**

#### **LINE**

- 1 Calculate the total state and local sales and use tax on non-motor fuel sales by adding Lines 4, 5, and 9 of Part A and subtracting sales and use tax on off-road motor fuel, if applicable. Record the first \$3000 of state and local sales and use tax on non-motor fuel sales in the "Tax Amounts" column. Multiply the amount in the "Tax Amounts" column by the rate. Record the result in the "Vendor's Compensation" column.
- 2 Record the amount of state and local sales and use tax on non-motor fuel sales that exceeds \$3000 in the "Tax Amounts" column. Multiply the amount in the "Tax Amounts" column by the rate. Record the result in the "Vendor's Compensation" column.
- 3 Record pre-paid local sales/use tax for on-road motor fuel (from Form ST-3 Motor Fuel), if applicable. Multiply the tax amount by the rate. Record the result in the "Vendor's Compensation" column.
- 4 If applicable, record the state and local sales and use tax on off-road motor fuel in the "Tax Amounts" column. Multiply the amount in the "Tax Amounts" column by the rate. Record the result in the "Vendor's Compensation" column.

- 5 Record the sum of Lines 1, 2, 3, and 4; and record this amount on Part A, Line 10.

### **Part D – Bad Debt Reporting**

#### **LINE**

- 1 Record bad debt losses incurred on taxable Georgia sales.  
2 Record recoveries on Georgia bad debt that was previously written off.

### **Part E – Certification and Signature**

The return must be completed and signed in order to be considered timely filed.

#### **Additional Instructions**

##### **Amended Returns**

An amended return must be submitted on an ST-3 Sales and Use Tax Return with the Amended Return box checked. The amended return should reflect the changes to the original sales and use tax return information as well as the unchanged data.

##### **Master Accounts**

Any dealer with four or more locations must file their Sales and Use Tax Return on the Georgia Tax Center (<https://gtc.dor.ga.gov>).

#### **Penalty and Interest on Delinquent Returns**

- Returns and payments are considered timely if postmarked by the due date of the return (the 20<sup>th</sup> day following the close of the reporting period). Taxpayers will be billed penalty and interest for all returns and payments postmarked after this date.
- Penalty is calculated separately for state and local taxes in aggregate. A penalty of 5% (.05) of the tax due or five dollars (\$5.00), whichever is greater, will be billed after the return is processed. This penalty will be billed for each month, or fraction of a month, for which the return is delinquent. The maximum penalty amount will be 25% (.25) or twenty-five dollars (\$25.00), whichever is greater.
- For all periods beginning before July 1, 2016, interest is computed at 1% per month. For periods beginning on or after July 1, 2016, the annual interest rate will be the bank prime loan rate published on or after January 1 of each calendar year plus 3%. Interest will accrue on the tax amount owed from the date the tax is due until the tax is paid.
- Vendor's compensation is only given when both the payment and return are submitted timely. Taxpayers who are mandated to file electronically will not receive vendor's compensation if a paper return and/or payment is submitted.

#### **Mailing Instructions**

Mail the return to the following address:

State of Georgia, Department of Revenue  
PO BOX 105408  
Atlanta, GA 30348-5408

Additional forms and information are on the Department's website at <http://dor.georgia.gov>. If you need additional assistance, please call 1-877-423-6711 or call your regional office. A list of the regional offices can be found at <http://dor.georgia.gov>.



Check/Money Order   
 No Sales/Use Activity   
 No Tax Due

Sales & Use # \_\_\_\_\_ Period Ending: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amended Return

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County of Business: \_\_\_\_\_

DEPARTMENT USE ONLY

**Part A Tax Summary**

1. Total State Sales .....	▶	
2. Total Exempt State Sales .....	▶ -	
3. Taxable State Sales .....	▶	
4. Total Sales Tax (from Part B, Line 21).....	▶ +	
5. Total Use Tax (from Part B, Line 26).....	▶ +	
6. Pre-Paid Local Sales/Use Tax (from Part C, Line 3).....	▶ +	
7. Total Tax Collected (from accounting records)....	▶	
8. Total Sales/Use Tax (Ln 4 + Ln 5 + Ln 6).....	▶	
9. Excess Tax (Subtract Line 8 from Line 7) .....	▶ +	
10. Total Vendor's Compensation (from Part C, Line 5).....	▶ -	
11. Previous Prepaid Estimated Tax.....	▶ -	
12. Current Prepaid Estimated Tax.....	▶ +	
13. Total Amount Due.....	▶	



**Part B Sales Tax Distribution Table**

PERIOD ENDING \_\_\_/\_\_\_/\_\_\_

	JURISDICTION CODE	TAXABLE SALES	TAX RATE	SALES TAX AMOUNT
1. State	000		4%	
2. DeKalb County (Inside City of Atlanta)	044A		4.9%	
3. DeKalb County (Inside City of Atlanta)(TSPLOST Exempt)	044ATE		4.5%	
4. DeKalb County (Outside City of Atlanta) (Non-Food)	044		4%	
5. DeKalb County (Outside City of Atlanta) (Food)	044F		3%	
6. Fulton County (Inside City of Atlanta)	060A		4.9%	
7. Fulton County (Inside City of Atlanta) (TSPLOST Exempt)	060ATE		4.5%	
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.	ADDENDUM PAGE TOTALS (if applicable) ▶			
21.	TOTAL SALES TAX (Record on Part A, Line 4) ▶			

**Part B Use Tax Distribution Table**

	JURISDICTION OF USE-NAME	JURISDICTION OF USE CODE	USE TAX REASON CODE	STATE AND LOCAL USE TAX AMOUNT
22.				
23.				
24.				
25.	ADDENDUM PAGE TOTALS ▶			
26.	TOTAL USE TAX (Record on Part A, Line 5) ▶			





**Part C Vendor's Compensation Calculation**

	TAX AMOUNTS	RATE	VENDOR'S COMPENSATION
1. State and Local tax-non motor fuel sales/use (first \$3,000)..... ▶		3%	
2. State and Local tax-non motor fuel sales/use (over \$3,000)..... ▶		.5%	
3. Pre-Paid Local sales/use tax-on road motor fuel (if applicable).....▶		3%	
4. State and Local tax-off road motor fuel sales/use (if applicable).....▶		3%	
<b>5. TOTAL VENDOR'S COMPENSATION</b> (Record on Part A, Line 10) ▶			

**Part D Bad Debt Reporting**

1. Bad Debt Write-Off.....▶	
2. Bad Debt Recovered .....▶	

**Part E Certification and Signature**

I certify that this return, including any accompanying schedules or statements, has been examined by me and is to the best of my knowledge and belief a true and complete return made in good faith for the period stated. This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Return prepared by: \_\_\_\_\_

Phone Number \_\_\_\_\_

Title \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

This return must be filed and paid by the 20th of the month following the period for which the tax is due in order to avoid loss of vendor's compensation and the application of penalty and interest. Businesses must file a timely return for each period even when no tax is due. Do not remit cash in the mail.

### Instructions for completing PV-ST Sales and Use Tax Payment Voucher

The Payment Voucher must be returned with the ST-3 Sales and Use Tax Return and your payment in the same envelope.

**Please:**




- Do **not** mail the Payment Voucher if you file your payment electronically (EFT).
- You may check the No S/U Activity box on voucher and submit only the voucher as a completed return.
- If you have sales activity, then you must complete and submit the ST-3 Return in full. Failure to file the proper return forms may result in penalties being assessed.
- Write your Sales and Use number on your payment.

- Send completed information to:

**Georgia Department of Revenue  
 Sales and Use Tax  
 PO Box 105408  
 ATLANTA GA 30348-5408**

**PLEASE DO NOT mail this entire page. Please cut along dotted line and mail only coupon and payment.  
 PLEASE DO NOT STAPLE OR PAPER CLIP. PLEASE REMOVE ALL CHECK STUBS.**

↓ Detach here and return lower portion ↓

 <b>PV-ST</b> Sales and Use Tax Payment Voucher Georgia Department of Revenue (Rev. 01/26/18)	 1804704012	NAME AND ADDRESS 
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This Payment Voucher **must** be included with your return and payment.  
 Please use Voucher **only** for period listed.

Check here if  
 No S/U Activity

Sales & Use Number	Period Ending	Vendor Code <b>040</b>
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**PLEASE DO NOT STAPLE OR PAPER CLIP. REMOVE ALL CHECK STUBS.**

GEORGIA DEPARTMENT OF REVENUE  
 SALES AND USE TAX  
 P O BOX 105408  
 ATLANTA GA 30348-5408

Amount Due \$