

## WORKSHEET FOR COMPLETING THE SALES AND USE TAX RETURN FORM 01-117

FOR THE PERIOD OF JANUARY 1, 2009 THROUGH DECEMBER 31, 2009

- NOTE: Do not send this worksheet with your return. Keep this for your records.
- This worksheet is for taxpayers who report YEARLY, qualify to file the short form and have experienced a local sales tax RATE CHANGE during the calendar year.
- Make additional copies of this form as necessary.

**GENERAL INFORMATION :**  
Use the instructions on this worksheet to complete Items 2, 4 and 5 on the return.  
Use the instructions on your Texas Sales and Use Tax Return, Form 01-117, for all remaining items.  
• Enter zero "0" in Item 3 on the return.

	@ OLD RATE	@ NEW RATE
1. Taxable sales (Whole dollars only) .....	1a. .00	1b. .00
2. Taxable purchases (Whole dollars only) .....	+ 2a. .00	2b. .00
3. Total amounts subject to tax (Item 1 plus Item 2).....	= 3a. .00	3b. .00
4. Tax rate (See attached pages) .....	X 4a.	4b.
5. Tax due (Multiply Item 3 by Item 4) .....	= 5a. .	5b. .
6. Total Tax Due (Item 5a plus Item 5b) (ENTER THIS AMOUNT HERE AND IN ITEM 5 ON YOUR RETURN) .....		6. .
7. Enter the tax rate preprinted in Item 5 of your return .....		7.
8. Amount subject to tax for 2009 (Divide Item 6 by Item 7) (ENTER THIS AMOUNT HERE AND IN ITEMS 2 AND 4 ON YOUR RETURN) .....		8. .

For tax assistance, call (800) 252-5555 or (512) 463-4600.

**SAMPLE FORM**

01-117 TEXAS SALES AND USE TAX RETURN  
 a. 26140  
 b. Employer number  
 c. Filing period  
 d. Jurisdiction  
 e. Due date  
 f. Location  
 g. Mailing name or address change notice

I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief.  
 sign here  
 Date Daytime phone (area code & no.)

Blacken this box if out of business or address has changed.

OUT OF BUSINESS DATE  
 DO NOT ENTER UNLESS  
 no longer in business.

1. TOTAL SALES  
 2. TAXABLE SALES  
 3. TAXABLE PURCHASES  
 4. Total amount subject to tax  
 5. Tax due  
 6. TIMELY FILING DISCOUNT  
 7. Prior payments  
 8. Net tax due  
 9. Penalty & interest  
 10. TOTAL AMOUNT DUE AND PAYABLE

WORKSHEET ITEM 8  
 WORKSHEET ITEM 8  
 WORKSHEET ITEM 6