Reminder: SFO report to use when sales taxes are due & steps to take if amount due is $0.

Frequency may be: Monthly, quarterly, semi-annually or annually.

• Prior to paying sales tax to the Comptroller of MD.
• Several steps should be taken to ensure the $ amount paid is correct.
  o The account History report should be used – No Exception
  o In SFO: Access via: Report/Account/Account History
  o Select the start date of July 1, 20xx & end date should be the last calendar date of the period you are filing for.
    ▪ Example: July 1, 2021 thru March 31, 2022.
  o Select: Sales tax payable account from the drop down menu
  o Select: Generate report
  o The $ amount shown as: ‘Current balance’ should be used. (shown in top Right of report). This amount reflects the amount owed to the state for the period chosen.
• To compute the Gross Sales:
  o Divide this amount by.06
    ▪ Example: (137.15/.06=2285.83).
  o This gross sales amount $2285.83 will be used as a part of the submission process.
• Log on to https://www.marylandtaxes.gov/
  o Business Taxpayers tab/select: File
    ▪ Select Business Taxes
    ▪ Select bfile
    ▪ Log on using login credentials.
  o If needed, Select: Create new user Registration (create new profile)
  • If additional help is needed, reach out to an SAF accountant: SAFSupport@bcps.org
• In the event the amount shown as Current balance is: Zero.
  o You are required to call the Comptroller office: 410-260-7225.
  o You will need your schools’ 8 digit CRN (Central Registration Number)
  o This is an automated line. Follow the instructions.
  o A confirmation number will be provided. Record this number & place in the respective month’s folder. Forward to Monica Dunkle: mdunkle@bcps.org
  o Filing period/Frequency/Confirmation no.
• NOTE: WE WILL NOT USE ANY SALES TAX REPORT SHOWN UNDER THE REPORTS TAB. Any questions email: SAFSupport@bcps.org
• Posting Journal Entry to record amount paid:
  o In School Funds Online select JE’s
  o Select Bank Charge
    ▪ Enter the date the funds will be taken from your checking account
    ▪ Amount = the amount on line 30 of your Sales Tax Return
    ▪ Click on Multiple Accounts.
    ▪ The first account will be the sales tax account – enter total in the Sales Tax Payable Account – the Current Balance.
    ▪ The next account will be the Discretionary Account. Enter the amount of the discount, on line 13 of your sales tax return with a –(minus) sign. This will post the timely discount to your Discretionary Account.
    ▪ The Offset Account is the Cash Account 10-1000-000.
  o You and your principal should sign the Journal Entry. Retain with a copy of the Account History Report and the Sales and use Tax Return.
• Provide confirmation data to SAF Accounting:
• Whether you have taxes due or filed a $0- report:
- Send Monica Dunkle an email with the following:
  - Date you filed the return
  - The period ending date for your return
  - The confirmation number provided when you filed the return.