

Texas Sales and Use Tax Return - *Short Form*

Who May File the Short Form - You may file the short form if you meet all of the following criteria:

- your business has a single location in Texas;
- you report applicable local taxes only to the entities (city, transit authority, county or special purpose district) in which your business is located;
- you do not prepay your state and local taxes;
- you do not have a credit to take on this return for taxes you paid in error on your purchases; and
- you do not have customs broker refunds to report.

You must file the long form (Form 01-114) if any of these statements do not apply to your business. You must file a long form if you are responsible for out-of-state use tax and have no in-state locations.

If you have a credit to take on this return for taxes you paid in error or customs broker refunds to report, you are required to complete Form 01-114 Sales and Use Tax Return and Form 01-148 Texas Sales and Use Tax Return Credits and Customs Broker Schedule.

When to File - Returns must be filed or postmarked on or before the 20th day of the month following the end of each reporting period. If the due date falls on a Saturday, Sunday or legal holiday, the next business day will be the due date.

Business Changes - If you are out of business or if your mailing or outlet address has changed, you can make these changes online at www.window.state.tx.us/taxinfo/sales, "Sales Tax Permit and Account Updates (Web-Change)," or blacken the box to the right of the signature line on this return.

Instructions for Filing an Amended Texas Sales and Use Tax Return -

1. Make a copy of the original return you filed or download a blank return from our website at www.window.state.tx.us/taxinfo/taxforms.html.
2. Write "AMENDED RETURN" on the top of the form.
3. If you're using a copy of your original return, cross out the amounts that are wrong and write in the correct amounts. If you're using a blank return, enter the amounts as they should have appeared on the original return.
4. Sign and date the return.

If the amended return shows you **underpaid** your taxes, please send the additional tax due plus any penalties and interest that may apply.

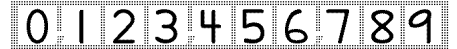
If the amended return shows you **overpaid** your taxes and you are requesting a refund, you must meet all of the requirements for a refund claim. Please refer to *Sales Tax Refunds--Requesting a Refund* at www.window.state.tx.us/taxinfo/refunds/sales/refund_request.html.

Whom to Contact for Assistance - If you have any questions regarding sales tax, you may contact the Texas State Comptroller's field office in your area or call 1-800-252-5555 or 512-463-4600.

General Instructions

- Please do not write in shaded areas.
- If any preprinted information on this return is incorrect, OR if you do not qualify to file this return, contact the Comptroller's office.
- Do not leave Items 1, 2, 3 or 4 blank. Enter "0" if the amount is zero.
- You must file a return even if you had no sales.
- If any amounts entered are negative, bracket them as follows: <XX,XXX.XX>.

- If **hand printing**, please enter all numbers within the boxes, as shown. Use black ink.



- If **typing**, numbers may be typed consecutively.



	ONLINE TAX FILING AND PAYMENT 24/7 WITH <i>WebFile!</i>
	www.window.state.tx.us/webfile
	Have this form available when you file your short form electronically using WebFile. Payment options are credit card or Web EFT (electronic check). No-tax-due filing is also available through TeleFile at 1-888-434-5464.

You have certain rights under Chapters 552 and 559, Government Code, to review, request and correct information we have on file about you. Contact us at the address or phone numbers indicated in the instructions.

PLEASE DETACH AND RETURN BOTTOM PORTION ONLY

Comptroller of Public Accounts FORM 01-117 (Rev. 4-13/35)		TEXAS SALES AND USE TAX RETURN		HHH		I. OUT OF BUSINESS DATE DO NOT ENTER UNLESS no longer in business.
a. 26140	• Do not fold, staple or paper clip		• Write only in white areas.			
c. Taxpayer number		d. Filing period				
		g. Due date				
		f. Outlet no./location				
k. Outlet address (<i>Do not use a P.O. box address</i>)						
Taxpayer name and mailing address						

I declare that the information in this document and any attachments is true and correct to the best of my knowledge and belief.		Blacken this box if out of business or address has changed.
sign here Taxpayer or duly authorized agent		
Date	Daytime phone (Area code & no.)	

	DOLLARS	CENTS
1. TOTAL SALES		
■ (Whole dollars only).....		
2. TAXABLE SALES		
■ (Whole dollars only).....		
3. TAXABLE PURCHASES		
■ (Whole dollars only).....		
+		
4. Total amount subject to tax		
■ (Item 2 plus Item 3).....		
5. Tax due - Multiply Item 4 by the combined tax rate (Include state & local)		
6. Timely filing discount (0.005)		
7. Prior payments		
8. Net tax due		
(Subtract Items 6 and 7 from Item 5.)		
9. Penalty & interest		
(See instructions).....		
10. TOTAL AMOUNT DUE AND PAYABLE		
■ (Item 8 plus Item 9).....		