Retention and Classification Report

Agency: Layton (Utah). Department of Finance (615)

437 North Wasatch Drive
Layton, UT 84041
801 546-8500

Records Officer: _____

06770 State and Local Sales and Use Tax return

AGENCY: Layton (Utah). Department of Finance

SERIES: 6770 3
TITLE: State and Local Sales and Use Tax return
DATES: 1975-
ARRANGEMENT: Chronological
DESCRIPTION:

This form is required by the Utah State Tax Commission to report quarterly sales and to remit the amount collected and due to the state. It is used to report daily admissions to the Layton City Swimming Pool and to pay sales and use tax on the amount collected. This form includes tax period, date due, account number, name and address of agency, total sales, deduct exempt sales, taxable sales, total taxable amounts, adjustments, net taxable amounts, total tax rate applicable, total state and local taxes, net tax due, authorizing signature, date and phone number.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.