

AR DFA Tax Forms come with vendor instructions, but we find it helpful to provide a clarified set of instructions in layman terms to vendors. It helps first time vendors clearly understand how the Special Event Sales Tax works.

SAMPLE

INSTRUCTIONS – Special Events Sales Tax Form

All Vendors Must Fill Out Booth Operator/Vendor Section, Including Sales Tax Permit Number, or for those without Sales Tax Permit, SSN.

For Vendors with Regular Businesses that Pay Sales Tax Monthly – You may either include the taxes due for today OR Write on the form that you pay monthly on your account.

For Vendors without Sales Tax Permit OR Who Do NOT Pay Monthly Sales Tax for your business, please remit the amount due which is Total Receipts for the Day x % Sales Tax.

ALL Vendors – Must Sign Form and Remit to Event Manager at End of Event SEALED in envelope provided.

Note – Event Organizer provides a list of attending vendors to DF&A for reporting purposes as required by the State.

Vendor Exemptions -

The only vendors exempt from remitting sales tax or reporting as stated above include:

- Locally Grown Produce

- Vendors selling LESS than 10 times per year

- Non-Profit vendors that are tax exempt