

Wyoming Department of Revenue  
Sales & Use Tax Return for Annual Filers  
Form 42

**Important Information**

- All returns must be postmarked by the last day of the month following the last month in the reporting period. i.e. Report period 1/1/09 through 12/31/09 due date 1/31/10. If the last day of the month falls on a weekend or holiday the return must be postmarked by the following business day.
- Please keep a copy of this return for your records.
- You must file a return even if there were no sales or taxes to report.
- Submit completed returns and payment to:  
Wyoming Department of Revenue  
Herschler Bldg. 2<sup>nd</sup> Floor West  
Cheyenne, WY 82002-0110
- If you are filing an amended return, please check the box at the top of the form under the return due date to indicate this is an amended return.
- If you made no sales at all during this filing period and you owe no use tax on purchases, please check the box indicated for no sales or taxes to report. Please ensure that you sign and date the form before submitting to the department. Any unsigned or incomplete tax returns will be

rejected and returned to the vendor for completion and/or signature.

**Part – I- Summary**

**Line A.** Enter the total amount of all sales, leases, rentals and services made/performed by your business for the reporting period. Include sales made to yourself. This includes all inventory purchases that were used/consumed by you. Do not include the amount of sales tax collected.

**Line B.** Enter the total amount of deductions for the reporting period. This would include sales or services that are exempt from tax and supported by a Streamlined Sales/Use Tax Agreement Certificate of Exemption or a Direct Pay Permit and sales or services that are not subject to tax.

**Line C.** Subtract the total deduction amount (line B) from the gross sales and services amount (line A) and enter the difference.

**Skip to Part II Jurisdictional Tax Information**

This section is used to itemize sales/use tax to the jurisdiction where the sale or delivery took place. **All sales/use tax due will be reported using only the county level jurisdiction name and digit code, as tax is only imposed at the state and county level.**

If the tax jurisdiction name, digit code and tax rate is not pre-printed or is incorrect,

please enter the correct jurisdiction name, digit code and corresponding tax rate.

**If additional space is needed to report for additional jurisdictions, complete Part III Supplement (form 42-2)**

**Column 1:** Enter the four letter jurisdictional name code for the first jurisdiction you made sales in or owe use tax in for purchases made out of state where no tax or not enough tax was paid on your taxable purchases. **Example:** Tax owed in Laramie County Wyoming, enter **LARA** in this column. (Refer to the Jurisdiction Code Table.)

**Column 2:** Enter the four digit jurisdiction digit code which corresponds to the jurisdiction name code you entered in column 1. **Example:** Tax owed in Cheyenne, WY (Laramie County) enter **0200**. (Refer to the Jurisdiction Code Table.) **Note: The last two digits (city code) will always be 00 unless reporting lodging tax, or reporting resort district tax.**

**Column 3:** Enter the tax rate in effect for the reporting period for the jurisdiction you entered in column 1. (Refer to the sales/use tax rate chart with the effective date that corresponds to the quarter you are reporting for.)

**Column 4:** Place an X in the box that corresponds to the jurisdiction entered in column 1 and the tax rate entered in column 3. **Example:** Tax owed in Laramie County, WY at a rate of 6% for Q1 (January 1, 2009 through March 31, 2009), and Q4 (October 1, 2009 through December 31, 2009). Place an X in box for Q1 and Q4. Tax for these quarters can be placed on the same line as the tax rate was the same in Q1 and Q4. **Note:** If there was a tax rate change during

the year for the jurisdiction you are reporting for you must use a separate line for each tax rate.

**Column 5:** Enter the total amount of **sales tax due** for the jurisdiction entered in column 1, which corresponds to the tax rate entered in column 3.

**Column 6:** Enter the total amount of **use tax due** for the jurisdiction entered in column 1, which corresponds to the tax rate entered in column 3.

**Column 7:** Enter the total amount of **excess tax due** for the jurisdiction entered in column 1. This would include any over collected tax due to calculation errors and or rate collection errors.

**Column 8:** Add columns 5, 6, and 7 and enter the total.

Repeat steps listed for Column 1 through Column 8 for each jurisdiction in which tax is due.

**Line I:** Add net tax due totals in column 8 and place sum here.

If additional space is needed to report for additional jurisdictions, please complete part III Jurisdictional Tax Information on **Form 42-2**. This form is completed the same as the above steps. Total all Net Tax Due in Column 8 on the Form 42-2 and enter the sum in **Line 1** at the bottom of the Form 42-2.

**Line J:** If you reported tax due for additional jurisdictions on Form 42-2, place the total from Line 1 here. Please indicate the number of supplemental pages included with this form in the box to the left of this line.

**Line K:** Add lines I and J and place total here. This should be the total sales/use and excess tax due for this reporting period.

## Go Back to Line D Part 1 – Summary on Form 42-1

**Line D.** You must complete Part II Jurisdictional Tax Information and Part III, (form 42-2) Jurisdictional Tax Information Supplemental page (if applicable). **Enter the total amount of sales, use and excess tax due for this filing period from Line K Part II Jurisdictional Tax Information Form 42-1.**

**Line E. This line is only to be used if the return and payment are going to be postmarked by the 15<sup>th</sup> of the month the tax is due.** Example: January through December 2012 return and payment must be postmarked by January 15, 2013 to qualify for the vendor compensation credit.

Enter the total amount of vendor compensation credit allowed for the filing period. **Note:** Vendors are allowed to take a credit of 1.95% of the total tax due for the first \$6250.00 of tax due. For any amount exceeding \$6250.00 of tax due vendors are allowed to take a 1% credit, up to a total vendor compensation credit of \$500.00 per filing period, per vendor (vendor means ownership). To calculate the vendor compensation credit, follow the example below:

Assuming total tax due of \$7,500.00 for the December 2012 filing period, (from line D of Part 1- Summary on Form 42)

$$1.95\% \times \$6,250.00 = \$121.88$$

$$1\% \times \$1,250.00 \text{ (amount exceeding } \$6250.00) = \$12.50.$$

$$\$121.88 + \$12.50 = \$134.37$$

The total vendor compensation credit allowed for the December 2012 filing period is \$134.37. Place this amount on line E.

For additional information and eligibility requirements please see the December 2011 Taxing Issues, which is available on our website at <http://revenue.wyo.gov>

**Line F.** Enter the total amount of penalty, interest and department billings notices. Penalty for paying tax after the due date is 10% of the total tax due. Penalty for not filing the return by the due date is \$10.00. If the return is not filed within the next thirty days an additional penalty of \$25.00 is assessed. Interest is calculated at a daily rate. Interest rate information is on our website. If you have received a billing notice from the department that is unpaid, include this amount here.

**Line G:** Enter the amount of any Credit Notice you have received from the department. **Note:** Do not enter a credit amount here until you have received notice from the department as this could cause an underpayment of your return.

**Line H:** Subtract line E from D, Add the figure6 in Line F and then subtract figure entered in line G, enter the amount here.

Please sign and date the return.