

George Washington University

Employer Tax Identification Number: 53-0196584

District of Columbia and Virginia Monthly Sales Tax Remittance Form

Sales Tax Month & Year:	
Date Completed:	
Prepared by:	
Your Title:	
Your Department:	
Your Location:	
Your Phone Number:	
Your E-mail Address:	

This Form is due to the Accounting Department on or before the 10th of each Month
This form is due even when there are no sales during the reporting month.

Contact for questions: Maya Balabanska
 Title: Senior Accountant
 Department: University Accounting Services
 Telephone Number: 571-553-4106
 E-mail Address: mbalaban@gwu.edu

This form must be completed electronically and e-mailed to Maia Balabanska.
Departments reporting a list of GL orgs may attach additional spreadsheet
or add lines for the table.

Column A				Column B	Column C Col. A x Col. B
Sales Tax Rate for Revenue	Description of Revenue	Revenue Account(s)	GL Org Codes	Taxable Sales	Sales Tax Amount
6.00%					\$ -
6.00%					\$ -
6.00%					\$ -
6.00%					\$ -
6.00%					\$ -
14.95%					\$ -
18.00%					\$ -
Grand Total Sales				\$ -	\$ -