

District of Columbia and Virginia Monthly Sales Tax Remittance Form

Employer Tax Identification Number : 53-0196584

Sales Tax Month & Year:

Date Completed:

Prepared By:

Title:

Department:

Location:

Phone Number:

Email:

This form is due to the Accounting Department on or before the 10th of each month, even when there are no sales during the reporting month. Departments reporting a list of GL orgs may attach an additional spreadsheet. It must be completed electronically and emailed to Maya Balabanska, University Accounting Services, at **mbalaban@gwu.edu**.

Contact phone number for questions is 571-553-4106.

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
Grand Total Sales					