

MONITOR LOCALITY AND SALES TAX DISTRIBUTIONS

Effective Date

08/16/2005

Overview

Locality Representative(s), which include Commissioners or Revenue/Directors of Finance, for each locality has the capability to view their locality's pending Sales Tax distributions and to request information regarding gross sales for your locality. TAX distributes the Local Sales Tax to localities each month based on the amount of Sales Tax collected in that locality. The pending transfers may be used to assist you in determining the amount of distribution your locality will receive or, when applicable, the amount of Local Sales Tax being transferred from your locality. Locality Representatives can only review locality pending transfer information for their locality.

TAX provides localities with reports to assist with the monitoring of Local Sales Tax Distributions. The New/Updated Registration report is distributed monthly, without request from the locality and regardless of whether a MOU was submitted to TAX. The report provides the new and updated customer and tax account information, including name and address information, for each locality.

In addition localities may request the following reports depending on their authorization.

- Approved MOU required
 - **Local Gross Sales** report provides the name, address, and External ID (SSN/FEIN) of all customers reporting gross sales information in your locality.
 - **Adjacent Locality Sales** report provides the name, address, and FIPS code of customer in the adjacent localities and may be requested for up to 5 localities.
- MOU not required
 - **Current Registration** report lists businesses in a locality by Tax Type, BLD, NAICS, Legal Business Name, and Trading as Name.

Tasks

[Request Reports](#)

[Review My Locality's Transfers in Progress](#)

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