ChecklistGuro

Sales Tax Filing & Reporting Checklist

Nexus & Jurisdiction Review

Verify all states and local jurisdictions where the company has physical or economic nexus and ensure they are included in the reporting period.

Active Tax Jurisdictions

- [ ] United States (Domestic)
- [ ] Canada (Provincial)
- [ ] European Union (VAT)
- [ ] Other International

New Nexus Identification

Write something...

Nexus Trigger Analysis

Write something...

Nexus Review Completion Date

Enter date...

Updated Nexus Map or Documentation

Upload File

Reviewer Verification

Transaction Data Validation

Review all sales transactions to ensure correct taxability codes were applied to products, services, and digital goods.

Reporting Period Start Date

Enter date...

Reporting Period End Date

Enter date...

Total Gross Sales Analyzed

Enter a number...

Taxability Categories Reviewed

- [ ] Physical Goods
- [ ] Digital Services
- [ ] Freight/Shipping Fees
- [ ] Labor/Service Charges

Discrepancy Found?

- [ ] No
- [ ] Yes

Notes on Discrepancies or Tax Code Adjustments

Write something...

Transaction Detail Report (CSV/Excel)

Upload File

Reviewer Verification Signature

Exemption Certificate Audit

Verify that valid tax-exempt certificates are on file for all B2B customers and wholesale clients to justify non-taxed sales.

Exemption Certificate Types Verified

- [ ] Resale Certificate
- [ ]
- [ ] Non-Profit/Exempt Organization
- [ ] Government Agency

Last Certificate Expiration Check Date

Enter date...

Number of Expired Certificates Found

Enter a number...

Audit Log of Verified Certificates

Upload File

Discrepancy Notes & Remediation Plan

Write something...

Auditor Verification Signature

Gross Sales Reconciliation

Reconcile total gross sales reported in the accounting system against the totals intended for the tax return to identify discrepancies.

Reporting Period Start Date

Enter date...

Reporting Period End Date

Enter date...

Total Gross Sales per General Ledger

Enter a number...

Total Gross Sales per Sales Tax Report

Enter a number...

Discrepancy Amount

Enter a number...

Discrepancy Explanation

Write something...

Supporting Reconciliation Spreadsheet

Upload File

Accountant Reviewer Signature

Tax Collected vs. Tax Payable Verification

Confirm that the total amount of sales tax collected during the period matches the total liability calculated for the filing.

Total Sales Tax Collected (System Report)

Enter a number...

Total Tax Liability (Calculated)

Enter a number...

Discrepancy Amount

Enter a number...

Discrepancy Status

- [ ] Matched
- [ ] Minor Variance (Within Threshold)
- [ ] Significant Discrepancy

Variance Explanation

Write something...

Reconciliation Workpaper

Upload File

Reviewer Approval

Filing & Remittance Execution

Finalize the tax returns for each jurisdiction, submit filings via respective state portals, and execute payments/remittances.

Filing Submission Date

Enter date...

Tax Jurisdiction

- [ ] State
- [ ] County
- [ ] City

Total Tax Amount Remitted

Enter a number...

Confirmation Receipt/Submission Proof

Upload File

Payment Method Used

- [ ] ACH/EFT
- [ ] Credit Card
- [ ] Check
- [ ] Direct Debit

Reviewer Approval Signature

Post-Filing Documentation & Archive

Save copies of submitted returns, confirmation receipts, and payment proofs in the permanent accounting records for audit readiness.

Date of Filing Submission

Enter date...

Upload Filed Tax Return PDF

Upload File

Upload Payment Confirmation Receipt

Upload File

Filing Status

- [ ] Completed
- [ ] Pending Approval
- [ ] In Progress

Confirmation Number/Transaction ID

Write something...

Reviewer Signature

Notes on Discrepancies or Adjustments

Write something...