

Telephone Users Tax Statement Instructions

For the full text of the Business & Tax Regulations Code (BTRC) Articles 6 and 10 go to www.sftreasurer.org/btrcode.

Business Account Number: Your business account number is the 7-digit number assigned to your business by the SF Tax Collector.

Period Covered: This is the tax year and period for which you are reporting.

Due on or Before: This is the last day to file and pay without incurring penalties, interest, and an administrative fee. If the due date falls on a weekend or legal holiday, the deadline to file and pay without incurring penalties, interest, and other fees is the next business day.

Line 1. Total Charges for Prepaid Mobile Telephony Services: Report all charges collected from users of prepaid mobile telephony services in the City and County of San Francisco that you provided as a direct seller during the reporting period.

Line 2. Exempt or Non-Taxable Charges: Report any charges that are reported on Line 1 that are not subject to or are otherwise exempt from the Telephone Users Tax. **Important: Service suppliers must maintain written documentation sufficient to substantiate any charges not subject to or otherwise exempt from the tax, and must provide such documentation to the SF Tax Collector upon request.**

Line 3. Taxable Charges for Prepaid Mobile Telephony Services: Subtract Line 2 from Line 1. This is the amount of taxable charges for prepaid mobile telephony services provided as a direct seller for the reporting period.

Line 4. Telephone Users Tax Due For Prepaid Mobile Telephony Services: The Telephone Users Tax rate is 7.5%. Multiply Line 3 by 0.075 to determine the Telephone Users Tax due for prepaid mobile telephony services provided as a direct seller for the reporting period.

Line 5. Total Charges for Other Than Prepaid Mobile Telephony Services: Report all charges collected from users of telephone communications services in the City and County of San Francisco that are not from prepaid mobile telephony services.

Line 6. Exempt or Non-Taxable Charges: State any charges on Lines 6a and 6b for telephone communications services reported on Line 5 that are not subject to or are otherwise exempt from the Telephone Users Tax. **Important: Service suppliers must maintain written documentation sufficient to substantiate any charges not subject to or otherwise exempt from the tax, and must provide such documentation to the SF Tax Collector upon request.**

Line 6A. Residential Telephone Communications Service: Under BTRC sec. 707.1, charges for “residential telephone communications service” (as defined in BTRC sec. 701(d)) are exempt. Report any such exempt charges on Line 6A.

Line 6B. Other Exempt or Non-Taxable Charges: Certain other charges included in Line 5 may be exempt or otherwise not subject to the tax. Report the total amount of such exempt and non-taxable charges on Line 6B.

Line 7. Total Exempt or Non-Taxable Charges: Add the exempt or non-taxable charges claimed on Lines 6A and 6B.

Line 8. Taxable Charges For Other than Prepaid Mobile Telephony Services: Subtract Line 7 from Line 5. This is the amount of taxable charges for the reporting period for other than prepaid mobile telephony services.

Line 9. Telephone Users Tax Due For Other than Prepaid Mobile Telephony Services: The Telephone Users Tax rate is 7.5%. Multiply Line 8 by 0.075 to determine the Telephone Users Tax due for other than prepaid mobile telephony services for the reporting period.

Line 10. Total Telephone Users Tax Due: Add Lines 4 and 9. This is your total Telephone Users Tax Due for prepaid mobile telephony services provided as a direct seller and other than prepaid mobile telephony services.

Line 11. Late Filing Penalty: If you file the Telephone Users Tax Statement after the due date, include a Late Filing Penalty of \$100 on Line 11.

Line 12. Late Payment Penalty: If the payment associated with this statement will not be postmarked or received by the due date, enter a late payment penalty consisting of Line 10 multiplied by 5% for each month that the amount is delinquent for the first three months, or 40% if the amount is delinquent for four or more months. This instruction is your notification that the tax is delinquent and subject to the penalties under BTRC sec. 6.17-1.

Line 13. Interest: If your payment is late, multiply Line 10 by 1% per month. There is no maximum limit to the amount of interest.

Line 14. Administrative Fee: If filed or paid late, include an administrative fee of \$55 on Line 14.

Line 15. Total Payment Due: Enter the total amount you owe by adding Lines 10, 11, 12, 13, and 14. Make your check payable to the SF Tax Collector. Write your Business Account Number on your check and mail it with your signed statement to:

S.F. Tax Collector
P.O. Box 7425
San Francisco, CA 94120-7425

FORM MUST BE SIGNED TO BE VALID