

**GRANDVILLE PUBLIC SCHOOLS**  
**Monthly Sales Tax Information Collection Form**

\_\_\_\_\_  
 Organization Name

\_\_\_\_\_  
 Month, Year (for information on this form)

1. Gross Sales		
Enter the total of ALL items sold this month		
2. Tax included in gross sales (divide line 1 by 17.6667)		-
3. Taxable balance (subtract line 2 from line 1)		-
4. Tax rate		0.06
5. Actual amount of tax due (multiply line 6 by line 7)		-

**MAKE CHECK PAYABLE TO:  
 GRANDVILLE PUBLIC SCHOOLS**

\_\_\_\_\_  
 Signature of Preparer

**Please complete this form for the periods listed &  
 send to:**

\_\_\_\_\_  
 Type or Print Preparer Name

**Jason Helsen**  
**Supervisor of Business Services**  
 3839 Prairie St Sw, Grandville MI 49418

\_\_\_\_\_  
 Daytime phone number

Monthly  
Due on the 7th of the following month

\_\_\_\_\_  
 Date prepared

*If you have any questions regarding this form, please contact Jason at 254-6582.*

NOTE: Please round amount for the check to the nearest dollar  
 (.49 or lower round down - .50 or higher round up)