

SALES TAX

Instructions for Completing and Filing Form 600

1. In “TIN/SSN”, enter the taxpayer’s Federal Identification Number or Social Security Number.
2. In “Reporting Period”, enter the Quarter and Year (i.e. 1st Quarter 2007) for the period the tax return covers. The tax return and payment are due 45 days after the end of the calendar quarter. The schedule is as follows:

Quarter	Months	Due Date
1 st Quarter	January, February, March	May 15
2 nd Quarter	April, May, June	August 15
3 rd Quarter	July, August, September	November 15
4 th Quarter	October, November, December	February 15

Per Section 1.146 of the Tax Administration Regulations, Due Dates and Time Determination, “[i]f the due date falls on a Saturday, Sunday, or a legal holiday, then the due date becomes the next working day. The postmark on the envelope determines the timely filing and payment of the tax due.”

3. If the return is an amended return, check the appropriate box and indicate the period being amended in the “Reporting Period”.
4. In “Taxpayer Name”, enter the Business Name.
5. In “Mailing Address”, enter the Business Mailing Address.
6. In “Business Description”, provide a description of the business activities being reported. Each type of activity must be reported separately. For Construction, provide project descriptions on Form 607.

For example: If your business operates a restaurant, hotel and gift shop, list each type of business separately and the corresponding gross receipts. If the business has several locations on the Navajo Nation, each location must be reported on a separate line.

7. In Business Classification or “Bus. Class” enter the code which best describes the business. The codes are listed as follows:
 - A - Retail Sales: Restaurants, Grocery Store, Convenience Stores, Automotive Repair, Dry Cleaning, Trading Posts, Pawnshops, etc.
 - B - Hotels/Motels
 - C - Construction Activities
 - D - Professional Services: Accountants, Attorneys, Architectural, Engineering, Environmental Valuation, etc.
 - E - Utilities/Phone/Cable
 - F - Leasing
 - G - Pipelines/Transportation
 - H - Other

8. For sales at retail businesses as described in #7 - A and B, the taxpayer must indicate in which chapter the sale occurred. Attachment A has the numerical code representing each chapter. Enter this code in the "Chpt. Code" column. For Categories C-H, it is not necessary to enter a chapter code.
9. In Column 1, enter all Gross Receipts for each taxable activity for the reporting period.
10. In Column 3, enter the tax amount by multiplying the Gross Receipts, Column 1 by the tax rate of 4% in Column 2.
11. In Line 9, "Subtotal" from lines 1 thru 8.
12. In Line 10, enter the total from Form 601, a continuation sheet, if necessary.
13. In Line 11, enter the estimated taxes paid and submitted with the Form 145. The Form 145 is a "Request for Extension." If a taxpayer desires an extension of time for filing or paying taxes, the taxpayer must file a Form 145 with the estimated tax due on or before the due date (see #2).
14. In Line 12, "Balance Due", add lines 9 and 10, then subtract line 11.
15. In Line 13, "Interest" will be due for late payment. To calculate interest, multiply the tax due times the number of days late, times the interest rate, divided by the number of days in the year. The current interest rate can be found on our website: www.navajotax.org. Attach interest calculation with the tax return (i.e. tax due x number of days late x interest rate / number of days in a year = interest).
16. In Line 14, "Penalties" will be due for late filing and late payment. Sections 112 – 114 of the Uniform Tax Administration Statute describe the penalties. Attach penalties calculation with the tax return.
17. In Line 15, "Credit for tax already withheld" applies to contract payments made by the Navajo Nation whereby the 4% Sales Tax has been deducted from payment. For example, currently the Sales Tax is withheld from all construction contract payments made by the Navajo Nation. Enter this amount on line 15 and **attach a copy of check stub for verification.**
18. In Line 16, "Total Tax Due" Add lines 12, 13 &14 then subtract line 15.
19. For payments less than \$10,000, make the check payable to the Office of the Navajo Tax Commission and mail to: P.O. Box 1903, Window Rock, Arizona 86515. Payments greater than \$10,000 must be wire-transferred to the account listed on Form 600. Check the box for wire transfers and indicate the amount being transferred.
20. The taxpayer or duly authorized agent must sign and date the tax return. The individual must print his/her name and phone number. The taxpayer or authorized agent listed will be contacted if the Office of Navajo Tax Commission has any questions about the tax return.