



**North Little Rock Advertising and Promotion  
Commission (NLR A & P Commission)  
Foodservice Gross Receipts 3% Tax Monthly Report**

Required by NLR Ord. Nos. 4990, 5497, 5503, 6335, 7186, and 7394

**RETURN THIS COPY FOR PROPER CREDIT**

For the Month of \_\_\_\_\_, \_\_\_\_\_ A & P Tax Permit # \_\_\_\_\_

Business Name \_\_\_\_\_  
*(As stated on NLR A & P Permit)*

Owner's/Corporation Name \_\_\_\_\_

Physical Address \_\_\_\_\_

**NOTICE**

Make checks payable to:  
North Little Rock A & P Commission  
Mail to:  
NLR A & P Commission  
ATTN: Accounting Dept.  
PO Box 5511  
North Little Rock, AR 72119  
Questions: 501-404-0143

**Computation of Tax (\*DO NOT ROUND UP/DOWN AMOUNTS)**

***Instructions: See Reverse***

1. Total Gross Receipts/Sales \_\_\_\_\_ \$ \_\_\_\_\_

*(Total of cash receipts and credit sales minus all sales tax collected. See reverse side, Instructions No. 1 and No. 2)*

**Deduct:**

2. Returned Sales or Refunds, if any \_\_\_\_\_ \$ \_\_\_\_\_

3. Other Deduction(s) Authorized by Law \_\_\_\_\_ \$ \_\_\_\_\_

*(MUST BE DETAILED ON REVERSE SIDE - See Instructions No. 7)*

4. Total Deductions \_\_\_\_\_ \$ \_\_\_\_\_

5. Taxable Gross Receipts \_\_\_\_\_ \$ \_\_\_\_\_

6. A & P Taxes Collected (3% on Taxable Receipts) \_\_\_\_\_ \$ \_\_\_\_\_

7. Deduct 2% Discount of 3% Tax \_\_\_\_\_ \$ \_\_\_\_\_

*(If Applicable - See Reverse Side, Instructions No. 4)*

8. Add Penalty \_\_\_\_\_ \$ \_\_\_\_\_

*(If Applicable - See Reverse Side, Instructions No. 5)*

9. Total Taxes Due \_\_\_\_\_ \$ \_\_\_\_\_

10. Memorandum Credit (Attached) \_\_\_\_\_ \$ \_\_\_\_\_

11. Total A & P Tax Remittance \_\_\_\_\_ \$ \_\_\_\_\_

*I hereby state, avow and affirm that the statements contained herein are full, true, and correct, as required by provisions of AR Code ANN. § 26-18-201 et. seq. I also agree that the total taxable receipts shown on this report agree with the total amount reported to the State Revenue Commissioner. Date Prepared \_\_\_\_\_*

\_\_\_\_\_  
Signature of Owner, Officer or Authorized Agent

\_\_\_\_\_  
Print Name and Title

Phone: \_\_\_\_\_ (Print) Email: \_\_\_\_\_

# Foodservice Tax Remittance INSTRUCTIONS

1. All information supplied in this report should be on the basis of actual records and all records (including books of account, invoiced, credit memoranda, refund slips and all other evidence of every kind which will substantiate and prove the accuracy of the return as made on this form) are required to be kept for three (3) years and open to examination by the North Little Rock Advertising & Promotion Commission (NLR A & P Commission) or its agent.

2. Unless otherwise specifically instructed, the total receipts to be reported in this return for the purpose of computation of tax due are the gross receipts of such business, including both CASH RECEIPTS AND CREDIT SALES minus the applicable sales tax collected. (Item 1 of return)

3. **DUE DATE** - It is the duty of the Taxpayer to deliver this form and payment to the NLR A & P Commission on or before the last day of the month following the month collected. (For example, the A & P Tax for January is due no later than February 28 and is considered delinquent on March 1.)

4. **DISCOUNT** - It is the duty of the Taxpayer to deliver this form and payment to the NLR A & P Commission on or before the 20th of each month for taxes collected the previous month to receive the 2% discount. If tax remittance is mailed, it must be postmarked by the 20th of the month. (For example, the A & P Tax for January is due no later than February 20 to receive the discount.) Multiply the Tax Due by 2% and enter amount in Line 7.

5. **PENALTIES & TAX** - If the tax is not paid before the last day of the month taxes are due, a 5% penalty will be charged for each month past due up to 35% in aggregate; in addition to the penalty assessed, simple interest on any unpaid A & P Tax shall be assessed at the rate of 10% per annum from the delinquency date. If the tax remittance is mailed, it must be postmarked on or before the last day of the month taxes are due. (For example, if the A & P Tax for January is paid on March 1 forward, a 5% penalty is added for each month past due.)

6. Acceptance by the NLR A & P Commission of tax remitted with any return shall not be conclusive as to the correctness of the matters set forth by the taxpayer in the return and shall not be finally determinative of the amount of tax liability.

7. Total **"OTHER DEDUCTIONS"** claimed in Item 3 of the return **must be itemized**, with each item identified and shown in separate amounts in the place provided below.

| <u>ITEM</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|-------------|--------------------|---------------|
| _____       | _____              | _____         |
| _____       | _____              | _____         |
| _____       | _____              | _____         |
| _____       | _____              | _____         |
| _____       | _____              | _____         |
| _____       | _____              | _____         |
| TOTAL       |                    | \$ _____      |