STATE OF NEVADA ONE-TIME SALES TAX RETURN INFORMATION

***PLEASE READ THESE IMPORTANT DOCUMENTS CAREFULLY***

WHICH EXHIBITORS MUST COMPLETE A ONE-TIME SALES TAX RETURN?
- Every person or business that makes sales of tangible products must lawfully collect sales tax per NRS 360.090, 372.725.
- Exhibitors giving away promotional merchandise. (Use tax is due on products that are given away without charge that have significant value [NRS 372.7275].)
- If a vendor has no sales, or has non-taxable sales, or already holds a Nevada Sales & Use Tax Permit, the vendor is still required to sign and turn in the one-time tax return showing zero.
- All non-profit entities must qualify as a Nevada religious, charitable or educational organization and apply with the Department for a sales tax exemption. Both NCAI and the State of Nevada Taxation Department must obtain a copy of the organization’s exemption letter; otherwise that vendor must collect sales tax.
- If you sell at more than two events in Nevada during a twelve month period, you must register with the Department and obtain your own Sales & Use Tax Permit. If you require further assistance on this contact the Reno Taxation Office at (775) 687-9999 or renoevents@tax.state.nv.us.

HOW TO COMPLETE THE ONE-TIME TAX RETURN FORM: Each exhibitor must remit the sales tax collected and their “ONE TIME TAX RETURN” to the Reno Department of Taxation.
- All three sections of the form should be filled out.
- The Seller’s Copy (bottom) is to remain with the vendor.
- The Promoter’s Copy (middle) is retained by the promoter.
- The Department Copy (top) must be mailed back to the Department directly upon completion of the event.
- If a vendor already has an existing sales tax permit, they must clearly indicate that number on all three copies of the “One-Time Sales Tax Return”. Those vendors may remit payment of taxes collected at the event on their “regular” Sales & Use Tax Return.
- See next sheet for additional detailed instructions.

HOW TO SUBMIT PAYMENT: To remit payment for the one-time sales tax return, vendors can mail in either a check or money order.
- Each vendor should make their check or money order payable to THE NEVADA DEPARTMENT OF TAXATION.
- Please do not send cash through the mail.
- Please be advised there is a $25.00 return check fee for any check returned for non-sufficient funds.
- Payments and paperwork should be mailed into the following address:
  Reno Department of Taxation
  4600 Kietzke Lane, Building L
  Suite 235
  Reno, NV 89502

BOOTH SIGNAGE IS REQUIRED FOR SOME EXHIBITORS:
- If sales tax is included in the selling price, a sign must be posted at each booth indicating that sales tax is included in all purchase prices.
- If the vendor already holds a Nevada Sales Tax Permit, the vendor must have one posted in the booth.
The following documents are provided by the State of Nevada.

Important Note: Please disregard the instructions on the following page to submit your tax payment and forms to the Promoter (NCAI). Please follow the instructions in the previous page to mail your payment and forms directly to the Reno Department of Taxation.
1. **NAME & LOCATION OF THE EVENT:**

2. **BUSINESS OR INDIVIDUAL’S NAME & ADDRESS**

3. **SOCIAL SECURITY OR FEDERAL ID NUMBER**

4. **GROSS TAXABLE SALES**

5. **8.265% OF SALES**

6. **SIGN THE RETURN**

Anyone holding a valid Nevada Sales Tax Permit **must** show this permit number on the gross taxable sales line on the One – Time Return and submit tax collected on your regular monthly or quarterly return.

The Sales Tax Return is a one page document divided into three parts. Please retain the bottom portion of the return for your records. The top and middle portion of the return **must** be given back to the promoter along with payment (**MAKE CHECKS PAYABLE TO THE NEVADA DEPARTMENT OF TAXATION**) at the close of the event.

**FAILURE TO COMPLY COULD PROHIBIT PARTICIPATION IN**

**FUTURE EVENTS IN NEVADA.**
NEVADA DEPARTMENT OF TAXATION

ONE TIME SALES TAX RETURN
Submit with Payment to Promoter at Conclusion of Event

TID No.: 1040780466-001

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PROMOTER MUST Remit Payment to the Address Below:
4600 Kietzke Lane Bldg L, Ste 235
Reno, NV 89502
Attention: renoevents@tax.state.nv.us
Name of Event: NCAI 2019 Mid Year Conference & Marketplace
Location of Event: Nugget Casino & Resort
Name of Business or Individual: 
Business Address: 
City, State: Washoe - 8.265%
Gross Taxable Sales: Tax Rate: 
Signature: 
Owner/Partner/Corporate Officer

Number of Returns Issued: 1
To Be Returned By: 7/12/19
Event Date(s): 06/23-06/27/2019
Phone No: ( )
EIN / SSN: 
Zip: 
Sales Tax Due: 

Pursuant to NRS 372.055 every vendor who makes sales more than twice in a twelve (12) month period must register as a seller in the State of Nevada.

If payment is by check or money order, please make it payable to the Department of Taxation for the full amount of sales tax due. This return must be filed with Promoter even though no taxable sales were made.

Department Copy
XR-01.04 ONE TIME RETURN
Rev 11-13-15

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Promoter’s Copy
XR-01.04 ONE TIME RETURN
Rev 11-13-15

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Seller’s Copy
XR-01.04 ONE TIME RETURN
Rev 11-13-15
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