



## STATE SALES TAXES

Units are required to pay state and local sales tax on every purchase. They are also to collect and remit sales tax on items sold unless an exemption has been granted from the state. ***LAPTA is currently working to acquire this exemption, but it is not currently granted.*** Many PTAs wrongly assume that since public schools are exempt from paying sales taxes and have a sales tax exemption number from the state, PTAs are also exempt. If a PTA member is asked for a tax number, he is required to inform the salesperson that PTAs are not exempt from sales taxes. Do not use a school's sales tax exemption number to make purchases because this is fraud.

### State Sales Tax Exemptions

Units can apply for a sales tax exemption for fundraisers by filing Form R-1048 and submitting it to the Louisiana Department of Revenue no later than two weeks prior to the event. The form can be downloaded from their website, [www.rev.state.la.us](http://www.rev.state.la.us). The types of fundraisers that are generally granted an exemption include fairs, festivals and admission tickets to dances or performances. Fundraisers that involve an outside promoter or vendor who profits from the event will be denied an exemption.

Additionally, fundraisers involving the sale of products that would be in direct competition with local retailers, such as school supplies, wrapping paper or candy, are not eligible for an exemption. Check with your parish tax collection office to determine the requirements for remitting local taxes.

There are circumstances when PTAs can legally avoid sales taxes when making certain purchases on behalf of schools. If the PTA is purchasing equipment such as computers or copiers, in accordance with the PTA budget, to be provided to the school as a gift, it might benefit the school to purchase it directly and the PTA reimburse the school. There is no sales tax required since the school is buying the items directly. The school then provides an Expense Form to the PTA with a copy of the invoice. The PTA Treasurer can issue a check to the school reimbursing it for the purchase. In this manner, the PTA has funded the purchase of items, but since the school purchased it, no sales taxes are required.

### Paying Sales Taxes

If a PTA was denied an exemption or chose not to file for an exemption, it must apply for a Louisiana Tax Number with the Department of Revenue. Download the form from [www.rev.state.la.us](http://www.rev.state.la.us). Be sure to add that the PTA will have "irregular sales." The unit will then only have to file and pay taxes when items are sold.

Sales taxes are due by the 20th day of the month following the sale. For example, if a fundraiser is held in October, taxes are due by November 20. The sales tax return (R-1029) can also be downloaded from the department's website. PTAs are not obligated to remit sales tax if the fundraising company remits them to the state. Make sure you receive a copy of the invoice for your records indicating that taxes were paid to the vendor. Out of state companies without a sales representative in Louisiana are not obligated to collect or remit sales taxes. It is the PTAs responsibility to collect and remit the taxes on all items purchased or sold.

***Again, LAPTA is currently working to acquire this exemption, but it is not currently granted.***