

Sample

SVIOA Donation & Sales Tax Form

Sacramento Valley Intergroup of Overeaters Anonymous (SVIOA)
PO Box 25-5085
Sacramento, CA 95865

Date: _____ Donation Amount: \$ _____

Donation From: 7th Tradition _____ Event _____ Sales _____ Sales Tax X

Meeting Information: Number _____ City _____ Day _____ Time _____

Sent By: Name _____ Phone Number _____

Sales Tax

Use the table below to compute the sales tax from literature purchases. Please attach a copy of the invoice which will be retained for audit purposes.

Cost of Literature (Exclude Shipping)	\$	192.00
Sales Tax @ 8.50%	\$	16.32

Donations

Use the tables below to report donations and income from events.

If cash is enclosed, name of 2nd person verifying cash amount: _____

Checks	
Payer	Amount
Subtotal Checks	\$.

Cash		
Denomination	Number	\$ Amount
\$20.00		
\$10.00		
\$5.00		
\$1.00		
\$0.25		
\$0.10		
\$0.05		
\$0.01		
Subtotal Cash		\$.

Subtotal Checks	\$.
Subtotal Cash	\$.
Total (Checks + Cash)	\$.

Email: oatreasurer@sacvalleyoa.org

This form is available on the SVIOA website: www.sacvalleyoa.org