

Finance Sales Tax

SCHEDULE No.	DESCRIPTION	RETENTION
FIN.STX.04	<p>SALES TAX RETURNS</p> <p>[SALES TAX REGISTRATIONS AND R]Reports completed by businesses and returned to borough. Correspondence, resale and exempt applications. Adjustments to accounts. Guide and compliance forms.</p> <p><u>C = until account is closed.</u></p> <p><u>Note: Complete sales tax returns, including sales tax registration forms, are archived on microfilm prior to August, 2021.</u></p>	<p>[permanent] (m) (v)</p> <p><u>C+1</u> <u>year/Office</u></p> <p><u>9 years/</u> <u>Records Center</u></p>
FIN.STX.12	<p>SALES TAX REGISTRATIONS</p> <p><u>Sales tax registration forms.</u></p>	<p>Permanent (m) (v)</p>