

Sales Tax Collections – Monthly

Sales and Use Tax information is due in Treasury Services by the 5th business day of each month.

A reminder email will be sent to all Activity Fund Personnel on the first business day of each month.

If your campus has Sales Tax to remit, send a check along with the required paperwork to Treasury Services.

If it's getting close to the due date, please email a copy of paperwork and a copy of the check to DL-Treasury.

No Sales Tax for the month – No problem just reply to our monthly email indicating your campus has no sales tax for the current month.

Sales Tax information not received from your campus by the due date, is considered LATE even if you have nothing to report.

If you have any questions, please contact Treasury Services at 254-336-0026.