Michigan Department of Treasury
3861 (Rev. 10-07)

Annual Return Worksheet

Reset Form

Account Number	Return Year

Sales and Use Tax

		A. Use Tax: Sales and Rentals 6%		B. Sales Tax 6%
1. Gross sales (including sales by out-of-state vendors subject to use tax)	1.		1.	
2. Rentals of tangible property and/or accommodations	2.		2.	
3. Communication services	3.		3.	
3a. Receipts from other services	3a.		3a.	
4. Add lines 1, 2, 3 and 3a	4.		4.	
ALLOWABLE DEDUCTIONS				
5a. Resale	5a.		5a.	
b. Industrial processing or agricultural producing	b.		b.	
c. Interstate commerce	c.		c.	
d. Exempt services	d.		d.	
e. Sales on which tax was paid to Secretary of State	e.		e.	
f. Food for human/home consumption	f.		f.	
g. Bad debts	g.		g.	
h. Michigan motor fuel or diesel fuel tax	h.		h.	
i. Other. Identify: _____	i.		i.	
j. Tax included in gross sales (line 1)	j.		j.	
k. Total allowable deductions. Add lines 5a - 5j	k.		k.	
6. Taxable balance. Subtract line 5k from line 4	6.		6.	
7. Tax. Multiply line 6 by the rate given	7.	x .06	7.	x .06
8. Gross tax due by rate before discount	8.		8.	
9. Tax collected in excess of line 8	9.		9.	
10. Add lines 8 and 9	10.		10.	
11. Total discounts allowed	11.		11.	
12. Total tax due. Subtract line 11 from line 10	12.		12.	
13. Tax payments made in current year (after discounts)	13.		13.	

Use Tax - Purchases Only

14. Enter your purchases taxable at the 6% rate ..... 14a. _____ x .06 = 14b. _____
15. Tax payments made in the current year ..... 15. _____

Withholding Tax

16. Gross Michigan payroll and other taxable compensation for the year ..... 16. _____
17. Number of W-2s, 1099s and/or 4119 Forms enclosed with this annual return ..... 17. _____
18. Total Michigan income tax withheld per W-2s ..... 18. _____
19. Total Michigan income tax withholding paid during current tax year ..... 19. _____

Summary

20. Total sales, use and withholding taxes due. Add lines 12A, 12B, 14b and 18 ..... 20. _____
21. Total sales, use and withholding taxes paid during current tax year. Add lines 13A, 13B, 15 and 19 ..... 21. _____
22. If line 21 is greater than line 20, enter **overpayment** ..... 22. _____
23. Amount of line 22 to be **credited** to your account.
    Treasury will notify you when your credit is verified and available ..... 23. _____
24. Amount of line 22 to be **refunded** to you ..... 24. _____
25. If line 21 is less than line 20, enter **balance due** ..... 25. _____
26. If this return is filed late, enter penalty and interest. (See instructions.) ..... 26. _____
27. **TOTAL PAYMENT DUE.** Add lines 25 and 26. Enter here and on the return ..... 27. _____

DO NOT SEND

IMPORTANT: This worksheet is your file copy and may be subject to audit. **DO NOT SEND**. Record your account number and your return period in the upper right corner. Keep this for your records.

To check your Sales, Use and Withholding transactions and ask questions about your account on-line, visit the Treasury Web site at www.michigan.gov/businesstax.