



TF EMPIRES

Sales Tax Responsibility Checklist

Determine whether you must collect, file, and remit sales tax.

Determine If You Have Sales Tax Responsibility

- I sell taxable goods or services
- I sell products or services within a state that imposes sales tax
- I have physical presence (office, home office, inventory, employees) in a state
- I meet economic nexus thresholds (sales volume or transaction count)
- I collect payment from customers for taxable transactions

If You Answered YES to Any of the Above

- Register for a sales tax permit in applicable states
- Configure sales tax collection in point-of-sale or e-commerce systems
- Collect sales tax at the time of sale
- File sales tax returns according to state schedule
- Remit collected sales tax by required deadlines

Ongoing Responsibilities

- Track taxable vs non-taxable sales accurately
- Monitor nexus changes as business grows
- Keep sales tax funds separate from operating cash
- Maintain records of filings and payments
- Review compliance annually or when expanding

Sales tax compliance is not optional — clarity now prevents penalties later.