



Rhode Island Department of Revenue

Division of Taxation

ADV 2020-03
SALES AND USE TAX

ADVISORY FOR TAX PROFESSIONALS
JANUARY 29, 2020

Annual sales tax reconciliation is due January 31

Returns are filed by holders of sales permits; many returns can be filed online

PROVIDENCE, R.I. – The Rhode Island Division of Taxation reminds retailers and others that the annual sales tax reconciliation is due on or before Friday, January 31, 2020.

The annual reconciliation returns are filed by holders of Rhode Island sales permits and cover the 2019 calendar year. The sales tax reconciliation return serves as a kind of annual report for retailers. On the form, filers account for their sales, deductions, and certain other items for 2019 – including the amount of sales tax remitted.

The annual reconciliation can be filed online or on paper. Most holders of sales permits file their annual reconciliations online.

Following is summary of the rules for filing online. Further details are located elsewhere in this Advisory.

If you currently file your sales tax returns online, you may also file your annual sales tax reconciliation online via the Division of Taxation’s [“Business Tax Filings”](#) online site. (The following filers cannot file their annual sales tax reconciliation via this site: liquor stores, writers, composers, and artists.)

If you are not registered to file online via the Division of Taxation’s [“Business Tax Filings”](#) online site mentioned above, you cannot file your annual sales tax reconciliation via that site. However, you can file your annual sales tax reconciliation via the Division of Taxation’s [online portal](#). (Once they’ve established an account, all sales permit holders can use the online portal, including liquor stores, writers, composers, and artists.) Please see the following page for details.

HIGHLIGHTS

- If you hold a Rhode Island sales tax permit, you must file an annual reconciliation – an annual return.
- The annual reconciliation return covers the 2019 calendar year. On it, you report sales, deductions, and other items.
- The reconciliation return is due on or before January 31, 2020. It can be filed electronically or on paper. Most people and businesses file their annual reconciliation returns online.
- Don’t forget to renew your annual sales tax permit. File your renewal and pay the \$10 fee by February 3, 2020. The Division plans to mail out permits in June or July of 2020. (The permit covers July 1, 2020, through June 30, 2021.)

FURTHER DETAILS

1.) Many retailers may once again file their annual sales tax reconciliations online via the Division's traditional "Business Tax Filings" webpage (see screenshot below). The link is as follows: <https://www.ri.gov/taxation/business/index.php>. Most filers of the annual reconciliation return can use this online option, but the following cannot use the "Business Tax Filings" site:

- The alcoholic beverages return for liquor stores.
- The annual reconciliation for writers, composers, and artists.

The screenshot shows the 'RI Business Tax Filings' sign-in page. At the top, there is a header for the State of Rhode Island Business Taxes, Division of Taxation. Below the header, there is a navigation bar with links for 'Division of Taxation Web Site', 'Help', and 'RI.gov'. The main content area is titled 'RI Business Tax Filings' and contains a 'Sign in' form. The form has two input fields: 'Rhode Island Identification No.' (11-digit number) and 'Password' (case sensitive). Below the fields is a 'SIGN IN' button. At the bottom of the form, there is a link for 'First time user?' that says 'Sign up here to create your Rhode Island business tax EFT filing account.'

2.) Holders of sales permits can file their annual sales tax reconciliations online via the Division's portal. To do so, go to <https://www.taxportal.ri.gov> and click on "New User" to create a profile and request a personal identification number (PIN). (See highlighted portion of screenshot below.)

The screenshot shows the State of Rhode Island Division of Taxation website. The header includes the State of Rhode Island logo and the text 'Division of Taxation DEPARTMENT OF REVENUE'. Below the header is a 'HOME' button. The main content area is divided into three sections. On the left is the 'Member Sign In' section, which has input fields for 'User ID' (with the placeholder 'Please Enter User ID') and 'Password', and a 'SIGN IN' button. Below this is a link for 'Forgot User ID? Forgot password?'. In the middle is a light blue announcement box stating: '2019 W3 and Sales Annual Reconciliation forms will be available to file and pay after 1/17/2020.' It also provides customer support information and scheduled maintenance details. On the right is the 'Popular Services' section, which lists various services like 'Tax Forms', 'Administrative Decisions', 'Advisories', 'Where's My Refund', 'Business Registration Reports', 'Regulations', 'Newsletters', 'Contact Us', and 'Liquor License Renewals - Certificates of Good Standing - NEW'. At the bottom of the 'Member Sign In' section, the 'New User?' link is highlighted with a red circle, and below it is a 'Create a New User' button.

All filers can use the portal to file their annual reconciliation returns, including general retailers, liquor stores, writers, composers, and artists.

When preparing to file your annual sales tax reconciliation return, please keep the following points in mind:




- The Division of Taxation recently mailed letters of reminder to certain filers of sales tax reconciliation returns. All of the mailings were sent the first week of January. The Division sent a total of:
 - 984 mailings to artists, composers, and writers
 - 240 mailings to liquor stores
 - 32,328 mailings to other retailers
- When filing your return, use your annual reconciliation account ID number. The number is included on the mailings the Division recently sent out.
- Keep in mind that the sales and use tax reconciliation is an annual filing and is separate from your regular monthly or quarterly sales and use tax return. There is no change to the schedule for making sales and use tax payments or for filing sales and use tax returns.

For those who file their annual sales tax reconciliation on paper, forms are now available. There are three versions of the annual reconciliation for 2019: One is specifically for writers, composers, and artists. One is for liquor stores. One is for all other retailers (in other words, for the vast majority of retailers). All are on the Division's website.

Sales and use tax – annual reconciliation		
FORM NUMBER	WHO USES THE FORM	AVAILABLE ONLINE
Form T-204W-Annual	Writers, composers, artists	Click here
Form T-204A-Annual	Alcoholic beverages return for liquor stores	Click here
Form T-204R-Annual	All sales permit holders not mentioned above*	Click here

* Most retailers use Form T-204R.

Most holders of sales tax permits file their annual reconciliation returns online. If you file yours on paper, use one that was mailed to you or choose the applicable form from the Division's website. First, click [here](#), then choose the form that applies to your situation for the 2019 calendar year (see highlight of screenshot below).

T-204 Annual Rec	2018 Sales/Use Tax Return - Annual Reconciliation Form for Writers, Composers and Artists	 Download	 Download
T-204 Annual Rec	2019 Sales/Use Tax Return - Annual Reconciliation Form for Sellers of Tangible Property	 Download	 Download
T-204 Annual Rec	2019 Sales/Use Tax Return - Alcoholic Beverages Annual Reconciliation Form for Class A Package and Liquor Stores	 Download	 Download
T-204 Annual Rec	2019 Sales/Use Tax Return - Annual Reconciliation Form for Writers, Composers and Artists	 Download	 Download
T-204M	Monthly Sales/Use Tax Return for Sales/Use, Cigarette Retailers and Motor Vehicle Dealer Sales	 Download	 Download

SALES PERMITS

Sales tax permits are renewable each year. This time around, the deadline for renewal is February 3, 2020. The renewal fee is \$10. Once renewed, the permit will take effect July 1, 2020, and is to be mailed out by the Division at about that time. To renew online, click [here](#) or [here](#). For a copy of the paper renewal form, click [here](#).

FORMS, QUESTIONS

In addition to using the links embedded in this Advisory, you may obtain forms by phone: (401) 574-8970, by email: Tax.Forms@tax.ri.gov, or in person by visiting the agency at One Capitol Hill in Providence. (The office is open to the public from 8:30 a.m. to 3:30 p.m. business days.)

For more information about the annual sales tax reconciliation return, or about other matters involving sales and use taxes, call the Division's Excise & Estate Tax unit at (401) 574-8955 between 8:30 a.m. and 3:30 p.m. business days, or email: Tax.Excise@tax.ri.gov.

The Rhode Island Division of Taxation office is located at One Capitol Hill in Providence, R.I., diagonally across from the Smith Street entrance to the State House, and is open to the public from 8:30 a.m. to 3:30 p.m. business days. For more information, contact the Division of Taxation at (401) 574-8829 or see <http://www.tax.ri.gov/contact/>.
