

# CST-200CU

## West Virginia Sales And Use Tax Return Instructions

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The CST-200CU Return is used to report or amend both State and Municipal sales and use tax in West Virginia on the sale or purchase of tangible personal property, custom software, taxable services, wine and liquor sold to private clubs, and exempt sales.

Anyone with an obligation to collect and remit sales and use tax – including all vendors, all direct pay permit holders, contractors and direct use contractors - must file a CST-200CU. This form is not used for the Special District Excise Tax.

The completed form and remittance of the sales and use tax is due on or before the 20th of each month for the prior month except:

- If the annual aggregate is \$3,000 or less, a quarterly return and payment may be filed and are due on or before the 20th day following the end of each quarter; or
- If the annual aggregate is \$600 or less, an annual return and payment may be filed and are due on or before the 20th day following the end of the taxable year.

The West Virginia Tax Department encourages all taxpayers to file and pay electronically. Taxpayers paying more than \$25,000 in the prior tax year are required to file and pay electronically.

To file or pay online go to [tax.wv.gov](http://tax.wv.gov) and click on MyTaxes. You may also go directly to [MyTaxes.wvtax.gov](http://MyTaxes.wvtax.gov).

Both Automated Clearing House (ACH) credit and ACH debit payments are accepted. ACH credits are initiated by the taxpayer through their financial institution. ACH debits are initiated by the Tax Department based on information provided to the Department by the taxpayer through on-line filing applications at MyTaxes or pay-by-phone automated tax payments system available at 1-800-422-2075.

All filers must keep a copy of returns, attachments and supporting documents for at least three years after the tax is paid or due, whichever is later.

### General Instructions

The CST-200CU Return is intended to simplify the reporting process by offering a streamlined return with additional supporting schedules for certain circumstances and to allow for more accurate accrual based sales tax reporting.

**CST-200CU Return:** The 1st page of the return can be filed by itself when no deductions to sales or use tax are taken and when no Municipal sales or use tax is due.

**Schedule D:** The 2nd page is used when deductions have been taken that reduce the gross amount of sales or purchases that are subject to tax.

**Schedule M:** The 3rd page is used to report sales or purchases that are sourced to a Municipality that imposes sales & use tax in addition to the State tax rate. Returns reporting more than 10 municipalities **must** file electronically.

In certain situations, a tax due calculation may result in a tax credit due the taxpayer. For this reason the CST-200CU will allow for a negative amount of taxable sales and sales tax due. Negative sales tax calculations will initiate a request for refund or credit and require a review by the WV State Tax Department. Negative amounts are not acceptable when reporting use tax.

**The supplemental Schedules S, U, & BD** are required and used for the review process when specific circumstances are reported on the CST-200CU, including but not limited to the following:

- Filing an amended return
- Credit memos or ledger adjustments completed after a purchaser has already been invoiced for tax
- Refunds to purchasers that result in deductions that are greater than gross sales for the tax period
- Reduction of a prior sales tax liability when an amended return is submitted by a non-accrual filer
- Deduction of bad debt for sales tax that was remitted on a prior return but never collected from the purchaser
- Reduction of a previously filed use tax liability when an amended return has been submitted

When filing electronically via MyTaxes, a CST-200CU Schedule Import Spreadsheet is able to be imported to the return using an Import option that is located at the top of the MyTaxes return. This allows for easier filing of the supplemental schedules. The spreadsheet may be downloaded at [www.tax.wv.gov](http://www.tax.wv.gov). Invoice items need to be listed individually on the spreadsheet.

Taxpayers filing a paper return: Your return will be electronically scanned. Use only BLACK ink and send the original return only. Do not send a photocopy.

Please print your numbers like this:

0 1 2 3 4 5 6 7 8 9

Do not use:

0 1 4 7

If you do not have a tax account number assigned by the Tax Department, use your federal employer identification number (FEIN) or social security number. Fill in your legal and business names, address and period covered by the return.

Returning filers: Verify that the tax account number, name, address and reporting period entered are correct. To change or update your information use form BUS-RBL, "Reissuance of Business Registration Certificate" found at [tax.wv.gov](http://tax.wv.gov).

If you have no entry for a line, leave the line blank, except on the first page. If you have no tax to report on this return, enter a "0" on lines 8 and 12 like this:

4.	0.
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## Instructions on completing the CST-200CU Return

**Line 1: Sales Sourced to WV**

**Column A (Gross Amount):** Enter the gross amount of all WV sales, both taxable and exempt. This is to include marketplace facilitator sales.

**Column B (Deductions):** Enter the total deductions to gross sales from Schedule D, Part 1, Line 15

**Column C (Taxable Amount):** Subtract column B (Deductions) from column A (Gross Amount) and enter the resulting taxable amount

**Column E (Tax Due):** Multiply the taxable amount in column C by the tax rate in column D, enter the resulting tax due

**Line 2: Purchases for Use in WV**

**Column A (Gross Amount):** Enter the gross amount of all WV purchases on which WV sales tax was not paid to the vendor/reseller

**Column B (Deductions):** Enter the total deductions to gross purchases from Schedule D, Part 2, Line 12

**Column C (Taxable Amount):** Subtract column B (Deductions) from column A (Gross Amount) and enter the resulting taxable amount

**Column E (Tax Due):** Multiply the taxable amount in column C by the tax rate in column D, enter the resulting tax due

**Line 3: Municipal Sales Tax Due:** Enter the total Municipal Sales Tax Due from Schedule M, Column E, Line 11

**Line 4: Municipal Use Tax Due:** Enter the total Municipal Sales Tax Due from Schedule M, Column H, Line 11

**Line 5: Excess Tax Collected:** Enter any tax that was collected in excess of the totals due

**Line 6: Interest:** Enter any amount of interest to be paid if the return is being filed after the due date

**Line 7: Additions to Tax:** Enter any amount of additions to tax to be paid if the return is being filed after the due date

**Line 8: Total Due or Credit:** Add lines 1 through 7 and enter the resulting total amount due or credit

**Line 9: Less Prior Payment:** Enter any prior payment that was made that was to be credited to this return. This includes a prior overpayment that was approved to be carried forward, a sales tax credit from a CST-240 claim, or the original payment amount when submitting an amended return

**Line 10: Less State Use Tax Credit:** Enter the sales tax from Schedule D, Part 3 that was paid to another state on purchases that are subject to use tax in WV and have been reported on Line 2

**Line 11: Tourism Development Credit:** Enter the credit for tourism development from Schedule D, Part 4 to be applied to this return

**Line 12: Amount Due or Credit:** Subtract Lines 9, 10, & 11 from the total due or credit amount on Line 8; enter the resulting amount

**Line 13: Refund Amount / Carry Forward Amount:** If the result of Line 12 is a negative amount and a refund or credit of tax is due, enter the portion requested to be issued as a refund and/or the portion to be carried forward as credit to the next period

**Line 14: Taxable Sales of Wine/Liquor to Private Clubs:** Enter the total taxable retail sales of wine/liquor products sold to private clubs that were included in the sales reported on Line 1. This should only be reported by Retailers, not Distributors/Direct Shippers.

Enter the corresponding wine/liquor account # where this amount is also reported on the WLT Distribution Return

**Lower Line Check Boxes:** Check the box next to any applicable supplemental schedule that is being submitted with the return.

Check 'OASIS Transfer Sheet attached' if you are remitting tax due with an OASIS transfer and have attached your OASIS Transfer Sheet. This checkbox should only be used by other State of West Virginia agencies.

**Sign Your Return:** It is important to include all information requested in the signature box of the CST-200CU Return. Your return is not considered complete unless it is signed.

### Instructions on completing CST-200CU Schedule D

#### **Part 1: Sales Tax Deductions**

Any deductions to the gross amount of sales that are taken on Line 1, Column B of the CST-200CU Return must also be listed on Schedule D, Part 1.

**Line 1:** Enter the amount of exempt sales for which exemption certificates were received during the tax period corresponding to the return and for which tax was not included on the original invoice

**Line 2:** Enter the amount of exempt sales for which direct pay permits were received during the tax period corresponding to the return and for which tax was not included on the original invoice

**Line 3:** Enter the amount of credit memos or ledger adjustments that were completed after a sale was originally invoiced with tax but has since been credited or adjusted. This is typically done when a customer presents an exemption certificate or direct pay permit after a sale was originally invoiced with tax. A supplemental Schedule S must also be provided that details these specific transactions.

**Line 4:** Enter the amount of taxable sales that were returned by the purchaser or refunded to the purchaser

When the amount of deductions exceed the amount of gross sales for the reported period, resulting in a negative amount of taxable sales, a Schedule S must be provided that details all of the transactions deducted for both lines 3 & 4 and will initiate a request for refund or credit

**Line 5:** Enter the amount of uncollected bad debt for which sales tax was invoiced and paid to the State Tax Department in a prior period but never received from the purchaser. A supplemental Schedule BD must also be provided that details these specific transactions.

**Lines 6 through 13:** Enter the amount of goods or services sold which are deemed per se exempt by WV State Code for which sales tax was not invoiced to the purchaser.

**Line 14:** Sales of other per se exemptions: Use this line to report marketplace facilitator sales that are reported on Line 1, Column A, as well as other miscellaneous per se exemptions.

**Line 15:** Enter the total of lines 1 through 14.

## **Part 2: Use Tax Deductions**

Entities that qualify for an exemption of tax on specific purchases for use in their business or that hold a valid direct pay permit should list the gross amount of purchases made for use in WV on Line 2, Column A of the CST-200CU Return, when WV sales tax was not paid on those purchases; the portion of qualified exempt purchases should then be deducted on Line 2, Column B of the CST-200CU Return; finally, the detailed amount of deductions must be reported on the Schedule D, Part 2.

**Lines 1 through 11:** Enter any exempt purchases under the correct exemption.

**Line 12:** Enter the total of lines 1 through 11.

## **Part 3: Use Tax Credit for Tax Paid on Out of State Purchases**

West Virginia sales and use tax law provides a credit for sales or use taxes that are properly due and paid to another state on property or services purchased outside West Virginia and subsequently used, stored, or consumed in West Virginia. The credit is allowed up to the total of West Virginia state use tax (0.06) imposed on the same property or services purchased in the other state.

- Enter the abbreviations of the state(s) where the items were purchased.
- Enter the Total Purchase Amount of the goods or services purchased that have also been reported on Line 2, Column C of the CST-200CU Return and are subject to WV State Use Tax
- Enter the amount of tax paid to the other state(s)
- Enter the amount of tax paid to the other state that should be credited towards this tax periods use tax liability. This amount should not be greater than the current use tax due nor should it exceed 6%

West Virginia does not credit the tax paid to another state on exempt purchases used in WV, the credit or refund of tax paid to another state on an exempt purchase should be requested from that State.

## **Part 4: Sales Tax Credit for Tourism Development (Approved Applicants Only)**

- Enter the amount of annual credit remaining at the start of the current tax period being reported
- Enter the monthly base tax amount for the specific credit being used
- Enter the sales tax due for this tax period as listed on Line 1, Column E of the CST-200CU Return
- Enter the credit allowed this month (Sales Tax Due minus Monthly Base Tax Amount)
- Enter the credit to be applied to this month's liability
- Enter the balance of annual credit remaining (Annual Credit Remaining Previous Month minus Credit Taken this month). The credit balance remaining should be listed on the next monthly return as the Credit Remaining from Previous Month. This amount should reset at the beginning of your annual credit period.

## Instructions on completing the CST-200CU Schedule M

Several municipalities impose Municipal sales and use tax that is administered by the WV State Tax Department. The Municipal sales & Use tax is reported on Schedule M. Municipalities imposing the sales and use tax are listed in Column B on the schedule. The corresponding FIPS code must be listed in Column A.

### **Municipal Sales Tax**

**Column B: Taxable Sales (Required if municipal tax due):** For each applicable Municipality line, enter the taxable sales on which Municipal sales tax is due. The taxable amount of sales is calculated after any applicable deductions are subtracted.

**Column D: Municipal Sales Tax Due:** For each applicable Municipality line, multiply the amount of Taxable Sales entered in Column B by the Tax Rate in Column C; enter the resulting amount of Municipal sales tax due.

**Line 11 Column D: Total Municipal Sales Tax Due:** Enter the sum of the amounts in Lines 1 through 10 of Column D.

### **Municipal Use Tax**

**Column E: Taxable Purchases (Required if municipal tax due)** For each applicable Municipality line, enter the taxable purchases on which Municipal use tax is due. The taxable amount of purchases is calculated after any applicable deductions are subtracted.

**Column G: Municipal Use Tax Due:** For each applicable Municipality line, multiply the amount of Taxable Purchases entered in Column E by the Tax Rate in Column F; enter the resulting amount of Municipal sales tax due.

**Line 11 Column G: Total Municipal Use Tax Due:** Enter the sum of the amounts in Lines 1 through 10 of Column G.

### **Paper returns and payments by check are mailed to:**

West Virginia State Tax Department  
Tax Account Administration Division  
P. O. Box 1826  
Charleston, WV 25327-1826

Note: For the return to be considered timely filed, all information in the schedules must be completed and filed with the return.

If you have any questions about these reporting procedures, please contact the West Virginia State Tax Department, Tax Account Administration Division, 1001 Lee Street East, Charleston WV 25301, or call (304) 558-3333. You can also visit our website: [www.wvtax.gov](http://www.wvtax.gov).