

# INSTRUCTIONS FOR CREDIT SUPPLEMENT (WV/SDR-2015 SUP)

WEST VIRGINIA STATE TAX DEPARTMENT  
TAX ACCOUNT ADMINISTRATION DIVISION  
PO BOX 2991  
CHARLESTON, WV 25330-2991

*USE BLACK OR BLUE INK FOR ALL INFORMATION*

Enter the business name, month and year covered.

**DENOMINATION:** Enter the information for each denomination of stamps which you have during this report period. Do not enter floor stock or full goods.

**LINE A ON HAND FIRST OF MONTH:** Enter the number of tax indicia (stamps, crowns, caps, containers, lids, or labels) in inventory at the start of the month covered by this report. This must be a whole number, fractions or partial containers are not allowed. This amount should match the previous month's ending inventory (see Line D).

**LINE B PURCHASES/RECEIPTS:** Enter the number of tax indicia purchased during the month covered by this report. This includes the total by denomination of the receipt of shipments from crown manufacturers. This must be a whole number, fractions or partial containers are not allowed.

**LINE C AVAILABLE:** Enter the sum total of Lines A and B. This must be a whole number, fractions or partial containers are not allowed.

**LINE D ON HAND END OF MONTH:** Enter the number of tax indicia in inventory at the end of the month covered by this report. This must be a whole number, fractions or

partial containers are not allowed. This amount should be carried forward to next month's beginning inventory (Line A).

**LINE E NUMBER AFFIXED:** Enter the difference total of Line C minus Line D. This must be a whole number, fractions or partial containers are not allowed.

**LINE F DOLLAR VALUE:** Enter the product total dollar amount of Line E multiplied by the denomination of that column. Transfer the sum total dollar amount from Line F of all columns to Line 4 of the WV/SDR-2015.

## MFG/SUPPLIER TABLE SUPPORTING LINE B ABOVE

**MFG/SUPPLIER:** Enter the name of the crown manufacturer or supplier from whom you purchased or received tax indicia during this report period.

**CERT. NO:** Enter the certificate of release number for the shipment received during this report period.

**AMOUNT:** Enter the quantity of the tax indicia purchased and/or received during this report period.

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 25301-1725, or call (304) 558-3333. You can also visit our website: [tax.wv.gov](http://tax.wv.gov)