

Important Oklahoma Sales Tax Instructions

Please be advised that as a Special Event Organizer, the CCA is now required by Oklahoma law to report to the Oklahoma Tax Commission a listing of ALL vendor and exhibitor table holders at the convention. The CCA shall be liable for failure to submit the report.

All table holders who make retail sales are required to collect sales tax. Table holders holding a valid Oklahoma Sales Tax Permit shall be exempt from remitting immediately after the convention. You should continue to report and remit sales tax as in your normal course of business.

If you DO NOT have an Oklahoma Sales Tax Permit you MUST:

- 1. Collect sales tax on all retail sales using tax rate of 8.517% .**
- 2. Make check to the Oklahoma Tax Commission. Enclose the check and tax report in the self-addressed envelope provided for you in your registration packet. You are responsible for postage and mailing of the envelope to the Oklahoma Tax Commission.**
- 3. YOU ARE REQUIRED TO SUBMIT A REPORT, EVEN IF YOU HAVE NO SALES OR HAVE JUST A DISPLAY TABLE. If you made no sales or have a display table, you must still mail the report and write NO SALES or DISPLAY TABLE at the top.**

To assist the table holders in complying with this process, the CCA will:

1. Provide the table holders with a sales tax report form.
2. Provide the table holders with a self-addressed envelope for remittance of the form to the Oklahoma Tax Commission (you will be responsible for postage.)
3. Information will be located in table holders registration packet.

This is not an activity that either the CCA or you as vendors/exhibitors will look forward to at the end of the convention, but it is the law. If you wish to speak to someone at the Tax Commission, please call (405) 522-4324. This event is considered a “special event”, and you will need to speak to someone in that division to obtain correct information.

* Tax Rate: 8.517% (as of April 2010)