

Nebraska Net Taxable Sales and Use Tax Worksheets

- The online version of these worksheets expands for detailed information.
- To see this information, complete these worksheets online.
- Keep a copy of these worksheets.

Nebraska Net Taxable Sales Worksheet

1. Gross Sales and Services in Nebraska [Regulation 1-007](#). Enter on line 1, Form 10

Allowable Exemptions and Deductions from Gross Sales

- A. Sales of nontaxable services. See **taxable** services in [Regulation 1-007](#)
- B. Sales of items or taxable services sold for resale. [Regulation 1-013](#)
- C. Sales to exempt purchasers. [Regulation 1-012](#)
- D. Sales of exempt items or services. [Regulation 1-012](#)
- E. Exempt sellers. [Regulation 1-012](#)
- F. Use-based exemptions. [Regulation 1-012](#)
- G. Other allowable deductions (see our website for a list of allowable deductions and the applicable [regulations](#)). Retailers using a Multivendor Marketplace Platform (MMP) must include the total dollar amount of your Nebraska sales made by MMPs collecting sales tax on your behalf
- H. Total allowable exemptions and deductions (A through G)

2. Net Nebraska Taxable Sales (line 1 minus line H). Enter on line 2, Form 10

Nebraska Use Tax Worksheet

- 1. Cost of items and taxable services purchased for use in Nebraska on which tax was not paid. [Regulation 1-002](#)
- 2. Cost of items withdrawn from inventory for personal or business use. [Regulation 1-002](#)
- 3. Total amount subject to Nebraska use tax (line 1 plus line 2).....
- 4. Nebraska use tax (line 3 multiplied by the rate identified on line 3, Form 10)
- 5. Credit for tax paid to other states on items in line 4. [Regulation 1-002](#)
- 6. Nebraska Use Tax Due (line 4 minus line 5). Enter on line 4, Form 10

Instructions for Form 10

Who Must File. Every remote seller and every Multivendor Marketplace Platform (MMP) with more than \$100,000 of gross sales or 200 or more transactions in Nebraska is engaged in business in Nebraska. Sales of a remote seller through an MMP count towards the thresholds. Every person, including every MMP making taxable sales in Nebraska is a retailer and must hold a Nebraska Sales Tax Permit and must file a Nebraska and Local Sales and Use Tax Return, Form 10, on or before the due date. Retailers should only report Nebraska sales on this return.

How to Obtain a Permit. You must complete a [Nebraska Tax Application, Form 20](#), to apply for a sales tax permit. After the application has been processed, you will receive your Nebraska sales tax ID number printed on the permit.

When and Where to File. This return and payment are due the 20th of the month following the tax period covered by the return. Refer to [Payment Options](#) for specific details on electronic payment options. Payments made by check or money order must be postmarked by the U.S. Postal Service on or before the due date. **Paper returns** must be mailed to the Nebraska Department of Revenue, PO Box 98923, Lincoln, NE 68509-8923. Retain a copy of this return and all schedules and worksheets for your records.

Electronic Filing. The Nebraska Department of Revenue (DOR) encourages all taxpayers to file and pay electronically. Taxpayers who have been approved to file a combined return **must** e-file original returns. Taxpayers required to pay electronically or by credit card are also required to e-file the Form 10. DOR will not mail a Form 10 to anyone required to pay electronically or to anyone who has e-filed a Form 10 in the past. If you have questions about Internet filing or payment options, visit revenue.nebraska.gov.

Preidentified Return. This return should be used only by the retailer whose name is printed on it. Do not file returns that are photocopies, are for another tax period, or have not been preidentified. If you have not received a return for the tax period, and will be filing a paper return, visit DOR's website to print a Form 10. Complete the Nebraska ID number, tax period, name, and address information.

Name and Address Changes. If the business name has changed and it is a name change only (for example, if the ownership or federal ID number has not changed), mark through the previous name and plainly print the new name and write "name change only." If you e-file, name changes should be made on a [Nebraska Change Request, Form 22](#).

If there is a change or correction in the name or address, mark through the incorrect information and plainly print the correct information. If this is the result of a relocation of your business, indicate this by writing "relocated" on the return. If you are e-filing, you may make an **address** change during filing; however, **name** changes must be done by filing a Form 22. See previous paragraph for **name** change information. **Reminder:** A sales tax permit is required for **each** location. If an additional location is opened, you must apply for another sales tax permit by filing a Form 20.

Ownership Changes. A change in ownership, or type of ownership (individual to a partnership, partnership to a corporation, etc.) requires you to cancel your permit and obtain a new permit for the new business. To cancel the old permit, check the box in the upper left corner of the Form 10 or follow the online instructions for cancelling your permit. The new owners must complete a Form 20 to obtain their own sales tax permit. The new owners of the business should not use the previous owner's preidentified sales and use tax returns.

Credit Returns. If line 11 is a credit amount, documentation must be sent with the return to support the credit. This documentation must include a letter of explanation, invoices, or credit memos issued to customers. When e-filing, complete the explanation box with information on the credit. You will be contacted if additional documentation is required. If a credit is shown on line 11, it may be applied to a balance shown on line 12, if any, or used on future returns. If the credit cannot be used in a reasonable amount of time, a [Claim for Refund of Sales and Use Tax, Form 7](#), may be filed. The statute of limitations for filing the Form 7 is three years from the due date following the end of the period for which the credit was created.

Amended Returns. An [amended Form 10](#) is available on our website. The only way to file an amended Form 10 is on paper, even if you are mandated to file electronically. However, if mandated, any payments should still be made electronically. If you e-file, you can make changes to your filed return any time on or before the return's due date. This feature is for **current** tax period returns only. After the due date of the return, an amended Form 10 must be filed on a paper form.

Penalty and Interest. If the return is not filed and paid by the due date, a penalty will be assessed in the amount of 10% of the tax due or \$25, whichever is greater. Interest on the unpaid tax will be assessed at the rate printed on line 12 from the due date until payment is received.

Retention of Records. Records to substantiate this return must be kept and be available to DOR for a period of at least three years following the date of filing the return.

Additional information regarding sales and use taxes may be found in the ["Information Guides"](#) section of DOR's website.

Specific Instructions

Retailers must report the tax due for each type of tax. If no sales or use tax is due, the retailer must indicate that by entering a zero, N/A, line, word, or statement on the appropriate line for each tax. Failure to do so extends the statute of limitations to six years for audit and collection purposes.

Complete the Nebraska Net Taxable Sales and Use Tax Worksheets to assist with the Form 10. The paper version is attached; however, the online version has many links that provide additional detail.

Line 1. Enter the total dollar amount of ALL Nebraska sales, leases, rentals, and services made or facilitated by your business or by an MMP on your behalf. Enter **both** taxable and exempt sales. Line 1 **does not** include the amount of sales tax collected.

Line 2. Complete the Nebraska Net Taxable Sales and Use Tax Worksheets for allowable exemptions, deductions, or the MMP deduction. Enter the Nebraska net taxable sales rounded to the nearest whole dollar. Retailers making sales through MMPs refer to the MMP Users Only instructions below.

Lines 4 and 5. Transactions Subject to Use Tax. Use tax is due on all taxable purchases when Nebraska and any applicable local sales tax is not paid. Use tax is due on your cost of these items or taxable services. Some examples include:

- Purchase of property (for example, uniforms, magazines, computers, software) from a retailer;

- Purchase of taxable services (for example, repair or installation labor on tangible personal property, pest control, building cleaning, motor vehicle towing) from a retailer;

- Purchase of property from outside Nebraska, brought to Nebraska for use or storage; and

- Items withdrawn from inventory for use or donation.

Line 6. Enter the total local sales tax from the Schedule I.

Line 8. The retailer is allowed to retain a fee for collecting the Nebraska and local sales tax.

Line 12. A balance due resulting from a partial payment, mathematical or clerical errors, penalty, or interest relating to prior returns is entered on this line. The amount of interest includes interest on unpaid tax through the due date of this return. If the amount due is paid before the due date, interest will be recomputed and a credit will be on your next return. If you have already paid the amount on this line with a previous remittance, please disregard it. A **credit** is indicated by the word "subtract" and can be subtracted from the amount due on line 11. However, if your records do not support this credit, please contact DOR.

Line 13. All taxpayers are encouraged to make payments electronically. Do not send a paper check if you are mandated to pay electronically. Electronic payments may be made using DOR's free e-pay program (EFT Debit), by ACH Credit, credit card, or by phone. Refer to DOR's website for payment and filing options.

Signatures. Paper returns must be signed by the taxpayer, partner, officer, or member. If the taxpayer authorizes another person to sign this return, there must be a [power of attorney](#) on file with DOR. Any person who is paid for preparing a taxpayer's return must also sign the return as preparer. E-filers are required to identify the person completing the return during the filing process.

Nebraska Schedule I

Line 1, Local Use Tax. Total the amounts reported in the use tax column and enter the total from Nebraska Schedule I, on line 5, Form 10.

Line 2, Local Sales Tax. Total the amounts reported in the sales tax column, enter the total from Nebraska Schedule I, on line 6, Form 10.

The Schedule I displays any city or county that has been reported in the last 12 months. A city or county may be added by writing the information in the blank boxes on Schedule I. E-filers may add a city or county when completing Schedule I during filing. E-filers reporting to multiple localities may upload a [CSV file](#) to ease this process. Any city or county that you write in or add during e-filing will be printed on your next return. You can find listings of the local city or county taxing jurisdictions and the [sales tax rates](#) at revenue.nebraska.gov.

Multivendor Marketplace Platform (MMP) Users Only

Retailers making sales into Nebraska using an MMP must enter the dollar amount of Nebraska sales reported by MMPs that are collecting Nebraska sales tax on your behalf. Retain documentation from your MMPs that substantiates this amount.

MVL, ATV, UTV, and Motorboat Leases or Rentals

Enter the portion of the state sales tax (reported on Form 10, line 3) that is from all leases or rentals of: (1) automobiles, trucks, trailers, semitrailers, and truck tractors for periods of more than 31 days that are not classified as transportation equipment, see the [Nebraska Sales Tax on Leased Motor Vehicles Information Guide](#); (2) all-terrain and utility-type vehicles; or (3) motorboats and motorized personal watercraft (for example, jet skis or wave runners).