



COMMONWEALTH OF PUERTO RICO - DEPARTMENT OF THE TREASURY  
SALES AND USE TAX MONTHLY RETURN  
APPLICABLE TO PREEXISTING CONTRACTS AND AUCTIONS  
(Electronically Filed)

PERIOD (MONTH/YEAR)

MONTH YEAR

Amended Return

MERCHANT'S REGISTRATION NUMBER

[ ] [ ]

SOCIAL SECURITY OR EMPLOYER IDENTIFICATION NUMBER

[ ]

NAME OF MERCHANT OR RETAILER

[ ]

CONFIRMATION NUMBER

[ ]

PURCHASES (Do not include cents)

1. PURCHASES OF PRODUCTS FOR RESALE (NON IMPORTED INVENTORY)

1(a) Exempt Purchases of Inventory for Resale + [ ]

1(b) Taxable Purchases of Inventory for Resale + [ ]

1(c) TOTAL PURCHASES OF PRODUCTS FOR RESALE = [ ]  
(Add lines 1(a) and 1(b))

AUTOCONSUMPTION AND USE OF INVENTORY (Do not include cents)

2(a) Use of Inventory (See instructions) = [ ]

2(b) Autoconsumption (See instructions) = [ ]

2(c) Enter 50% of line 2(b) x [ ]

2(d) Add lines 2(a) and 2(c) = [ ]

TAXABLE SALES (Do not include cents)

3. SALE OF TAXABLE TANGIBLE PERSONAL PROPERTY

3(a) Sales attributable to locations in Puerto Rico + [ ]

3(b) Sales by merchants who do not have commercial location  
in Puerto Rico or multilevel businesses (See instructions) + [ ]

3(c) Total Sales of Taxable Tangible Personal Property = [ ]  
(Add lines 3(a) and 3(b))

4. SALE OF TAXABLE SERVICES + [ ]

5. TAXABLE ADMISSIONS + [ ]

6. RETURN OF TAXABLE ITEMS - [ ]

7. TOTAL TAXABLE SALES (Add lines 3(c) through 5  
and subtract line 6) = [ ]

EXEMPT SALES (Do not include cents)

8. SALE OF EXEMPT TANGIBLE PERSONAL  
PROPERTY + [ ]

9. SALE OF EXEMPT SERVICES + [ ]

10. EXEMPT ADMISSIONS + [ ]

11. RETURN OF EXEMPT ITEMS - [ ]

12. TOTAL EXEMPT SALES (Add lines 8 through  
10 and subtract line 11) = [ ]

AUTHORIZATION FOR AUTOMATIC DEBIT

Type of account

Commercial  Individual Checking  Individual Savings

Routing / transit number

Account number

[ ]

[ ]

Payment method ACH credit

[ ]

I hereby declare under the penalty of perjury that the information provided on this return is true, correct and complete and has been examined by me. Also, I authorize the Secretary of the Treasury to debit the indicated account for the amount shown on line 29 of this return, corresponding to the sales and use tax determined in the return. I also promise to pay any charge resulting from the insufficiency of funds in said account.

DATE AND HOUR OF TRANSMISSION OF  
RETURN AND PAYMENT

13. AMOUNT SUBJECT TO SALES AND USE TAX  
(Add lines 2(d) and 7) = [ ]

14. AMOUNT OF TAX DETERMINED  
(Multiply line 13 by 6%) = [ ]

15. CREDIT FROM SALE OF MERCHANT'S PROPERTY

15(a) Amount of credit from sales made during the period [ ]

15(b) Excess credit from prior periods [ ]

15(c) Credit from line 30 of Form AS 2915.1 A of the  
same taxable period [ ]

15(d) Amount of Credit Used in this Return (Cannot be  
more than line 14) = [ ]

16. CREDIT FOR BAD DEBTS

16(a) Amount of credit for sales made during the period + [ ]

16(b) Credit from line 34 of Form AS 2915.1 A of the  
same taxable period + [ ]

16(c) Total available credit (Add lines 16(a) and 16(b)) = [ ]

16(d) Amount of Credit Used in this Return (cannot be  
more than line 14 less line 15(d)) = [ ]

17. TAX LIABILITY (Line 14 less lines 15(d) and 16(d)) = [ ]

18. CREDIT FOR TAXES PAID BY MERCHANT IN THE IMPORT OF INVENTORY FOR RESALE

18(a) Amount paid for import of inventory for resale (Line  
8(b) of Forms AS 2915.1 D) [ ]

18(b) Excess credit from prior periods [ ]

18(c) Amount paid in excess in the Use Tax on Imports  
Monthly Return credited to this return (Line 17 A  
of Form AS 2915.1 D) [ ]

18(d) Credit from line 30 of Form AS 2915.1 A of the  
same taxable period [ ]

18(e) Amount of Credit Used in this Return  
(See instructions) = [ ]

19. CREDIT FOR TAXES PAID BETWEEN MERCHANTS FOR PURCHASE OF INVENTORY FOR RESALE

19(a) Amount paid for purchase of inventory for resale + [ ]  
(Multiply line 1(b) by 6%)

19(b) Credit from line 33 of Form AS 2915.1 A of the same  
taxable period + [ ]

19(c) Total Available Credit (Add lines 19(a) and 19(b)) = [ ]

19(d) Amount of Credit Used in this Return  
(See instructions) = [ ]

20. TAX LIABILITY NET OF CREDITS (Line 17 less lines  
18(e) and 19(d)) = [ ]

21. SALES TAX OF MERCHANTS WHO DO NOT HAVE  
COMMERCIAL LOCATION IN PUERTO RICO OR  
MULTILEVEL BUSINESSES (Multiply line 3(b) by 1%.  
See instructions) = [ ]

22. TAX DUE  
(Add lines 20 and 21) = [ ]

23. CREDIT FROM LINE 34 OF FORM AS 2915.1 A  
OF THE SAME TAXABLE PERIOD - [ ]

24. DEPOSITS MADE DURING THE PERIOD - [ ]

25. BALANCE OF TAX DUE (Line 22 less lines 23 and 24.  
The result cannot be less than zero) = [ ]

26. INTERESTS + [ ]

27. SURCHARGES + [ ]

28. PENALTIES + [ ]

29. TOTAL AMOUNT DUE  
(Add lines 25 through 28) = [ ]

30. CARRYOVER CREDIT FROM SALE OF MERCHANT'S  
PROPERTY (Line 15(c) less line 15(d)) [ ]

31. CARRYOVER CREDIT FROM BAD DEBTS (Line 16(c)  
less line 16(d)) [ ]

32. CARRYOVER CREDIT FOR TAXES PAID BY IMPORTER  
MERCHANT (Line 18(d) less line 18(e)) [ ]

33. CARRYOVER CREDIT FOR TAXES PAID BY RESELLER  
MERCHANT (Line 19(c) less line 19(d)) [ ]

34. AMOUNT OF TAXES PAID IN EXCESS (Excess of lines 23  
and 24 over line 22) [ ]

## INSTRUCTIONS

## IMPORTANT NOTICE

It is important to remember that beginning on July 1, 2015 the merchants will collect the 11.5% sales and use tax (SUT) in all of Puerto Rico's municipalities, of which they will remit 10.5% to the Department of the Treasury (Department) along with the *Sales and Use Tax Monthly Return* (Form AS 2915.1 A), and 1% to the municipality where their business is located. Provided that, in the case of merchants who are required to collect and pay the SUT according to Sections 4020.04, 4020.05 and 4041.02 of the Puerto Rico Internal Revenue Code of 2011, as amended (Code), who do not have a commercial location in Puerto Rico, must remit the total 11.5% tax with Form AS 2915.1 A, that is, both the 10.5% state and the 1% municipal SUT to the Department.

However, sales and services covered by building projects of commercial, industrial or residential works that have started as of May 31, 2015 (Construction Projects) and those sales of taxable items covered by contracts and auctions that were granted or awarded before July 1, 2015, will be subject to the SUT rate applicable to such taxable item as of June 30, 2015 for a period no longer than twelve (12) months or the term of the contract, whichever is shorter. In these cases, the merchants will collect the 7% SUT in all of Puerto Rico's municipalities, of which they will remit 6% to the Department and 1% to the municipality where their business is located.

For the details in connection to the requirements for the contract or auction, including Construction Projects, to be considered a preexisting contract or auction as of July 1, 2015 and for information regarding the procedure that the merchant must follow to qualify the contract, refer to Tax Policy Circular Letters No. 15-09, 15-10 and 15-11.

Accordingly, this form shall **only** be used for: (1) the deposit of SUT collections made, beginning on July 1, 2015, in connection to taxable items and services that are part of a Construction Project, and (2) the deposit of the SUT collections corresponding to the total monetary amount of a contract granted under auctions awarded as of June 30, 2015; provided that the Construction Project and the contract granted under auctions awarded as of June 30, 2015 are in compliance with the requirements and have requested the contract's qualification, pursuant to the provisions of Tax Policy Circular Letters No. 15-09 and 15-10.

For the deposit of collections made beginning on July 1, 2015 that are **not** related to Construction Projects and to contracts granted under auctions awarded as of June 30, 2015, the merchant must complete Form AS 2915.1 A. Nevertheless, the **merchant must file Form AS 2915.1 A before preparing and filing this return for the same taxable period**, so that the credits available and not used in Form AS 2915.1 A of the period can be claimed, subject to certain limitations, against the tax determined in this return.

## WHO SHALL FILE THIS RETURN?

Any merchant engaged in the selling of taxable items covered under Construction Projects or under contracts granted under auctions awarded as of June 30, 2015, and has filed before the Department an application to qualify the contract or auction following the procedure established in Tax Policy Circular Letters No. 15-09 and 15-10 (Qualified Contracts), will be required to file this return in order to report the taxable items acquired under such contracts and deposit the corresponding SUT.

## WHEN AND WHERE SHALL THIS RETURN BE FILED?

This return and its corresponding payment are due on the twentieth (20th) day of the month following the month during which the transaction subject to the SUT took place. The merchant must file Form AS 2915.1 A for the month before filing this return.

This return and its payment shall only be filed through our website [www.hacienda.pr.gov](http://www.hacienda.pr.gov), via the Merchant's Integrated Portal (PICO, for its Spanish acronym).

The payment must be made through electronic transfer of funds (ACH Credit and ACH Debit). For additional information about ACH Credit, please refer to Publication 06-06 available through the Department's website [www.hacienda.pr.gov](http://www.hacienda.pr.gov) under the "Publications" topic and the "Internal Revenue Area and Tax Policy Area" subtopic.

## HEADING

**Merchant's Registration Number** – Indicate the Merchant's Registration Number assigned by the PICO system. Such number consists of the first seven digits of the current Merchant's Registration Number and a verification number assigned by PICO. If you are a merchant who does not have a Merchant's Registration Number, you must complete Form AS 2914.1 (Application for Merchant's Registration Certificate), or access the Department's website (<http://www.hacienda.pr.gov/ivu>) in order to complete the registration process electronically. When the registration is completed electronically, the system will inform the Merchant's Registration Number through the registration confirmation sheet.

**Social Security or Employer Identification Number** – If a juridical person, indicate your employer identification number. If you are an individual doing business under your own name, you must enter your social security number, regardless of whether you conduct business using a sole proprietorship employer number.

**Name of Merchant or Retailer** – Indicate the trade name (known as dba) of the commercial establishment for which this return is being filed. If you are an individual doing business under your own name, indicate your first and last names.

**Period** – Indicate the month (two digits) and year (four digits) corresponding to the period for which this return is being filed.

**Amended Return** – If you omitted any sales or did not claim an exemption, deduction, or adjustment to which you were entitled to, or believe that you are not entitled to a deduction or adjustment claimed in your original return, you must file an amended return. Select the oval for "Amended Return."

## SPECIFIC INSTRUCTIONS FOR FILING THIS RETURN

Complete **only** those lines for which an instruction is provided as follows:

**Line 1 – Purchases of Products for Resale (Non Imported Inventory)****Line 1(a) – Exempt Purchases of Inventory for Resale**

Indicate the purchase price of **exempt** items or goods for resale that were acquired in Puerto Rico during the period for which this return is being filed. This amount shall exclude any returned items acquired and returned during the same period.

**Line 1(b) – Taxable Purchases of Inventory for Resale**

Indicate the purchase price of taxable items or goods for resale that were acquired in Puerto Rico. This amount must exclude any return of items acquired and returned in the same period. You must include on this line **only** those articles acquired under a Qualified Contract for which you have filed before the Department an application to qualify the contract or auction following the procedure established in Tax Policy Circular Letters No. 15-09 and 15-10.

**Line 1(c) – Total Purchases of Products for Resale**

Indicate the sum of lines 1(a) and 1(b).

**Line 3 – Sale of Taxable Tangible Personal Property****Line 3(a) – Sales attributable to locations in Puerto Rico**

Indicate the sales generated during the month. The term tangible personal property is defined in Section 4010.01(gg) of the Code and refers to articles or goods that can be seen, weighed, measured, felt or touched, or that are in any other manner perceptible to the senses, or susceptible to appropriation. If you carried out bundled transactions, as such term is defined in Section 4010.01(qq) of the Code, that because of their nature are considered as sales of taxable tangible personal property, you shall also indicate the total amount of such sales.

**Line 3(b) – Sales by merchants who do not have commercial location in Puerto Rico or multinivel businesses**

Indicate the sales made by a merchant who for any reason has nexus with Puerto Rico, including, but not limited to nexus due to:

- carrying out activities related to direct marketing or purchases by mail, radio, distribution of unsolicited catalogs, through computers, television or any other electronic means, or advertisements in magazines or newspapers, or other mean;
- the existence of an agreement or reciprocity with the jurisdiction of origin;
- having created sufficient connection or relationship with Puerto Rico or its residents of any kind with the purpose or objective to create sufficient nexus with Puerto Rico in order to impose upon the merchant the responsibility of collecting the SUT.

Multilevel businesses which do not have commercial locations in Puerto Rico, must include on this line the total taxable items sold during the period, based on the suggested sales price, as reflected in the catalogs, price lists or any other document in which the multilevel business establishes the prices of such items in Puerto Rico. The sales of taxable items made by a multilevel business in any of its commercial locations in Puerto Rico shall be reported on line 3(a) of this return.

Also, use this line to inform the total sales made during the period that are not attributable to any commercial location in Puerto Rico.

**Line 3(c) – Total Sales of Taxable Tangible Personal Property**

Add lines 3(a) and 3(b) and enter the total.

**Line 4 – Sale of Taxable Services**

Indicate the total amount of sales of **taxable services** generated during the month.

The term taxable services is defined in Section 4010.01(nn) of the Code as any service rendered to any person. If you carried out bundled transactions, as such term is defined in Section 4010.01(qq) of the Code, which because of their nature are considered as sales of taxable services, you shall also indicate the total amount of such sales on this line.

**Line 5 – Taxable Admissions**

Indicate the total amount of sales of **taxable admission fees** generated during the month for which this return is being filed. The term admission fees is defined in Section 4010.01(l) of the Code and, in general, refers to the amount of money paid to admit a person into any place of entertainment, sports or recreation.

**Line 6 – Return of Taxable Items**

Indicate the sales price corresponding to **taxable items that were returned** during the month for which the amount of the tax originally collected was returned to the purchaser. This deduction shall be reported in the return corresponding to the month in which the returns were made, regardless of the date of the original sale. For these purposes, a return of a taxable item occurs when a purchaser returns an item in a month following the month in which it was bought.

Also, enter the sales price of taxable items that were returned by the purchaser who holds a reseller certificate, as long as the sale has occurred in a prior period and at the time of the return the purchaser merchant has not made the payment of such acquired item.

**Lines 8 through 12 – Exempt Sales**

Indicate **only** the exempt items that are part of a Qualified Contract.

**Line 7 - Total Taxable Sales**

Enter the amount resulting from the sum of lines 3(c) through 5, less line 6.

**Line 8 – Sale of Exempt Tangible Personal Property**

Indicate the total amount of sales of **exempt tangible personal property** generated during the month, including the sale of:

- food and food ingredients, as such term is defined in Section 4010.01(a) of the Code;
- drugs for human consumption that may only be acquired with medical prescription, if they comply with the requirements set forth in Section 4030.12 of the Code; and
- any other sale of tangible personal property that qualifies for any of the exemptions established in the Code.

As may apply, you shall request and maintain evidence of the exempt status of all purchasers.

**Line 9 – Sale of Exempt Services**

Indicate the total amount of sales of **exempt services** generated during the month, including, as applicable, the sale of:

- services rendered to a person engaged in a trade or business or income producing activity;
- designated professional services, as such term is defined in Section 4010.01(II) of the Code;
- services provided by the Commonwealth of Puerto Rico and the Government of the United States;
- educational services;
- interests and other charges for the use of money;
- charges from services provided by financial institutions to clients other than commercial clients;
- insurance services and commissions;
- health or medical hospital services;
- services rendered by persons whose annual business volume does not exceed \$50,000; and
- any other sale of services that qualifies for any of the exemptions established in the Code.

**Line 10 – Exempt Admissions**

Indicate the total amount of sales of **exempt admission fees** generated during the month, including the sale of admission fees for sports events or any other type of event sponsored by public or private elementary schools, intermediate schools, high schools, universities or colleges that provide educational services.

**Line 11 – Return of Exempt Items**

Indicate the sales price corresponding to **exempt items** (that were not subject to the sales tax) **that were returned** during the month. This deduction shall be reported in the return corresponding to the month in which the returns were made, regardless of the date of the original sale.

**Line 12 – Total Exempt Sales**

Enter the amount resulting from the sum of lines 8 through 10, less line 11.

**Line 13 – Amount Subject to Sales and Use Tax**

Indicate the sum of lines 2(d) and 7.

**Line 14 – Amount of Tax Determined**

Use this line to calculate the 6% tax. Multiply the amount reflected on line 13 by .06 and enter the result here.

**Line 15(c) – Credit from line 30 of Form AS 2915.1 A of the same taxable period**

Enter here the amount of available credit for the sale of merchant’s property that has been claimed and not used according to Section 4050.02(b) of the Code. This amount must be the same as the amount reflected on line 30 of Form AS 2915.1 A filed by the merchant for the same taxable period. This credit will be automatically reflected when filing this return, through the PICO system, provided that Form AS 2915.1 A for the same taxable period was filed prior to filing this return.

**Line 15(d) – Amount of Credit Used in this Return**

Enter the smaller of line 15(c) or line 14.

**Line 16 – Credit for Bad Debts**

A merchant who has paid the SUT on taxable items under the accrual method, may claim a credit in this return, for those taxes paid by the merchant on uncollectible accounts related to a Qualified Contract.

In case of recovery of uncollectible accounts for which the merchant has claimed a credit, the recovered amount shall be included as “gross sale” on the subsequent Sales and Use Tax Monthly Return filed after such recovery, and the merchant shall pay the appropriate tax.

In order to determine the amount of credit, only the use of the direct write-off method will be allowed. Therefore, the use of the reserve method will not be allowed for these purposes.

**Line 16(a) – Amount of credit for sales made during the period**

Enter the total amount of credit for bad debts that is related to a Qualified Contract, if you meet the requirements of Section 4050.03 of the Code.

**Line 16(b) – Credit from line 31 of Form AS 2915.1 A of the same taxable period**

Enter here the amount of available credit for bad debts that has been claimed and not used according to Section 4050.03(b) of the Code. This amount must be the same as the amount reflected on line 31 of Form AS 2915.1 A filed by the merchant for the same taxable period. This credit will be automatically reflected when filing this return, through the PICO system, provided that Form AS 2915.1 A for the same taxable period was filed prior to filing this return.

**Line 16(c) – Total available credit**

Enter the sum of lines 16(a) and 16(b).

**Line 16(d) – Amount of Credit Used in this Return**

Enter the smaller of line 16(c) or line 14 less line 15(d).

**Line 17 – Tax Liability**

Subtract lines 15(d) and 16(d) from line 14 and enter the result here. The result cannot be less than zero.

**Line 18(d) – Credit from line 32 of Form AS 2915.1 A of the same taxable period**

Enter here the amount of available credit for use taxes paid on taxable items imported to Puerto Rico for resale that has been claimed and not used according to Section 4050.04(b) of the Code. This amount must be the same as the amount reflected on line 32 of Form AS 2915.1 A filed by the merchant for the same taxable period. This credit will be automatically reflected when filing this return, through the PICO system, provided that Form AS 2915.1 A for the same taxable period was filed prior to filing this return.

**Line 18(e) – Amount of Credit Used in this Return**

Enter the smaller of line 18(d) or 100% of line 17.

**Line 19(a) – Amount paid for purchase of inventory for resale**

Multiply line 1(b) by 6% and enter the result here.

**Line 19(b) – Credit from line 33 of Form AS 2915.1 A of the same taxable period**

Enter here the amount of available credit for taxes paid in the purchase of taxable items for resale that has been claimed and not used according to Section 4050.04(b) of the Code. This amount must be the same as the amount reflected on line 33 of Form AS 2915.1 A filed by the merchant for the same taxable period. This credit will be automatically reflected when filing this return, through the PICO system, provided that Form AS 2915.1 A for the same taxable period was filed prior to filing this return.

**Line 19(c) – Total Available Credit**

Enter the sum of lines 19(a) and 19(b).

**Line 19(d) – Amount of Credit Used in this Return**

If you do not claim credit on line 18(e), enter here the smaller of line 19(c) or 100% of line 17. If you claim credit on line 18(e), you have to consider such value, that added to the value of the available credit on line 19(c), cannot be more than 100% of line 17 (maximum deduction limitation).

Examples: Maximum deduction limitation

	Example 1	Example 2
Line 17	4,000.00	4,000.00
Maximum deduction (Line 17 x .100)	4,000.00	4,000.00
Analysis:		
Line 18(e)	1,000.00	3,000.00
+ Line 19(c)	+1,500.00	+1,500.00
Result	2,500.00	4,500.00
Amount to be claimed as credit on line 19(d)	1,500.00	1,000.00
Carryover credit	0	500.00

To determine the amount to be claimed as credit on line 19(d), you must compare the added result of lines 18(e) and 19(c) with the maximum deduction.

In example 1, you can enter the total credit of line 19(c) on line 19(d), since the amount added to the credit claimed on line 18(e) does not exceed the maximum deduction.

In example 2, you can only claim \$1,000 on line 19(d), since you claimed on line 18(e) \$3,000 and the maximum deduction is \$4,000. The remaining \$500 may be carried over to Form AS 2915.1 A of the next taxable period.

**Line 20 – Tax Liability Net of Credits**

Subtract lines 18(e) and 19(d) from line 17 and enter the result here. The result cannot be less than zero.

**Line 21 – Sales Tax of Merchants Who Do Not Have Commercial Location in Puerto Rico or Multilevel Businesses**

Merchants required to collect and pay the SUT pursuant to Sections 4020.04, 4020.05 and 4041.02 of the Code, who do not have a commercial location in Puerto Rico, including multilevel businesses, will be responsible to collect and pay the Department the 6% state and 1% municipal SUT only with respect to Qualified Contract.

Multiply line 3(b) by 1% and enter the total.



**Line 22 – Tax Due**

Add the amounts from lines 20 and 21 and enter the total on this line.

**Line 23 – Credit from Line 34 of Form AS 2915.1 A of the Same Taxable Period**

Indicate the amount paid in excess as reflected on line 34 of Form AS 2915.1 A filed for the same taxable period. Such amount will not include the amounts not claimed related to the credits of lines 15, 16, 18 and 19. This credit will be automatically reflected when filing this return, through the PICO system, provided that Form AS 2915.1 A for the same taxable period was filed prior to filing this return.

**Line 24 – Deposits Made During the Period**

Indicate the total amount of SUT deposits made during the period for which this return is being filed.

**Line 25 – Balance of Tax Due**

Enter on this line the result of line 22 less lines 23 and 24. The result cannot be less than zero.

**Line 26 – Interests**

If the SUT is not paid on or before the twentieth (20th) day of the month following the month during which the transaction subject to said tax occurred, an interest calculated at an annual rate of 10% from the twentieth (20th) day of the month to the date when the payment is made must be included.

**Line 27 – Surcharges**

In all cases where the payment of interests is applicable, a surcharge equivalent to 5% of the total unpaid amount shall also be charged if the delay in payment exceeds 30 days, but not 60 days, or 10% of the total unpaid amount if the delay exceeds 60 days.

**Line 28 – Penalties**

A progressive penalty shall be imposed for not filing this return, unless you demonstrate that such omission is due to a reasonable cause and not to voluntary neglect. If the omission does not exceed 30 days, 5% shall be added to the SUT balance, and an additional 10% shall be added for each additional 30 day period or fraction thereof while the omission continues to exist, without exceeding 25% in total.

Also, any person required to file the Sales and Use Tax Monthly Return who fails to file the Return required by Section 4041.02 of the Code, in the form, date and manner therein established, shall be subject to a penalty of one hundred (100) dollars or ten (10) percent of the tax liability established in such return, whichever is higher.

Likewise, any person who in violation of the provisions of Section 4042.03, fails to remit the sales and use tax in the form and on the time therein established, shall be subject to a penalty of no less than twenty-five (25) percent nor more than fifty (50) percent of the determined insufficiency.

**Line 29 – Total Amount Due**

Add lines 25 through 28 and enter the total on this line.

**Line 30 – Carryover Credit from Sale of Merchant's Property**

If the credit exceeds the sales and use tax to be paid in the corresponding Sales and Use Tax Monthly Return, such excess may be carried over to subsequent Sales and Use Tax Monthly Returns, until totally used.

Enter on this line the result of line 15(c) less line 15(d).

The resulting credit will be available to be utilized for the next taxable period. This credit will be automatically reflected on line 15(b) of Form AS 2915.1 A when filing said return, through the PICO system, for the next taxable period.

**Line 31 – Carryover Credit from Bad Debts**

If the credit exceeds the sales and use tax to be paid in the corresponding Sales and Use Tax Monthly Return, such excess may be carried over to subsequent Sales and Use Tax Monthly Returns, until totally used.

Enter on this line the result of line 16(c) less line 16(d).

The resulting credit will be available to be utilized for the next taxable period. This credit will be automatically reflected on line 16(b) of Form AS 2915.1 A when filing said return, through the PICO system, for the next taxable period.

**Line 32 – Carryover Credit for Taxes Paid by Importer Merchant**

If the credit exceeds the sales and use tax to be paid in the corresponding Sales and Use Tax Monthly Return, such excess may be carried over to subsequent Sales and Use Tax Monthly Returns, until totally used.

Enter on this line the result of line 18(d) less line 18(e).

The resulting credit will be available to be utilized for the next taxable period. This credit will be automatically reflected on line 18(b) of Form AS 2915.1 A when filing said return, through the PICO system, for the next taxable period.

**Line 33 – Carryover Credit for Taxes Paid by Reseller Merchant**

If the credit exceeds the sales and use tax to be paid in the corresponding Sales and Use Tax Monthly Return, such excess may be carried over to subsequent Sales and Use Tax Monthly Returns, until totally used.

Enter on this line the result of line 19(c) less line 19(d).

The resulting credit will be available to be utilized for the next taxable period. This credit will be automatically reflected on line 19(b) of Form AS 2915.1 A when filing said return, through the PICO system, for the next taxable period.

**Line 34 – Amount of Taxes Paid in Excess**

Enter the excess, if any, of lines 23 and 24 over line 22.

The resulting credit will be available to be utilized for the next taxable period. This credit will be automatically reflected on line 23 of Form AS 2915.1 A when filing said return, through the PICO system, for the next taxable period.

**BANK REJECTION FEES**

Every electronic payment returned, will be subject to a \$25.00 minimum charge. This charge is in addition to any other interests, surcharges and penalties provided by the Code or any other fiscal law for omissions in fulfilling your tax responsibility. The Department will make the collection in a traditional or electronic manner.

**REQUIREMENT TO KEEP DOCUMENTS**

All merchants shall maintain in Puerto Rico, for a period no shorter than six (6) years, all the information that serves as evidence of the taxable items received, used, sold, distributed, stored, or leased by said merchant, such as invoices, shipping documents, collections for said sales, and any other document that the Secretary could request. Furthermore, all merchants shall maintain, for a period no shorter than six (6) years, accounting books, papers, documents, and any other evidence related to their sales and to the amount of the collected and deposited sales tax. The documents and information to be maintained include, but are not limited to, statements, invoices, commercial receipts, cancelled checks, payment receipts, and exemption certificates.

**NOTICE TO SPECIALISTS**

All tax return specialists who prepare SUT returns are required to file them electronically on behalf of their clients. The system will require for you to enter your name and registration number. The Code provides administrative fines and penalties for specialists who do not provide such information or do not comply with any other of the requirements established by the Code.