

ACCOUNT NUMBER	TAX PERIOD ENDING	DUE ON OR BEFORE	BUSINESS CODE GROUP DESCRIPTION
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**BUSINESS NAME AND ADDRESS**

TAXABLE BASIS	
_____ X 0.00750 = \$ _____	
GROSS RECEIPTS	
	<b>\$ _____ .00 AMOUNT DUE</b>

AUTHORIZED SIGNATURE \_\_\_\_\_ I declare under penalties of perjury, that this is a true, correct and complete return.

DATE \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

If desired, provide an e-mail address where we may contact you regarding this return. \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

**Mail This Form With Remittance Payable To:**  
Delaware Division of Revenue  
P.O. Box 2340, Wilmington, DE 19899-2340  
For questions, call (302) 577-8780

CUT ALONG THIS LINE AND SEND THE ABOVE PORTION WITH ANY PAYMENT DUE

**LICENSE/EXCISE TAX RETURN - MONTHLY**

Complete the return above, sign, date and file by the due date. You may file all monthly or quarterly returns at the end of the year if no tax is due on any of the returns.

**To Update Your Contact/Business Information on File with Revenue:** [Remit a License Request for Change form](#)  
**To Change Tax Information You've Already Reported:** [Remit an Amended return](#)

**SPECIFIC LINE INSTRUCTIONS**

**PLEASE NOTE: THE DIVISION OF REVENUE REQUIRES ROUNDING OF ALL AMOUNTS ON ALL GROSS RECEIPTS RETURNS.**

- Line 1. - Enter the total amount of Gross Receipts for the month where indicated on the return.
- Line 2. - Multiply this amount by 0.00400 and enter the result in the Amount Due block.
- Line 3. - This is the amount of tax due and payable with the filing of this return. Sign and date the return and provide your telephone number. Cut along the line provided and mail the form with remittance due to the address on the return.

**If you have not already renewed this year's business license, do it now to avoid a \$200 penalty.  
Go to [www.delaware.gov](http://www.delaware.gov) to renew your business license online!**

**SAMPLE COMPLETED RETURN**

TAXABLE BASIS	
<b>550,800</b> X 0.00750 = \$ <b>4,131.00</b>	
GROSS RECEIPTS	
	<b>\$ 4,131.00 AMOUNT DUE</b>

Monthly Gross Receipts Tax Returns are due on or before the 20th day of the month following the end of the tax period.

For questions or to speak with a customer service representative, please call Revenue's Gross Receipts Department at (302) 577-8780.