SHUTTLE DRIVER TRIP LOG

Driver First & Last Name:	Date (dd/mm/yy):

Record the following when you sell a fare.

Column 5 is to be completed at the end of shift.

Column 1	**Column 2**	**Column 3**	***Column 4**	**Column 5**
Departure Time	**Location**	**Number of Passengers**	**Fare Paid**	**Multiply Column 3 by Column 4**
			Total Fares:	$

Calculation of Sales Tax Collections to be remitted to Permit Holder:

Total Fares	Divide Total Fares by 1.05 = **Net Taxable Sales**	Multiply Net Taxable Sales by 5% (.05) = **Sales Tax to be Remitted**
$	$	$

The Sales Tax is included in the metered fare so the above calculation is necessary to remove the sales tax from the total fare charged. To verify if your calculations are correct: add "Net Taxable Sales" and "Sales Tax to be Remitted"; the result should equal "Total Fares."