

BIN:

Period Ending:

TAX MEMO ADJUSTMENTS

Enter the tax memo adjustments in date order starting with the oldest invoice date. Examples of allowable adjustments include, products received in a current period but invoiced in a prior or subsequent period, incorrect billings and products returned to the supplier. Each adjustment must be accompanied by an explanation. Ensure that you retain all supporting documentation (e.g. original invoices and bills of lading) for audit purposes.

Supplier's Code	Invoice Date (YYMMDD)	Invoice Number	Adjustment Amount *		Explanation
TOTAL TAX MEMO ADJUSTMENT AMOUNT:			\$		

Carry this amount forward to the front of this schedule.

* Show credit (negative) amounts in brackets ().