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Banquet Check Taxing Information
Site Name:

The Controller should fill out the chart and the calculation section in its entirety.   Your Delphi Banquet Check will be created from the information you provide. We have provided an example below to assist you in completing the worksheet on Page 2. Please provide any additional information such as banquet checks from your current system. Present all pages to your Business Consultant.

Things to think about when filling out the taxing information on Page 2:
- Is there a different service charge or tax rate for in house employee meetings or events?
- Is there a different tax or service charge rate for different beverages (Liquor, Wine, Beer, Non Alcoholic, etc)?
- Is there a different tax or service charge rate on Cash Bars vs. Host Bars?
- Is there a different tax or service charge rate for different resource items (Audio Visual, Setup, etc)?

Example:

	Sales Tax (%) (PST)	Service Charge (%)	Service Charge Tax (%)	Additional Tax (GST)	Notes
Food	6.0	19	6		
Beverage	6.0/10.0	19	6		Beer /Wine taxed at 6.0% Liquor taxed at 10.0%
Resource	6.0	0	0		
Rental	6.0	19	6		

Example:

Food:

Subtotal	$100.00
Service Charge 19%	$19.00
Tax 6% (SC and Subtotal)	$7.14
_____	
Total Food Charges	$126.14

Beverage:

Beer/Wine

Subtotal	$100.00
Service Charge 19%	$19.00
Tax 6% (SC and Subtotal)	$7.14
_____	
Total Food Charges	$126.14

Liquor

Subtotal	$100.00
Service Charge 19%	$19.00
Tax 10% (SC and Subtotal)	$11.90
_____	
Total Food Charges	$130.90

Resource:

Subtotal	$100.00
Service Charge 0%	$0.00
Tax 6% (Subtotal)	$6.00
_____	
Total Food Charges	$106.00

Room Rental

Subtotal	$100.00
Service Charge 19%	$19.00
Tax 6% (SC and Subtotal)	$7.14
_____	
Total Food Charges	$126.14

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Enter the percentages as they apply to each type of item – enter a 0% if not applicable.

	Sales Tax % (PST)	Service Charge (%)	Service Charge Tax (%)	Additional Tax (GST)	Notes
Food					
Beverage					
Resource					
Rental					

Food	**Beverage**
Resource	**Room Rental**

Once the Banquet Check has been created, additional changes, updates or modifications will be billed at the then published Report Services rate. Your signature below confirms that the above information is correct.

_____   _____

Controller Signature   **Date**