New York State and Local Sales and Use Tax Return for Part-Quarterly Filers

0599

Use this form to report transactions for the period October 1, 1998, through October 31, 1998, only. Change of Business Sales tax vendor identification number Business telephone number Daytime telephone number Information If your mailing address is incorrect on the label and you have not Legal name previously notified us, enter your correct mailing address next to your DBA preprinted address. If your mail is Place Label Here forwarded to a paid preparer or you have any other change (name, ID#, physical address or owner/officer Street responsible person information) complete Form DTF-95.1s, Change City, state, ZIP code of Business Information for Vendors found in the ST-809 instructions, or Form DTF-95, Change of Business Complete labeled form and mail it in the enclosed envelope to the applicable PO box listed on the back Information. To request Form DTF-95, call the Business Tax of this form on or before November 20, 1998. If you need the instructions for Form ST-809, call the Information Center (See telephone Business Tax Information Center toll free 1 800 972-1233, or call 1 800 462-8100. From areas outside the number listed to the left). U.S. and Canada, call (518) 485-6800. Type of business Check here if you are reporting sales tax on this return for more than one business location If you checked this box and your identification number does not have a C suffix, attach a list of your locations. Summary of Tax Due — Complete Long Method or Short Method section below, not both (see instructions). Summary of Gross Sales and Services Taxable Sales and Services Purchases Subject to Use Tax В Business (to nearest dollar) (to nearest dollar) (to nearest dollar) **Activities** 1a Sales and use taxes (see instructions) Credit for prepaid sales tax (see instructions) Long 1c • Credits not identified (attachments required; see instructions) . . 2a | Method 2c Add lines 2a and 2b..... 3 4 Interest and penalties (see instructions) Amount due (add lines 3 and 4) Pay this amount..... 1a | ● Comparable quarter of the prior year (see instructions)*..... 1b Tax due (1/3 of line 1a)..... Credit for prepaid sales tax (see instructions) 1d • Net tax due (subtract line 1c from line 1b) Short Credits (attachments required)..... 2a Method 2c Add lines 2a and 2b..... 3 Sales and use taxes due (subtract line 2c from line 1d)..... 4 Interest and penalties (see instructions) Amount due (add lines 3 and 4) Pay this amount..... Attach check or money order payable to New York State Sales Tax. For office use only Include on the check or money order your identification number. Form ST-809 and the period you are reporting. Signature of vendor Telephone number * Adjustments: Include on line 1a. (See Short Method Adjustment on page 3 of the instructions.) Title Date Locality Adjustment Signature of preparer (if other than vendor) Telephone number \$ Preparer's address Date

Return Addresses

If you are in the PrompTax Program and do not participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, mail your return to:.....

NYS PROMPTAX-SALES TAX PO BOX 1506 CHURCH STREET STATION NEW YORK NY 10008-1506

If you **do not** participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement and your place of business is in one of the following counties:

mail your return to:

Bronx Queens Kings Westchester

GPO BOX **5464**

New York County with ZIP codes 10020-10285.....

NEW YORK NY 10087-5464

Nassau Suffolk

PO BOX **1866 HICKSVILLE** NY **11802-1866**

If you are using a private delivery service for any of the above, address your return to:

The CHASE MANHATTAN BANK NYS GOVERNMENT TAX PROCESSING 12 CORPORATE WOODS BLVD.

For a listing of designated delivery services, see Technical Services Memorandum TSB-M-97(10)S.

4TH FLOOR ALBANY NY 12211

All other vendors (including those who participate in the New Jersey/New York or Connecticut/ New York Reciprocal Tax Agreement, or who are located outside New York State) mail your return to:

PO BOX 917 ALBANY NY 12201-0917

If you are using a private delivery service, address your return to:

NYS PROCESSING CENTER 431C BROADWAY MENANDS NY 12204

For a listing of designated delivery services, see Technical Services Memorandum TSB-M-97(10)S.

Need Help?

Telephone Assistance is available from 8:30 a.m. to 4:25 p.m. (eastern time), Monday through Friday. For business tax information and forms, call the Business Tax Information Center at 1 800 972-1233. For general information, call toll free 1 800 225-5829. To order forms and publications, call toll free 1 800 462-8100. From areas outside the U.S. and outside Canada, call (518) 485-6800.

Fax-on-Demand Forms Ordering System - Most forms are available by fax 24 hours a day, 7 days a week. Call toll free from the U.S. and Canada 1 800 748-3676. You must use a Touch Tone phone to order by fax. A fax code is used to identify each form.

Internet Access - http://www.tax.state.ny.us

Access our website for forms, publications, and information.

Hotline for the Hearing and Speech Impaired - If you have access to a telecommunications device for the deaf (TDD), you can get answers to your New York State tax questions by calling toll free from the U.S. and Canada 1 800 634-2110. Assistance is available from 8:30 a.m. to 4:15 p.m. (eastern time), Monday through Friday. If you do not own a TDD, check with independent living centers or community action programs to find out where machines are available for public use.

Persons with Disabilities - In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, please call the information numbers listed above.

Mailing Address - If you need to write, address your letter to: NYS Tax Department, Taxpayer Assistance Bureau, W A Harriman Campus, Albany NY 12227.