51-809

(12/98)

## New York State and Local Sales and Use Tax Return for Part-Quarterly Filers on to report transactions for the period December 1, 1998, through December 31, 1998, only.

0799

Use t	nis i	orm to repor	t trans	actions	ior the	e perioa <b>Decen</b>	nber 1, 1	1998, 1	nrougn <b>Decemb</b>	er 31, 198	•	,	
Sales tax vendor identification number Business telepi							one numb	e number Daytime telephone number			Change of Business Information If your mailing address is incorrect		
Legal name	)				I	/		ı	/		or pr	n the label and you have reviously notified us, ento orrect mailing address no	e not er your
DBA				Pla	ace	Label H	ere				pr fo	reprinted address. If your prwarded to a paid prepa ave any other change (no	r mail is rer or you
Street											pł re	hysical address or owner esponsible person inform omplete Form DTF-95.1s	r/officer ation)
City, state, ZIP code  Complete labeled form and mail it in the enclosed envelope to the applicable PO box listed on the back											fo	of Business Information for bund in the ST-809 instru Form DTF-95, Change of	ctions, or
of this form Business Ta	on or x Info	before <b>Janu</b>	er toll f	<b>0, 1999</b> ree 1 80	. If you	need the instru	ctions fo	r Form	listed on the back ST-809, call the m areas outside the		Fo In	information. To request form DTF-95, call the Bush formation Center (See to umber listed to the left).	
Type of busir	iess						more tha	an one l ecked t	ou are reporting sal- business location his box and your id a list of your locatio	entification r		eturn for ber does not have a	
Summary	of (	Tax Due -	– Co	mplet	e Lon	g Method oi	Short	Meth	nod section b	elow, no	t b	oth (see instruct	tions).
	E	ummary of Business Activities	Α	Gross (to	Sales an nearest	d Services dollar)	В		e Sales and Servic o nearest dollar)	es	С	Purchases Subject to (to nearest doll	
			•				•		T	1	•		
	1a					ions)							
Long	b					instructions)					1c		
Long	2a					•							
Method	b												
	c									2c			
	3	Sales and	use tax	es due	(subtrac	ct line 2c from line	e 1c)				3	•	
	4	Interest and penalties (see instructions)								4	•		
	5	Amount du	<b>ie</b> (add	lines 3	and 4)	Pay this amo	ount				5	•	
	Ι.							4 -					
	1a					year (see instruc							
	b	Tax due (1/3 of line 1a)											
	d	Credit for prepaid sales tax (see instructions)									1d	•	
Short	2a	Credits (attachments required)											
	b	Advance pa	avment	s (includ	dina Pron	mpTax pavment).		. 2b	•				
Method	С	Advance payments (including PrompTax payment) 2b  Add lines 2a and 2b									2c		
	3	Sales and use taxes due (subtract line 2c from line 1d)											
	4	Interest and penalties (see instructions)										•	
	5	Amount du	<b>ie</b> (add	lines 3	and 4)	Pay this amo	ount				5	•	
— Attach of	check	k or money o	rder pa	ayable to	o <b>New</b>	York State Sale	es Tax.				For	r office use only	
<ul><li>Include period y</li></ul>	on th	he check or r are reporting.	noney			ntification number	er, <i>Form</i>						
* Adjustments: Include on line 1a. Signature of vendor							Telephone number						
(See Short page 3 of the		od Adjustment	on	Title					Data				
page J UI II	10 1115			Title					Date				
Locality		Adjus \$	tment	Sign	ature of	preparer (if other ti	han vendor,	)	Telephone number				
				Prep	arer's ad	Idress			Date				

## Where to mail your return and attachments

All vendors, except those who participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, including those located outside New York State, mail your completed return and attachments to:

NYS SALES TAX PROCESSING GENERAL POST OFFICE PO BOX 1208 NEW YORK NY 10116-1208

Vendors who participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, mail your completed return and attachments to:

NYS SALES TAX PROCESSING RECIPROCAL TAX AGREEMENT GENERAL POST OFFICE PO BOX 1209 NEW YORK NY 10116-1209

If you are using a private delivery service, address the return envelope to: The CHASE MANHATTAN BANK, NYS GOVERNMENT TAX PROCESSING, 12 CORPORATE WOODS BLVD., 4th FLOOR, ALBANY, NY 12211

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.