## **New York State and Local** Sales and Use Tax Return for Part-Quarterly (Monthly) Filers

Part-Quarterly (Monthly) ST-809 July 2015

↓↓↓↓ Tax period ↓↓ July 1, 2015 - July 31, 2015

Sales tax identification number						
Legal name (print ID number and legal name as it appears on the Certificate of Authority)						
DBA (doing business as) name						
Number and street						
City, state, ZIP code						



## Due date: 20 Thursday, August 20, 2015

You will be responsible for penalty and interest if your return and any payment due is not electronically filed or postmarked by this date.

Mandate to use Sales Tax Web File - Most filers fall under this requirement; see Form ST-809-I.

No tax due? Enter your gross sales and services in box 1 of Step 1 below; enter *none* in boxes 2 and <u>3.</u> You **must** file by the due date even if no tax is due. There is a \$50 penalty for late filing of a no-tax-due return. See 1 in instructions.

If so, visit our Web site (see Need help? in Form ST-809-I) and see the change my address option for further instructions, Has your address or business information changed? or mark an X in the box to the right and enter new mailing address above. See (2) in instructions.

Complete Step 1 or Step 2, but not both. See 3 in instructions.

## Step 1 of 3 I ong method of calculating tax due

	Tors Long method of calculating tax due								
1	Enter total gross sales and services (to nearest dollar; see 4 in ins		.00						
2	Enter total taxable sales and services (to nearest dollar; see 5 in i	3	.00						
3		er total purchases subject to tax (to nearest dollar; see 6 in instructions)							
4	Sales and use tax (see 7 in instructions) Credit for prepaid sales tax (see 8 in instructions)	4							
5	Credit for prepaid sales tax (see 8 in instructions)	5							
	Net tax due (subtract box 5 amount from box 4 amount)		6						
7	Credits not identified (attachments required, see 9 in instructions)	7							
8	Advance payments (see 🕕 in instructions)	8	-						
9	Add box 7 amount to box 8 amount	9							
10	Sales and use tax due (subtract box 9 amount from box 6 amount)	10							
11	Penalty and interest (see 11 in instructions)	11							
12a	Amount due (add box 10 amount to box 11 amount; see 12 in instruc	12a							
12b	Amount paid (see 12 in instructions)	12b							
Step	Step 2 of 3 Short method of calculating tax due								
1	Comparable quarter of previous year (see 13 in instructions)* Tax due (one-third of box 1 amount) Credit for prepaid sales tax (see 14 in instructions)	1							
2	Tax due (one-third of box 1 amount)	2							
3	Credit for prepaid sales tax (see 14 in instructions)	3							
	Net tax due (subtract box 3 amount from box 2 amount)		4						
5	Credits not identified (attachments required, see 15 in instructions)	5							
5		5	-						
5 6	Credits not identified (attachments required, see 15 in instructions)	5 6	7						
5 6 7	Credits not identified (attachments required, see 15 in instructions) Advance payments (see 16 in instructions)	<u>5</u> 6	7						
5 6 7 8	Credits not identified (attachments required, see <b>15</b> in instructions) Advance payments (see <b>16</b> in instructions) Add box 5 amount to box 6 amount	<u>5</u> <u>6</u>	7						
5 6 7 8 9	Credits not identified (attachments required, see <b>1</b> in instructions) Advance payments (see <b>1</b> in instructions) Add box 5 amount to box 6 amount Sales and use tax due (subtract box 7 amount from box 4 amount)	<u>5</u> <u>6</u>	7 8 9						

\*Include short method adjustment in box 1 (see Short method adjustment on page 3 of instructions.) For office use only Adjustment

Locality

\$



Page 2 of 2	ST-809 (7/15)	Sales tax identific	cation number						0516	Part-	Quarte	rly (Mo	onthly)
Step 3 of 3 Sign and mail this return Please be sure to keep a completed copy for your records.Must be postmarked by Thursday, August 20, 2015, to be considered filed on time. See below for complete mailing information.													
	Do you want to allow another	r person to disc			ot? (se	ee <b>19</b> ii	n instruct	ions) <b>`</b>	'es 🗌 (coi	mplete th	e followin	g) <b>No</b>	
Third – party	Designee's name				Personal identification number (PIN)								
designee	Designee's e-mail address												
Printed name of taxpayer Title													
Taxpayer's e-n	nail address						Deutin						
Signature of ta	axpayer			_ Date	_	_		none (					
Printed name	of preparer's firm (or yours if self	-employed)					Firm's _ identif	ication	number*				
Preparer's add	dress								eparer's				
Preparer's e-m	nail address					_ NYT	arer's PRIN*					PRIN code	
Signature of p	reparer, if other than taxpayer -					te	aytime elephone	e (	)				
*See 2 in in	structions					Make	check p	ayable	e to <b>New Y</b>	ork Sta	te Sales	Tax.	
Where to file your return and attachm			achments		1 10	<b>avid San</b> 00 Elm Si Ibany, NY	reet		D	<sub>ATE</sub> Aug	gust 10,	_	971
Web File your return at www.tax.ny.gov (see inst		instructions).		P/ 0	AY TO THE RDER OF			tate Sales	^	\$	X,XXX.)	XX	
(If you are not required to Web File, mail your ret attachments to: NYS Sales Tax Processing, PO E Albany NY 12212-5168)			return and PO Box 15168,				itate B	ank	yment amou	Int) De	id E		ARS
Se	using a private delivery servic ervice, see Publication 55, De ervices.					Don'	00 ST-8 forget to 09, and 7	write y	/our sales ta	x ID#,		orget to ur check	] <
Need help	?												

See Form ST-809-I, Instructions for Form ST-809.

