

New York State and Local  
**Sales and Use Tax Return**  
Part-Quarterly Filers April 1, 1992 - April 30, 1992

M

**ST-809** (4/92)

**1192**

Sales tax vendor identification number	Business telephone number ( )	Daytime telephone number ( )
Legal name		
DBA		
Street		
City, state, ZIP code		

**Change of Business Information**  
 Check here if you have changed your business location and have not previously notified us. Enter your new address in the space next to your preprinted address. You must report this, or any other change (name, identification number, mailing address or owner/officer/responsible person information) on either DTF-95.1, found on ST-809 Instructions, or Form DTF-95, *Change of Business Information*. To request Form DTF-95, call 1 800 462-8100. From areas outside New York State, call (518) 438-1073.

Use this form to report only transactions for the period indicated above.

Use labeled form and return envelope for filing your return.

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 do not have a C suffix on your identification number, attach a list of your locations.

**Summary of Tax Due — Complete Long Method or Short Method section below, not both. (See instructions)**

Summary of Business Activities	A	B	C
	Gross sales and services (to nearest dollar)	Taxable sales and services (to nearest dollar)	Purchases subject to use tax (to nearest dollar)
<b>Long Method</b>	1a Sales and use taxes (see instructions) .....	1a	
	b Credit for prepaid sales tax (see instructions) .....	1b	
	c Net tax due (subtract line 1b from 1a) .....		1c •
	2a Credits not identified (attachments required) (see instructions) .....	2a •	
	b Advance payments (attach ST-330's) .....	2b •	
	c Total of lines 2a and 2b .....		2c
	3 Sales and use taxes due (subtract line 2c from line 1c) .....		3 •
4 Amount from Schedule L or from insurance credit vouchers .....		4	
5 Subtotal (see instructions) .....		5	
6 Late filing charge (Penalty-see page 2 for penalty computation instructions) interest rate pursuant to section 1142 of the Tax Law .....		6 •	
7 Amount due including late filing charge (add lines 5 and 6) Pay this amount .....		7 •	

<b>Short Method</b>	1a Comparable quarter-prior year (see instructions)* .....	1a •	
	b Tax due (1/3 of line 1a) .....	1b	
	c Credit for prepaid sales tax (see instructions) .....	1c	
	d Net tax due (subtract line 1c from line 1b) .....		1d •
	2a Credits (attachments required) .....	2a •	
	b Advance payments (attach ST-330's) .....	2b •	
	c Total of lines 2a and 2b .....		2c
3 Sales and use taxes due (subtract line 2c from line 1d) .....		3	
4 Amount from Schedule L or from insurance credit vouchers .....		4	
5 Subtotal (see instructions) .....		5	
6 Late filing charge (Penalty-see page 2 for penalty computation instructions) interest rate pursuant to section 1142 of the Tax Law .....		6 •	
7 Amount due including late filing charge (add lines 5 and 6) Pay this amount .....		7 •	

- Attach check or money order payable to *New York State Sales Tax*.
- Include on the check or money order your identification number, Form ST-809 and the period you are reporting.
- Mail in the enclosed envelope to the applicable P.O. Box on or before: **May 20, 1992**

**For office use only**

\* Adjustments: Include on line 1a, "Short"

Locality                      Adjustment  
\$

Signature of vendor	Telephone number ( )
Title	Date
Signature of preparer (if other than vendor)	Telephone number ( )
Preparer's address	Date

**Penalty Computation**

- A. For failure to file a return on time, with **no tax due**, the penalty is \$50.00.
- B. For failure to file a return on time **with tax due**, the penalty is:  
**1-60 days late**, 10% of the tax due for the first month plus 1% of the tax due for each month thereafter, but in no instance less than \$50.00  
**61 or more days late**, the greatest of the following:
  - 10% of the tax due for the first month plus 1% of the tax due for each month thereafter, not to exceed 30%; or
  - the lesser of \$100.00 or 100% of the tax due, or
  - \$50.00

**Return Addresses**

If you are not participating in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement and your place of business is located in the county of:	Mail return to:																																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Albany</td> <td style="width: 33%;">Hamilton</td> <td style="width: 33%;">Schenectady</td> </tr> <tr> <td>Broome</td> <td>Herkimer</td> <td>Schoharie</td> </tr> <tr> <td>Chemung</td> <td>Jefferson</td> <td>Schuyler</td> </tr> <tr> <td>Chenango</td> <td>Lewis</td> <td>Steuben</td> </tr> <tr> <td>Clinton</td> <td>Montgomery</td> <td>St. Lawrence</td> </tr> <tr> <td>Columbia</td> <td>Oneida</td> <td>Sullivan</td> </tr> <tr> <td>Delaware</td> <td>Orange</td> <td>Tioga</td> </tr> <tr> <td>Dutchess</td> <td>Otsego</td> <td>Tompkins</td> </tr> <tr> <td>Essex</td> <td>Putnam</td> <td>Ulster</td> </tr> <tr> <td>Franklin</td> <td>Rensselaer</td> <td>Warren</td> </tr> <tr> <td>Fulton</td> <td>Rockland</td> <td>Washington</td> </tr> <tr> <td>Greene</td> <td>Saratoga</td> <td></td> </tr> </table>	Albany	Hamilton	Schenectady	Broome	Herkimer	Schoharie	Chemung	Jefferson	Schuyler	Chenango	Lewis	Steuben	Clinton	Montgomery	St. Lawrence	Columbia	Oneida	Sullivan	Delaware	Orange	Tioga	Dutchess	Otsego	Tompkins	Essex	Putnam	Ulster	Franklin	Rensselaer	Warren	Fulton	Rockland	Washington	Greene	Saratoga		<p>P. O. Box 688 Albany, NY 12201-0688</p>
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New York County with ZIP Codes 10001-10019 Richmond	<p>P. O. Box 2058 Church Street Station New York, NY 10008-2058</p>																																				
Bronx Kings New York County with ZIP Codes 10020-10285 Queens Westchester	<p>G. P. O. Box 5464 New York, NY 10087-5464</p>																																				
Nassau                      Suffolk	<p>P. O. Box 1866 Hicksville, NY 11802-1866</p>																																				
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**If you need help. . .**

**Phone**

**For forms or publications**

call toll free (from New York State only)      1 800 462-8100  
 from areas outside New York State, call      (518) 438-1073

**For information**

call toll free (from New York State only)      1 800 CALL TAX (1 800 225-5829)  
 from areas outside New York State, call      (518) 438-8581

**Write:**

**If you wish to write, address your letter to:**

NYS Tax Department  
 Taxpayer Assistance Bureau  
 W. A. Harriman Campus  
 Albany, NY 12227

Telephone assistance is available from 8:30 a.m. to 4:25 p.m. Monday through Friday.