New York State Department of Taxation and Finance

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

ST-809 (12/93)

0794

Use this form to report transactions for the period **December 1, 1993** through **December 31, 1993, only.**

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 this 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 Form DTF-95.1, found in the ST-809 Instructions, or Form DTF-95, *Change of Business Information.* To request Form DTF-95, call toll free (from New York State only) 1 800 462-8100. From areas outside New York State call (518) 438-1073.

Complete labeled form and mail it in the enclosed envelope, to the applicable PO box, on or before **January 20, 1994**.

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)*.

Long Method

Summary of Business Activities	A Gross sales and services (to nearest dollar)	B Taxable sales and services (to nearest dollar)	C Purchases subject to use tax (to nearest dollar)
	•	•	•

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 *(including PrompTax payment)*	2b •	
c	Add lines 2a and 2b		2c
3	Sales and use taxes due *(subtract line 2c from line 1c)*		3 •
4	Interest and penalties *(see instructions on back)*		4 •
5	Amount due *(add lines 3 and 4)* **Pay this amount**		5 •

Short Method

1a	Comparable quarter-prior year *(see instructions)**	1a •	
b	Tax due (⅓ 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 *(including PrompTax payment)*	2b •	
c	Add lines 2a and 2b		2c
3	Sales and use taxes due *(subtract line 2c from line 1d)*		3
4	Interest and penalties *(see instuctions on back)*		4 •
5	Amount due *(add lines 3 and 4)* **Pay this amount**		5 •

— 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.

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

Interest and Penalty Computation

Interest is always due on any underpayment of tax and is compounded daily from the due date of the return to the date the tax is paid. Call Taxpayer Assistance at the number listed below to get the current rate. Penalty is due as follows:

A For failure to file a return on time, with **no tax due**, the penalty is $50.

B For failure to file a return on time **with tax due,** the penalty is:

1-60 days late, 10% (.10) of the tax due for the first month plus 1% (.01) of the tax due for each month thereafter, but in no instance less than $50.

61 or more days late, the greatest of:

— 10% (.10) of the tax due for the first month plus 1% (.01) of the tax due for each month thereafter, not to exceed 30% (.30); or
— the lesser of $100 or 100% of the tax due; or
— $50.

C For failure to pay tax, even though the return is filed on time, the penalty is 10% (.10) of the tax due for the first month, plus 1% (.01) of the tax due for each additional month, up to a maximum of 30% (.30).

Return Addresses

If you participate in either the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, or both, (regardless of where your business is located and regardless of whether or not you participate in PrompTax), attach the appropriate schedule(s) to your return and mail to:

P O BOX 917
ALBANY NY 12201-0917

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

NYS PROMPTAX — SALES TAX
P O BOX 1506
CHURCH STREET STATION
NEW YORK NY 10008-1506

If you do not participate in either the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, or the PrompTax Program and you are located outside New York State, or your place of business is located in the following counties, mail your return to:

Albany	Franklin	Orange	Steuben	
Broome	Fulton	Otsego	St. Lawrence	
Chemung	Greene	Putnam	Sullivan	
Chenango	Hamilton	Rensselaer	Tioga	
Clinton	Herkimer	Rockland	Tompkins	
Columbia	Jefferson	Saratoga	Ulster	
Delaware	Lewis	Schenectady	Warren	
Dutchess	Montgomery	Schoharie	Washington	P O BOX 917 ALBANY NY 12201-0917
Essex	Oneida	Schuyler		

All other vendors whose place of business is located in any of the following counties: **Mail return to:**

New York County with ZIP codes 10001-10019 Richmond				P O BOX 2058 CHURCH STREET STATION NEW YORK NY 10008-2058
Bronx Kings New York County with ZIP codes 10020-10285 Queens Westchester				G P O BOX 5464 NEW YORK NY 10087-5464
Nassau	Suffolk			P O BOX 1866 HICKSVILLE NY 11802-1866
Cayuga	Madison	Ontario	Seneca	
Cortland	Monroe	Orleans	Wayne	
Livingston	Onondaga	Oswego	Yates	P O BOX 4777 SYRACUSE NY 13221-4777
Allegany	Chautauqua	Genesee	Wyoming	
Cattaraugus	Erie	Niagara		P O BOX 194 BUFFALO NY 14240-0194

Need Help?

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 the Business Tax Information Center toll free (from the continental U.S. only) 1 800 972-1233. You can also 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.

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

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 disabled persons, please call the information and assistance numbers listed above.

Hotline for the Hearing and Speech Impaired - If you have a hearing or speech impairment and have access to a telecommunications device for the deaf (TDD), you can get answers to your New York State tax questions by calling our toll-free hotline 1 800 634-2110 (within New York State). Hours of operation are from 9:00 a.m. to 4:15 p.m., 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.

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