



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

Use this form to report transactions for the period June 1, 1996, through June 30, 1996, only.

0197

Form fields for 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.

Complete labeled form and mail it in the enclosed envelope to the applicable PO box listed on the back of this form on or before July 20, 1996. If you need the Instructions for Form ST-809, call the Business Tax Information Center (toll free from the U.S. and Canada) at 1 800 972-1233, or 1 800 462-8100 (from New York State) or (518) 438-1073 (from outside New York State.)

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).

Table for Long Method summary of tax due. Columns: Summary of Business Activities, A Gross Sales and Services, B Taxable Sales and Services, C Purchases Subject to Use Tax. Rows include sales and use taxes, credit for prepaid sales tax, net tax due, credits not identified, advance payments, sales and use taxes due, interest and penalties, and amount due.

Table for Short Method summary of tax due. Columns: Summary of Business Activities, A Gross Sales and Services, B Taxable Sales and Services, C Purchases Subject to Use Tax. Rows include comparable quarter of the prior year, tax due, credit for prepaid sales tax, net tax due, credits, advance payments, sales and use taxes due, interest and penalties, and amount due.

— 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

Form fields for adjustments and preparer information. Includes fields for Locality, Adjustment \$, Signature of vendor, Telephone number, Title, Date, Signature of preparer (if other than vendor), Telephone number, Preparer's address, Date.

## Return Addresses

**If you are in the PromptTax 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 participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, or you are located outside New York State or your place of business is located in the following counties, mail your return to:**

Albany	Essex	Oneida	Seneca
Allegany	Franklin	Onondaga	Steuben
Broome	Fulton	Ontario	St. Lawrence
Cattaraugus	Genesee	Orange	Sullivan
Cayuga	Greene	Orleans	Tioga
Chautauqua	Hamilton	Oswego	Tompkins
Chemung	Herkimer	Otsego	Ulster
Chenango	Jefferson	Putnam	Warren
Clinton	Lewis	Rensselaer	Washington
Columbia	Livingston	Rockland	Wayne
Cortland	Madison	Saratoga	Wyoming
Delaware	Monroe	Schenectady	Yates .....
Dutchess	Montgomery	Schoharie	
Erie	Niagara	Schuyler	

PO BOX 917  
**ALBANY NY 12201-0917**

**All other vendors whose place of business is located in any of the following counties mail your return to the address listed on the right.**

New York County with ZIP codes 10001-10019  
 Richmond .....

PO BOX 2058  
**CHURCH STREET STATION  
 NEW YORK NY 10008-2058**

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

G P O BOX 5464  
**NEW YORK NY 10087-5464**

Nassau Suffolk .....

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

### Need Help?

**For information, forms or publications,** call the Business Tax Information Center at 1 800 972-1233. The call is toll free from anywhere in the U.S. (including Alaska and Hawaii) and Canada. For information, 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. For forms or publications, you can also call toll free (from New York State only) 1 800 462-8100. From areas outside New York State, call (518) 438-1073.

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

**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 1 800 634-2110 toll free from anywhere in the U.S. (including Alaska and Hawaii) and Canada. Hours of operation are from 8:30 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.

**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.

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