



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

Use this form to report transactions for the period October 1, 1996, through October 31, 1996, only.

0597

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 November 20, 1996. If you need the instructions for Form ST-809, call the Business Tax Information Center toll free 1 800 972-1233, or call 1 800 462-8100.

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 1a-5.

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 1a-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.

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* Adjustments: Include on line 1a. (See Short Method Adjustment on page 3 of the instructions.)

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

Locality Adjustment \$

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 Queens
 Kings Westchester
 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. For information, you can also call toll free 1 800 225-5829. For forms or publications, you can also call toll free 1 800 462-8100.

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

From areas outside the U.S. and Canada, call (518) 485-6800.

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 toll free from the U.S. and Canada 1 800 634-2110. 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.