Address

Paid

use only

Preparer's signature

preparer's Firm's name (or yours, if self-employed)

Mark "X" if self-employed

▼ Preparer's SSN or PTIN

Date

**Employer identification number** 

Daytime phone number (optional)

Your signature

Date

Spouse's signature (if combined claim)

Sign

here



## Filing your claim

File your claim as soon as you can after January 1, 2003. You must file your 2002 claim no later than April 17, 2006. Mail your claim to: **STATE PROCESSING CENTER, PO BOX 61000, ALBANY NY 12261-0001.** 

## Private delivery services

If you choose, you may use a private delivery service, instead of the U.S. Postal Service, to file your return and pay tax. However, if, at a later date, you need to establish the date you filed your return or paid your tax, you cannot use the date recorded by a private delivery service **unless** you used a delivery service that has been designated by the U.S. Secretary of the Treasury or the Commissioner of Taxation and Finance. If you have used a designated private delivery service and need to establish the date you filed your return, contact that private delivery service for instructions on how to obtain written proof of the date your return was given to the delivery service for delivery. If you use **any** private delivery service, whether it is a designated service or not, address your return to: **State Processing Center**, **101 Enterprise Drive, Kingston NY 12401.** 

The current designated private delivery services are:

- Airborne Express (Airborne):
   Overnight Air Express Service
   Next Afternoon Service
   Second Day Service
- DHL Worldwide Express (DHL): DHL Same Day Service DHL USA Overnight
- B. Federal Express (FedEx):
  FedEx Priority Overnight
  FedEx Standard Overnight
  FedEx 2 Day
- 4. United Parcel Service (UPS): UPS Next Day Air UPS Next Day Air Saver UPS 2nd Day Air UPS 2nd Day Air A.M. UPS Worldwide Express UPS Worldwide Express Plus

## **Privacy notification**

The Commissioner of Taxation and Finance may collect and maintain personal information pursuant to the New York State Tax Law, including but not limited to, sections 171, 171-a, 287, 308, 429, 475, 505, 697, 1096, 1142, and 1415 of that Law; and may require disclosure of social security numbers pursuant to 42 USC 405(c)(2)(C)(i).

This information will be used to determine and administer tax liabilities and, when authorized by law, for certain tax offset and exchange of tax information programs as well as for any other lawful purpose.

Information concerning quarterly wages paid to employees is provided to certain state agencies for purposes of fraud prevention, support enforcement, evaluation of the effectiveness of certain employment and training programs and other purposes authorized by law.

Failure to provide the required information may subject you to civil or criminal penalties, or both, under the Tax Law.

This information is maintained by the Director of Records Management and Data Entry, NYS Tax Department, W A Harriman Campus, Albany NY 12227; telephone 1 800 225-5829. From areas outside the United States and outside Canada, call (518) 485-6800.