



New York State and Local Quarterly Sales and Use Tax Return

Table with columns for December, January, February and rows for Tax Period and dates (December 1, 2001 - February 28, 2002)

Form with fields: Sales tax identification number, Legal name, dba (doing business as) name, Number and street, City, state, ZIP code

Calendar for March 2002 showing days of the week and dates

402

Due date: Wednesday, March 20, 2002. You will be responsible for penalty and interest if your return is not postmarked by this date.

Checkboxes for: No tax due?, Multiple locations?, Final return?, Has your address or business information changed?

Step 1 of 9 Gross sales and services. Enter total gross sales and services in box 1. .00

Do not include sales tax in the gross sales and services amount. See 4 in instructions.

Step 2 of 9 Identify required schedules. Check the box(es) on the right below, then complete the schedule(s) if necessary and proceed to Step 3.

Table with 3 columns: Quarterly schedule (A, B, FR, H, N, Q, T), Description, and Check the box for each schedule you are attaching

Schedules CT and NJ: For reciprocal tax agreement filing requirements, see 5 in instructions.

Refer to instructions (Form ST-100-1) if you have questions or need help. Please be sure to keep a completed copy of your return for your records. See the bottom of page 4 for informational telephone numbers.

For office use only

Proceed to Step 3, page 2

Step 3 of 9 Calculate sales and use taxes <i>Refer to instructions (Form ST-100-1) if you have questions or need help.</i>		Column C Taxable sales and services	+	Column D Purchases subject to tax	×	Column E Tax rate	=	Column F Sales and use tax (C + D) × E	
Enter total from Form ST-100.10 (if any) in box 2								2	
Enter totals (if any) from: + + + + + + + =		3		4				5	
Column A Taxing Jurisdiction	Column B Code								
New York State only	NE 0002	.00		.00		4%			
Albany County	AL 0179	.00		.00		8%			
Allegany County	AL 0215	.00		.00		8%			
Broome County	BR 0313	.00		.00		8%			
Cattaraugus County (outside the following)	CA 0499	.00		.00		8%			
Olean (city)	OL 0419	.00		.00		8%			
Salamanca (city)	SA 0429	.00		.00		8%			
Cayuga County (outside the following)	CA 0503	.00		.00		8%			
Auburn (city)	AU 0552	.00		.00		8%			
Chautauqua County	CH 0602	.00		.00		7%			
Chemung County	CH 0793	.00		.00		7%			
Chenango County (outside the following)	CH 0805	.00		.00		7%			
Norwich (city)	NO 0844	.00		.00		7%			
Clinton County	CL 0993	.00		.00		7%			
Columbia County	CO 1003	.00		.00		8%			
Cortland County	CO 1122	.00		.00		8%			
Delaware County	DE 1202	.00		.00		6%			
Dutchess County	DU 1303	.00		.00		7¼%			
Erie County	ER 1415	.00		.00		8%			
Essex County	ES 1502	.00		.00		7%			
Franklin County	FR 1602	.00		.00		7%			
Fulton County (outside the following)	FU 1706	.00		.00		7%			
Gloversville (city)	GL 1715	.00		.00		7%			
Johnstown (city)	JO 1724	.00		.00		7%			
Genesee County	GE 1895	.00		.00		8%			
Greene County	GR 1903	.00		.00		8%			
Hamilton County	HA 2002	.00		.00		7%			
Herkimer County	HE 2104	.00		.00		8%			
Jefferson County	JE 2202	.00		.00		7%			
Lewis County	LE 2303	.00		.00		7%			
Livingston County	LI 2402	.00		.00		7%			
Madison County (outside the following)	MA 2582	.00		.00		7%			
Oneida (city)	ON 2526	.00		.00		7%			
Monroe County	MO 2605	.00		.00		8%			
Montgomery County	MO 2793	.00		.00		7%			
Nassau County	NA 2804	.00		.00		8½%			
Niagara County	NI 2902	.00		.00		7%			
Oneida County (outside the following)	ON 3003	.00		.00		8%			
Rome (city)	RO 3029	.00		.00		8%			
Sherrill (city)	SH 3045	.00		.00		8%			
Utica (city)	UT 3056	.00		.00		8%			
Onondaga County	ON 3102	.00		.00		7%			
Ontario County (outside the following)	ON 3272	.00		.00		7%			
Canandaigua (city)	CA 3232	.00		.00		7%			
Geneva (city)	GE 3242	.00		.00		7%			
Orange County	OR 3303	.00		.00		7¼%			
Orleans County	OR 3473	.00		.00		8%			
Oswego County (outside the following)	OS 3598	.00		.00		7%			
Fulton (city)	FU 3532	.00		.00		7%			
Oswego (city)	OS 3542	.00		.00		7%			
Column subtotals (also enter on page 3, boxes 10, 11, and 12):		6		7				8	

Step 6 of 9 Calculate taxes due	Add <i>Sales and use tax</i> column total (box 15) to <i>Total special taxes</i> (box 16) and subtract <i>Total tax credits and advance payments</i> (box 17).	Taxes due																
Box 15 amount \$ _____ + Box 16 amount \$ _____ - Box 17 amount \$ _____ =		18																
Step 7 of 9 Calculate vendor collection credit or pay penalty and interest	You are eligible for vendor collection credit ONLY if you file by March 20, 2002, and you pay the full amount due with the return. If you are not eligible, enter "0" in box 19 and go to 7D.																	
7A If you are not required to file any schedules, start at the asterisk (*) in 7B. Schedule B, Part 4, box 4 _____ Schedule B, Part 4, box 6 + _____ Schedule B-ATT + _____ Schedule H + _____ Schedule N + _____ Schedule Q + _____ Schedule T-ATT + _____ Total adjustment = _____	7B Schedule FR, Part 3, box 7 _____ *Form ST-100, Step 3, box 13 + _____ Total adjustment from 7A - _____ Form ST-100, Step 3, box 9 - _____ Form ST-100, Step 3, box 9a - _____ Eligible sales amount (move to 7C) = _____																	
7C <table style="width:100%; border: none;"> <tr> <td style="border: none;">Eligible sales amount from 7B above</td> <td style="border: none;">State tax rate</td> <td style="border: none;">Credit rate</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">\$ _____</td> <td style="border: none;">× 4% = (subtotal a)</td> <td style="border: none;">\$ _____</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">Schedule B, Part 4, box 6 from 7A above</td> <td style="border: none;">× 2% = (subtotal b)</td> <td style="border: none;">\$ _____</td> <td style="border: none;"></td> </tr> <tr> <td style="border: none;">\$ _____</td> <td style="border: none;">(add subtotals a and b)</td> <td style="border: none;">\$ _____</td> <td style="border: none;">× 3½% = \$ _____ **</td> </tr> </table> <p style="text-align: center;">** In box 19, enter the amount calculated, but not more than \$150</p>	Eligible sales amount from 7B above	State tax rate	Credit rate		\$ _____	× 4% = (subtotal a)	\$ _____		Schedule B, Part 4, box 6 from 7A above	× 2% = (subtotal b)	\$ _____		\$ _____	(add subtotals a and b)	\$ _____	× 3½% = \$ _____ **	Vendor collection credit VE 7702	19
Eligible sales amount from 7B above	State tax rate	Credit rate																
\$ _____	× 4% = (subtotal a)	\$ _____																
Schedule B, Part 4, box 6 from 7A above	× 2% = (subtotal b)	\$ _____																
\$ _____	(add subtotals a and b)	\$ _____	× 3½% = \$ _____ **															
OR	Pay penalty and interest if you are filing late	Penalty and interest																
7D Call 1 800 972-1233 or access our Web site at www.tax.state.ny.us/salespi/salespi.asp for an estimate of the penalty and interest due on the amount shown in box 18, <i>Taxes due</i> . Enter this amount in box 20.		20																
Step 8 of 9 Calculate total amount due	Make check or money order payable to New York State Sales Tax . Write on your check your ID#, ST-100 , and 2/28/02 .	Total amount due																
Final calculation:	Taking vendor collection credit? Subtract box 19 from box 18. Paying penalty and interest? Add box 20 to box 18.																	

Step 9 of 9 Sign and mail this return <i>Please be sure to keep a completed copy for your records.</i>	Must be postmarked by Wednesday, March 20, 2002 , to be considered filed on time. See below for complete mailing information.
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Printed name of taxpayer _____ Title _____

Signature of taxpayer _____ Date _____ Daytime telephone (____) _____

Printed name of preparer, if other than taxpayer _____

Preparer's address _____

Signature of preparer, if other than taxpayer _____ Daytime telephone (____) _____

Where to mail your return and attachments
If using a private delivery service rather than the U.S. Postal Service, see 24 in instructions for the correct address.

Do you participate in the New Jersey/New York or the Connecticut/New York Reciprocal Tax Agreement?

No	Yes
<p>Address envelope to:</p> <p>NYS SALES TAX PROCESSING JAF BUILDING PO BOX 1205 NEW YORK NY 10116-1205</p>	<p>Address envelope to:</p> <p>NYS SALES TAX PROCESSING RECIPROCAL TAX AGREEMENT JAF BUILDING PO BOX 1209 NEW YORK NY 10116-1209</p>

Make check payable to **New York State Sales Tax**.

David Sample 100 Elm Street Albany, NY 12203	2971 DATE March 10, 2002
PAY TO THE ORDER OF New York State Sales Tax \$1000	
One Thousand and 00/100 DOLLARS	
First State Bank	
00-0000000 ST-100 2/28/02	

Don't forget to write your ID#, **ST-100**, and **2/28/02**

Don't forget to sign your check

Need help?
Telephone assistance is available from 8:30 a.m. to 4:25 p.m. (eastern time), Monday through Friday.
Business Tax information: 1 800 972-1233
Forms and publications: 1 800 462-8100
From outside the U.S. and outside Canada: (518) 485-6800
Fax-on-demand forms: 1 800 748-3676
Hearing and speech impaired (telecommunications device for the deaf (TDD) callers only): 1 800 634-2110 (8:30 a.m. to 4:25 p.m., eastern time)

Internet access: www.tax.state.ny.us

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 1 800 225-5829.

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

Refer to the instructions (Form ST-100-1) if you have questions or need further help.