



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

April 2001	
Tax period	
April 1, 2001 – April 30, 2001	

Sales tax identification number	
Legal name (if no label, print legal name as it appears on the Certificate of Authority)	
dba (doing business as) name	
Number and street	
City, state, ZIP code	

May 2001						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

0202

21 Due date: Monday, May 21, 2001

You will be responsible for penalty and interest if your return is not postmarked by this date.

Place address label here

No tax due? Check the box and enter your gross sales in Box 1 of Step 1 below; enter *none* in Boxes 2 and 3. You must file by the due date even if no tax is due. See 1 in instructions.

Has your address or business information changed? If so, enter new mailing address on preprinted label above. See 2 in instructions.

Complete Step 1 or Step 2, but not both. (See 6 in instructions)

Step 1 of 3 Long method of calculating tax due

1 Enter total gross sales and services (to nearest dollar; see 3 in instructions)	1		.00
2 Enter total taxable sales and services (to nearest dollar; see 4 in instructions)	2		.00
3 Enter total purchases subject to use tax (to nearest dollar; see 5 in instructions)	3		.00
4 Sales and use tax (see 7 in instructions)	4		
5 Credit for prepaid sales tax (see 8 in instructions)	5		
6 Net tax due (subtract Box 5 amount from Box 4 amount)	6		
7 Credits not identified (attachments required, see 9 in instructions)	7		
8 Advance payments (including PrompTax payments; see 10 in instructions)	8		
9 Add Box 7 amount to Box 8 amount	9		
10 Sales and use tax due (subtract Box 9 amount from Box 6 amount)	10		
11 Interest and penalty (see 11 in instructions)	11		
12 Amount due (add Box 10 amount to Box 11 amount; see 12 in instructions)	12		

Step 2 of 3 Short method of calculating tax due

1 Comparable quarter of prior year (see 13 in instructions)*	1		
2 Tax due (1/3 of Box 1 amount)	2		
3 Credit for prepaid sales tax (see 14 in instructions)	3		
4 Net tax due (subtract Box 3 amount from Box 2 amount)	4		
5 Credits (attachments required, see 15 in instructions)	5		
6 Advance payments (including PrompTax payments, see 16 in instructions)	6		
7 Add Box 5 amount to Box 6 amount	7		
8 Sales and use tax due (subtract Box 7 amount from Box 4 amount)	8		
9 Interest and penalty (see 17 in instructions)	9		
10 Amount due (add Box 8 amount to Box 9 amount; see 18 in instructions)	10		

*Include short method adjustment in Box 1 (see Short method adjustment in instructions.)

For office use only

Locality

Adjustment
\$

Step 3 of 3 Sign and mail this returnMust be postmarked by **Monday, May 21, 2001**, to be considered filed on time. See flowchart below for complete mailing information.

Make sure you keep a completed copy for your records.

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 19 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

Address envelope to:NYS SALES TAX PROCESSING
JAF BUILDING
PO BOX 1208
NEW YORK NY 10116-1208**Address envelope to:**NYS SALES TAX PROCESSING
RECIPROCAL TAX AGREEMENT
JAF BUILDING
PO BOX 1209
NEW YORK NY 10116-1209 Make check payable to **New York State Sales Tax.**David Sample
100 Elm Street
Albany, NY 12203

2971

DATE **May 21, 2001**PAY TO THE
ORDER OF**New York State Sales Tax****\$1000****One Thousand and 00/100**

DOLLARS

First State Bank

00-0000000 ST-809 4/30/01

SAMPLE

Don't forget to write your ID#, **ST-809**, and **4/30/01**

Don't forget to sign your check

If you are enrolled in the **PromptTax** program, please use the preaddressed envelope provided.**Need help?****Telephone assistance** is available from 8:30 a.m. to 4:25 p.m. (eastern time), Monday through Friday.

For business tax information, call the New York State Business Tax Information Center: 1 800 972-1233

For general information: 1 800 225-5829

To order forms and publications: 1 800 462-8100

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

**Fax-on-demand forms:** Forms are available 24 hours a day, 7 days a week. 1 800 748-3676**Internet access:** www.tax.state.ny.us**Hotline for the hearing and speech impaired:**

1 800 634-2110 from 8:30 a.m. to 4:25 p.m. (eastern time), Monday through Friday. If you do not own a telecommunications device for the deaf (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 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 instructions (Form ST-809-1) if you have questions or need help.
Make sure you keep a completed copy of your return for your records.*