



New York State and Local Quarterly Sales and Use Tax Return

Calendar grid for March, April, and May 2002. Tax period: March 1, 2002 - May 31, 2002.

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

Calendar grid for June 2002. The 20th is highlighted.

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Due date: Thursday, June 20, 2002

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

No tax due? Check the box to the right and complete Step 1; in Step 3 on page 3, enter none in boxes 13, 14, and 15; and complete Step 9. You must file by the due date even if no tax is due. There is a \$50 penalty for late filing of a no-tax-due return. See 1 in instructions. ... []

Multiple locations? If you are reporting sales tax for more than one business location and your identification number does not end in C, check the box to the right and attach a list of your locations. []

Final return? Check the box to the right if you are discontinuing your business and this is your final return; complete this return and the back of your Certificate of Authority. Attach the Certificate of Authority to the return. See 2 in instructions. []

Has your address or business information changed? If so, check the box to the right and enter new mailing address on preprinted label above. See 3 in instructions. []

Step 1 of 9 Gross sales and services. Enter total gross sales and services in box 1 100

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. Need to obtain schedules? See Need help? on page 4 of this form.

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.

For office use only

| 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 <input type="text" value="FR"/> | | | | | | | <input type="text" value="2"/> |
| Enter totals (if any) from: <input type="text" value="A"/> + <input type="text" value="B"/> + <input type="text" value="B-ATT"/> + <input type="text" value="H"/> + <input type="text" value="N"/> + <input type="text" value="Q"/> + <input type="text" value="T"/> + <input type="text" value="T-ATT"/> = | | <input type="text" value="3"/> | | <input type="text" value="4"/> | | | <input type="text" value="5"/> |
| Column A Taxing Jurisdiction | Column B Jurisdiction 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 1205 | .00 | | .00 | | 7% | |
| 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): | | <input type="text" value="6"/> | | <input type="text" value="7"/> | | | <input type="text" value="8"/> |

| Column A Taxing Jurisdiction | Column B Jurisdiction code | 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 |
|--|-------------------------------|--|-----------|--------------------------------------|-----------|----------------------|-----------|---|
| Otsego County | OT 3603 | .00 | | .00 | | 7% | | |
| Putnam County | PU 3714 | .00 | | .00 | | 7¼% | | |
| Rensselaer County | RE 3875 | .00 | | .00 | | 8% | | |
| Rockland County | RO 3915 | .00 | | .00 | | 7⅞% | | |
| St. Lawrence County | ST 4087 | .00 | | .00 | | 7% | | |
| Saratoga County | SA 4103 | .00 | | .00 | | 7% | | |
| Schenectady County | SC 4233 | .00 | | .00 | | 7½% | | |
| Schoharie County | SC 4303 | .00 | | .00 | | 7% | | |
| Schuyler County | SC 4403 | .00 | | .00 | | 8% | | |
| Seneca County | SE 4512 | .00 | | .00 | | 7% | | |
| Steuben County (outside the following) | ST 4688 | .00 | | .00 | | 8% | | |
| Corning (city) | CO 4616 | .00 | | .00 | | 8% | | |
| Hornell (city) | HO 4630 | .00 | | .00 | | 8% | | |
| Suffolk County | SU 4766 | .00 | | .00 | | 8½% | | |
| Sullivan County | SU 4812 | .00 | | .00 | | 7% | | |
| Tioga County | TI 4903 | .00 | | .00 | | 7½% | | |
| Tompkins County (outside the following) | TO 5096 | .00 | | .00 | | 8% | | |
| Ithaca (city) | IT 5013 | .00 | | .00 | | 8% | | |
| Ulster County | UL 5113 | .00 | | .00 | | 7¾% | | |
| Warren County (outside the following) | WA 5292 | .00 | | .00 | | 7% | | |
| Glens Falls (city) | GL 5212 | .00 | | .00 | | 7% | | |
| Washington County | WA 5302 | .00 | | .00 | | 7% | | |
| Wayne County | WA 5402 | .00 | | .00 | | 7% | | |
| Westchester County (outside the following) | WE 5503 | .00 | | .00 | | 6¾% | | |
| Mount Vernon (city) | MO 5513 | .00 | | .00 | | 8¼% | | |
| New Rochelle (city) | NE 6855 | .00 | | .00 | | 8¼% | | |
| White Plains (city) | WH 5555 | .00 | | .00 | | 7¾% | | |
| Yonkers (city) | YO 6578 | .00 | | .00 | | 8¼% | | |
| Wyoming County | WY 5605 | .00 | | .00 | | 8% | | |
| Yates County | YA 5702 | .00 | | .00 | | 7% | | |
| Taxes in New York City [includes counties of Bronx, Kings (Brooklyn), New York (Manhattan), Queens, and Richmond (Staten Island)] | | | | | | | | |
| New York City/State combined tax | NE 8009 | .00 | | .00 | | 8¼% | | |
| New York State/MCTD (fuel and utilities) | NE 8040 | .00 | | .00 | | 4¼% | | |
| New York City — local tax only (enter box 9 amount in Step 7B) | NE 8010 | .00 | | .00 | | 4% | | |
| New York City — local tax only (transportation and delivery of gas and electricity) (enter box 9a amount in Step 7B) | NE 8013 | .00 | | .00 | | 2% | | |
| Column subtotals from page 2, boxes 6, 7, and 8: | | | 10 | | 11 | | 12 | |
| STOP If the total of box 13 + box 14 = \$300,000 or more, see page 1 of instructions. Column totals: | | | 13 | | 14 | | 15 | |
| Credit summary — Enter the total amount of credits claimed in Step 3 above, and on any attached schedules (see 12 c). | | | | | | | | |
| Step 4 of 9 Calculate special taxes | | <i>Internal code</i> | | Column G Taxable receipts | × | Column H Tax rate | = | Column J Special taxes due (G × H) |
| Passenger car rentals | | PA 0003 | | .00 | | 5% | | |
| Information & entertainment services furnished via telephony and telegraphy | | IN 7009 | | .00 | | 5% | | |
| Total special taxes: | | | | | | | | 16 |
| Step 5 of 9 Calculate tax credits and advance payments | | <i>Internal code</i> | | | | | | Column K Credit amount |
| Credit for prepaid sales tax on cigarettes | | CR C8888 | | | | | | |
| Credits against sales or use tax (see 15 in instructions) | | C | | | | | | |
| Advance payments (made with Form ST-330) | | A | | | | | | |
| Unclaimed vendor collection credit (attach Form PR-912) | | UN 7802 | | | | | | |
| Total tax credits and advance payments: | | | | | | | | 17 |

| | | |
|---|---|---|
| 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 June 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, page 3, box 13 + _____ Total adjustment from 7A - _____ Form ST-100, page 3, box 9 - _____ Form ST-100, page 3, box 9a - _____ Eligible sales amount (move to 7C) = _____ | |
| 7C 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% = \$ _____ ** | 19 | Vendor collection credit VE 7702 |
| 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 sales tax ID#, ST-100 , and 5/31/02 . | 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. | |

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| 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 Thursday, June 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 (____) _____

Make check payable to New York State Sales Tax.

| | |
|--|-----------------------------------|
| David Sample 100 Elm Street Albany, NY 12203 | 2971 DATE <u>June 10, 2002</u> |
| PAY TO THE ORDER OF New York State Sales Tax \$1000 One Thousand and 00/100 DOLLARS | |
| First State Bank 00-000000 ST-100 5/31/02 | |
| Don't forget to write your sales tax ID#, ST-100 , and 5/31/02 | Don't forget to sign your check |

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 |
| Address envelope to: NYS SALES TAX PROCESSING JAF BUILDING PO BOX 1205 NEW YORK NY 10116-1205 | Address envelope to: NYS SALES TAX PROCESSING RECIPROCAL TAX AGREEMENT JAF BUILDING PO BOX 1209 NEW YORK NY 10116-1209 |

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 Contact Center, W A Harriman Campus, Albany NY 12227.