



Taxes on Selected Sales and Services in Nassau and Niagara Counties

File as an attachment to Form ST-100

For tax period: June 1, 2003, through August 31, 2003

Include with Form ST-100

Food and drink; hotel/motel room occupancy; admissions, club dues, and cabaret charges

Due date: Monday, September 22, 2003

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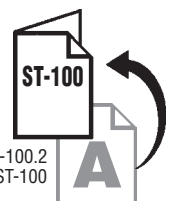
Sales tax identification number and Legal name (Print ID# and name as shown on Form ST-100 or Certificate of Authority)

Take credits that can be identified by jurisdiction on the appropriate line (see instructions on back).

Table with 6 columns: Taxing jurisdiction, Type of sale/service, Jurisdiction code, Taxable sales and services, Tax rate, Sales tax (D x E). Rows include Nassau County and Niagara County with various categories like Food and drink, Hotel/motel room occupancy, etc.

Include this column total on Form ST-100, page 2, Column C, in box 3.

Include this column total on Form ST-100, page 2, Column F, in box 5.



Insert Form ST-100.2 inside Form ST-100

# Quarterly Schedule A Instructions

## Taxes on Selected Sales and Services in Nassau and Niagara Counties

Report transactions for the period June 1, 2003, through August 31, 2003.

### Who must file

Complete Form ST-100.2, *Quarterly Schedule A*, if you make sales or provide any of the taxable services listed below in Nassau County or Niagara County, or both, as follows:

- Nassau County - food and drink; hotel/motel room occupancy.
- Niagara County - food and drink; hotel/motel room occupancy; admissions, club dues, and cabaret charges.

Within these two counties, several cities require separate reporting that affects how tax revenues are distributed. For Nassau County, sales in the city of Long Beach must be reported separately. For Niagara County, sales in the cities of Lockport and Niagara Falls must be reported separately for all three types of services. Individual lines are provided on Form ST-100.2 as required for each city and the remainder of the county.

### Examples of taxable sales and services

**Food and drink:** Include sales by restaurants or taverns of any food and drink; and sales by caterers, delis, hot dog stands, supermarkets, etc., of heated food, sandwiches, or similar restaurant-type prepared foods.

**Admissions, club dues, and cabaret charges:** Include admission charges to athletic contests, shows, and entertainment events; social and athletic club dues; and charges for cabarets and clubs.

If you must file Form ST-100.2, you must also complete Form ST-100, *New York State and Local Quarterly Sales and Use Tax Return*. Report in Step 3 of Form ST-100 any taxable sales and purchases not reported on this or any other schedule. For example, restaurant and hotel operators must report sales of cigarettes and candy on the appropriate jurisdiction line in Step 3 of Form ST-100.

### Specific instructions

**Identification number and name** — Print the sales tax identification number and legal name as shown on Form ST-100 or on your business's *Certificate of Authority* for sales and use tax.

**Credits** — Reduce the amount of taxable sales and services to be entered on a jurisdiction line by the amount of any credits related to that jurisdiction. If the result is a negative number, enter it in parentheses.

## PART 1 Nassau County

Report sales of food and drink, and rents from hotel/motel room occupancy, in Nassau County. List the sales for the city of Long Beach separately from all other sales in Nassau County, as indicated on Form ST-100.2. After entering your taxable sales and services in Column D, multiply this amount by the tax rate in Column E and enter the resulting tax in Column F.

## PART 2 Niagara County

Report sales of food and drink, rents from hotel/motel room occupancy, and admissions charges, club dues, and cabaret charges in Niagara County. List the sales for Niagara County on the lines provided if reporting sales outside Lockport and Niagara Falls. Report the three types of taxable sales for the cities of Lockport and Niagara Falls. After entering your taxable sales and services in Column D, multiply this amount by the tax rate in Column E and enter the resulting tax in Column F.

### Column totals

Compute and enter in the appropriate boxes the totals of Columns D and F for all entries in Parts 1 and 2 (combined) and include these column totals on Form ST-100, page 2, Columns C and F, in boxes 3 and 5.

### Vendor collection credit adjustment

You may take the vendor collection credit only against **sales** on which **state** sales tax is due. Currently, all sales reported on Form ST-100.2 are subject to state sales tax and are therefore eligible for the vendor collection credit. These sales will automatically be included in the credit computation when you include the Column D total on Form ST-100, in box 3, as instructed above.

### Filing this schedule

File a completed Form ST-100.2 and any other attachments with Form ST-100 by the due date. Please be sure to keep a copy of your completed return for your records.

### Need help?



**Telephone assistance** is available from 8 a.m. to 5:55 p.m. (eastern time), Monday through Friday.

Business tax information: 1 800 972-1233

Forms and publications: 1 800 462-8100

(Also see *Internet access* below.)

From areas 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 a.m. to 5:55 p.m., eastern time).



**Internet access:** [www.tax.state.ny.us](http://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.

### Privacy notification

See Form ST-100-I, *Instructions for Form ST-100*, page 4.