



New York State and Local Annual Sales and Use Tax Return

Fiscal Year 2004											
Tax Period											
March 1, 2003 – February 29, 2004											

March 2004						
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			

A04

Due date:
Monday,
March 22, 2004
 You will be responsible for penalty and interest if your return is not postmarked by this date.

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	

File this form if your total tax due is \$3,000 or less for the annual period ending February 29, 2004 (see instructions).

No tax due? Check the box to the right and complete Step 1; in Step 3 on page 5, 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	1		.00
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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 8 of this form.

Annual schedule	Description	Check the box for each schedule you are attaching
	Use Form ST-101.2, <i>Annual Schedule A</i> , to report tax and taxable receipts from sales of food and drink (restaurant meals, takeout, etc.) and from hotel/motel occupancy in Nassau or Niagara County , as well as admissions, club dues, and cabaret charges in Niagara County.	<input type="checkbox"/>
	Use Form ST-101.3, <i>Annual Schedule B</i> , to report tax due on utilities (residential/nonresidential), transportation and delivery of gas and electricity, and residential energy sources and services , including school district utility taxes. Reminder: Use Form ST-101.3-ATT, <i>Annual Schedule B-ATT</i> , to report sales of nonresidential utility services made to QEZEs.	<input type="checkbox"/>
	Use Form ST-101.10, <i>Annual Schedule FR</i> , to report retail sales of motor fuel or diesel motor fuel , and fuel taken from inventory, as explained in the schedule's instructions.	<input type="checkbox"/>
	Use Form ST-101.7, <i>Annual Schedule H</i> , to report sales of clothing and footwear eligible for exemption from New York State and some local sales and use tax for the periods March 1, 2003, through May 31, 2003; August 26, 2003, through September 1, 2003; and January 26, 2004, through February 1, 2004.	<input type="checkbox"/>
	Use Form ST-101.5, <i>Annual Schedule N</i> , to report taxes due and sales of certain services in New York City . Reminder: Use Form ST-101.5-ATT, <i>Annual Schedule N-ATT</i> , if you are a provider of parking services in New York City.	<input type="checkbox"/>
	Use Form ST-101.9, <i>Annual Schedule Q</i> , to report sales of tangible personal property or services to Qualified Empire Zone Enterprises (QEZEs) eligible for exemption from New York State and some local sales and use tax.	<input type="checkbox"/>
	Use Form ST-101.8, <i>Annual Schedule T</i> , to report taxes due on telephone services, telephone answering services, and telegraph services imposed by certain counties, school districts, and cities. Reminder: Use Form ST-101.8-ATT, <i>Annual Schedule T-ATT</i> , to report sales of these services made to QEZEs.	<input type="checkbox"/>

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

Refer to instructions (Form ST-101-1) 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-101-1) 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-101.10 (if any) in box 2 FR								2
Enter totals (if any) from: A + B + B-ATT + H + N + Q + T + T-ATT = 3		.00		.00				5
Column A Taxing jurisdiction	Column B Jurisdiction code							
New York State only (3/1/03 - 5/31/03)	NE 0002	.00		.00		4%		
New York State only (6/1/03 - 2/29/04)	NE 0011	.00		.00		4¼%		
Albany County (3/1/03 - 5/31/03)	AL 0179	.00		.00		8%		
Albany County (6/1/03 - 2/29/04)	AL 0171	.00		.00		8¼%		
Allegany County (3/1/03 - 5/31/03)	AL 0215	.00		.00		8%		
Allegany County (6/1/03 - 2/29/04)	AL 0211	.00		.00		8¼%		
Broome County (3/1/03 - 5/31/03)	BR 0313	.00		.00		8%		
Broome County (6/1/03 - 2/29/04)	BR 0311	.00		.00		8¼%		
Cattaraugus County (outside the following) (3/1/03 - 5/31/03)	CA 0499	.00		.00		8%		
Cattaraugus County (outside the following) (6/1/03 - 2/29/04)	CA 0491	.00		.00		8¼%		
Olean (city) (3/1/03 - 5/31/03)	OL 0419	.00		.00		8%		
Olean (city) (6/1/03 - 2/29/04)	OL 0411	.00		.00		8¼%		
Salamanca (city) (3/1/03 - 5/31/03)	SA 0429	.00		.00		8%		
Salamanca (city) (6/1/03 - 2/29/04)	SA 0421	.00		.00		8¼%		
Cayuga County (outside the following) (3/1/03 - 5/31/03)	CA 0503	.00		.00		8%		
Cayuga County (outside the following) (6/1/03 - 2/29/04)	CA 0501	.00		.00		8¼%		
Auburn (city) (3/1/03 - 5/31/03)	AU 0552	.00		.00		8%		
Auburn (city) (6/1/03 - 2/29/04)	AU 0551	.00		.00		8¼%		
Chautauqua County (3/1/03 - 5/31/03)	CH 0602	.00		.00		7%		
Chautauqua County (6/1/03 - 2/29/04)	CH 0601	.00		.00		7¼%		
Chemung County (3/1/03 - 5/31/03)	CH 0708	.00		.00		8%		
Chemung County (6/1/03 - 2/29/04)	CH 0701	.00		.00		8¼%		
Chenango County (outside the following) (3/1/03 - 5/31/03)	CH 0820	.00		.00		8%		
Chenango County (outside the following) (6/1/03 - 2/29/04)	CH 0821	.00		.00		8¼%		
Norwich (city) (3/1/03 - 5/31/03)	NO 0849	.00		.00		8%		
Norwich (city) (6/1/03 - 2/29/04)	NO 0841	.00		.00		8¼%		
Clinton County (3/1/03 - 5/31/03)	CL 0993	.00		.00		7%		
Clinton County (6/1/03 - 2/29/04)	CL 0991	.00		.00		7¼%		
Columbia County (3/1/03 - 5/31/03)	CO 1003	.00		.00		8%		
Columbia County (6/1/03 - 2/29/04)	CO 1001	.00		.00		8¼%		
Cortland County (3/1/03 - 5/31/03)	CO 1122	.00		.00		8%		
Cortland County (6/1/03 - 2/29/04)	CO 1121	.00		.00		8¼%		
Delaware County (3/1/03 - 5/31/03)	DE 1205	.00		.00		7%		
Delaware County (6/1/03 - 11/30/03)	DE 1201	.00		.00		7¼%		
Delaware County (12/1/03 - 2/29/04)	DE 1211	.00		.00		8¼%		
Dutchess County (3/1/03 - 5/31/03)	DU 1303	.00		.00		7¼%		
Dutchess County (6/1/03 - 2/29/04)	DU 1301	.00		.00		8¼%		
Erie County (3/1/03 - 5/31/03)	ER 1415	.00		.00		8%		
Erie County (6/1/03 - 2/29/04)	ER 1401	.00		.00		8¼%		
Essex County (3/1/03 - 5/31/03)	ES 1502	.00		.00		7%		
Essex County (6/1/03 - 2/29/04)	ES 1501	.00		.00		7¼%		
Franklin County (3/1/03 - 5/31/03)	FR 1602	.00		.00		7%		
Franklin County (6/1/03 - 2/29/04)	FR 1601	.00		.00		7¼%		
Fulton County (outside the following) (3/1/03 - 5/31/03)	FU 1706	.00		.00		7%		
Fulton County (outside the following) (6/1/03 - 2/29/04)	FU 1701	.00		.00		7¼%		
Gloversville (city) (3/1/03 - 5/31/03)	GL 1715	.00		.00		7%		
Gloversville (city) (6/1/03 - 2/29/04)	GL 1761	.00		.00		7¼%		
Johnstown (city) (3/1/03 - 5/31/03)	JO 1724	.00		.00		7%		
Johnstown (city) (6/1/03 - 2/29/04)	JO 1771	.00		.00		7¼%		
Genesee County (3/1/03 - 5/31/03)	GE 1895	.00		.00		8%		
Genesee County (6/1/03 - 2/29/04)	GE 1801	.00		.00		8¼%		
Column subtotals (also enter on page 5, boxes 10a, 11a, and 12a):		6a		7a				8a

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) x E
Greene County (3/1/03 - 5/31/03)	GR 1903	.00		.00		8%		
Greene County (6/1/03 - 2/29/04)	GR 1901	.00		.00		8¼%		
Hamilton County (3/1/03 - 5/31/03)	HA 2002	.00		.00		7%		
Hamilton County (6/1/03 - 2/29/04)	HA 2001	.00		.00		7¼%		
Herkimer County (3/1/03 - 5/31/03)	HE 2104	.00		.00		8%		
Herkimer County (6/1/03 - 2/29/04)	HE 2101	.00		.00		8¼%		
Jefferson County (3/1/03 - 5/31/03)	JE 2202	.00		.00		7%		
Jefferson County (6/1/03 - 2/29/04)	JE 2201	.00		.00		7¼%		
Lewis County (3/1/03 - 5/31/03)	LE 2303	.00		.00		7%		
Lewis County (6/1/03 - 2/29/04)	LE 2301	.00		.00		7¼%		
Livingston County (3/1/03 - 5/31/03)	LI 2402	.00		.00		7%		
Livingston County (6/1/03 - 2/29/04)	LI 2401	.00		.00		8¼%		
Madison County (outside the following) (3/1/03 - 5/31/03)	MA 2582	.00		.00		7%		
Madison County (outside the following) (6/1/03 - 2/29/04)	MA 2581	.00		.00		7¼%		
Oneida (city) (3/1/03 - 5/31/03)	ON 2526	.00		.00		7%		
Oneida (city) (6/1/03 - 2/29/04)	ON 2521	.00		.00		7¼%		
Monroe County (3/1/03 - 5/31/03)	MO 2605	.00		.00		8%		
Monroe County (6/1/03 - 2/29/04)	MO 2601	.00		.00		8¼%		
Montgomery County (3/1/03 - 5/31/03)	MO 2793	.00		.00		7%		
Montgomery County (6/1/03 - 2/29/04)	MO 2791	.00		.00		8¼%		
Nassau County (3/1/03 - 5/31/03)	NA 2804	.00		.00		8½%		
Nassau County (6/1/03 - 2/29/04)	NA 2801	.00		.00		8¾%		
Niagara County (3/1/03 - 5/31/03)	NI 2972	.00		.00		8%		
Niagara County (6/1/03 - 2/29/04)	NI 2901	.00		.00		8¼%		
Oneida County (outside the following) (3/1/03 - 5/31/03)	ON 3003	.00		.00		8%		
Oneida County (outside the following) (6/1/03 - 2/29/04)	ON 3001	.00		.00		8¼%		
Rome (city) (3/1/03 - 5/31/03)	RO 3029	.00		.00		8%		
Rome (city) (6/1/03 - 2/29/04)	RO 3021	.00		.00		8¼%		
Sherrill (city) (3/1/03 - 5/31/03)	SH 3045	.00		.00		8%		
Sherrill (city) (6/1/03 - 2/29/04)	SH 3041	.00		.00		8¼%		
Utica (city) (3/1/03 - 5/31/03)	UT 3056	.00		.00		8%		
Utica (city) (6/1/03 - 2/29/04)	UT 3051	.00		.00		8¼%		
Onondaga County (3/1/03 - 5/31/03)	ON 3102	.00		.00		7%		
Onondaga County (6/1/03 - 2/29/04)	ON 3101	.00		.00		7¼%		
Ontario County (outside the following) (3/1/03 - 5/31/03)	ON 3272	.00		.00		7%		
Ontario County (outside the following) (6/1/03 - 2/29/04)	ON 3271	.00		.00		7¼%		
Canandaigua (city) (3/1/03 - 5/31/03)	CA 3232	.00		.00		7%		
Canandaigua (city) (6/1/03 - 2/29/04)	CA 3231	.00		.00		7¼%		
Geneva (city) (3/1/03 - 5/31/03)	GE 3242	.00		.00		7%		
Geneva (city) (6/1/03 - 2/29/04)	GE 3241	.00		.00		7¼%		
Orange County (3/1/03 - 5/31/03)	OR 3303	.00		.00		7¼%		
Orange County (6/1/03 - 2/29/04)	OR 3301	.00		.00		7½%		
Orleans County (3/1/03 - 5/31/03)	OR 3473	.00		.00		8%		
Orleans County (6/1/03 - 2/29/04)	OR 3471	.00		.00		8¼%		
Oswego County (outside the following) (3/1/03 - 5/31/03)	OS 3598	.00		.00		7%		
Oswego County (outside the following) (6/1/03 - 2/29/04)	OS 3591	.00		.00		7¼%		
Fulton (city) (3/1/03 - 5/31/03)	FU 3532	.00		.00		7%		
Fulton (city) (6/1/03 - 2/29/04)	FU 3531	.00		.00		8¼%		
Oswego (city) (3/1/03 - 5/31/03)	OS 3542	.00		.00		7%		
Oswego (city) (6/1/03 - 2/29/04)	OS 3541	.00		.00		7¼%		
Otsego County (3/1/03 - 5/31/03)	OT 3603	.00		.00		7%		
Otsego County (6/1/03 - 11/30/03)	OT 3601	.00		.00		7¼%		
Otsego County (12/1/03 - 2/29/04)	OT 3611	.00		.00		8¼%		
Putnam County (3/1/03 - 5/31/03)	PU 3714	.00		.00		7¼%		
Putnam County (6/1/03 - 2/29/04)	PU 3701	.00		.00		7½%		
Rensselaer County (3/1/03 - 5/31/03)	RE 3875	.00		.00		8%		
Rensselaer County (6/1/03 - 2/29/04)	RE 3871	.00		.00		8¼%		
Column subtotals (also enter on page 5, boxes 10b, 11b, and 12b):	6b	.00	7b	.00			8b	

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) x E
Rockland County (3/1/03 - 5/31/03)	RO 3915	.00		.00		7½%*	
Rockland County (6/1/03 - 2/29/04)	RO 3901	.00		.00		8½%*	
St. Lawrence County (3/1/03 - 5/31/03)	ST 4087	.00		.00		7%	
St. Lawrence County (6/1/03 - 2/29/04)	ST 4081	.00		.00		7¼%	
Saratoga County (outside the following) (3/1/03 - 5/31/03)	SA 4133	.00		.00		7%	
Saratoga County (outside the following) (6/1/03 - 2/29/04)	SA 4101	.00		.00		7¼%	
Saratoga Springs (city) (3/1/03 - 5/31/03)	SA 4124	.00		.00		7%	
Saratoga Springs (city) (6/1/03 - 2/29/04)	SA 4121	.00		.00		7¼%	
Schenectady County (3/1/03 - 5/31/03)	SC 4233	.00		.00		7½%	
Schenectady County (6/1/03 - 2/29/04)	SC 4231	.00		.00		8¼%	
Schoharie County (3/1/03 - 5/31/03)	SC 4303	.00		.00		7%	
Schoharie County (6/1/03 - 2/29/04)	SC 4301	.00		.00		7¼%	
Schuyler County (3/1/03 - 5/31/03)	SC 4403	.00		.00		8%	
Schuyler County (6/1/03 - 2/29/04)	SC 4401	.00		.00		8¼%	
Seneca County (3/1/03 - 5/31/03)	SE 4518	.00		.00		8%	
Seneca County (6/1/03 - 2/29/04)	SE 4501	.00		.00		8¼%	
Steuben County (outside the following) (3/1/03 - 5/31/03)	ST 4688	.00		.00		8%	
Steuben County (outside the following) (6/1/03 - 2/29/04)	ST 4681	.00		.00		8¼%	
Corning (city) (3/1/03 - 5/31/03)	CO 4616	.00		.00		8%	
Corning (city) (6/1/03 - 2/29/04)	CO 4601	.00		.00		8¼%	
Hornell (city) (3/1/03 - 5/31/03)	HO 4630	.00		.00		8%	
Hornell (city) (6/1/03 - 2/29/04)	HO 4631	.00		.00		8¼%	
Suffolk County (3/1/03 - 5/31/03)	SU 4766	.00		.00		8½%	
Suffolk County (6/1/03 - 2/29/04)	SU 4701	.00		.00		8¾%	
Sullivan County (3/1/03 - 5/31/03)	SU 4812	.00		.00		7%	
Sullivan County (6/1/03 - 2/29/04)	SU 4801	.00		.00		7¾%	
Tioga County (3/1/03 - 5/31/03)	TI 4903	.00		.00		7½%	
Tioga County (6/1/03 - 11/30/03)	TI 4901	.00		.00		7¾%	
Tioga County (12/1/03 - 2/29/04)	TI 4911	.00		.00		8¼%	
Tompkins County (outside the following) (3/1/03 - 5/31/03)	TO 5096	.00		.00		8%	
Tompkins County (outside the following) (6/1/03 - 2/29/04)	TO 5091	.00		.00		8¼%	
Ithaca (city) (3/1/03 - 5/31/03)	IT 5013	.00		.00		8%	
Ithaca (city) (6/1/03 - 2/29/04)	IT 5011	.00		.00		8¼%	
Ulster County (3/1/03 - 5/31/03)	UL 5130	.00		.00		8%	
Ulster County (6/1/03 - 2/29/04)	UL 5101	.00		.00		8¼%	
Warren County (outside the following) (3/1/03 - 5/31/03)	WA 5292	.00		.00		7%	
Warren County (outside the following) (6/1/03 - 2/29/04)	WA 5291	.00		.00		7¼%	
Glens Falls (city) (3/1/03 - 5/31/03)	GL 5212	.00		.00		7%	
Glens Falls (city) (6/1/03 - 2/29/04)	GL 5201	.00		.00		7¼%	
Washington County (3/1/03 - 5/31/03)	WA 5302	.00		.00		7%	
Washington County (6/1/03 - 2/29/04)	WA 5301	.00		.00		7¼%	
Wayne County (3/1/03 - 5/31/03)	WA 5402	.00		.00		7%	
Wayne County (6/1/03 - 2/29/04)	WA 5401	.00		.00		7¼%	
Westchester County (outside the following) (3/1/03 - 5/31/03)	WE 5503	.00		.00		6¾%	
Westchester County (outside the following) (6/1/03 - 2/29/04)	WE 5501	.00		.00		7%	
Mount Vernon (city) (3/1/03 - 5/31/03)	MO 5513	.00		.00		8¼%	
Mount Vernon (city) (6/1/03 - 2/29/04)	MO 5511	.00		.00		8½%	
New Rochelle (city) (3/1/03 - 5/31/03)	NE 6855	.00		.00		8¼%	
New Rochelle (city) (6/1/03 - 2/29/04)	NE 6851	.00		.00		8½%	
White Plains (city) (3/1/03 - 5/31/03)	WH 5555	.00		.00		7¾%	
White Plains (city) (6/1/03 - 2/29/04)	WH 5551	.00		.00		8%	
Yonkers (city) (3/1/03 - 5/31/03)	YO 6578	.00		.00		8¼%	
Yonkers (city) (6/1/03 - 2/29/04)	YO 6501	.00		.00		8½%	
Wyoming County (3/1/03 - 5/31/03)	WY 5605	.00		.00		8%	
Wyoming County (6/1/03 - 2/29/04)	WY 5601	.00		.00		8¼%	
Column subtotals (also enter on page 5, boxes 10c, 11c, and 12c):	6c	.00	7c	.00			8c

* 7½% = 0.07875; 8½% = 0.08125

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
Yates County (3/1/03 - 5/31/03)	YA 5702	.00		.00	7%	
Yates County (6/1/03 - 8/31/03)	YA 5701	.00		.00	7¼%	
Yates County (9/1/03 - 2/29/04)	YA 5711	.00		.00	8¼%	
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 (3/1/03 - 5/31/03)	NE 8009	.00		.00	8¼%	
New York City/State combined tax (6/1/03 - 6/3/03)	NE 8001	.00		.00	8½%	
New York City/State combined tax (6/4/03 - 2/29/04)	NE 8011	.00		.00	8⅞%*	
New York State/MCTD (fuel and utilities) (3/1/03 - 5/31/03)	NE 8040	.00		.00	4¼%	
New York State/MCTD (fuel and utilities) (6/1/03 - 2/29/04)	NE 8041	.00		.00	4½%	
New York City — local tax only (3/1/03 - 6/3/03)	NE 8010	9a	.00	.00	4%	
New York City — local tax only (6/4/03 - 2/29/04)	NE 8021	9b	.00	.00	4⅞%*	
New York City local tax only (transportation and delivery of gas and electricity (3/1/03 - 6/3/03))	NE 8016	9c	.00	.00	1%	
New York City local tax only (transportation and delivery of gas and electricity (6/4/03 - 8/31/03))	NE 8031	9d	.00	.00	1⅞%*	
Column subtotals from page 2, boxes 6a, 7a, and 8a:	10a	.00	11a	.00		12a
Column subtotals from page 3, boxes 6b, 7b, and 8b:	10b	.00	11b	.00		12b
Column subtotals from page 4, boxes 6c, 7c, and 8c:	10c	.00	11c	.00		12c
 If box 15 is more than \$3,000, see page 1 of instructions.	13		14			15
Column totals:		.00		.00		

Credit summary — Enter the total amount of credits claimed in Step 3 above, and on any attached schedules (see 12c).

Step 4 of 9 Calculate special taxes	Internal code	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	Internal code	Column K Credit amount		
Credit for prepaid sales tax on cigarettes	CR C8888			
Credits against sales or use tax (see 16 in instructions)	C			
Advance payments (made with Form ST-330)	A			
Unclaimed vendor collection credit (attach Form TR-912)	UN 7802			
Total tax credits and advance payments:				17

Proceed to Step 6, page 6 ▶

* 8⅞% = 0.08625; 4⅞% = 0.04125; 1⅞% = 0.01125

New: Enter your sales tax identification number at the top of this page and continue on to the following page.

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 the vendor collection credit ONLY if you file by March 22, 2004, and you pay the full amount due with the return. If you are not eligible, enter "0" in box 19 and go to 7C .	VE 7704								
Note: See page 7, <i>Vendor collection credit calculation worksheet</i> , to determine the vendor collection credit amount, if any, for which you are eligible.										
7A Vendor collection credit for March through May (<i>from page 7, Vendor collection credit calculation worksheet, Section 1, Part 3, box 12</i>)										
7B Vendor collection credit for June through February (<i>from page 7, Vendor collection credit calculation worksheet, Section 2, Part 3, box 25</i>)										
Total vendor collection credit (<i>add 7A and 7B and enter the result or \$150, whichever is less</i>)		19								
OR Pay penalty and interest if you are filing late		Penalty and interest								
7C Penalty and interest are calculated on the amount shown in box 18, <i>Taxes due</i> . See 22 on page 3 in the instructions.		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-101 , and Fiscal Year 2004 .	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 Monday, March 22, 2004 , to be considered filed on time. See below for complete mailing information.	New: Please enter code below (<i>see instructions</i>).								
Printed name of taxpayer _____ Title _____ Daytime telephone (____) _____ Signature of taxpayer _____ Date _____ Printed name of preparer, if other than taxpayer _____ Preparer's address _____ Daytime telephone (____) _____ Signature of preparer, if other than taxpayer _____		North American Industry Classification System (NAICS) <table border="1" style="width:100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> </tr> </table>								

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

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

Yes

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 2971
100 Elm Street
Albany, NY 12203

DATE **March 10, 2004**

PAY TO THE ORDER OF **New York State Sales Tax** \$ **1,050.32**
One thousand fifty and 32/100 DOLLARS

First State Bank

00-0000000 ST-101 Fiscal Year 2004

David Sample

Don't forget to write your sales tax ID#, **ST-101**, and **Fiscal Year 2004**

Vendor collection credit calculation worksheet

Section 1 — March 1, 2003, through May 31, 2003

Part 1

Total taxable sales and services reported for 3/1/03 through 5/31/03 in Step 3, Column C (only add amounts for this reporting period and enter in box 1)	1	
Amount from Schedule A, Part 3, box 1	2	
Amount from Schedule B, Part 3, Section 1, Column C	3	
Amount from Schedule N, Part 4, box 1	4	
Amount from Schedule T, Part 2, box 1	5	
Amount from Schedule FR, Step 5, box 16	6	
Add boxes 1 through 6	7	
Multiply box 7 by 4%		8

Part 2

Amount from Schedule B, Part 3, Section 1, Column D	9	
Multiply box 9 by 1%		

Part 3

Add Part 1, box 8 and Part 2, box 10		11
Multiply box 11 by 3½%		12

Enter box 12 amount 
on page 6, Step 7A

Section 2 — June 1, 2003, through February 29, 2004

Part 1

Total taxable sales and services reported for 6/1/03 through 2/29/04 in Step 3, Column C (only add amounts for this reporting period and enter in box 13)	13	
Amount from Schedule A, Part 3, box 2	14	
Amount from Schedule B, Part 3, Section 2, Column C	15	
Amount from Schedule B, Part 3, Section 3, Column C	16	
Amount from Schedule N, Part 4, box 2	17	
Amount from Schedule T, Part 2, box 2	18	
Amount from Schedule FR, Step 5, box 23	19	
Add boxes 13 through 19	20	
Multiply box 20 by 4¼%		

Part 2

Amount from Schedule B, Part 3, Section 2, Column D	22	
Multiply box 22 by 1¼%		

Part 3

Add Part 1, box 21 and Part 2, box 23		24
Multiply box 24 by 3½%		25

Enter box 25 amount 
on page 6, Step 7B

Need help?



Internet access: www.nystax.gov
(for information, forms, and publications)



Fax-on-demand forms: Forms are available 24 hours a day, 7 days a week. 1 800 748-3676



Telephone assistance is available from 8:00 A.M. to 5:00 P.M. (eastern time), Monday through Friday.

To order forms and publications: 1 800 462-8100

Business Tax Information Center: 1 800 972-1233

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



Hotline for the hearing and speech impaired:

If you have access to a telecommunications device for the deaf (TDD), contact us at 1 800 634-2110. If you do not own a 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 1 800 972-1233.



If you need to write, address your letter to:

NYS TAX DEPARTMENT
BUSINESS TAX INFORMATION CENTER
W A HARRIMAN CAMPUS
ALBANY NY 12227

Refer to the instructions (Form ST-101-I) if you have questions or need help.