



Include with Form ST-810

Sales and Use Tax Promptax Payments

File as an attachment to Form ST-810

For tax period: December 1, 2003, through February 29, 2004

Due date: Monday, March 22, 2004

1204

Sales tax identification number and Legal name (Print ID# and name as shown on Form ST-810 or Certificate of Authority)

Enter the appropriate information below for each Promptax payment (see instructions on back).

Table with columns: Month due, Reporting period, Payment applicable to previous quarter, Payments applicable to current quarter, Balance to be included in the next scheduled Promptax payment. Rows for December, January, February, and a total row.

Note: Complete Form ST-810 and return to this schedule to complete line 5 below.

Include this amount on Form ST-810, page 3, Column K, Step 5, Advance payments.

March 5 2/23/04 through 2/29/04 (from Form ST-810, Step 8, Total amount due)

Note: Do not pay this amount with your return. Include this amount as the 2/23/04 through 2/29/04 portion of your Promptax payment due in March.

Include this amount in your Promptax payment due in March.



Form ST-810, including Form ST-810.6, must be filed by the due date identified at the top of this schedule. Do not delay filing your return even if your next Promptax payment has not yet been remitted.



Insert Form ST-810.6 inside Form ST-810

Quarterly Schedule P for Part-Quarterly Filers Instructions

Sales and Use Tax PromptTax Payments

Report transactions for the period December 1, 2003, through February 29, 2004.

Who must file

Any vendor who is registered to make PromptTax payments of sales tax must file Form ST-810.6, *Quarterly Schedule P for Part-Quarterly Filers*. If you are a vendor who is required to remit monthly PromptTax payments for prepaid sales tax on motor fuel and diesel motor fuel **and** sales tax, you must report and remit each tax type separately. You may use Form ST-810.6 **only** to report the PromptTax payment of sales tax. Use Form FT-945/1045-A, *Monthly Schedule FT*, to report PromptTax payments of prepaid sales tax on motor fuel and diesel motor fuel.

Specific instructions

Identification number and name — Print the sales tax identification number and legal name as shown on Form ST-810 or on your business's *Certificate of Authority* for sales and use tax.

Report on lines 1a through 3b the amount you remitted for the period indicated. Your monthly PromptTax payment is due on the third business day after the 22nd day of each month.

Payment applicable to previous quarter

Line 1a — Enter your PromptTax payment made in the month of December for the period 11/23/03 to 11/30/03.

Payments applicable to current quarter

Line 1b — Enter your PromptTax payment made in the month of December for the period 12/1/03 to 12/22/03.

Line 2a — Enter your PromptTax payment made in the month of January for the period 12/23/03 to 12/31/03.

Line 2b — Enter your PromptTax payment made in the month of January for the period 1/1/04 to 1/22/04.

Line 3a — Enter your PromptTax payment made in the month of February for the period 1/23/04 to 1/31/04.

Line 3b — Enter your PromptTax payment made in the month of February for the period 2/1/04 to 2/22/04.

Line 4 — **Total current quarter prepayments** — Add boxes 1b through 3b. This amount **must** equal your total PromptTax payments made for the current quarter. Include this amount on Form ST-810, page 3, Column K, Step 5, *Advance payments*.

Balance to be included in the next scheduled PromptTax payment

Line 5 — Enter the amount from Form ST-810, Step 8, *Total amount due*. **Do not** pay this amount with your return. Include this amount as the 2/23/04 through 2/29/04 portion of your PromptTax payment due in March. If the total amount due is an overpayment, enter "0" in this box. You may either claim a credit for this overpayment on your next return or file Form AU-11, *Application for Credit or Refund of Sales or Use Tax*, to apply for a refund.

Vendor collection credit adjustment

The vendor collection credit **does not** apply to payments reported on this schedule.

Filing this schedule

File a completed Form ST-810.6 and any other attachments with Form ST-810 by the due date. **Do not delay** filing your return even if your next PromptTax payment has not yet been remitted. Please be sure to keep a copy of your completed return for your records.

Need help? (for PromptTax filers only)



PromptTax Internet access: www.tax.state.ny.us/prompt



Telephone assistance is available from 8:00 a.m. to 5:00 p.m. (eastern time), Monday through Friday.

PromptTax information: 1 800 338-0054
From areas outside the U.S. and outside Canada: (518) 485-6800

Privacy notification

See Form ST-810-I, *Instructions for Form ST-810*, page 4.