



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

Calendar grid for March 2004 showing tax period from March 1, 2004 to March 31, 2004.

Calendar grid for April 2004 with the 20th highlighted.

0105

Due date: Tuesday, April 20, 2004. You will be responsible for penalty and interest if your return is not postmarked by this date.

Form fields for Sales tax identification number, Legal name, dba, Number and street, and City, state, ZIP code.

No tax due? Check the box to the right and enter your gross sales and services 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. There is a \$50 penalty for late filing of a no-tax-due return. See 1 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 2 in instructions.

Complete Step 1 or Step 2, but not both. See 3 in instructions.

Step 1 of 3 Long method of calculating tax due

Table for Step 1: Long method of calculating tax due. Rows include: 1 Enter total gross sales and services, 2 Enter total taxable sales and services, 3 Enter total purchases subject to tax, 4 Sales and use tax, 5 Credit for prepaid sales tax, 6 Net tax due, 7 Credits not identified, 8 Advance payments, 9 Add box 7 amount to box 8 amount, 10 Sales and use tax due, 11 Penalty and interest, 12 Amount due.

Step 2 of 3 Short method of calculating tax due

Table for Step 2: Short method of calculating tax due. Rows include: 1 Comparable quarter of previous year, 2 Tax due, 3 Credit for prepaid sales tax, 4 Net tax due, 5 Credits, 6 Advance payments, 7 Add box 5 amount to box 6 amount, 8 Sales and use tax due, 9 Penalty and interest, 10 Amount due.

\*Include short method adjustment in box 1 (see Short method adjustment on page 3 of instructions.)

Locality Adjustment \$

For office use only

**Step 3 of 3 Sign and mail this return**  
*Please be sure to keep a completed copy for your records.*

Must be postmarked by **Tuesday, April 20, 2004**, to be considered filed on time. See below for complete mailing information.

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	DATE <b>April 10, 2004</b>	2971
PAY TO THE ORDER OF <b>New York State Sales Tax</b>		\$ <b>1,050.32</b>
<b>One thousand fifty and 32/100</b>		DOLLARS
<b>First State Bank</b>		
00-0000000 ST-809 3/31/04		

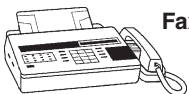
Don't forget to write your sales tax ID#, **ST-809**, and **3/31/04**

Don't forget to sign your check

**Need help?**



**Internet access:** [www.nystax.gov](http://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