



New York State and Local Quarterly Sales and Use Tax Return

March	April	May
Tax period		
March 1, 2005 – May 31, 2005		

June 2005						
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		

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20 Due date:
Monday, June 20, 2005
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	

- No tax due?** If so, 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, call the Business Tax Information Center (see *Need help?* on page 4) to update address information or 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.

Quarterly schedule	Description	Check the box for each schedule you are attaching
SCHEDULE A	Use Form ST-100.2, <i>Quarterly Schedule A</i> , to report tax and taxable receipts from sales of food and drink (restaurant meals, takeout, etc.) and from hotel/motel room occupancy in Nassau or Niagara County , as well as admissions, club dues, and cabaret charges in Niagara County.	<input type="checkbox"/>
SCHEDULE B	Use Form ST-100.3, <i>Quarterly Schedule B</i> , to report tax due on nonresidential utility services in certain counties where school districts or cities impose tax, and on residential energy sources and services subject to local taxes. Reminder: Use Form ST-100.3-ATT, <i>Quarterly Schedule B-ATT</i> , to report sales of these nonresidential utility services made to QEZEs.	<input type="checkbox"/>
SCHEDULE FR	Use Form ST-100.10, <i>Quarterly 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"/>
SCHEDULE H	Form ST-100.7, <i>Quarterly Schedule H</i> , (used to report sales of clothing and footwear eligible for exemption) is not applicable for the quarterly period March 1, 2005, through May 31, 2005 . For this period, vendors must collect and remit the total New York State and local sales and use taxes on sales of clothing, footwear, and items used to make or repair such clothing regardless of the price, and must report these sales on the appropriate jurisdiction line on Form ST-100.	N/A
SCHEDULE N	Use Form ST-100.5, <i>Quarterly Schedule N</i> , to report taxes due and sales of certain services in New York City . Reminder: Use Form ST-100.5-ATT, <i>Quarterly Schedule N-ATT</i> , if you are a provider of parking services in New York City.	<input type="checkbox"/>
SCHEDULE Q	Use Form ST-100.9, <i>Quarterly 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"/>
SCHEDULE T	Use Form ST-100.8, <i>Quarterly 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-100.8-ATT, <i>Quarterly 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-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-I) 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							2	
Enter totals from: + + + + + + =		3		4			5	
		.00		.00				
Column A Taxing jurisdiction	Column B Jurisdiction code							
New York State only	NE 0011	.00		.00		4¼%		
Albany County	AL 0171	.00		.00		8¼%		
Allegany County	AL 0201	.00		.00		8¾%		
Broome County	BR 0311	.00		.00		8¼%		
Cattaraugus County (outside the following)	CA 0491	.00		.00		8¼%		
Olean (city)	OL 0411	.00		.00		8¼%		
Salamanca (city)	SA 0421	.00		.00		8¼%		
Cayuga County (outside the following)	CA 0501	.00		.00		8¼%		
Auburn (city)	AU 0551	.00		.00		8¼%		
Chautauqua County	CH 0611	.00		.00		8½%		
Chemung County	CH 0701	.00		.00		8¼%		
Chenango County (outside the following)	CH 0821	.00		.00		8¼%		
Norwich (city)	NO 0841	.00		.00		8¼%		
Clinton County	CL 0901	.00		.00		8%		
Columbia County	CO 1001	.00		.00		8¼%		
Cortland County	CO 1121	.00		.00		8¼%		
Delaware County	DE 1211	.00		.00		8¼%		
Dutchess County	DU 1301	.00		.00		8¼%		
Erie County	ER 1401	.00		.00		8¼%		
Essex County	ES 1511	.00		.00		8%		
Franklin County	FR 1601	.00		.00		7¼%		
Fulton County (outside the following)	FU 1701	.00		.00		7¼%		
Gloversville (city)	GL 1761	.00		.00		7¼%		
Johnstown (city)	JO 1771	.00		.00		7¼%		
Genesee County	GE 1801	.00		.00		8¼%		
Greene County	GR 1901	.00		.00		8¼%		
Hamilton County	HA 2001	.00		.00		7¼%		
Herkimer County	HE 2101	.00		.00		8¼%		
Jefferson County	JE 2211	.00		.00		8%		
Lewis County	LE 2311	.00		.00		8%		
Livingston County	LI 2401	.00		.00		8¼%		
Madison County (outside the following)	MA 2501	.00		.00		8¼%		
Oneida (city)	ON 2531	.00		.00		8¼%		
Monroe County	MO 2601	.00		.00		8¼%		
Montgomery County	MO 2791	.00		.00		8¼%		
Nassau County	NA 2801	.00		.00		8¾%		
Niagara County	NI 2901	.00		.00		8¼%		
Oneida County (outside the following)	ON 3011	.00		.00		9¾%		
Rome (city)	RO 3031	.00		.00		9¾%		
Sherrill (city)	SH 3071	.00		.00		9¾%		
Utica (city)	UT 3061	.00		.00		9¾%		
Onondaga County	ON 3111	.00		.00		8¼%		
Ontario County (outside the following)	ON 3271	.00		.00		7¼%		
Canandaigua (city)	CA 3231	.00		.00		7¼%		
Geneva (city)	GE 3241	.00		.00		7¼%		
Orange County	OR 3311	.00		.00		8¼%		
Orleans County	OR 3471	.00		.00		8¼%		
Oswego County (outside the following)	OS 3581	.00		.00		8¼%		
Fulton (city)	FU 3531	.00		.00		8¼%		
Oswego (city)	OS 3521	.00		.00		8¼%		
Column subtotals; also enter on page 3, boxes 10, 11, and 12:		6		7			8	
		.00		.00				

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 3611	.00		.00		8¼%	
Putnam County	PU 3701	.00		.00		7½%	
Rensselaer County	RE 3871	.00		.00		8¼%	
Rockland County	RO 3901	.00		.00		8½%*	
St. Lawrence County	ST 4081	.00		.00		7¼%	
Saratoga County (outside the following)	SA 4101	.00		.00		7¼%	
Saratoga Springs (city)	SA 4121	.00		.00		7¼%	
Schenectady County	SC 4231	.00		.00		8¼%	
Schoharie County	SC 4311	.00		.00		8¼%	
Schuyler County	SC 4401	.00		.00		8¼%	
Seneca County	SE 4501	.00		.00		8¼%	
Steuben County (outside the following)	ST 4681	.00		.00		8¼%	
Corning (city)	CO 4601	.00		.00		8¼%	
Hornell (city)	HO 4631	.00		.00		8¼%	
Suffolk County	SU 4701	.00		.00		8¾%	
Sullivan County	SU 4801	.00		.00		7¾%	
Tioga County	TI 4911	.00		.00		8¼%	
Tompkins County (outside the following)	TO 5091	.00		.00		8¼%	
Ithaca (city)	IT 5011	.00		.00		8¼%	
Ulster County	UL 5101	.00		.00		8¼%	
Warren County (outside the following)	WA 5291	.00		.00		7¼%	
Glens Falls (city)	GL 5201	.00		.00		7¼%	
Washington County	WA 5301	.00		.00		7¼%	
Wayne County	WA 5411	.00		.00		8¼%	
Westchester County (outside the following)	WE 5591	.00		.00		7½%	
Mount Vernon (city)	MO 5511	.00		.00		8½%	
New Rochelle (city)	NE 6851	.00		.00		8½%	
White Plains (city)	WH 5551	.00		.00		8%	
Yonkers (city)	YO 6501	.00		.00		8½%	
Wyoming County	WY 5601	.00		.00		8¼%	
Yates County	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	NE 8011	.00		.00		8⅝%*	
New York State/MCTD (fuel and utilities)	NE 8041	.00		.00		4½%	
New York City - local tax only (enter box 9 amount in Step 7B)	NE 8021	.00	9	.00		4⅛%*	
		.00		.00			
			10		11		12
Column subtotals from page 2, boxes 6, 7, and 8:		.00		.00			
If the total of box 13 + box 14 = \$300,000 or more, 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 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%	
							16
							Total special taxes:
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 16 in instructions)	C						
Advance payments (made with Form ST-330)	A						
Unclaimed vendor collection credit (attach Form TR-912)	UN 7804						
							17
							Total tax credits and advance payments:

*8⅝% = 0.08125; 8⅝% = 0.08625; 4⅛% = 0.04125

Step 6 of 9 Calculate taxes due

Add *Sales and use tax* column total (box 15) to *Total special taxes* (box 16) and subtract *Total tax credits and advance payments* (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, 2005**, 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 3 _____
 Schedule B-ATT + _____
 Schedule N + _____
 Schedule Q + _____
 Schedule T-ATT + _____
Total adjustment = _____

7B

Schedule FR, Step 3, box 7 _____
 *Form ST-100, page 3, box 13 + _____
Total adjustment from 7A - _____
 Form ST-100, page 3, box 9 - _____
Eligible sales amount (move to 7C) = _____

7C

Eligible sales amount from 7B above _____ State tax rate _____ Credit rate _____
 \$ _____ x 4¼% = \$ _____ x 3½% = \$ _____ **
 ** In box 19, enter the amount calculated, but not more than \$150

Vendor collection credit VE 7704

19

OR Pay penalty and interest if you are filing late

7D

Penalty and interest are calculated on the amount in box 18, *Taxes due*. See **22** on page 3 in the instructions.

Penalty and interest

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 **5/31/05**.

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

Please be sure to keep a completed copy for your records.

Must be postmarked by **Monday, June 20, 2005**, 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 _____ Daytime telephone (____) _____
 Signature of preparer, if other than taxpayer _____

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

Make check payable to **New York State Sales Tax**.

David Sample 2971
 100 Elm Street
 Albany, NY 12203
 DATE **June 10, 2005**

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-100 5/31/05

David Sample

Don't forget to write your sales tax ID#, **ST-100**, and **5/31/05** Don't forget to sign your check

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.

Refer to the instructions (Form ST-100-1) if you have questions or need further help.