2nd Quarter

New York State Department of Taxation and Finance

# Sales and Use Tax PrompTax Payments

## Quarterly Schedule P for Part-Quarterly Filers

**File as an attachment to Form ST-810**

For tax period:
**June 1, 2005, through August 31, 2005**

Due date:
**Tuesday, September 20, 2005**

Include with Form ST-810

**0606**

| Sales tax identification number | Legal name (Print ID number 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).

| Month due | | Reporting period | Payment applicable to previous quarter | Payments applicable to current quarter | Balance to be included in the next scheduled PrompTax payment |
|---|---|---|---|---|---|
| June | 1a | 5/23/05 through 5/31/05 | 1a | | |
| | 1b | 6/1/05 through 6/22/05 | | 1b | |
| July | 2a | 6/23/05 through 6/30/05 | | 2a | |
| | 2b | 7/1/05 through 7/22/05 | | 2b | |
| August | 3a | 7/23/05 through 7/31/05 | | 3a | |
| | 3b | 8/1/05 through 8/22/05 | | 3b | |
| | 4 | Total current quarter prepayments (add lines 1b through 3b) | | 4 | |

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

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

**September** 5 8/23/05 through 8/31/05 (from Form ST-810, Step 8, Total amount due) ..... 5

Include this amount in your PrompTax payment due in September.

**Note: Do not** pay this amount with your return. Include this amount as the 8/23/05 through 8/31/05 portion of your PrompTax payment due in September. If the total amount due is an overpayment, enter **0** in box 5. You may either claim a credit for this overpayment on your next return or apply for a refund (see instructions on back).

STOP

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. For more information, see Form ST-810-I, Instructions for Form ST-810.

ST-810

Insert Form ST-810.6 inside Form ST-810

P

# Quarterly Schedule P for Part-Quarterly Filers Instructions

**Sales and Use Tax**
**PrompTax Payments**

**Report transactions for the period June 1, 2005, through August 31, 2005.**

## Who must file

Any vendor who is registered to make PrompTax 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 PrompTax 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 PrompTax payment of sales tax. Use Form FT-945/1045-A, Monthly Schedule FT, to report PrompTax 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 PrompTax payment is due on the third business day after the 22nd day of each month.

### Payment applicable to previous quarter

**Line 1a** — Enter your PrompTax payment made in the month of June for the period 5/23/05 through 5/31/05.

### Payments applicable to current quarter

**Line 1b** — Enter your PrompTax payment made in the month of June for the period 6/1/05 through 6/22/05.

**Line 2a** — Enter your PrompTax payment made in the month of July for the period 6/23/05 through 6/30/05.

**Line 2b** — Enter your PrompTax payment made in the month of July for the period 7/1/05 through 7/22/05.

**Line 3a** — Enter your PrompTax payment made in the month of August for the period 7/23/05 through 7/31/05.

**Line 3b** — Enter your PrompTax payment made in the month of August for the period 8/1/05 through 8/22/05.

**Line 4** — **Total current quarter prepayments –** Add boxes 1b through 3b. This amount **must** equal your total PrompTax 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 PrompTax 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 8/23/05 through 8/31/05 portion of your PrompTax payment due in September. 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

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 PrompTax payment has not yet been remitted. Please be sure to keep a copy of your completed return for your records.

**Need help?** (for PrompTax filers only)

**PrompTax Internet access:** www.nystax.gov/prompt

**PrompTax fax:** (518) 435-2951

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