



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

Calendar for March 2008 showing tax period from March 1, 2008 to March 31, 2008.

Calendar for April 2008 showing the due date of Monday, April 21, 2008.

0109

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

21 Due date: Monday, April 21, 2008

You will be responsible for penalty and interest if your return is not postmarked by this date.

No tax due? If so, mark an X in 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, call the Sales Tax Information Center to update address information or mark an X in 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. Includes rows for gross sales, taxable sales, purchases, sales tax, credit for prepaid sales tax, net tax due, credits not identified, advance payments, and total amount due.

Step 2 of 3 Short method of calculating tax due

Table for Step 2: Short method of calculating tax due. Includes rows for comparable quarter of previous year, tax due, credit for prepaid sales tax, net tax due, credits not identified, advance payments, and total amount due.

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

Locality Adjustment \$

For office use only

Sales tax identification number

Step 3 of 3 Sign and mail this return

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

Must be postmarked by Monday, April 21, 2008, to be considered filed on time.

See below for complete mailing information.

Third-party designee section with fields for name, phone number, e-mail address, and identification number.

Printed name of taxpayer Title

Taxpayer's e-mail address

Signature of taxpayer Date Daytime telephone

Printed name of preparer, if other than taxpayer Preparer identification number

Preparer's address

Preparer's e-mail 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 20 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.

Check stub form with fields for payee (New York State Sales Tax), amount, date (April 10, 2008), and bank (First State Bank).

Don't forget to write your sales tax ID#, ST-809, and 3/31/08.

Don't forget to sign your check

Need help?

See Form ST-809-I, Instructions for Form ST-809.