Sales tax identification number

# Quarterly Schedule P for Part-Quarterly Filers

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

December 1, 2008, through February 28, 2009



Include with Form ST-810

1209

Sales and Use Tax PrompTax Payments

Due date: Friday, March 20, 2009

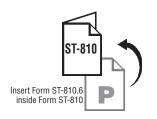
Legal name (Print ID number and name as shown on Form ST-810 or Certificate of Authority)

For tax period:

January 2a 2b		11/23/08 through 11/30/08			PrompTax payment
January 2a 2b February 3a	b		1a		
2b February 3a		12/1/08 through 12/22/08		1b	
February 3a	а	12/23/08 through 12/31/08		2a	
-	b	1/1/09 through 1/22/09		2b	
3b		1/23/09 through 1/31/09		3a	
	b	2/1/09 through 2/22/09		3b	
4	4	Total current quarter prepayments (	add lines 1b through 3b)	Include this amount on Form ST-810, page 3, Column K, Step 5, Advance payments.	ı
		Note: Complete Form ST-81	and return to this schedule	e to complete line 5 below	V
March 5		2/23/09 through 2/28/09 (from Form  Note: Do not pay this amount with through 2/28/09 portion of your Produe is an overpayment, enter 0 in b	your return. Include this among the second s	ount as the 2/23/09 ch. If the total amount	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. For more information, see Form ST-810-I, *Instructions for Form ST-810*.



# Quarterly Schedule P for Part-Quarterly Filers Instructions

## Sales and Use Tax PrompTax Payments

Report transactions for the period December 1, 2008, through February 28, 2009.

#### 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 22<sup>nd</sup> day of each month.

#### Payment applicable to previous quarter

Line 1a — Enter your PrompTax payment made in the month of December for the period 11/23/08 through 11/30/08.

## Payments applicable to current quarter

- **Line 1b** Enter your PrompTax payment made in the month of December for the period 12/1/08 through 12/22/08.
- Line 2a Enter your PrompTax payment made in the month of January for the period 12/23/08 through 12/31/08.
- Line 2b Enter your PrompTax payment made in the month of January for the period 1/1/09 through 1/22/09.
- Line 3a Enter your PrompTax payment made in the month of February for the period 1/23/09 through 1/31/09.
- **Line 3b** Enter your PrompTax payment made in the month of February for the period 2/1/09 through 2/22/09.

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 2/23/09 through 2/28/09 portion of your PrompTax 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

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)



 $\textbf{PrompTax Internet access:} \ \textit{www.nystax.gov/prompt}$ 



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

PrompTax Customer Service Center: In-state callers without free long distance: (518) 457-2332 1 800 338-0054

### **Privacy notification**

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

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