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

April 2010

Tax period
April 1, 2010 – April 30, 2010

May 2010

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	31					

0211

20 Due date:
Thursday, May 20, 2010

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

Sales tax identification number ▶

Legal name (print ID number and 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? 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, visit our Web site at *www.nystax.gov* and see the change my address option for further instructions, or mark an *X* in the box to the right and enter new mailing address 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

1 Enter total gross sales and services (to nearest dollar; see **4** in instructions)	**1**	.00
2 Enter total taxable sales and services (to nearest dollar; see **5** in instructions)	**2**	.00
3 Enter total purchases subject to tax (to nearest dollar; see **6** in instructions)	**3**	.00
4 Sales and use tax (see **7** in instructions)	**4**	
5 Credit for prepaid sales tax (see **8** in instructions)	**5**	
6 Net tax due (subtract box 5 amount from box 4 amount)	**6**	
7 Credits not identified (attachments required, see **9** in instructions)	**7**	
8 Advance payments (see **10** in instructions)	**8**	
9 Add box 7 amount to box 8 amount	**9**	
10 Sales and use tax due (subtract box 9 amount from box 6 amount)	**10**	
11 Penalty and interest (see **11** in instructions)	**11**	
12 Amount due (add box 10 amount to box 11 amount; see **12** in instructions) .... **Pay this amount**	**12**	

Step 2 of 3   Short method of calculating tax due

1 Comparable quarter of previous year (see **13** in instructions)*	**1**	
2 Tax due (one-third of box 1 amount)	**2**	
3 Credit for prepaid sales tax (see **14** in instructions)	**3**	
4 Net tax due (subtract box 3 amount from box 2 amount)	**4**	
5 Credits not identified (attachments required, see **15** in instructions)	**5**	
6 Advance payments (see **16** in instructions)	**6**	
7 Add box 5 amount to box 6 amount..	**7**	
8 Sales and use tax due (subtract box 7 amount from box 4 amount)	**8**	
9 Penalty and interest (see **17** in instructions)	**9**	
10 Amount due (add box 8 amount to box 9 amount; see **18** in instructions) .... **Pay this amount**	**10**	

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

Locality _____

Adjustment
$ _____

For office use only

9000104100094

Sales tax identification number

| 0211 | **Part-Quarterly (Monthly)** |

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

Must be postmarked by **Thursday, May 20, 2010,** to be considered filed on time.
See below for complete mailing information.

Third – party designee

Do you want to allow another person to discuss this return with the Tax Dept? *(see instructions)* **Yes** ☐ *(complete the following)* **No** ☐

Designee's name

Designee's phone number
(   )

Personal identification number (PIN)

Designee's e-mail address

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 ❷⓿ in instructions for the correct address.

Do you participate in the New Jersey/New York reciprocal tax agreement?

No

Address envelope to:

NYS SALES TAX PROCESSING
PO BOX 15172
ALBANY NY 12212-5172

Yes

Address envelope to:

NYS SALES TAX PROCESSING
RECIPROCAL TAX AGREEMENT
PO BOX 15173
ALBANY NY 12212-5173

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

David Sample
100 Elm Street
Albany, NY 12203

2971

DATE **May 10, 2010**

PAY TO THE ORDER OF **New York State Sales Tax** $ X,XXX.XX

(your payment amount) DOLLARS

First State Bank

00-0000000   ST-809   4/30/10

David Sample

Don't forget to write your sales tax ID#, **ST-809,** and **4/30/10.**

Don't forget to sign your check

Need help?
See Form ST-809-I, *Instructions for Form ST-809*.