



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

Calendar grid for January 2016 showing tax period from January 1, 2016 to January 31, 2016.

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

Calendar grid for February 2016 with a circled '22' indicating the due date.

1116

Due date: Monday, February 22, 2016

You will be responsible for penalty and interest if your return and any payment due is not electronically filed or postmarked by this date.

Mandate to use Sales Tax Web File - Most filers fall under this requirement; see Form ST-809-I.

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 (see Need help? in Form ST-809-I) 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

Table for Step 1 of 3 Long method of calculating tax due with rows 1 through 12b.

Step 2 of 3 Short method of calculating tax due

Table for Step 2 of 3 Short method of calculating tax due with rows 1 through 10b.

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

For office use only

Locality Adjustment \$



90000101160094

Sales tax identification number

1116

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 **Monday, February 22, 2016**, to be considered filed on time.  
See below for complete mailing information.

<b>Third – party designee</b>	Do you want to allow another person to discuss this return with the Tax Dept? (see 19 in instructions) Yes <input type="checkbox"/> (complete the following) No <input type="checkbox"/>		
	Designee's name	Designee's phone number ( )	Personal identification number (PIN) <input type="text"/>
	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's firm (or yours if self-employed) \_\_\_\_\_ Firm's employer  
identification number\*

Preparer's address \_\_\_\_\_ Preparer's  
PTIN\*

Preparer's e-mail address \_\_\_\_\_ Preparer's  
NYTPRIN\*  NYTPRIN  
excl. code

Signature of preparer, if other than taxpayer \_\_\_\_\_ Daytime  
telephone ( ) \_\_\_\_\_

\*See 20 in instructions

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

David Sample 100 Elm Street Albany, NY 12203	2971 DATE <b>February 10, 2016</b>
PAY TO THE ORDER OF <b>New York State Sales Tax</b> \$ <b>X,XXX.XX</b>	
(your payment amount) DOLLARS	
<b>First State Bank</b>	
00-0000000 ST-809 01/31/16 <i>David Sample</i>	

Don't forget to write your sales tax ID#, ST-809, and 01/31/16.

Don't forget to sign your check



**Where to file your return and attachments**

**Web File** your return at [www.tax.ny.gov](http://www.tax.ny.gov) (see instructions).

(If you are not required to Web File, mail your return and attachments to: NYS Sales Tax Processing, PO Box 15172, Albany NY 12212-5172)

If using a private delivery service rather than the U.S. Postal Service, see Publication 55, Designated Private Delivery Services.

**Need help?**

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

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