



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

Calendar grid for March 2016 with tax period March 1, 2016 - March 31, 2016

Calendar grid for April 2016

0117

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

20 Due date: Wednesday, April 20, 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 website (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 1-12b

Step 2 of 3 Short method of calculating tax due

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

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

Locality Adjustment \$

For office use only



90000103160094

Sales tax identification number

0117

**Step 3 of 3 Sign and mail this return**

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

Must be postmarked by **Wednesday, April 20, 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.**

**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.

David Sample 100 Elm Street Albany, NY 12203	2971 DATE <b>April 10, 2016</b>
PAY TO THE ORDER OF <b>New York State Sales Tax</b> \$ <u>XXX.XX</u>	
(your payment amount) DOLLARS	
<b>First State Bank</b>	
00-0000000 ST-809 03/31/16 <i>David Sample</i>	

↑ Don't forget to write your sales tax ID#, ST-809, and 03/31/16.

↑ Don't forget to sign your check

**Need help?**

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

