



Paper Carryout Bag Reduction Fee

File as an attachment to Form ST-100



For 3rd quarter tax period: September 1, 2023, through November 30, 2023

Due date: Wednesday, December 20, 2023

Include with Form ST-100

324

Sales tax identification number | Legal name (Print ID number and name as shown on Form ST-100 or Certificate of Authority)

Calculate paper bag fee by jurisdiction.

Table with 5 columns: Jurisdiction, Jurisdiction code, Number of bags provided, Fee rate, Fee due. Includes rows for Albany County, Troy (city), Suffolk County, Tompkins County, New Rochelle (city), White Plains (city), New York City, and a total row.

Include this amount on Form ST-100, page 2, Column F, in box 2a.

Instructions

General information

The New York State Bag Waste Reduction Act authorizes counties and cities to impose a five-cent paper carryout bag reduction fee on paper carryout bags that sales tax vendors of tangible personal property provide to customers (paper bag fee).

Who must file

You must complete and file Form ST-100.13, Quarterly Schedule E, if you are a sales tax vendor who sells taxable tangible personal property in a locality that imposes the paper bag fee.

Requirement to file Form ST-100

If you must complete this schedule, you must also complete Form ST-100, New York State and Local Quarterly Sales and Use Tax Return.

Paper carryout bag fee

You must charge the fee for each paper carryout bag you provide to a customer, even if you do not sell any tangible personal property or a service to the customer.

If you charge a customer for a paper carryout bag in a jurisdiction that does not impose a fee (or charge an amount that is more than the locally imposed fee) you are selling the paper carryout bag as tangible personal property and the sale is subject to tax.

Certain bags and certain customers are exempt from the paper bag fee. Do not charge the bag fee to customers using Supplemental Nutrition Assistance Program (SNAP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), or any successor program.

For more information, visit www.tax.ny.gov (search: bag).

Specific instructions

Identification number and name – Print the sales tax identification number and legal name of your business, as shown on Form ST-100 or on your business's Certificate of Authority for sales and use tax.

Calculate the fee

- 1. For each jurisdiction: a. In Column C, enter the number of paper carryout bags you provided to customers. b. Multiply the amount in Column C by the fee rate in Column D. c. Enter the resulting fee in Column E. 2. Add the amounts in Column E. 3. Enter the total in box 1 on this schedule, and on Form ST-100, Column F, box 2a.

Refunds – You may apply for a refund for paper bag fees you overpaid, paid by mistake, or collected but then repaid to your customers. To apply, complete Form AU-11, Application for Credit or Refund of Sales or Use Tax, and mail it to the address in the instructions with documentation to substantiate your claim.

You cannot claim a credit for paper bag fees on Form ST-100.

Filing this schedule

File a completed Form ST-100.13 and any other applicable schedules with Form ST-100 by the due date. Keep a copy of your completed return for your records.

Need help? and Privacy notification

See Form ST-100-I, ST-100 Quarterly Instructions.

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