



Instructions for Form DTF-727 Report of Show

Who must file

A promoter who has been issued a Form DTF-724-PC, *Permit to Operate a Show*, must file Form DTF-727, *Report of Show*, for each show listed on the permit. If a permit was issued to more than one promoter for a particular show, each promoter (co-promoter) must file Form DTF-727.

What to report

Use this form to list all vendors participating in the show. Include vendors selling items subject to New York State sales tax **and** those vendors claiming sales that are tax exempt.

When to file

This report is due on the 20th day of the month following the month in which the show was held. If a show begins in one month and ends in the next month, the report may be filed on the 20th day of the month following the month in which the show ended.

Examples:	Show dates	Report due
	September 16 and 17	October 20
	September 30 and October 1	November 20
	October 7 and 8	November 20

Cancelled Shows – This report must be filed even if the show was not held. All questions must be answered except for Part D.

Where to file

Mail your report to:

NYS TAX DEPARTMENT
SALES TAX REGISTRATIONS UNIT
W A HARRIMAN CAMPUS
ALBANY NY 12227-0865

Private delivery services – If not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

See Publication 750, *A Guide to Sales Tax in New York State*, for more information on show promoters.

Line instructions

Enter in the box in the upper left corner, the month and year for which this report is being filed.

Enter in the box in the upper right corner, the show permit number issued to the promoter filing this report. Enter the number as it appears on Form DTF-724-PC.

Part A – Promoter information – This part pertains to the promoter who is filing this report.

- Enter your business' legal name and DBA if applicable.
- Enter your complete physical address **and** your mailing address if different.
- If you mark Yes, you must provide the information requested in Part B for the other promoter. Attach additional sheets if you operated this show with more than one co-promoter.

Part B – Co-promoter information – This part pertains to the promoter with whom you operated the show. If you were the only promoter operating this show, skip this part and continue with Part C below.

- Enter the legal business name (and DBA if applicable) of the promoter (co-promoter) with whom you operated this show.
- Enter the co-promoter's permit number as it appears on Form DTF-724-PC.
- Enter the complete physical address of the co-promoter and their mailing address if different.

Part C – Show information

- Enter the name of the show as it appears on Form DTF-724-PC.
- Enter the date(s) the show was held.
- Enter the total number of vendors who participated in the show. Include vendors who are claiming tax exempt sales.
- Enter the complete address of the location where the show was held. Include the facility name if applicable.
- Enter the name of the promoter responsible for providing information on participating vendors (Part D on Form DTF-727). Enter the telephone number (with area code) of the promoter.
- If the show was not held, mark an **X** in the box and state the reason.
- Sign and date the form.

Part D – Vendor information

- Print or type the information requested for all vendors who participated in the show. Include the information for all vendors, even those claiming that their sales are tax exempt.
- All vendors must provide their NYS *Certificate of Authority* identification number (not another state's number).
- If you attach additional sheets, make sure the promoter's name, show permit number, dates of the show, and location of show are written at the top of each sheet.
- If there are two promoters, the promoter named in Part C of this form must answer Part D. The other promoter may omit answering Part D.

Form DTF-724-PC, *Permit to Operate a Show*, must be returned with the Form DTF-727, *Report of Show*, that covers the last show date indicated on the permit.

Privacy notification

New York State Law requires all government agencies that maintain a system of records to provide notification of the legal authority for any request for personal information, the principal purpose(s) for which the information is to be collected, and where it will be maintained. To view this information, visit our website, or, if you do not have Internet access, call and request Publication 54, *Privacy Notification*. See *Need help?* for the Web address and telephone number.

Need help?



Visit our website at www.tax.ny.gov

- get information and manage your taxes online
- check for new online services and features

Telephone assistance

Sales Tax Information Center:	518-485-2889
To order forms and publications:	518-457-5431
Text Telephone (TTY) or TDD equipment users	Dial 7-1-1 for the New York Relay Service