



## INSTRUCTIONS FOR QUARTERLY SCHEDULE A

Schedule A should be completed by:

1. vendors and operators of hotels, motels taverns and other establishments within Nassau County who are required to collect tax on all or any of the following: hotel room occupancy, food and drink;
2. vendors or operators of restaurants, taverns or other establishments required to collect tax on sales of food and drink within Chenango County; and
3. recipients of amusement charges, club dues and cabaret charges within Westchester County.

A vendor who must file Schedule A must also complete Form ST-810, reporting other taxable receipts on page 2, Form ST-810. Instructions that apply to the preparation of Form ST-810 also relate to preparation of Schedule A.

**NOTE:** *Other establishments required to collect tax on sales of food and drink include various types of vendors, including supermarkets, delicatessens, etc., which sell heated foods for off premises consumption. This includes: barbeque chicken, hot chowder, hot soup and other similar items.*

**PART I:** A hotel, restaurant or tavern operator in Nassau County (whether within or outside the Cities of Glen Cove or Long Beach) reports taxable receipts from hotel occupancies and/or restaurant sales, including alcoholic beverages, on the Glen Cove (City), Long Beach (City), or Nassau County (outside Glen Cove and Long Beach) line of this schedule. The taxable receipts such as those from the candy and cigarette counter sales are reported on either the Nassau County or the Glen Cove (City) line on page 2, ST-810.

**PART II:** The city of Norwich does not impose a general sales tax, but does impose a tax on food and drink sold by restaurants, taverns or other establishments within the city. Therefore, all Chenango County vendors who have receipts from sales of such food and drink must report these receipts on this schedule so that the revenue due may be properly distributed to Chenango County and the city of Norwich.

Receipts from sales of food and drink within the City of Norwich are taxed at 7% and such receipts in the remainder of Chenango County are taxed at 6%. All other taxable receipts are to be reported on the appropriate line on page 2, ST-810.

**PART III:** The city of Rye does not impose a general sales tax, but does impose a tax on admissions, club dues and cabaret charges. Therefore, all Westchester County vendors who have receipts from such sales must report them on this schedule so that the revenue due may be properly distributed to Westchester County and the cities of Mount Vernon, New Rochelle, Rye, White Plains and Yonkers.

A vendor having receipts from admissions, club dues or cabaret charges would collect the 8¼% combined tax in Mount Vernon and Yonkers and the 7¼% combined tax in the cities of New Rochelle, Rye and White Plains. The 5¼% combined tax would be collected on such charges in the remainder of Westchester County. The remainder of taxable receipts is reported on the appropriate line on page 2, ST-810.

### TAXABLE RECEIPTS - Column (c)

Report on each appropriate line taxable receipts for the type of tax imposed by the locality shown on that line. Enter the sum of all amounts in Column (c) on the "Total" line. Include this total in the amount reported in Box B on Page 1 of Form ST-810.

### TAX - Column (e)

Compute the tax by multiplying the amount in Column (c) by the combined State and local tax rate shown in Column (b).

Enter the sum of all amounts reported in Column (e) on the "Total" line. Include this total in the amount to be reported on Line 1, Page 1 of Form ST-810.

### CREDITS

Credits which can be identified by locality should be taken on the appropriate line on the front of this form. Credits taken on this forms should be included in the total amount entered in Box D on the front of the ST-810.

Net credits (negative amounts) should be shown in parentheses.