



# Instructions for Form ST-101 (Annual Return)

## Tax Facts For Vendors

You are subject to a \$50 penalty if you don't prominently display your Certificate of Authority at your place of business. Your Certificate of Authority can be suspended or revoked if you:

- don't file a return, or willfully file a false return, or
- willfully fail to collect, truthfully account for or pay over any state or local sales tax, or
- have been convicted of a crime under the Tax Law.

You may be charged with a misdemeanor if you issue a receipt without itemizing the sales tax, or you advertise either directly or indirectly that the sales tax is not part of the price paid by your customer for goods or services.

For more information on these and other penalties which may be imposed under the Tax Law, see Pub 400, *Information on . . . Omnibus Tax Equity and Enforcement Act of 1985*, or contact the Taxpayer Assistance Bureau. (See telephone number and address on page 4.)

These instructions will help you complete your Form ST-101 Annual Return. If you need further assistance, call the Taxpayer Assistance Bureau at the telephone numbers provided on page 4. You should keep all records and other supporting documents used in completing your return and be able to produce them on request by the Commissioner of Taxation and Finance or his agents for at least **three years** after the due date of the return or the date when the return was filed, if later.

### The Sales Tax Return

Two copies of the sales tax return are mailed to each registered vendor. You must file the preaddressed copy and may keep the second for your records.

If the return you are submitting does not have a preaddressed label, please complete the name and address portion.

Enter the exact legal name of the business. For a corporation, use the name as it appears on the Certificate of Incorporation; for an unincorporated business, use the name in which the business owns property or acquires debt; for a partnership, use the partnership name. A sole proprietor must use the name of the individual owner.

Enter the trade name, doing-business-as name, or assumed name if different from the legal name. For a corporation, it is the name that appears on the trade name certificate filed with the New York State Department of State. If the business is not incorporated, it is the name filed with the county clerk's office pursuant to Section 130 of the General Business Law.

Enter the address of your actual business location, not the mailing address. Include your business telephone number and the number where you can be reached during the day if different.

The completed annual return, Form ST-101, must show your actual gross sales, taxable sales and purchases subject to use tax for the 12 month period covered by the return, unless you are a seller of motor fuel and/or diesel motor fuel. If you are a seller of motor fuel and/or diesel motor fuel, see *Notice to Retail Sellers of Motor Fuel and/or Diesel Motor Fuel*, on page 2. The return must also show the receipts subject to the special 5% tax imposed on passenger car rentals and the number of quarts subject to the new ten cents per quart tax imposed on lubricating oil. Lubricating oil is a petroleum based or synthetic lubricant suitable for use in the engine of a motor vehicle, and includes automotive transmission fluid but not gear oils, grease or kerosene. See Publication 201, *Computation of Tax on Lubricating Oil*, to determine how to compute this tax.

The front of the return is used to summarize the business activity and tax due. Page 2 is used to report the details of taxable sales and services and purchases subject to use tax and the total state and local taxes due for each taxing jurisdiction. Page 2 is also used to report the details of the special 5% tax due on passenger car rentals and the ten cents per quart tax on lubricating oil. Although this return is all that is required for most vendors, certain vendors are required to file separate schedules in addition to the return. (See *Schedules Which May Be Required*.)

### Change In Filing Period Quarterly Filing

If your total tax due for the 12 month period ending May 31st is more than \$250 or you expect to owe more than \$250 in tax for the next 12 month period, you must begin filing quarterly sales tax returns. You should consider recent rate changes in determining your anticipated tax for the next annual period.

In order to change your filing period, you must notify the Taxpayer Assistance Bureau. Call toll free (from New York State only) 1 800 CALL TAX (1 800 225-5829). From areas outside New York State, call (518) 438-8581. Failure to file a return on time may result in penalty and interest charges.

If you are the holder of a validated *Certificate of Authority for Show and Entertainment Vendors*, Form PR-169.1, you are **not** permitted to file annually. You **must** file quarterly even if you expect to owe no more than \$250 in tax for the next 12 months.

### Schedules Which May Be Required

If you must file any of the following schedules, attach them to Form ST-101.

With the exception of the amounts from Schedules CT and NJ, include total tax amounts on line 1 of the applicable return. Refer to the instructions accompanying each of the schedules for additional information.

#### Form ST-101.1, Schedule U

Use Schedule U to report sales or purchases subject only to local sales and use taxes:

- installation, repair, maintenance or service of machinery and equipment used directly and predominantly in production;
- installation, repair, maintenance or service of central office equipment or station apparatus used directly and predominantly in receiving or initiating and switching telephone or telegraph communication;
- installation, repair, maintenance or service of parts, tools and supplies used in connection with the above machinery, equipment or apparatus;
- machinery parts with a useful life of one year or less and tools and supplies used directly and predominantly in production **within New York City only**; and
- parts with a useful life of one year or less, tools and supplies used in or on central office equipment or station apparatus used directly and predominantly in receiving or initiating and switching telephone and telegraph communication **within New York City only**.

#### Form ST-101.2, Schedule A

Use Schedule A to report tax on hotel room occupancy, food and drink, admissions to places of amusement, club dues and cabaret charges and the special tax on hotel occupancy.

#### Form ST-100.3, Schedule B

Use Schedule B to report sales in any locality listed on the schedule that imposes a sales and use tax on the following energy sources and services:

- telephone, telegraph, refrigeration and nonresidential gas, electricity and steam services;
- residential gas, electricity and steam services; and
- residential use of coal, fuel oil or propane sold in containers of 100 pounds or more, and wood used for residential heating.

Vendors must also use Schedule B to report the use tax due to those localities on the above energy sources and services purchased tax-free under direct payment permits or otherwise.

Retailers of heating oil only must not report tax due on heating oil used in their motor vehicles on Schedule B. They must use Form ST-101 and take credit on Form ST-101 for any prepaid tax paid on the fuel used. No credits may be taken for any prepaid tax passed through to them on their purchases of enhanced fuel later sold for residential heating (reported on Schedule B). They may recover this portion of the tax by applying for a refund using Form FT-1010, *Application for Refund of Prepaid Sales Tax on Diesel Motor Fuel Sold Other Than at Retail Service Stations*.

**Form ST-101.4, Schedule NJ**

If you are registered under the New Jersey/New York Reciprocal Tax Agreement you must attach this schedule to your return. Use Schedule NJ to report the tax due, if any, on deliveries of tangible personal property into New Jersey or services subject to tax in New Jersey.

**Form ST-101.5, Schedule N**

Use Schedule N to report sales of the following services within the City of New York (see Schedule N for instructions):

- parking, garaging or storing of motor vehicles at facilities that are not part of premises occupied as private one- or two-family dwellings. Parking outside of New York City (subject to tax as of June 1, 1990) must be reported on page 2 of the return.
- credit rating and credit reporting services;
- protective and detective services (except port watchmen);
- beauty, barbering, hair restoring, manicuring, pedicuring, electrolysis, massage and similar services;
- charges from sales of services or for the use of weight control salons, health salons, gymnasiums, turkish baths, sauna baths and similar establishments; and
- charges for occupancy of hotels, motels and similar establishments.
- interior decorating and design services and
- interior cleaning and maintenance services performed on a regular contractual basis for a term of thirty days or more, and effective June 1, 1990, all receipts from these services, regardless of the term of the contract.

**Form ST-100.10, Schedule FR**

Schedule FR must be filed by vendors to report sales tax due on either motor fuel (leaded, unleaded and premium gasoline) or diesel motor fuel when sold to the ultimate customer at retail, or, to report tax due on personal use of this fuel. Refer to specific instructions for this schedule for reporting information.

**Form ST-101.11, Schedule CT**

If you are registered under the Connecticut/New York Reciprocal Tax Agreement you must attach this schedule to your return. Use Schedule CT to report the tax due, if any, on deliveries of tangible personal property into Connecticut or services rendered in Connecticut. See the Schedule CT for instructions relating to that form.

**Completing Your Return**

Complete page 2 of Form ST-101 and any required schedules before completing page 1.

**Instructions For Page Two**

The Department of Taxation and Finance is required by New York State law to collect and distribute the sales taxes imposed by local jurisdictions. The information on page 2 of the sales tax return enables the department to make the correct distribution. Credits that can be identified by locality should be taken on the appropriate line on page 2 of the return. Net credits (negative amounts) should be shown in parentheses.

Since the special tax on the rental of a passenger car (effective June 1, 1990) is 5% in all jurisdictions, it must be reported separately. The special tax of ten cents per quart on lubricating oil (effective September 1, 1990) is also reported separately.

**Retail Sellers of Motor Fuel and/or Diesel Motor Fuel**

If you are a retail seller of motor fuel or diesel motor fuel, you must report all sales, personal use and sales taxes due on this fuel on Form ST-100.10, Schedule FR. File this schedule with Form ST-101 together with any other applicable schedules.

**Important:** If you are a retail seller of motor fuel or diesel motor fuel, do not include sales, purchases for personal use or sales tax on the above fuel on page 2 of your Form ST-101.

**Column (a) — Taxing Jurisdiction**

Column (a) lists the name of each locality now imposing a sales and use tax.

**Column (b) — Combined Tax Rate**

Column (b) lists the combined state and local tax rates that apply in each of the localities listed in column (a).

**Columns (c), (d) and (e)**

Columns (c), (d) and (e) are used to report taxable sales and services, purchases subject to use tax, and sales and use taxes for the localities listed in column (a). You must report these amounts for the full period covered by the return unless a shorter period is specifically indicated.

**Column (c) — Taxable Sales and Services**

Subtract any applicable exempt sales and adjustments from gross sales and services to arrive at taxable sales and services. Make adjustments for transactions where the tax should not be paid, such as returned sales on which the tax was refunded to the customer or previously reported sales that became bad debts.

Taxable sales and services should be reported on the line for the locality where delivery occurs. Delivery occurs at the vendor's place of business on over-the-counter sales. Otherwise, delivery occurs where the customer takes possession. Exception: delivery of a motor vehicle is determined by the purchaser's home address. Do not report deliveries to points outside New York State.

**Sales made in localities that do not impose local sales and use taxes are subject only to the 4 percent state tax. Report receipts from sales and services in these localities on the New York State Only line.**

The exemption from the New York State and upstate local sales tax allowed for the items and services listed below does not apply to New York City. On the New York City 4 percent line, report the sale of the following to businesses located within New York City:

- fuel and utility services used directly and exclusively in the production of tangible personal property for sale;
- the services of installing, repairing, maintaining and servicing tangible personal property used directly and predominantly to produce a product for sale by farming, including servicing tangible personal property used in erecting, adding to, altering or improving a silo (but not including the foundation), and the servicing of posts and wire used to make and maintain a trolley for grapes.

These transactions should not be reported on the New York City 8¼ percent line or on Schedule U.

**Column (d) — Purchases Subject to Use Tax**

Use column (d) to report the value of tangible personal property or services purchased without payment of sales tax and used in your own operations. Do not include tangible personal property or services which are resold or which qualify for a production exemption.

Report in column (d) on the NYS/MCTD 4¼% line, the use tax due on purchases of fuel or utility services for which you have paid only 4% New York City tax, but that are subject to tax at 8¼%. These include fuel or utilities used other than directly in production, for example, to operate office machinery or light the plant. Directly in production means the fuel or utilities must, during the production phase, operate exempt machinery or create conditions necessary to actual production.

Property or services are also subject to the use tax if purchased by a New York State resident, business or branch of a New York State business located outside New York State and shipped or brought into the State.

**Additional Use Tax:** If a sales or use tax was paid in one locality in New York State and the property is then used in another locality in New York State, an additional use tax will be due if the local tax rate is higher in the second locality and:

- the user is a resident of the locality where use occurs;
- the user, in the performance of a contract, incorporates the property into real property situated in the second locality; or
- the user is a nonresident but uses the property in the second locality in the course of his employment, trade, business or profession.

Attach an explanation and use the blank lines at the bottom of page 2. Enter the taxing jurisdiction in column (a) and the additional rate of tax in column (b).

ST-101-I (5/91)

**Column (e) — Sales and Use Tax and Special Taxes**

Compute the tax by multiplying the amounts in columns (c) and (d) by the combined state and local tax rate in column (b). On line A enter the total amounts reported on both sides of page 2 in column (e). Add the taxes on passenger car rentals (line D) and on lubricating oil (line C) to line A and enter the total on line D. Include this total in the amount you report on line 1, page 1, of the return.

sales taxes. Do not include the amount of sales taxes collected. Include all sales made within New York State (even if for delivery outside New York State) and sales made at business locations outside New York State for delivery into New York State. Do not include sales made at business locations outside New York State which do not involve deliveries into New York State.

**Instructions For Page 1**

**Change of Business Information**

If there have been any changes in your business name, ID number, mailing address, business address, telephone number, or owner/officer/responsible person information, complete Form DTF-95.1, *Change of Business Information for Employers/Vendors*, at the bottom of pages 3 and 4. Send the completed form to: **NYS Department of Taxation and Finance, Registration Section, Building 8, Room 408, W. A. Harriman Campus, Albany, NY 12227-0155**. If there are no changes to the above information, keep this form in your files. If a change occurs, complete the form and send it to the address listed as soon as possible.

**Box B — Taxable Sales and Services**

Enter the total dollar amount of the sales subject to New York State and local sales taxes (except motor fuel and/or diesel motor fuel sales). This figure is the total amount from column (c) on page 2 of the return and any schedules filed.

**Exception:** Do not include New Jersey or Connecticut taxable sales as reported on Form ST-101.4, *Annual Schedule NJ*, and Form ST-101.11, *Annual Schedule CT*.

**Type of Business**

Describe your principal business activity or type of business ("retail grocery," "wholesale furniture," etc.).

**Box C — Purchases Subject to Use Tax**

Enter the total dollar amount of purchases subject to use tax including personal property purchased at retail on which no tax was paid at the time of purchase (except motor fuel and/or diesel motor fuel purchases). Do not include tangible personal property purchased for inventory, or property or services that qualify for a production exemption. Include property used in the operation of your business if it does not become part of a product for resale or is not eligible for a production exemption. This figure is the total amount from column (d) on page 2 of the return and any schedules filed.

**Exception:** Do not include any purchases subject to New Jersey use tax as reported on *Annual Schedule NJ*, Form ST-101.4.

**Consolidated Return**

If you have more than one place of business and are reporting for all business locations on this return, check the applicable box. If you checked this box and your New York State identification number does not end with c, attach a list of your business locations.

**Final Return**

If you have discontinued doing business, check the applicable box and attach your Certificate of Authority with the back completed.

**Box D — Total Credits Claimed on Page 2 or Schedules**

Enter the total dollar amount of credit against the tax claimed on page 2 or any schedules filed, (except those reported on Schedule FR). Show in parentheses net credits on Page 2 or schedules. Credits must be substantiated by attaching a statement and any other supporting documentation explaining the basis for the credit claimed. Do not include this amount in any amount entered on line 2a. Do not include credit for prepaid sales tax on motor fuel or diesel motor fuel in this box.

**No Tax Due Return**

If you had no taxable sales and made no purchases subject to use tax enter "none" in the box. Enter your gross sales in box A and enter "none" in boxes B, C and D.

**Summary of Business Activity**

If you are a retail seller of motor fuel and/or diesel motor fuel:

- do not report gross sales of this fuel in box A;
- do not report taxable sales of this fuel in box B;
- do not report purchases of this fuel subject to use tax in box C; and
- do not report credits related to tax on this fuel in box D.

**Summary of Taxes Due**

**Line 1 — Sales and Use Taxes and Special Taxes**

Enter the total amount of tax due from line D, column (e) on page 2 and the total amount of tax due from column (e) on Schedules A, B, FR, N and U for the period June 1, 1990 through May 31, 1991.

Report these amounts **only** on Schedule FR. See the instructions for Schedule FR.

If your total tax due for the 12 month period ending May 31 is more than \$250 or you are the holder of a validated Certificate of Authority for Show and Entertainment Vendors, see Form PR-169, *Change in Filing Period* for instructions.

**Box A — Gross Sales and Services**

Enter the total dollar amount of all sales made by the business (except motor fuel and/or diesel motor fuel sales) including those exempt from

**Privacy Notification**

Our authority to require this personal information, including identifying numbers (social security numbers, etc.) is found in sections 1134, 1136, 1137-A, 1142, 1251 and 1253 and Articles 28 and 29 of the Tax Law in general and the regulations for Sales and Use Tax in subchapter J, Title 20 NYCRR. We will use this information primarily to determine New York State and local sales and use tax liabilities under Articles 28 and 29 of the Tax Law. We will also use it for tax administration purposes and as necessary under Tax Law sections 1146 and 1250, and for any other purpose authorized by law. Your failure to provide the required information may result in civil and/or criminal penalties under sections 1134, 1145, 1250 and 1817 of the Tax Law and Parts 533 and 536 of the regulations for sales and use taxes. Our authority to maintain this information is found in sections 1136(d), 1146(e) and 1250 of the Tax Law. This information will be maintained by the Director, Data Management Services Bureau, NYS Tax Department, Building 8, Room 905, W. A. Harriman Campus, Albany, NY 12227; telephone (from New York State only) 1 800 CALL TAX (1 800 225-5829); from outside New York State, call (518) 438-8581.

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**Change of Business Information For Employers/Vendors**

If there have been any changes in your business name, identification number, mailing or business address, telephone number, or owner/officer/responsible person information, please complete this form. **Mail to: NYS Department of Taxation and Finance, Registration Section, Building 8, Room 408, W. A. Harriman Campus, Albany, NY 12227-0155.**

**Old Information:**

ID number: \_\_\_\_\_  
Name: \_\_\_\_\_

**New Information:**

Effective Date: \_\_\_\_\_

ID number: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Trade name: (DBA, etc.): \_\_\_\_\_  
Legal name: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Reason for change: \_\_\_\_\_

Business tax records which should be changed:  Corporation Tax  Highway Use Tax  Motor Diesel Fuel Tax

Sales and Use Tax  Withholding Tax  Other

Tax type	Account number

ST-101-I (5/91)

**Line 2a — Credits**

Report economic development zone credits on this line and file Form AU-11, *Application for Credit or Refund of State and Local Sales or Use Tax* separately from your return. Mail Form AU-11 and all substantiating documentation to the address shown on the form. Be sure to indicate on Form AU-11 the period of the return on which you are taking the credit.

Enter the total of the economic development zone credits and any credits (other than the credits for prepaid sales tax on motor fuel or diesel motor fuel) that can be substantiated but cannot be identified with a specific locality. Also, if you had an overpayment from the prior year and you did not apply for this amount by filing the appropriate refund application, enter the amount on this line. See the instructions for line 5 for more information on prepaid sales tax on motor fuel, diesel motor fuel and on refunds. You **must** substantiate all credits taken on this line.

**Line 2b — Advance Payments**

Enter the total amount of advance payments. Attach Form ST-330, *Record of Advance Payment*, issued to you if you paid part of your tax in advance. **Do not** include on this line payments from Form FT-945, *Report of Sales Tax Prepayment on Motor Fuel*, or payments from FT-1045, *Report of Sales Tax Prepayment on Diesel Motor Fuel*.

**Line 2c — Total**

Add lines 2a and 2b.

**Line 3 — Sales and Use Taxes Due**

Subtract line 2c from line 1.

**Line 4 — Late Filing Charge**

If you file your return or make payments after the due date, you must pay a late filing charge, which consists of penalty and interest.

**Penalty**

For failure to file a return on time, even if no tax is due, the penalty is \$50. For failure to file a return on time, **with tax due**, the penalty depends on how late the form is filed.

- **1-60 days late:** The penalty is 10% of the tax due for the first month plus 1% of the tax due for each month thereafter, but in no instance less than \$50.
- **61 or more days late:** The penalty is the greatest of the following three amounts:
  - 10% of the tax due for the first month plus 1% of the tax due for each month thereafter, not to exceed 30%.
  - The lesser of \$100 or 100% of the tax due.
  - \$50.

**For forms or publications**

Call toll free from within New York State only, 1 800 462-8100  
From outside New York State, call 1 518 438-1073

**For information**

Call toll free from within New York State only, 1 800 CALL TAX  
(1 800 225-5829)  
From outside New York State, call 1 518 438-8581

**Interest**

Interest is computed at the rate pursuant to section 1142 of the Tax Law and is compounded daily. Interest is always due on any underpayment of tax and is computed from the due date of the return to the date the tax is paid. Call the taxpayer assistance number listed below to get the current rate.

**Line 5 — Amount Due**

Add lines 3 and 4.

If this amount is an overpayment you may either:

- claim credit for the overpayment on your next return by entering this amount on line 2a; or
- apply for a refund.

To apply for a refund, file Form AU-11, *Application for Credit or Refund of State and Local Sales or Use Tax*, unless the overpayment is the result of a credit for prepaid sales tax on motor fuel and/or diesel motor fuel sold at retail; in which case, you must file the appropriate application:

- **Form FT-949, Application for Refund of Prepaid Sales Tax on Motor Fuel Sold Other Than at Retail Service Stations**
- **Form FT-950, Application for Refund of Prepaid Sales Tax on Motor Fuel Sold by Retail Service Stations.**
- **Form FT-1007, Application for Refund of Prepaid Sales Tax on Diesel Motor Fuel Sold by Retail Service Stations.**
- **Form FT-1010, Application for Refund of Prepaid Sales Tax on Diesel Motor Fuel Sold Other Than at Retail Service Stations.**

**Do not attach the refund application to your return. File it separately, and use the address shown on the application you are filing.**

As a sales tax vendor, you should be aware that you may be subject to or liable for other taxes such as motor fuel tax, diesel motor fuel tax, highway use tax, corporation tax or income tax withholding. For information relating to any of these taxes, or for any forms or publications you will need, contact us at the address and telephone numbers listed below.

**Notice to Schedule NJ filers and Schedule CT filers —** If you report tax due on either Form ST-101.4, *Schedule NJ* or Form ST-101.11, *Schedule CT* send only one check payable to New York State for the amount due New York and New Jersey or New York and Connecticut. If you report tax due on both the schedules, include the total due all three states (New York, New Jersey and Connecticut) in one check payable to New York State. **Do not** under any circumstances offset an overpayment from one state against the tax due the other.

**Signature**

The vendor or an authorized officer or employee must sign the return. An accountant, lawyer, or other professional preparing the return must also sign it.

**If you need to write, address your letter to:**

NYS Tax Department  
Taxpayer Assistance Bureau  
W. A. Harriman Campus  
Albany, NY 12227

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**Enter below the new owner/officer/responsible person information if there have been any changes**

Owner/officer/responsible person	% Ownership	Title	Effective date	Social security number
Home address (number and street)	City, village, post office	State	ZIP code	Telephone number ( )
Owner/officer/responsible person	% Ownership	Title	Effective date	Social security number
Home address (number and street)	City, village, post office	State	ZIP code	Telephone number ( )
Owner/officer/responsible person	% Ownership	Title	Effective date	Social security number
Home address (number and street)	City, village, post office	State	ZIP code	Telephone number ( )
Owner/officer/responsible person	% Ownership	Title	Effective date	Social security number
Home address (number and street)	City, village, post office	State	ZIP code	Telephone number ( )