New York State Department of Taxation and Finance

# New York State and Local Sales and Use Tax Return for Part-Quarterly Filers

**ST-809** (3/94)

**1094**

Use this form to report transactions for the period **March 1, 1994** through **March 31, 1994, only.**

| Sales tax vendor identification number | Business telephone number | Daytime telephone number |
|---|---|---|
| | ( ) | ( ) |
| Legal name | | |
| DBA | | |
| Street | | |
| City, state, ZIP code | | |

**Change of Business Information**

☐ Check here if you have changed your business location and have not previously notified us. Enter this new address in the space next to your preprinted address. You must report this or any other change (name, identification number, mailing address or owner/officer/responsible person information) on either Form DTF-95.1, found in the ST-809 Instructions, or Form DTF-95, *Change of Business Information.* To request Form DTF-95, call toll free (from New York State only) 1 800 462-8100. From areas outside New York State call (518) 438-1073.

Complete labeled form and mail it in the enclosed envelope, to the applicable PO box listed on the back of this form, on or before **April 20, 1994.**

Type of business

Check here if you are reporting sales tax on this return for more than one business location. ☐
If you checked this box and your identification number does not have a ***C*** suffix, attach a list of your locations.

**Summary of Tax Due — Complete *Long Method* or *Short Method* section below, not both** *(see instructions).*

**Long Method**

| Summary of Business Activities | A Gross sales and services (to nearest dollar) | B Taxable sales and services (to nearest dollar) | C Purchases subject to use tax (to nearest dollar) |
|---|---|---|---|
| | • | • | • |
| 1a Sales and use taxes *(see instructions)* | 1a | | |
| b Credit for prepaid sales tax *(see instructions)* | 1b | | |
| c Net tax due *(subtract line 1b from 1a)* | | | 1c • |
| 2a Credits not identified *(attachments required; see instructions)* | 2a • | | |
| b Advance payments *(including PrompTax payment)* | 2b • | | |
| c Add lines 2a and 2b | | | 2c |
| 3 Sales and use taxes due *(subtract line 2c from line 1c)* | | | 3 • |
| 4 Interest and penalties *(see instructions on back)* | | | 4 • |
| 5 Amount due *(add lines 3 and 4)* **Pay this amount** | | | 5 • |

**Short Method**

| | | |
|---|---|---|
| 1a Comparable quarter of the prior year *(see instructions)** | 1a • | |
| b Tax due *(multiply line 1a by 33% (.33))* | 1b | |
| c Credit for prepaid sales tax *(see instructions)* | 1c | |
| d Net tax due *(subtract line 1c from line 1b)* | | 1d • |
| 2a Credits *(attachments required)* | 2a • | |
| b Advance payments *(including PrompTax payment)* | 2b • | |
| c Add lines 2a and 2b | | 2c |
| 3 Sales and use taxes due *(subtract line 2c from line 1d)* | | 3 |
| 4 Interest and penalties *(see instuctions on back)* | | 4 • |
| 5 Amount due *(add lines 3 and 4)* **Pay this amount** | | 5 • |

— Attach check or money order payable to ***New York State Sales Tax***.
— Include on the check or money order your identification number, ***Form ST-809*** and the period you are reporting.

*** Adjustments:** Include on line 1a, "Short"

| Locality | Adjustment |
|---|---|
| | $ |

| Signature of vendor | Telephone number ( ) |
|---|---|
| Title | Date |
| Signature of preparer *(if other than vendor)* | Telephone number ( ) |
| Preparer's address | Date |

**For office use only**

### Interest and Penalty Computation

Interest is always due on any underpayment of tax and is compounded daily from the due date of the return to the date the tax is paid. Call Taxpayer Assistance at the number listed below to get the current rate. Penalty is due as follows:

**A** For failure to file a return on time, with **no tax due**, the penalty is $50.

**B** For failure to file a return on time **with tax due,** the penalty is:

**For 1-60 days late,** 10% (.10) of the tax due for the first month plus 1% (.01) of the tax due for each month thereafter, but in no instance less than $50.

**For 61 or more days late,** the greatest of:

— 10% (.10) of the tax due for the first month plus 1% (.01) of the tax due for each month thereafter, not to exceed 30% (.30); or
— the lesser of $100 or 100% of the tax due; or
— $50.

**C** For failure to pay tax, even though the return is filed on time, the penalty is 10% (.10) of the tax due for the first month, plus 1% (.01) of the tax due for each additional month, up to a maximum of 30% (.30).

# Return Addresses

**If you participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, or both (regardless of where your business is located and regardless of whether you participate in PrompTax), attach the appropriate schedule(s) to your return and mail to:** ..... P O BOX 917
ALBANY NY 12201-0917

**If you do not participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement but you are in the PrompTax program, mail your return to:** ..... NYS PROMPTAX — SALES TAX
P O BOX 1506
CHURCH STREET STATION
NEW YORK NY 10008-1506

**If you do not participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, or the PrompTax Program, and you are located outside New York State, or your place of business is located in any of the following counties, mail your return to:** ..... P O BOX 917
ALBANY NY 12201-0917

| | | | | |
|---|---|---|---|---|
| Albany | Dutchess | Jefferson | Rensselaer | St. Lawrence |
| Broome | Essex | Lewis | Rockland | Sullivan |
| Chemung | Franklin | Montgomery | Saratoga | Tioga |
| Chenango | Fulton | Oneida | Schenectady | Tompkins |
| Clinton | Greene | Orange | Schoharie | Ulster |
| Columbia | Hamilton | Otsego | Schuyler | Warren |
| Delaware | Herkimer | Putnam | Steuben | Washington |

**All other vendors whose place of business is located in any of the following counties:** **Mail return to:**

New York County with ZIP codes 10001-10019
Richmond ..... P O BOX 2058
CHURCH STREET STATION
NEW YORK NY 10008-2058

Bronx
Kings
New York County with ZIP codes 10020-10285
Queens
Westchester ..... G P O BOX 5464
NEW YORK NY 10087-5464

Nassau
Suffolk ..... P O BOX 1866
HICKSVILLE NY 11802-1866

| | | | |
|---|---|---|---|
| Cayuga | Madison | Ontario | Seneca |
| Cortland | Monroe | Orleans | Wayne |
| Livingston | Onondaga | Oswego | Yates ..... P O BOX 4777 SYRACUSE NY 13221-4777 |

| | | | |
|---|---|---|---|
| Allegany | Chautauqua | Genesee | Wyoming |
| Cattaraugus | Erie | Niagara ..... P O BOX 194 BUFFALO NY 14240-0194 | |

# Need Help?

**For forms or publications,** call toll free (from New York State only) 1 800 462-8100. From areas outside New York State, call (518) 438-1073.

**For information,** call the Business Tax Information Center toll free (from the continental U.S. only) 1 800 972-1233. You can also 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.

**Telephone assistance is available from 8:30 a.m. to 4:25 p.m., Monday through Friday.**

**Persons with Disabilities -** In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for disabled persons, please call the information and assistance numbers listed above.

**Hotline for the Hearing and Speech Impaired -** If you have a hearing or speech impairment and have access to a telecommunications device for the deaf (TDD), you can get answers to your New York State tax questions by calling our toll-free hotline 1 800 634-2110 (within New York State). Hours of operation are from 9:00 a.m. to 4:15 p.m., Monday through Friday. If you do not own a TDD, check with independent living centers or community action programs to find out where machines are available for public use.

**If you need to write,** address your letter to: NYS Tax Department, Taxpayer Assistance Bureau, W A Harriman Campus, Albany NY 12227.