



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

1097

Use this form to report transactions for the period March 1, 1997, through March 31, 1997, only.

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 Instructions for ST-809, or Form DTF-95, Change of Business Information. To request Form DTF-95, call the Business Tax Information Center (see telephone number listed to the left).

Form fields for Sales tax vendor identification number, Business telephone number, Daytime telephone number, Legal name, DBA, Street, City, state, ZIP code.

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, 1997. If you need the instructions for Form ST-809, call the Business Tax Information Center toll free 1 800 972-1233, or call 1 800 462-8100. From areas outside the U.S. and Canada, call (518) 485-6800.

Type of business field with a checkbox for reporting sales tax on this return for more than one business location.

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

Table for Long Method summary of tax due with columns A (Gross Sales and Services), B (Taxable Sales and Services), and C (Purchases Subject to Use Tax). Rows include sales and use taxes, credit for prepaid sales tax, net tax due, credits not identified, advance payments, and amount due.

Table for Short Method summary of tax due with columns 1a-1c, 2a-2b, 2c, 3, 4, and 5. Rows include comparable quarter of the prior year, tax due, credit for prepaid sales tax, net tax due, credits, advance payments, and amount due.

— 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.

For office use only

* Adjustments: Include on line 1a. (See Short Method Adjustment on page 3 of the instructions.)

Locality Adjustment \$

Signature and telephone number fields for vendor and preparer, including title and address.

Return Addresses

If you are in the PrompTax program and do not participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, mail your return to:

NYS PROMPTAX-SALES TAX
 PO BOX 1506
 CHURCH STREET STATION
 NEW YORK NY 10008-1506

If you participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, or you are located outside New York State or your place of business is located in the following counties, mail your return to:

Albany	Essex	Oneida	Seneca
Allegany	Franklin	Onondaga	Steuben
Broome	Fulton	Ontario	St. Lawrence
Cattaraugus	Genesee	Orange	Sullivan
Cayuga	Greene	Orleans	Tioga
Chautauqua	Hamilton	Oswego	Tompkins
Chemung	Herkimer	Otsego	Ulster
Chenango	Jefferson	Putnam	Warren
Clinton	Lewis	Rensselaer	Washington
Columbia	Livingston	Rockland	Wayne
Cortland	Madison	Saratoga	Wyoming
Delaware	Monroe	Schenectady	Yates
Dutchess	Montgomery	Schoharie	
Eric	Niagara	Schuylor	

PO BOX 917
ALBANY NY 12201-0917

All other vendors whose place of business is located in any of the following counties mail your return to the address listed on the right.

New York County with ZIP codes 10001-10019
 Richmond.....

PO BOX 2058
**CHURCH STREET STATION
 NEW YORK NY 10008-2058**

Bronx
 Kings
 New York County with ZIP codes 10020-10285.....

G P O BOX 5464
NEW YORK NY 10087-5464

Nassau
 Suffolk

PO BOX 1866
HICKSVILLE NY 11802-1866

Need Help?

For information, forms or publications, call the Business Tax Information Center at 1 800 972-1233. For information, you can also call toll free 1 800 225-5829. For forms or publications, call toll free 1 800 462-8100.

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

From areas outside the U.S. and Canada, call (518) 485-6800.

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 toll free from the U.S. and Canada 1 800 634-2110. Hours of operation are from 8:30 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.

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 persons with disabilities, please call the information numbers listed above.

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