



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

April 2009	
Tax period	
April 1, 2009 – April 30, 2009	

Sales tax identification number	
Legal name (print ID number and legal name as it appears on the Certificate of Authority)	
DBA (doing business as) name	
Number and street	
City, state, ZIP code	

May 2009						
S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

0210

20 Due date: Wednesday, May 20, 2009

You will be responsible for penalty and interest if your return is not postmarked by this date.

No tax due? Enter your gross sales and services in box 1 of Step 1 below; enter *none* in boxes 2 and 3. You **must** file by the due date even if no tax is due. **There is a \$50 penalty for late filing of a no-tax-due return.** See 1 in instructions.

Has your address or business information changed? If so, visit our Web site at www.nystax.gov and see the change my address option for further instructions, or mark an **X** in the box to the right and enter new mailing address above. See 2 in instructions.

Complete Step 1 or Step 2, but not both. See 3 in instructions.

Step 1 of 3 Long method of calculating tax due

1	Enter total gross sales and services (to nearest dollar; see 4 in instructions)	1		.00
2	Enter total taxable sales and services (to nearest dollar; see 5 in instructions)	2		.00
3	Enter total purchases subject to tax (to nearest dollar; see 6 in instructions)	3		.00
4	Sales and use tax (see 7 in instructions)	4		
5	Credit for prepaid sales tax (see 8 in instructions)	5		
6	Net tax due (subtract box 5 amount from box 4 amount)	6		
7	Credits not identified (attachments required, see 9 in instructions)	7		
8	Advance payments (see 10 in instructions)	8		
9	Add box 7 amount to box 8 amount	9		
10	Sales and use tax due (subtract box 9 amount from box 6 amount)	10		
11	Penalty and interest (see 11 in instructions)	11		
12	Amount due (add box 10 amount to box 11 amount; see 12 in instructions)	12		
	Pay this amount			

Step 2 of 3 Short method of calculating tax due

1	Comparable quarter of previous year (see 13 in instructions)*	1		
2	Tax due (one-third of box 1 amount)	2		
3	Credit for prepaid sales tax (see 14 in instructions)	3		
4	Net tax due (subtract box 3 amount from box 2 amount)	4		
5	Credits not identified (attachments required, see 15 in instructions)	5		
6	Advance payments (see 16 in instructions)	6		
7	Add box 5 amount to box 6 amount	7		
8	Sales and use tax due (subtract box 7 amount from box 4 amount)	8		
9	Penalty and interest (see 17 in instructions)	9		
10	Amount due (add box 8 amount to box 9 amount; see 18 in instructions)	10		
	Pay this amount			

*Include short method adjustment in box 1 (see *Short method adjustment* on page 3 of instructions.)

For office use only

Locality _____ Adjustment \$ _____

Step 3 of 3 Sign and mail this return

Must be postmarked by **Wednesday, May 20, 2009**, to be considered filed on time.
See below for complete mailing information.

Please be sure to keep a completed copy for your records.

Third – party designee	Do you want to allow another person to discuss this return with the Tax Dept? (see instructions) Yes <input type="checkbox"/> (complete the following) No <input type="checkbox"/>		
	Designee's name	Designee's phone number ()	Personal identification number (PIN) <input type="text"/>
	Designee's e-mail address		

Printed name of taxpayer _____ Title _____

Taxpayer's e-mail address _____

Signature of taxpayer _____ Date ____/____/____ Daytime telephone ()

Printed name of preparer, if other than taxpayer _____ Preparer identification number

Preparer's address _____

Preparer's e-mail address _____

Signature of preparer, if other than taxpayer _____ Daytime telephone ()



Where to mail your return and attachments

If using a private delivery service rather than the U.S. Postal Service, see 20 in instructions for the correct address.

Do you participate in the New Jersey/New York or the Connecticut/New York reciprocal tax agreement?

No

Yes

Address envelope to:
NYS SALES TAX PROCESSING
PO BOX 15172
ALBANY NY 12212-5172

Address envelope to:
NYS SALES TAX PROCESSING
RECIPROCAL TAX AGREEMENT
PO BOX 15173
ALBANY NY 12212-5173

Make check payable to **New York State Sales Tax.**

David Sample 100 Elm Street Albany, NY 12203	2971 DATE May 10, 2009
PAY TO THE ORDER OF New York State Sales Tax \$ <input type="text"/> X.XXX.XX	
(your payment amount) DOLLARS	
First State Bank	
00-0000000 ST-809 4/30/09	

Don't forget to write your sales tax ID#, **ST-809**, and **4/30/09**.

Don't forget to sign your check

Need help?

See Form ST-809-I, *Instructions for Form ST-809*.