



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

Calendar grid for October 2011 showing tax period from October 1, 2011 to October 31, 2011.

Calendar grid for November 2011 with the 21st highlighted.

0812

21 Due date: Monday, November 21, 2011

You will be responsible for penalty and interest if your return and any payment due is not electronically filed or postmarked by this date.

Form fields for Sales tax identification number, Legal name, DBA name, Number and street, and City, state, ZIP code.

Mandate to use Sales Tax Web File — Most filers fall under this new requirement; see Form ST-809-I.

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 (see Need help? in Form ST-809-I) 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

Table for Step 1 of 3 Long method of calculating tax due with rows 1-12 for sales, taxable sales, purchases, taxes, and net tax due.

Step 2 of 3 Short method of calculating tax due

Table for Step 2 of 3 Short method of calculating tax due with rows 1-10 for comparable quarter, tax due, prepaid sales tax, and net tax due.

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

For office use only

Locality Adjustment \$

