



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

Calendar grid for January 2012 showing tax period from January 1, 2012 to January 31, 2012.

Calendar grid for February 2012 with the 21st highlighted.

1112

21 Due date: Tuesday, February 21, 2012

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 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, 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 \$

Sales tax identification number

1112

**Step 3 of 3 Sign and mail this return**

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

Must be postmarked by **Tuesday, February 21, 2012**, to be considered filed on time.  
See below for complete mailing information.

<b>Third – party designee</b>	Do you want to allow another person to discuss this return with the Tax Dept? (see instructions) <b>Yes</b> <input type="checkbox"/> (complete the following) <b>No</b> <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's firm (or yours if self-employed) \_\_\_\_\_ Firm's employer identification number\*

Preparer's address \_\_\_\_\_ Preparer's PTIN\*

Preparer's e-mail address \_\_\_\_\_ Preparer's NYTPRIN\*

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

\*See 20 in instructions



**Where to mail your return and attachments**

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

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

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

David Sample 100 Elm Street Albany, NY 12203		2971
DATE		February 10, 2012
PAY TO THE ORDER OF	New York State Sales Tax	\$ <input type="text"/> X,XXX.XX
(your payment amount)		DOLLARS
<b>First State Bank</b>		
00-0000000	ST-809	1/31/12

*David Sample*

Don't forget to write your sales tax ID#, ST-809, and 1/31/12.

Don't forget to sign your check

**Need help?**

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