



New York State Department of Taxation and Finance

# Sales and Use Tax PrompTax Payments

## Quarterly Schedule P for Part-Quarterly (Monthly) Filers

**File as an attachment to Form ST-810**



For tax period:  
**December 1, 2011, through February 29, 2012**

Include with  
Form ST-810

Due date:  
**Tuesday, March 20, 2012**

**1212**

Sales tax identification number	Legal name (Print ID number and name as shown on Form ST-810 or Certificate of Authority)
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Enter the appropriate information below for each PrompTax payment (see instructions on back).

Month due	Reporting period	Payment applicable to previous quarter	Payments applicable to current quarter	Balance to be included in the next scheduled PrompTax payment
December	1a 11/23/11 through 11/30/11 .....	1a		
	1b 12/1/11 through 12/22/11 .....		1b	
January	2a 12/23/11 through 12/31/11 .....		2a	
	2b 1/1/12 through 1/22/12 .....		2b	
February	3a 1/23/12 through 1/31/12 .....		3a	
	3b 2/1/12 through 2/22/12 .....		3b	
	4 Total current quarter prepayments (add lines 1b through 3b) .....		4	

▲ Include this amount on Form ST-810, page 3, Column K, Step 5, Advance payments.

**Note:** Complete Form ST-810 and return to this schedule to complete line 5 below.

March	5 2/23/12 through 2/29/12 (from Form ST-810, Step 8, Total amount due) .....	5	
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**Note: Do not** pay this amount with your return. Include this amount as the 2/23/12 through 2/29/12 portion of your PrompTax payment due in March. If the total amount due is an overpayment, enter 0 in box 5. You may either claim a credit for this overpayment on your next return or apply for a refund (see instructions on back).

▲ Include this amount in your PrompTax payment due in March.



Form ST-810, including Form ST-810.6, must be filed by the due date identified at the top of this schedule. **Do not delay** filing your return even if your next PrompTax payment has not yet been remitted. For more information, see Form ST-810-1, *Instructions for Form ST-810*.



Insert Form ST-810.6 inside Form ST-810

# Quarterly Schedule P for Part-Quarterly (Monthly) Filers Instructions

## Sales and Use Tax PromptTax Payments

Report transactions for the period December 1, 2011, through February 29, 2012.

### Who must file

Any vendor who is registered to make PromptTax payments of sales tax must file Form ST-810.6, *Quarterly Schedule P for Part-Quarterly (Monthly) Filers*. If you are a vendor who is required to remit monthly PromptTax payments for prepaid sales tax on motor fuel and diesel motor fuel **and** sales tax, you must report and remit each tax type separately. You may use Form ST-810.6 **only** to report the PromptTax payment of sales tax. Use Form FT-945/1045-A, *Monthly Schedule FT*, to report PromptTax payments of prepaid sales tax on motor fuel and diesel motor fuel.

### Specific instructions

**Identification number and name** — Print the sales tax identification number and legal name as shown on Form ST-810 or on your business's *Certificate of Authority* for sales and use tax.

Report on lines 1a through 3b the amount you remitted for the period indicated. Your monthly PromptTax payment is due on the third business day after the 22<sup>nd</sup> day of each month.

### Payment applicable to previous quarter

**Line 1a** — Enter your PromptTax payment made in the month of December for the period 11/23/11 through 11/30/11.

### Payments applicable to current quarter

**Line 1b** — Enter your PromptTax payment made in the month of December for the period 12/1/11 through 12/22/11.

**Line 2a** — Enter your PromptTax payment made in the month of January for the period 12/23/11 through 12/31/11.

**Line 2b** — Enter your PromptTax payment made in the month of January for the period 1/1/12 through 1/22/12.

**Line 3a** — Enter your PromptTax payment made in the month of February for the period 1/23/12 through 1/31/12.

**Line 3b** — Enter your PromptTax payment made in the month of February for the period 2/1/12 through 2/22/12.

**Line 4** — **Total current quarter prepayments** — Add boxes 1b through 3b. This amount **must** equal your total PromptTax payments made for the current quarter. Include this amount on Form ST-810, page 3, Column K, Step 5, *Advance payments*.


### Balance to be included in the next scheduled PromptTax payment

**Line 5** — Enter the amount from Form ST-810, Step 8, *Total amount due*. **Do not** pay this amount with your return. Include this amount as the 2/23/12 through 2/29/12 portion of your PromptTax payment due in March. If the total amount due is an overpayment, enter **0** in this box. You may either claim a credit for this overpayment on your next return or file Form AU-11, *Application for Credit or Refund of Sales or Use Tax*, to apply for a refund.

### Filing this schedule

File a completed Form ST-810.6 and any other attachments with Form ST-810 by the due date. **Do not delay** filing your return even if your next PromptTax payment has not yet been remitted. Please be sure to keep a copy of your completed return for your records.

### Need help?

 Visit our Web site at [www.tax.ny.gov](http://www.tax.ny.gov)  
(for information, forms, and online services)

 Telephone assistance

PromptTax Customer Service Center: (518) 457-2332

### Privacy notification

See Form ST-810-I, *Instructions for Form ST-810*, page 4.