2nd Quarter

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:
June 1, 2012, through August 31, 2012

Due date:
Thursday, September 20, 2012

Include with Form ST-810

0613

Sales tax identification number	Legal name *(Print ID number and name as shown on Form ST-810 or* Certificate of Authority*)*

Enter the appropriate information below for each PromptTax 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 PromptTax payment
June	1a	5/23/12 through 5/31/12	1a		
	1b	6/1/12 through 6/22/12		1b	
July	2a	6/23/12 through 6/30/12		2a	
	2b	7/1/12 through 7/22/12		2b	
August	3a	7/23/12 through 7/31/12		3a	
	3b	8/1/12 through 8/22/12		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.

September **5** 8/23/12 through 8/31/12 *(from Form ST-810, Step 8,* Total amount due*)* **5**

Include this amount in your PromptTax payment due in September.

Note: Do not pay this amount with your return. Include this amount as the 8/23/12 through 8/31/12 portion of your PromptTax payment due in September. 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).*

STOP

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 PromptTax payment has not yet been remitted. For more information, see Form ST-810-I, *Instructions for Form ST-810*.

ST-810

Insert Form ST-810.6 inside Form ST-810

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

Sales and Use Tax
PrompTax Payments

Report transactions for the period June 1, 2012, through August 31, 2012.

Who must file

Any vendor who is registered to make PrompTax 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 PrompTax 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 PrompTax payment of sales tax. Use Form FT-945/1045-A, *Monthly Schedule FT,* to report PrompTax 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 PrompTax payment is due on the third business day after the 22nd day of each month.

Payment applicable to previous quarter

Line 1a — Enter your PrompTax payment made in the month of June for the period 5/23/12 through 5/31/12.

Payments applicable to current quarter

Line 1b — Enter your PrompTax payment made in the month of June for the period 6/1/12 through 6/22/12.

Line 2a — Enter your PrompTax payment made in the month of July for the period 6/23/12 through 6/30/12.

Line 2b — Enter your PrompTax payment made in the month of July for the period 7/1/12 through 7/22/12.

Line 3a — Enter your PrompTax payment made in the month of August for the period 7/23/12 through 7/31/12.

Line 3b — Enter your PrompTax payment made in the month of August for the period 8/1/12 through 8/22/12.

Line 4 — **Total current quarter prepayments –** Add boxes 1b through 3b. This amount **must** equal your total PrompTax 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 PrompTax 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 8/23/12 through 8/31/12 portion of your PrompTax payment due in September. 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 PrompTax 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*** (for information, forms, and online services)

Telephone assistance

PrompTax Customer Service Center: (518) 457-2332

Privacy notification

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