



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

Calendar for March 2017 showing tax period from March 1, 2017 to March 31, 2017.

Calendar for April 2017 showing the due date on Thursday, April 20, 2017.

0118

20 Due date: Thursday, April 20, 2017

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, 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 instructions.

Has your address or business information changed? If so, visit our website (see Need help? in instructions) 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 instructions.

Complete Step 1 or Step 2, but not both.

Step 1 of 3 Long method of calculating tax due (see instructions)

Table for Step 1 of 3 Long method of calculating tax due with rows 1-12b.

Step 2 of 3 Short method of calculating tax due (see instructions)

Table for Step 2 of 3 Short method of calculating tax due with rows 1-10b.

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

Locality Adjustment \$

For office use only



90000103170094

Sales tax identification number

0118

Part-Quarterly (Monthly)

Step 3 of 3 Sign and mail this return

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

Must be postmarked by **Thursday, April 20, 2017**, to be considered filed on time.

See below for complete mailing information.

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'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* _____ NYTPRIN excl. code _____

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

*See *Paid preparer's responsibilities* in instructions

Where to file your return and attachments

Web File your return at www.tax.ny.gov (see instructions).

(If you are not required to Web File, mail your return and attachments 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 Publication 55, *Designated Private Delivery Services*.

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

David Sample 100 Elm Street Albany, NY 12203	2971 DATE April 10, 2017
PAY TO THE ORDER OF New York State Sales Tax \$ <u>XXX.XX</u>	
(your payment amount) DOLLARS	
First State Bank	
00-0000000 ST-809 3/31/17	<i>David Sample</i>

↑ Don't forget to write your sales tax ID#, **ST-809**, and **3/31/17**.

↑ Don't forget to sign your check

Need help?

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

