



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

December 2017

Tax period December 1, 2017 – December 31, 2017

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

Calendar for January 2018 showing days of the week and dates.

1018

22 Due date: Monday, January 22, 2018

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

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 Long method of calculating tax due (see instructions)

Table for Step 1 with rows 1-12b for calculating tax due using the long method.

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

Table for Step 2 with rows 1-10b for calculating tax due using the short method.

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

Locality

Adjustment \$

For office use only

90000112170094



Sales tax identification number

1018

Part-Quarterly (Monthly)

**Step 3 Sign and mail this return**

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

Must be postmarked by **Monday, January 22, 2018**, 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)
	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](http://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	DATE <b>January 10, 2018</b>	2971
PAY TO THE ORDER OF <b>New York State Sales Tax</b>		\$ <b>XXX.XX</b>
<b>(your payment amount)</b>		DOLLARS
<b>First State Bank</b>		
00-0000000 ST-809 12/31/17	<i>David Sample</i>	

Don't forget to write your sales tax ID#, **ST-809**, and **12/31/17**.

Don't forget to sign your check

**Need help?**

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

90000212170094

