Department of Taxation and Finance

# PromptTax – Prepaid Sales Tax on Motor Fuel And Diesel Motor Fuel Certified Check Transmittal Form

**TR-693**
(6/15)

| Taxpayer ID number | Business name | |
|---|---|---|
| Street address | | |
| City | State | ZIP code |

1 Enter the ending date of the tax period for which the payment of prepaid sales tax on motor fuel and diesel motor fuel is enclosed ..... _____ / 22 /_____
(mm) (yy)

2 Enter amount of certified check enclosed *(dollars and cents)* ..... $ _____ . ____

## Instructions

Use this form only for transmitting certified check payments for prepaid sales tax on motor fuel and diesel motor fuel as required under the electronic funds transfer program.

Type or print this form. Be sure to complete all fields.

Keep a copy of this form for your records.

When you file Form FT-945/1045, *Report of Sales Tax Prepayment On Motor Fuel/Diesel Motor Fuel,* for the period indicated, include on the PromptTax payment line of the return the amount of this payment.

Send this form with your certified check to:

**NYS SALES TAX PROCESSING**
**PROMPTAX - PREPAID SALES (FUEL) TAX**
**PO BOX 15176**
**ALBANY NY 12212-5176**

To be considered timely, your certified check accompanied by this form must be postmarked no later than one business day following the 22nd of the month.

**Private delivery services –** See Publication 55, *Designated Private Delivery Services*.

### Need help?

Visit our Web site at ***www.tax.ny.gov***
(for information, forms, and online services)

**Telephone assistance**

**PromptTax Customer Service Center:** (518) 457-2332

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