New York State Department of Taxation and Finance

New York State and Local Sales and Use Tax

Sales Tax Record of Advance Payment

ST-330
(1/15)

For the quarterly return due:

☐ June 20 ☐ September 20 ☐ December 20 ☐ March 20

You **must** file a completed sales tax return for each **quarter,** even if you owe no additional tax.

For the annual return due:

☐ March 20

You **must** file a completed sales tax return for the **annual period,** even if you owe no additional tax.

Type or print clearly

Sales tax identification number	Business telephone number	Daytime telephone number
	( )	( )
Legal name		
DBA (doing business as) name		
Number and street		
City	State	ZIP code

Amount enclosed *(see instructions)* ..... $

Instructions

Type or print this document. Be sure to mark an ***X*** in the box to indicate the period for which the advance payment is intended.

When you file your sales tax return, enter the total amount of advance payments you made for the period reported on the *Advance payments* line of your New York State and Local Sales and Use Tax Return.

Fee for payments returned by banks – If your payment is returned by a bank, the Tax Department is allowed by law to charge a $50 fee for nonpayment. However, if the payment is returned as a result of an error by the bank or department, the department will not charge the fee. If your payment is returned, we will send a separate bill for $50 for each return or other tax document associated with the returned payment

Where to mail your document and payment – Make your check payable to ***New York State Sales Tax.*** Write your sales tax identification number on your check.

Mail the completed document with your remittance to:

NYS SALES TAX PROCESSING
PO BOX 15174
ALBANY NY 12212-5174

Private delivery service address – To use a private delivery service, see Publication 55, *Designated Private Delivery Services*.

Need help?

Visit our Web site at ***www.tax.ny.gov***
- get information and manage your taxes online
- check for new online services and features

Sales Tax Information Center: (518) 485-2889

To order forms and publications: (518) 457-5431

Text Telephone (TTY) Hotline (for persons with hearing and speech disabilities using a TTY): (518) 485-5082

For office use only

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