

New York State and Local

Sales and Use Tax Return for Part-Quarterly Filers

ST-809

(7/93)

Use this form to report transactions for the period July 1, 1993, through July 31, 1993, only.

0294

Form section containing fields for Sales tax vendor identification number, Business telephone number, Daytime telephone number, Legal name, DBA, Street, and City, state, ZIP code.

Change of Business Information
Check here if you have changed your business location and have not previously notified us. Enter this new address in the space next to your preprinted address. You must report this or any other change (name, identification number, mailing address or owner/officer/responsible person information) on either Form DTF-95.1, found in the ST-809 Instructions, or Form DTF-95, Change of Business Information. To request Form DTF-95, call toll free (from New York State only) 1 800 462-8100. From areas outside New York State call (518) 438-1073.

Complete labeled form and mail it in the enclosed envelope, to the applicable PO box, on or before August 20, 1993.

Type of business

Check here if you are reporting sales tax on this return for more than one business location. If you checked this box and your identification number does not have a C suffix, attach a list of your locations.

Summary of Tax Due — Complete Long Method or Short Method section below, not both (see instructions).

Table for Long Method with columns A (Gross sales and services), B (Taxable sales and services), and C (Purchases subject to use tax). Rows include 1a-1c, 2a-2b, 2c, 3, 4, and 5 (Amount due).

Table for Short Method with columns 1a-1c, 2a-2b, 2c, 3, 4, and 5 (Amount due). Rows include 1a-1d, 2a-2b, 2c, 3, 4, and 5.

— Attach check or money order payable to New York State Sales Tax. — Include on the check or money order your identification number, Form ST-809 and the period you are reporting.

For office use only

* Adjustments: Include on line 1a, "Short" Locality Adjustment \$

Signature and telephone number fields for vendor and preparer, along with title and date fields.

Interest and Penalty Computation

Interest is always due on any underpayment of tax and is compounded daily from the due date of the return to the date the tax is paid. Call Taxpayer Assistance at the number listed below to get the current rate. Penalty is due as follows:

- A** For failure to file a return on time, with **no tax due**, the penalty is \$50.
- B** For failure to file a return on time **with tax due**, the penalty is:
 - 1-60 days late**, 10% (.10) of the tax due for the first month plus 1% (.01) of the tax due for each month thereafter, but in no instance less than \$50.
 - 61 or more days late**, the greatest of:
 - 10% (.10) of the tax due for the first month plus 1% (.01) of the tax due for each month thereafter, not to exceed 30% (.30); or
 - the lesser of \$100 or 100% of the tax due; or
 - \$50.
- C** For failure to pay tax, even though the return is filed on time, the penalty is 10% (.10) of the tax due for the first month, plus 1% (.01) of the tax due for each additional month, up to a maximum of 30% (.30).

Return Addresses

If you are a vendor participating in the Promptax program, mail your return to: NYS PROMPTAX - SALES TAX
P O BOX 1506
CHURCH STREET STATION
NEW YORK NY 10008-1506

If you are a vendor located outside New York State, mail your return to: P O BOX 917
ALBANY NY 12201-0917

If you are participating in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, or both, attach the appropriate schedule(s) to your return and mail to: P O BOX 917
ALBANY NY 12201-0917

If you are *not* participating in either the New Jersey/New York, the Connecticut/New York Reciprocal Tax Agreement, or the Promptax program and your place of business is located in the county of: **Mail return to:**

| | | | | |
|--|------------|-------------|--------------|--------------------------|
| Albany | Franklin | Orange | Steuben | |
| Broome | Fulton | Otsego | St. Lawrence | |
| Chemung | Greene | Putnam | Sullivan | |
| Chenango | Hamilton | Rensselaer | Tioga | |
| Clinton | Herkimer | Rockland | Tompkins | |
| Columbia | Jefferson | Saratoga | Ulster | |
| Delaware | Lewis | Schenectady | Warren | |
| Dutchess | Montgomery | Schoharie | Washington | P O BOX 917 |
| Essex | Oneida | Schuyler | | ALBANY NY 12201-0917 |
| New York County with ZIP codes 10001-10019 | | | | |
| Richmond | | | | P O BOX 2058 |
| | | | | CHURCH STREET STATION |
| | | | | NEW YORK NY 10008-2058 |
| Bronx | | | | |
| Kings | | | | |
| New York County with ZIP codes 10020-10285 | | | | |
| Queens | | | | |
| Westchester | | | | G P O BOX 5464 |
| | | | | NEW YORK NY 10087-5464 |
| Nassau | | | | |
| Suffolk | | | | P O BOX 1866 |
| | | | | HICKSVILLE NY 11802-1866 |
| Cayuga | Madison | Ontario | Seneca | |
| Cortland | Monroe | Orleans | Wayne | |
| Livingston | Onondaga | Oswego | Yates | P O BOX 4777 |
| | | | | SYRACUSE NY 13221-4777 |
| Allegany | Chautauqua | Genesee | Wyoming | |
| Cattaraugus | Erie | Niagara | | P O BOX 194 |
| | | | | BIFFALO NY 14240-0194 |

Need Help?

Phone For forms or publications, call toll free (from New York State only) 1 800 462-8100. From areas outside New York State, call (518) 438-1073.

For information, call the Business Tax Information Center toll free (from the continental U.S. only) 1 800 972-1233. You can also call toll free (from New York State only) 1 800 CALL TAX (1 800 225-5829). From areas outside New York State, call (518) 438-8581.

Telephone assistance is available from 8:30 a.m. to 4:25 p.m., Monday through Friday.

Write If you need to write, address your letter to:

NYS TAX DEPARTMENT
TAXPAYER ASSISTANCE BUREAU
W A HARRIMAN CAMPUS
ALBANY NY 12227