



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

Use this form to report transactions for the period April 1, 1998, through April 30, 1998, only.

1198

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

Change of Business Information

If your mailing address is incorrect on the label and you have not previously notified us, enter your correct mailing address next to your preprinted address.

Complete labeled form and mail it in the enclosed envelope to the applicable PO box listed on the back of this form on or before May 20, 1998.

Type of business field and checkbox for reporting sales tax on this return for more than one business location.

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

Table for Long Method section 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, 3, 4, and 5.

Table for Short Method section with columns A, B, and C. Rows include 1a-1c, 2a-2b, 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. (See Short Method Adjustment on page 3 of the instructions.)

Locality Adjustment \$

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

### Return Addresses

If you are in the PromptTax Program and do not participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, mail your return to:.....

NYS PROMPTAX-SALES TAX  
PO BOX 1506  
**CHURCH STREET STATION**  
**NEW YORK NY 10008-1506**

If you **do not** participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement and your place of business is in one of the following counties:

mail your return to:

Bronx                      Queens  
Kings                      Westchester  
New York County with ZIP codes 10020-10285.....

GPO BOX 5464  
**NEW YORK NY 10087-5464**

Nassau                      Suffolk .....

PO BOX 1866  
**HICKSVILLE NY 11802-1866**

**If you are using a private delivery service for any of the above, address your return to:**

The CHASE MANHATTAN BANK  
NYS GOVERNMENT TAX PROCESSING  
12 CORPORATE WOODS BLVD.  
4TH FLOOR  
ALBANY NY 12211

For a listing of designated delivery services, see Technical Services Memorandum TSB-M-97(10)S.

**All other vendors** (including those who participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, or who are located outside New York State) **mail your return to:**.....

PO BOX 917  
**ALBANY NY 12201-0917**

**If you are using a private delivery service, address your return to:**

NYS PROCESSING CENTER  
431C BROADWAY  
MENANDS NY 12204

For a listing of designated delivery services, see Technical Services Memorandum TSB-M-97(10)S

### Need Help?

**Telephone Assistance** is available from 8:30 a.m. to 4:25 p.m., Monday through Friday. **For business tax information and forms**, call the Business Tax Information Center at 1 800 972-1233. **For general information**, call toll free 1 800 225-5829. **To order forms and publications**, call toll free 1 800 462-8100. **From areas outside the U.S. and Canada**, call (518) 485-6800.

**Fax-on-Demand Forms Ordering System** - Most forms are available by fax 24 hours a day, 7 days a week. Call toll free from the U.S. and Canada 1 800 748-3676. You must use a Touch Tone phone to order by fax. A fax code is used to identify each form.

**Internet Access** - <http://www.tax.state.ny.us>

Access our website for forms, publications, and information.

**Hotline for the Hearing and Speech Impaired** - If you have access to a telecommunications device for the deaf (TDD), you can get answers to your New York State tax questions by calling toll free from the U.S. and Canada 1 800 634-2110. Assistance is available from 8:30 a.m. to 4:15 p.m., Monday through Friday. If you do not own a TDD, check with independent living centers or community action programs to find out where machines are available for public use.

**Persons with Disabilities** - In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, please call the information numbers listed above.

**Mailing Address** - If you need to write, address your letter to: NYS Tax Department, Taxpayer Assistance Bureau, W A Harriman Campus, Albany NY 12227.