



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

January 2004 calendar grid showing tax period from January 1, 2004 to January 31, 2004.

February 2004 calendar grid with the 20th highlighted.

1104

Due date: Friday, February 20, 2004. You will be responsible for penalty and interest if your return is not postmarked by this date.

Form fields for Sales tax identification number, Legal name, dba, Number and street, and City, state, ZIP code.

No tax due? Check the box to the right and 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 1 in instructions.

Has your address or business information changed? If so, check the box to the right and enter new mailing address on preprinted label above. See 2 in instructions.

Complete Step 1 or Step 2, but not both. See 3 in instructions.

Step 1 of 3 Long method of calculating tax due

Table for Step 1: Long method of calculating tax due. Rows include 1-12 for sales, taxable sales, purchases, taxes, credits, net tax due, and penalty/interest.

Step 2 of 3 Short method of calculating tax due

Table for Step 2: Short method of calculating tax due. Rows include 1-10 for comparable quarter, tax due, credits, net tax due, advance payments, and penalty/interest.

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

Locality Adjustment \$

For office use only

Step 3 of 3 Sign and mail this return
Please be sure to keep a completed copy for your records.

Must be postmarked by **Friday, February 20, 2004**, to be considered filed on time. See below for complete mailing information.

Printed name of taxpayer _____ Title _____
 Signature of taxpayer _____ Date _____ Daytime telephone (____) _____
 Printed name of preparer, if other than taxpayer _____
 Preparer's address _____
 Signature of preparer, if other than taxpayer _____ Daytime telephone (____) _____

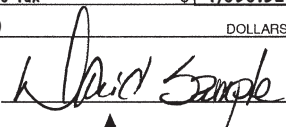

Where to mail your return and attachments
 If using a private delivery service rather than the U.S. Postal Service, see **19** in instructions for the correct address.

Do you participate in the New Jersey/New York or the Connecticut/New York Reciprocal Tax Agreement?

No
Address envelope to:
 NYS SALES TAX PROCESSING
 JAF BUILDING
 PO BOX 1208
 NEW YORK NY 10116-1208


Yes
Address envelope to:
 NYS SALES TAX PROCESSING
 RECIPROCAL TAX AGREEMENT
 JAF BUILDING
 PO BOX 1209
 NEW YORK NY 10116-1209

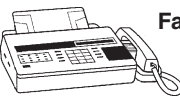
Make check payable to **New York State Sales Tax.**


David Sample 100 Elm Street Albany, NY 12203	2971
	DATE February 10, 2004
PAY TO THE ORDER OF New York State Sales Tax	\$ 1,050.32
One thousand fifty and 32/100 DOLLARS	
First State Bank	
00-0000000 ST-809 1/31/04	

Don't forget to write your sales tax ID#, **ST-809**, and **1/31/04**
 Don't forget to sign your check

Need help?

 **Internet access:** www.nystax.gov
 (for information, forms, and publications)


 **Fax-on-demand forms:** Forms are available 24 hours a day, 7 days a week. **1 800 748-3676**


 **Telephone assistance** is available from 8:00 A.M. to 5:00 P.M. (eastern time), Monday through Friday.


To order forms and publications: **1 800 462-8100**

Business Tax Information Center: **1 800 972-1233**

From areas outside the U.S. and outside Canada: **(518) 485-6800**

 **Hotline for the hearing and speech impaired:**
 If you have access to a telecommunications device for the deaf (TDD), contact us at 1 800 634-2110. 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 1 800 972-1233.

 **If you need to write,** address your letter to:
 NYS TAX DEPARTMENT
 BUSINESS TAX INFORMATION CENTER
 W A HARRIMAN CAMPUS
 ALBANY NY 12227