



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

Table with columns for months and tax period: April 2008, Tax period April 1, 2008 - April 30, 2008

Calendar for May 2008 showing days of the week and dates, with the 20th highlighted.

0209

20 Due date: Tuesday, May 20, 2008

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, City, state, ZIP code

No tax due? If so, mark an X in 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, call the Sales Tax Information Center to update address information or mark an X in 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 Enter total gross sales and services, 2 Enter total taxable sales and services, 3 Enter total purchases subject to tax, 4 Sales and use tax, 5 Credit for prepaid sales tax, 6 Net tax due, 7 Credits not identified, 8 Advance payments, 9 Add box 7 amount to box 8 amount, 10 Sales and use tax due, 11 Penalty and interest, 12 Amount due.

Step 2 of 3 Short method of calculating tax due

Table for Step 2: Short method of calculating tax due. Rows include: 1 Comparable quarter of previous year, 2 Tax due, 3 Credit for prepaid sales tax, 4 Net tax due, 5 Credits not identified, 6 Advance payments, 7 Add box 5 amount to box 6 amount, 8 Sales and use tax due, 9 Penalty and interest, 10 Amount due.

\*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 **Tuesday, May 20, 2008**, to be considered filed on time.

See below for complete mailing information.

<b>Third – party designee</b>	Do you want to allow another person to discuss this return with the Tax Dept? (see instructions) Yes <input type="checkbox"/> (complete the following) No <input type="checkbox"/>		
	Designee's name	Designee's phone number ( )	Personal identification number (PIN) <input type="text"/>
	Designee's e-mail address		

Printed name of taxpayer \_\_\_\_\_ Title \_\_\_\_\_

Taxpayer's e-mail address \_\_\_\_\_

Signature of taxpayer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Daytime telephone ( ) \_\_\_\_\_

Printed name of preparer, if other than taxpayer \_\_\_\_\_ Preparer identification number

Preparer's address \_\_\_\_\_

Preparer's e-mail 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 20 in instructions for the correct address.*

Do you participate in the New Jersey/New York or the Connecticut/New York reciprocal tax agreement?

No

Yes

**Address envelope to:**

NYS SALES TAX PROCESSING  
JAF BUILDING  
PO BOX 1208  
NEW YORK NY 10116-1208

**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	DATE <b>May 10, 2008</b>	2971
PAY TO THE ORDER OF <b>New York State Sales Tax</b>		\$ <input type="text"/> XXX.XX
(your payment amount)		DOLLARS
<b>First State Bank</b>		
00-0000000	ST-809	4/30/08

*David Sample*

Don't forget to write your sales tax ID#, **ST-809**, and **4/30/08**.

Don't forget to sign your check

**Need help?**

See Form ST-809-I, *Instructions for Form ST-809*.