



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

Calendar grid for September 2012 showing tax period from September 1, 2012 to September 30, 2012.

Calendar grid for October 2012 with the 22nd highlighted.

0713

Due date: Monday, October 22, 2012

You will be responsible for penalty and interest if your return and any payment due is not electronically filed or postmarked by this date.

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

Mandate to use Sales Tax Web File - Most filers fall under this requirement; see Form ST-809-I.

No tax due? 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, visit our Web site (see Need help? in Form ST-809-I) and see the change my address option for further instructions, or mark an X in the box to the right and enter new mailing address 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 of 3 Long method of calculating tax due with rows for gross sales, taxable sales, purchases, sales tax, credit for prepaid sales tax, net tax due, credits not identified, advance payments, and amount due.

Step 2 of 3 Short method of calculating tax due

Table for Step 2 of 3 Short method of calculating tax due with rows for comparable quarter, tax due, credit for prepaid sales tax, net tax due, credits not identified, advance payments, and amount due.

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

For office use only

Locality Adjustment \$

Sales tax identification number

0713

Part-Quarterly (Monthly)

**Step 3 of 3 Sign and mail this return**

*Please be sure to keep a completed copy for your records.*

Must be postmarked by **Monday, October 22, 2012**, to be considered filed on time.

See below for complete mailing information.

|                                       |  |                                   |   |
|---------------------------------------|--|-----------------------------------|---|
| <b>Third –<br/>party<br/>designee</b> | Do you want to allow another person to discuss this return with the Tax Dept? (see instructions) <b>Yes</b> <input type="checkbox"/> (complete the following) <b>No</b> <input type="checkbox"/> |                                   |   |
|                                       | Designee's name  | Designee's phone number<br>(    ) | 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's firm (or yours if self-employed) \_\_\_\_\_ Firm's employer identification number\*

Preparer's address \_\_\_\_\_ Preparer's PTIN\*

Preparer's e-mail address \_\_\_\_\_ Preparer's NYTPRIN\*

Signature of preparer, if other than taxpayer \_\_\_\_\_ Daytime telephone (    )

\*See 20 in instructions

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

|   |  |                                      |
|---|--|--------------------------------------|
| <b>David Sample</b><br>100 Elm Street<br>Albany, NY 12203 |  | 2971<br>DATE <b>October 10, 2012</b> |
| PAY TO THE ORDER OF <b>New York State Sales Tax</b>       |  | \$ <b>X,XXX.XX</b>                   |
| (your payment amount)                                     |  | DOLLARS                              |
| <b>First State Bank</b>                                   |  |                                      |
| 00-0000000 ST-809 9/30/12                                 |  | <i>David Sample</i>                  |



**Where to file your return and attachments**

**Web File** your return at [www.tax.ny.gov](http://www.tax.ny.gov) (see instructions).

(If you are not required to Web File, mail your return and attachments to: NYS Sales Tax Processing, PO Box 15168, Albany NY 12212-5168)

If using a private delivery service rather than the U.S. Postal Service, see 20 in instructions for the correct address.

Don't forget to write your sales tax ID#, **ST-809**, and **9/30/12**.

Don't forget to sign your check

**Need help?**

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