



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

Calendar for September 2013 showing tax period from September 1, 2013 to September 30, 2013.

Calendar for October 2013 with the 21st highlighted.

0714

Due date: Monday, October 21, 2013

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: Long method of calculating tax due. Rows include gross sales, taxable sales, purchases, sales and use tax, credit for prepaid sales tax, net tax due, credits not identified, advance payments, and total amount due.

Step 2 of 3 Short method of calculating tax due

Table for Step 2: Short method of calculating tax due. Rows include comparable quarter of previous year, tax due, credit for prepaid sales tax, net tax due, credits not identified, advance payments, and total 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

0714

Part-Quarterly (Monthly)

Step 3 of 3 Sign and mail this return

Must be postmarked by **Monday, October 21, 2013**, to be considered filed on time.
See below for complete mailing information.

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

Third – party designee	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 ()
	Designee's e-mail address	

Personal identification number (PIN)

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 NYTPRN*

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

*See 20 in instructions



Where to file your return and attachments

Web File your return at 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.

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

David Sample 100 Elm Street Albany, NY 12203		2971
DATE October 10, 2013		
PAY TO THE ORDER OF	New York State Sales Tax	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
(your payment amount)		DOLLARS
First State Bank		
00-0000000	ST-809	9/30/13

David Sample

Don't forget to write your sales tax ID#, **ST-809**, and **9/30/13**.

Don't forget to sign your check

Need help?

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