



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

January 2018

Tax period January 1, 2018 - January 31, 2018

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

February 2018 calendar grid

1118

20 Due date: Tuesday, February 20, 2018

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

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 instructions.

Has your address or business information changed? If so, visit our website (see Need help? in instructions) 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 instructions.

Complete Step 1 or Step 2, but not both.

Step 1 Long method of calculating tax due (see instructions)

Table for Step 1 calculations: 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, 12a Amount due, 12b Amount paid

Step 2 Short method of calculating tax due (see instructions)

Table for Step 2 calculations: 1 Comparable quarter of previous year, 2 Tax due (one-third of box 1 amount), 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, 10a Amount due, 10b Amount paid

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

Locality Adjustment \$

For office use only



90000101180094

Sales tax identification number

1118

Part-Quarterly (Monthly)

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

Must be postmarked by **Tuesday, February 20, 2018**, to be considered filed on time.
See below for complete mailing information.

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 ()	Personal identification number (PIN)
	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* _____ NYTPRIN excl. code _____

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

*See *Paid preparer's responsibilities* 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 15172, Albany NY 12212-5172)

If using a private delivery service rather than the U.S. Postal Service, see Publication 55, *Designated Private Delivery Services*.

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

David Sample 100 Elm Street Albany, NY 12203	2971 DATE February 10, 2018
PAY TO THE ORDER OF New York State Sales Tax \$ <u>XXX.XX</u>	
(your payment amount) DOLLARS	
First State Bank	
00-0000000 ST-809 01/31/18	<i>David Sample</i>

↑ Don't forget to write your sales tax ID#, **ST-809**, and **01/31/18**.

↑ Don't forget to sign your check

Need help?

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

90000201180094

