



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

March 2018 Tax period March 1, 2018 - March 31, 2018

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

April 2018 calendar grid showing days of the week and dates

0119

20 Due date: Friday, April 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, Instructions for Form ST-809.

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 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 Short method of calculating tax due (see instructions)

Table for Step 2 calculations with rows for comparable quarter of previous year, 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.)

Locality Adjustment \$

For office use only



90000103180094

Sales tax identification number

**0119**

**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 **Friday, April 20, 2018**, 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)	
	Designee's e-mail address			
<b>Authorized person</b>	Signature of authorized person		Official title	
	Email address of authorized person		Telephone number (    )	Date
<b>Paid preparer use only</b> <i>(see instr.)</i>	Firm's name (or yours if self-employed)		Firm's EIN	Preparer's PTIN or SSN
	Signature of individual preparing this return	Address	City	State    ZIP code
	Email address of individual preparing this return	Telephone number (    )	Preparer's NYTPRIN	NYTPRIN excl. code    Date

\*See *Paid preparer's responsibilities* in instructions

**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 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 <b>April 10, 2018</b>
PAY TO THE ORDER OF <b>New York State Sales Tax</b> \$ <u>  XXX.XX  </u>	
(your payment amount)    DOLLARS	
<b>First State Bank</b> 00-0000000    ST-809    03/31/18	

↑ Don't forget to write your sales tax ID#, **ST-809**, and **03/31/18**.

↑ Don't forget to sign your check

**Need help?**

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

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