



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

July 2018 Tax period July 1, 2018 - July 31, 2018

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

Calendar for August 2018 showing days of the week and dates

0519

20 Due date: Monday, August 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 with rows 1-12b for calculating tax due using the long method

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

Table for Step 2 with rows 1-10b for calculating tax due using the short method

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

Locality Adjustment \$

For office use only



90000107180094

Sales tax identification number

0519

Part-Quarterly (Monthly)

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

Must be postmarked by **Monday, August 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) <input type="text"/> | |
| | Designee's e-mail address | | | |
| Authorized person | Signature of authorized person | | Official title | |
| | Email address of authorized person | | Telephone number () | Date |
| Paid preparer use only (see instr.) | 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 (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 | DATE August 10, 2018 | 2971 |
| PAY TO THE ORDER OF New York State Sales Tax | | \$X.XXX.XX |
| (your payment amount) | | DOLLARS |
| First State Bank | | <i>David Sample</i> |
| 00-0000000 | ST-809 07/31/18 | |

Don't forget to write your sales tax ID#, **ST-809**, and **07/31/18**.

Don't forget to sign your check

Need help?

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

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