



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

July 2021 Tax period July 1, 2021 - July 31, 2021

Calendar for August 2021 showing days of the week and dates.

0522

20 Due date: Friday, August 20, 2021

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, Number and street, City, state, ZIP code.

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.)

For office use only

Locality Adjustment \$

90000107210094



Sales tax identification number

**0522**

**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 **Friday, August 20, 2021**, 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<br>( ) | Personal identification number (PIN) <input type="text"/> |                         |
|   | Designee's email address   |                                |   |                         |
| <b>Authorized person</b>                      | Signature of authorized person   |                                | Official title  |                         |
|   | Email address of authorized person   |                                | Telephone number<br>( )                                   | Date                    |
| <b>Paid preparer use only</b><br>(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<br>( )        | 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<br>100 Elm Street<br>Albany, NY 12203  | DATE <b>August 10, 2021</b> | 2971             |
| PAY TO THE ORDER OF <b>New York State Sales Tax</b> |                             | \$ <b>XXX.XX</b> |
| <b>(your payment amount)</b>                        |                             | DOLLARS          |
| <b>First State Bank</b>                             |                             |                  |
| 00-0000000 ST-809 7/31/21                           | <i>David Sample</i>         |                  |

Don't forget to write your sales tax ID#, **ST-809**, and 7/31/21.

Don't forget to sign your check

**Need help?**

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

90000207210094

