



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

Use this form to report transactions for the period June 1, 1997, through June 30, 1997, only.

0198

Form fields for Sales tax vendor identification number, Business telephone number, Daytime telephone number, Legal name, DBA, Street, City, state, ZIP code.

Change of Business Information

If your mailing address is incorrect on the label and you have not previously notified us, enter your correct mailing address next to your preprinted address.

Complete labeled form and mail it in the enclosed envelope to the applicable PO box listed on the back of this form on or before July 20, 1997.

Type of business field and checkbox for reporting sales tax on this return for more than one business location.

Summary of Tax Due — Complete Long Method or Short Method section below, not both (see instructions).

Table for Long Method section with columns A (Gross Sales and Services), B (Taxable Sales and Services), and C (Purchases Subject to Use Tax). Rows include 1a-1c, 2a-2b, 3, 4, and 5.

Table for Short Method section with columns A, B, and C. Rows include 1a-1c, 2a-2b, 3, 4, and 5.

— Attach check or money order payable to New York State Sales Tax. — Include on the check or money order your identification number, Form ST-809 and the period you are reporting.

For office use only

\* Adjustments: Include on line 1a. (See Short Method Adjustment on page 3 of the instructions.)

Locality Adjustment \$

Signature and telephone number fields for vendor and preparer, along with title and date fields.

## Return Addresses

If you are in the PromptTax program and do not participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, mail your return to:

NYS PROMPTAX-SALES TAX  
PO BOX 1506  
CHURCH STREET STATION  
NEW YORK NY 10008-1506

If you do not participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement and your place of business is in one of the following counties:

mail your return to:

Bronx                      Queens  
Kings                      Westchester  
New York County with ZIP codes 10020-10285.....

G P O BOX 5464  
NEW YORK NY 10087-5464

Nassau                      Suffolk .....

PO BOX 1866  
HICKSVILLE NY 11802-1866

All other vendors (including those who participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement or who are located outside New York State) mail your return to: .....

PO Box 917  
ALBANY NY 12201-0917

### Need Help?

**For information, forms or publications,** call the Business Tax Information Center at 1 800 972-1233. For information, you can also call toll free 1 800 225-5829. For forms or publications, call toll free 1 800 462-8100.

Telephone assistance is available from 8:30 a.m. to 4:25 p.m., Monday through Friday.

From areas outside the U.S. and Canada, call (518) 485-6800.

**Hotline for the Hearing and Speech Impaired** - If you have a hearing or speech impairment and have access to a telecommunications device for the deaf (TDD), you can get answers to your New York State tax questions by calling toll free from the U.S. and Canada 1 800 634-2110. Hours of operation are from 8:30 a.m. to 4:15 p.m., Monday through Friday. If you do not own a TDD, check with independent living centers or community action programs to find out where machines are available for public use.

**Persons with Disabilities** - In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, please call the information numbers listed above.

**If you need to write,** address your letter to: NYS Tax Department, Taxpayer Assistance Bureau, W A Harriman Campus, Albany NY 12227.