

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

New York State Department of Taxation and Finance

December	2001
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December 1, 2001 – De	1 1 1 1 1 1
December 1, 2001 - Di	

Sales tax identification number		January 2002	
Legal name (if no label, print legal name as it appears on the Certificate of Authority)		S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12	
20gar name (in no labo), print logar name do li appeale on the continuate of Additionty)		13 14 15 16 17 18 19 20 21 22 23 24 25 26	
dba (doing business as) name		27 28 29 30 31	
Number and street Number and street		Due date: Tuesday, January 22, 2002	
City, state, ZIP code	You will be responsible for penalty and interest if your return is not postmarked by this date.		
No tax due? Check the box and enter your gross sales in box 1 of Step 1 bel You must file by the due date even if no tax is due. See 1 in i	ow; enter <i>none</i> in boxes 2 and nstructions.		
Has your address or business information changed? If so, enter new mailing	ng address on preprinted label above.	See 2 in instructions.	
Complete Step 1 or Step 2, but not both. (See 3 in instruct	tions)		
Step 1 of 3 Long method of calculating tax due			
1 Enter total gross sales and services (to nearest dollar; see 4 in ins	tructions)		
2 Enter total taxable sales and services (to nearest dollar; see 5 in in	ostructions)		
3 Enter total purchases subject to use tax (to nearest dollar; see 6 in	n instructions)		
1 Sales and use tay (see 1 in instructions)	4		
5 Credit for prepaid sales tax (see 3 in instructions)	5		
6 Net tax due (subtract box 5 amount from box 4 amount)		6	
7 Credits not identified (attachments required, see 9 in instructions)			
8 Advance payments (see 10 in instructions)	8		
9 Add box 7 amount to box 8 amount		g	
10 Sales and use tax due (subtract box 9 amount from box 6 amount)		10	
11 Interest and penalty (see 11 in instructions)		11	
		12	
12 Amount due (add box 10 amount to box 11 amount; see 22 in instri	uctions) Pay this	amount	
Step 2 of 3 Short method of calculating tax due			
1 Comparable quarter of previous year (see 13 in instructions)*	1		
2 Tax due (1/3 of box 1 amount)	2		
3 Credit for prepaid sales tax (see 10 in instructions)	3		
4 Net tax due (subtract box 3 amount from box 2 amount)		4	
5 Credits (attachments required, see 15 in instructions)	5		
6 Advance payments (see 6 in instructions)			
7 Add box 5 amount to box 6 amount			
8 Sales and use tax due (subtract box 7 amount from box 4 amount)			
9 Interest and penalty (see 17 in instructions)			
10 Amount due (add box 8 amount to box 9 amount; see 🔞 in instruct	tions) Pay this	amount ■	
*Include short method adjustment in box 1 (see Short method adjustment Locality Adjustment \$		For office use only	

Step 3 of 3 Sign and Make sure you keep a complete		Must be postmarked by Tuesday, January 22, 2002 , to be considered filed on time. See below for complete mailing information.			
Printed name of taxpayer			Title		
Signature of taxpayer		Date	Daytime telephone ()	
Printed name of preparer, if other	than taxpayer				
Preparer's address					
Signature of preparer, if other tha	n taxpayer		Daytime telephone _()	
			Make check payable to New	v York State Sales Tax.	
Where to mail your return and	Do you participate in the N Connecticut/New York Rec		David Sample 100 Elm Street Albany, NY 12203	2971 DATE January 10, 2002	
attachments If using a private delivery	No	Yes	PAY TO THE ORDER OF New York State Sales	Tax \$1000	
service rather than the Ú.S. Postal Service, see 19 in instructions for the correct address.	Address envelope to: NYS SALES TAX PROCESSING JAF BUILDING	Address envelope to: NYS SALES TAX PROCESSING RECIPROCAL TAX AGREEMENT	One Thousand and 00/100 First State Bank 00-0000000 ST-809 12/31/01	DOLLARS DOLLARS	
	NEW YORK NY 10116-1208	JAF BUILDING PO BOX 1209 NEW YORK NY 10116-1209	Don't forget to write your ID#, ST-809 , and 12/31/01	Don't forget to sign your check	

Need help?



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

For business tax information, call the New York State Business Tax Information Center: 1 800 972-1233 For general information: 1 800 225-5829 To order forms and publications: 1 800 462-8100 From areas outside the U.S. and outside Canada: (518) 485-6800



Fax-on-demand forms: Forms are available 24 hours a day,

7 days a week 1.8

7 days a week. 1 800 748-3676



Internet access: www.tax.state.ny.us



Hotline for the hearing and speech impaired:

1 800 634-2110 from 8:30 a.m. to 4:25 p.m. (eastern time), Monday through Friday. If you do not own a telecommunications device for the deaf (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 1 800 225-5829.



If you need to write, address your letter to:
NYS TAX DEPARTMENT
TAXPAYER ASSISTANCE BUREAU
W A HARRIMAN CAMPUS
ALBANY NY 12227