



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

| March | April | May |
|------------------------------|-------|-----|
| Tax period | | |
| March 1, 2002 – May 31, 2002 | | |

| | |
|--|------------------|
| Sales tax identification number | |
| Legal name (if no label, print legal name as it appears on the Certificate of Authority) | |
| dba (doing business as) name | |
| Number and street | Place label here |
| City, state, ZIP code | |

| June 2002 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

0303

Due date:
20 Thursday, June 20, 2002
You will be responsible for penalty and interest if your return is not postmarked by this date.

No tax due? Check the box to the right and complete Step 1; in Step 3 on page 3, enter *none* in boxes 13, 14, and 15; and complete Step 9. 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 **1** in instructions.

Multiple locations? If you are reporting sales tax for more than one business location **and** your identification number does not end in *C*, check the box to the right and attach a list of your locations.

Final return? Check the box to the right if you are discontinuing your business and this is your final return; complete this return and the back of your *Certificate of Authority*. Attach the *Certificate of Authority* to the return. See **2** in instructions.

Has your address or business information changed? If so, check the box to the right and enter new mailing address on preprinted label above. See **3** in instructions.

| | |
|---|---|
| Step 1 of 9 Gross sales and services | Enter total gross sales and services in box 1 <input style="width: 100px;" type="text" value="1"/> .00 |
|---|---|

Do not include sales tax in the gross sales and services amount. See 4 in instructions.

| | |
|--|--|
| Step 2 of 9 Identify required schedules | Check the box(es) on the right below, then complete the schedule(s) if necessary and proceed to Step 3. Need to obtain schedules? See <i>Need help?</i> on page 4 of this form. |
|--|--|

| Quarterly schedule | Description | Check the box for each schedule you are attaching |
|--------------------|---|---|
| | Use Form ST-810.2, <i>Quarterly Schedule A for Part-Quarterly Filers</i> , to report tax and taxable receipts from sales of food and drink (restaurant meals, takeout, etc.) and from hotel/motel room occupancy in Nassau or Niagara County , as well as admissions, club dues, and cabaret charges in Niagara County. | <input type="checkbox"/> |
| | Use Form ST-810.3, <i>Quarterly Schedule B for Part-Quarterly Filers</i> , to report tax due on utilities (residential/nonresidential), transportation and delivery of gas and electricity, and residential energy sources and services , including school district utility taxes. Reminder: Use Form ST-810.3-ATT, <i>Quarterly Schedule B-ATT for Part-Quarterly Filers</i> , to report sales of nonresidential utility services made to QEZE's. | <input type="checkbox"/> |
| | Use Form ST-810.10, <i>Quarterly Schedule FR for Part-Quarterly Filers</i> , to report retail sales of motor fuel or diesel motor fuel , and fuel taken from inventory, as explained in the schedule's instructions. | <input type="checkbox"/> |
| | Use Form ST-810.7, <i>Quarterly Schedule H for Part-Quarterly Filers</i> , to report sales of clothing and footwear eligible for exemption from New York State and some local sales and use tax. | <input type="checkbox"/> |
| | Use Form ST-810.5, <i>Quarterly Schedule N for Part-Quarterly Filers</i> , to report taxes due and sales of certain services in New York City . Reminder: Use Form ST-810.5-ATT, <i>Quarterly Schedule N-ATT for Part-Quarterly Filers</i> , if you are a provider of parking services. | <input type="checkbox"/> |
| | Use Form ST-810.6, <i>Quarterly Schedule P for Part-Quarterly Filers</i> , only if you are a vendor registered to make PromptTax payments of sales and use tax. | <input type="checkbox"/> |
| | Use Form ST-810.9, <i>Quarterly Schedule Q for Part-Quarterly Filers</i> , to report sales of tangible personal property or services to Qualified Empire Zone Enterprises (QEZE's) eligible for exemption from New York State and some local sales and use tax. | <input type="checkbox"/> |
| | Use Form ST-810.8, <i>Quarterly Schedule T for Part-Quarterly Filers</i> , to report taxes due on telephone services, telephone answering services, and telegraph services imposed by certain counties, school districts, and cities. Reminder: Use Form ST-810.8-ATT, <i>Quarterly Schedule T-ATT for Part-Quarterly Filers</i> , to report sales of these services made to QEZE's. | <input type="checkbox"/> |

Schedules CT and NJ: For reciprocal tax agreement filing requirements, see **5** in instructions.

Refer to instructions (Form ST-810-1) if you have questions or need help. Please be sure to keep a completed copy of your return for your records.

For office use only

Proceed to Step 3, page 2

| Step 3 of 9 Calculate sales and use taxes <i>Refer to instructions (Form ST-810-1) if you have questions or need help.</i> | | Column C Taxable sales and services | + | Column D Purchases subject to tax | × | Column E Tax rate | = | Column F Sales and use tax (C + D) × E | |
|---|-------------------------------|---|---|---|---|----------------------|---|---|--|
| Enter total from Form ST-810.10 (if any) in box 2 <input type="text" value="FR"/> | | | | | | | | <input type="text" value="2"/> | |
| Enter totals (if any) from: <input type="text" value="A"/> + <input type="text" value="B"/> + <input type="text" value="B-ATT"/> + <input type="text" value="H"/> + <input type="text" value="N"/> + <input type="text" value="Q"/> + <input type="text" value="T"/> + <input type="text" value="T-ATT"/> = | | <input type="text" value="3"/> | | <input type="text" value="4"/> | | | | <input type="text" value="5"/> | |
| | | .00 | | .00 | | | | | |
| Column A Taxing jurisdiction | Column B Jurisdiction code | | | | | | | | |
| New York State only | NE 0002 | .00 | | .00 | | 4% | | | |
| Albany County | AL 0179 | .00 | | .00 | | 8% | | | |
| Allegany County | AL 0215 | .00 | | .00 | | 8% | | | |
| Broome County | BR 0313 | .00 | | .00 | | 8% | | | |
| Cattaraugus County (outside the following) | CA 0499 | .00 | | .00 | | 8% | | | |
| Olean (city) | OL 0419 | .00 | | .00 | | 8% | | | |
| Salamanca (city) | SA 0429 | .00 | | .00 | | 8% | | | |
| Cayuga County (outside the following) | CA 0503 | .00 | | .00 | | 8% | | | |
| Auburn (city) | AU 0552 | .00 | | .00 | | 8% | | | |
| Chautauqua County | CH 0602 | .00 | | .00 | | 7% | | | |
| Chemung County | CH 0793 | .00 | | .00 | | 7% | | | |
| Chenango County (outside the following) | CH 0805 | .00 | | .00 | | 7% | | | |
| Norwich (city) | NO 0844 | .00 | | .00 | | 7% | | | |
| Clinton County | CL 0993 | .00 | | .00 | | 7% | | | |
| Columbia County | CO 1003 | .00 | | .00 | | 8% | | | |
| Cortland County | CO 1122 | .00 | | .00 | | 8% | | | |
| Delaware County | DE 1205 | .00 | | .00 | | 7% | | | |
| Dutchess County | DU 1303 | .00 | | .00 | | 7¼% | | | |
| Erie County | ER 1415 | .00 | | .00 | | 8% | | | |
| Essex County | ES 1502 | .00 | | .00 | | 7% | | | |
| Franklin County | FR 1602 | .00 | | .00 | | 7% | | | |
| Fulton County (outside the following) | FU 1706 | .00 | | .00 | | 7% | | | |
| Gloversville (city) | GL 1715 | .00 | | .00 | | 7% | | | |
| Johnstown (city) | JO 1724 | .00 | | .00 | | 7% | | | |
| Genesee County | GE 1895 | .00 | | .00 | | 8% | | | |
| Greene County | GR 1903 | .00 | | .00 | | 8% | | | |
| Hamilton County | HA 2002 | .00 | | .00 | | 7% | | | |
| Herkimer County | HE 2104 | .00 | | .00 | | 8% | | | |
| Jefferson County | JE 2202 | .00 | | .00 | | 7% | | | |
| Lewis County | LE 2303 | .00 | | .00 | | 7% | | | |
| Livingston County | LI 2402 | .00 | | .00 | | 7% | | | |
| Madison County (outside the following) | MA 2582 | .00 | | .00 | | 7% | | | |
| Oneida (city) | ON 2526 | .00 | | .00 | | 7% | | | |
| Monroe County | MO 2605 | .00 | | .00 | | 8% | | | |
| Montgomery County | MO 2793 | .00 | | .00 | | 7% | | | |
| Nassau County | NA 2804 | .00 | | .00 | | 8½% | | | |
| Niagara County | NI 2902 | .00 | | .00 | | 7% | | | |
| Oneida County (outside the following) | ON 3003 | .00 | | .00 | | 8% | | | |
| Rome (city) | RO 3029 | .00 | | .00 | | 8% | | | |
| Sherrill (city) | SH 3045 | .00 | | .00 | | 8% | | | |
| Utica (city) | UT 3056 | .00 | | .00 | | 8% | | | |
| Onondaga County | ON 3102 | .00 | | .00 | | 7% | | | |
| Ontario County (outside the following) | ON 3272 | .00 | | .00 | | 7% | | | |
| Canandaigua (city) | CA 3232 | .00 | | .00 | | 7% | | | |
| Geneva (city) | GE 3242 | .00 | | .00 | | 7% | | | |
| Orange County | OR 3303 | .00 | | .00 | | 7¼% | | | |
| Orleans County | OR 3473 | .00 | | .00 | | 8% | | | |
| Oswego County (outside the following) | OS 3598 | .00 | | .00 | | 7% | | | |
| Fulton (city) | FU 3532 | .00 | | .00 | | 7% | | | |
| Oswego (city) | OS 3542 | .00 | | .00 | | 7% | | | |
| Column subtotals (also enter on page 3, boxes 10, 11, and 12): | | <input type="text" value="6"/> | | <input type="text" value="7"/> | | | | <input type="text" value="8"/> | |
| | | .00 | | .00 | | | | | |

| Column A Taxing jurisdiction | Column B Jurisdiction code | Column C Taxable sales and services | + | Column D Purchases subject to tax | × | Column E Tax rate | = | Column F Sales and use tax (C + D) × E |
|---|-------------------------------|--|-----------|--------------------------------------|-----------|----------------------|-----------|---|
| Otsego County | OT 3603 | .00 | | .00 | | 7% | | |
| Putnam County | PU 3714 | .00 | | .00 | | 7¼% | | |
| Rensselaer County | RE 3875 | .00 | | .00 | | 8% | | |
| Rockland County | RO 3915 | .00 | | .00 | | 7⅞% | | |
| St. Lawrence County | ST 4087 | .00 | | .00 | | 7% | | |
| Saratoga County | SA 4103 | .00 | | .00 | | 7% | | |
| Schenectady County | SC 4233 | .00 | | .00 | | 7½% | | |
| Schoharie County | SC 4303 | .00 | | .00 | | 7% | | |
| Schuyler County | SC 4403 | .00 | | .00 | | 8% | | |
| Seneca County | SE 4512 | .00 | | .00 | | 7% | | |
| Steuben County (outside the following) | ST 4688 | .00 | | .00 | | 8% | | |
| Corning (city) | CO 4616 | .00 | | .00 | | 8% | | |
| Hornell (city) | HO 4630 | .00 | | .00 | | 8% | | |
| Suffolk County | SU 4766 | .00 | | .00 | | 8½% | | |
| Sullivan County | SU 4812 | .00 | | .00 | | 7% | | |
| Tioga County | TI 4903 | .00 | | .00 | | 7½% | | |
| Tompkins County (outside the following) | TO 5096 | .00 | | .00 | | 8% | | |
| Ithaca (city) | IT 5013 | .00 | | .00 | | 8% | | |
| Ulster County | UL 5113 | .00 | | .00 | | 7¾% | | |
| Warren County (outside the following) | WA 5292 | .00 | | .00 | | 7% | | |
| Glens Falls (city) | GL 5212 | .00 | | .00 | | 7% | | |
| Washington County | WA 5302 | .00 | | .00 | | 7% | | |
| Wayne County | WA 5402 | .00 | | .00 | | 7% | | |
| Westchester County (outside the following) | WE 5503 | .00 | | .00 | | 6¾% | | |
| Mount Vernon (city) | MO 5513 | .00 | | .00 | | 8¼% | | |
| New Rochelle (city) | NE 6855 | .00 | | .00 | | 8¼% | | |
| White Plains (city) | WH 5555 | .00 | | .00 | | 7¾% | | |
| Yonkers (city) | YO 6578 | .00 | | .00 | | 8¼% | | |
| Wyoming County | WY 5605 | .00 | | .00 | | 8% | | |
| Yates County | YA 5702 | .00 | | .00 | | 7% | | |
| Taxes in New York City [includes counties of Bronx, Kings (Brooklyn), New York (Manhattan), Queens, and Richmond (Staten Island)] | | | | | | | | |
| New York City/State combined tax | NE 8009 | .00 | | .00 | | 8¼% | | |
| New York State/MCTD (fuel and utilities) | NE 8040 | .00 | | .00 | | 4¼% | | |
| New York City — local tax only (enter box 9 amount in Step 7B) | NE 8010 | .00 | | .00 | | 4% | | |
| New York City — local tax only (transportation and delivery of gas and electricity) (enter box 9a amount in Step 7B) | NE 8013 | .00 | | .00 | | 2% | | |
| Column subtotals from page 2, boxes 6, 7, and 8: | | | 10 | | 11 | | 12 | |
| | | .00 | | .00 | | | | |
| Column totals: | | .00 | 13 | .00 | 14 | | 15 | |
| Credit summary — Enter the total amount of credits claimed in Step 3 above, and on any attached schedules (see 12 c). | | | | | | | | |
| Step 4 of 9 Calculate special taxes | | <i>Internal code</i> | | Column G Taxable receipts | × | Column H Tax rate | = | Column J Special taxes due (G × H) |
| Passenger car rentals | | PA 0003 | | .00 | | 5% | | |
| Information & entertainment services furnished via telephony and telegraphy | | IN 7009 | | .00 | | 5% | | |
| Total special taxes: | | | | | | | | 16 |
| Step 5 of 9 Calculate tax credits and advance payments | | <i>Internal code</i> | | | | | | Column K Credit amount |
| Credit for prepaid sales tax on cigarettes | | CR C8888 | | | | | | |
| Credits against sales or use tax (see 16 in instructions) | | C | | | | | | |
| Advance payments (including ST-809 and PrompTax payments) (see 17 in instructions) | | A | | | | | | |
| Unclaimed vendor collection credit (attach Form PR-912) | | UN 7802 | | | | | | |
| Total tax credits and advance payments: | | | | | | | | 17 |

Step 6 of 9 Calculate taxes due Add Sales and use tax column total (box 15) to Total special taxes (box 16) and subtract Total tax credits and advance payments (box 17).

| | | | | | | |
|------------------------|---|------------------------|---|------------------------|---|----|
| Box 15 amount \$ _____ | + | Box 16 amount \$ _____ | = | Box 17 amount \$ _____ | = | 18 |
|------------------------|---|------------------------|---|------------------------|---|----|

Step 7 of 9 Calculate vendor collection credit or pay penalty and interest You are eligible for **vendor collection credit ONLY** if you file by June 20, 2002, and you pay the full amount due with the return. If you are not eligible, enter "0" in box 19 and go to 7D.

| | |
|---|--|
| 7A If you are not required to file any schedules, start at the asterisk (*) in 7B. Schedule B, Part 4, box 4 _____ Schedule B, Part 4, box 6 + _____ Schedule B-ATT + _____ Schedule H + _____ Schedule N + _____ Schedule Q + _____ Schedule T-ATT + _____ Total adjustment = _____ | 7B Schedule FR, Part 3, box 7 * Form ST-810, page 3, box 13 + _____ Total adjustment from 7A - _____ Form ST-810, page 3, box 9 - _____ Form ST-810, page 3, box 9a - _____ Eligible sales amount (move to 7C) = _____ |
|---|--|

| | |
|---|--|
| 7C Eligible sales amount from 7B above State tax rate Credit rate \$ _____ X 4% = (subtotal a) \$ _____ Schedule B, Part 4, box 6 from 7A above X 2% = (subtotal b) \$ _____ (add subtotals a and b) \$ _____ X 3½% = \$ _____ ** | Vendor collection credit VE 7702 19 |
|---|--|

OR Pay penalty and interest if you are filing late
7D Call 1 800 972-1233 or access our Web site at www.tax.state.ny.us/salespi/salespi.asp for an estimate of the penalty and interest due on the amount shown in box 18, Taxes due. Enter this amount in box 20.

Step 8 of 9 Calculate total amount due Make check or money order payable to **New York State Sales Tax**. Write on your check your sales tax ID#, **ST-810**, and **5/31/02**.

Final calculation: Taking vendor collection credit? Subtract box 19 from box 18. Paying penalty and interest? Add box 20 to box 18.

Step 9 of 9 Sign and mail this return Please be sure to keep a completed copy for your records. Must be postmarked by **Thursday, June 20, 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 than taxpayer _____ Daytime telephone (____) _____

Where to mail your return and attachments
If using a private delivery service rather than the U.S. Postal Service, see 2A in instructions for the correct address.

Do you participate in the New Jersey/New York or the Connecticut/New York Reciprocal Tax Agreement?

| | |
|---|--|
| No | Yes |
| <p>Address envelope to: NYS SALES TAX PROCESSING JAF BUILDING PO BOX 1208 NEW YORK NY 10116-1208</p> | <p>Address envelope to: NYS SALES TAX PROCESSING RECIPROCAL TAX AGREEMENT JAF BUILDING PO BOX 1209 NEW YORK NY 10116-1209</p> |

Make check payable to **New York State Sales Tax**.

| | |
|--|-----------------------------------|
| David Sample 100 Elm Street Albany, NY 12203 | 2971 DATE June 10, 2002 |
| PAY TO THE ORDER OF New York State Sales Tax \$1000 | |
| One Thousand and 00/100 DOLLARS | |
| First State Bank | |
| 00-0000000 ST-810 5/31/02 | <i>David Sample</i> |

Don't forget to write your sales tax ID#, **ST-810**, and **5/31/02**. 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.
Business tax information: 1 800 972-1233
Forms and publications: 1 800 462-8100
From outside the U.S. and outside Canada: (518) 485-6800
Fax-on-demand forms: 1 800 748-3676

Hearing and speech impaired (telecommunications device for the deaf (TDD) callers only): 1 800 634-2110 (8:30 a.m. to 4:25 p.m., eastern time)

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

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 Contact Center, W A Harriman Campus, Albany NY 12227.

Refer to the instructions (Form ST-810-1) if you have questions or need further help.