



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

January 2007 Tax period January 1, 2007 - January 31, 2007

February 2007 calendar grid showing date 20 circled

1107

20 Due date: Tuesday, February 20, 2007

You will be responsible for penalty and interest if your return is not postmarked by this date.

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

No tax due? If so, mark an X in the box to the right and 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 1 in instructions.

Has your address or business information changed? If so, call the Sales Tax Information Center to update address information or mark an X in the box to the right and enter new mailing address on preprinted label above. See 2 in instructions.

Complete Step 1 or Step 2, but not both. See 3 in instructions.

Step 1 of 3 Long method of calculating tax due

Table for Step 1: Long method of calculating tax due. Rows 1-12 including gross sales, taxable sales, purchases, sales tax, credit for prepaid sales tax, net tax due, credits not identified, advance payments, and amount due.

Step 2 of 3 Short method of calculating tax due

Table for Step 2: Short method of calculating tax due. Rows 1-10 including comparable quarter of previous year, tax due, credit for prepaid sales tax, net tax due, credits not identified, advance payments, and amount due.

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

Locality Adjustment \$

For office use only

Sales tax identification number

**Step 3 of 3 Sign and mail this return**

Please be sure to keep a completed copy for your records.

Must be postmarked by **Tuesday, February 20, 2007**, 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 ( )	Personal identification number (PIN) [ ][ ][ ][ ][ ][ ]

Printed name of taxpayer \_\_\_\_\_ Title \_\_\_\_\_

Signature of taxpayer \_\_\_\_\_ Date – – Daytime telephone ( )

Printed name of preparer, if other than taxpayer \_\_\_\_\_ Preparer identification number [ ][ ][ ][ ][ ][ ][ ][ ][ ]

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 20 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

**Address envelope to:**  
 NYS SALES TAX PROCESSING  
 JAF BUILDING  
 PO BOX 1208  
 NEW YORK NY 10116-1208

**Address envelope to:**  
 NYS SALES TAX PROCESSING  
 RECIPROCAL TAX AGREEMENT  
 JAF BUILDING  
 PO BOX 1209  
 NEW YORK NY 10116-1209

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

<b>David Sample</b>		2971
100 Elm Street Albany, NY 12203		DATE <b>February 10, 2007</b>
PAY TO THE ORDER OF	<b>New York State Sales Tax</b>	\$ <b>X,XXX.XX</b>
(your payment amount)		DOLLARS
<b>First State Bank</b>		
00-0000000 ST-809 1/31/07 <i>David Sample</i>		

Don't forget to write your sales tax ID#, **ST-809**, and **1/31/07**.

Don't forget to sign your check.

**Need help?**

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