

April 1, 2012 – April 30, 2012



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

Sales tax identification number		May 2012 S M T W T F S			
Legal name (print ID number and legal name as it appears on the Certification	ate of Authority)	1 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 31			
DBA (doing business as) name		Post data			
Number and street		Monday, May 21, 2012			
City, state, ZIP code	You will be responsible for penalty and interest if your return and any payment due is not electronically filed or postmarked by this date.				
Mandate to use Sales Tax Web File - Most filers fall under this requ	irement; see Form ST-809-I	<b>-</b>			
No tax due? Enter your gross sales and services in box 1 of Step 1 below; There is a \$50 penalty for late filing of a no-tax-due return.		u <b>must</b> file by the due date even if no tax is due.			
<b>Has your address or</b> If so, visit our Web site (see <i>Need help?</i> in F <b>business information changed?</b> or mark an <b>X</b> in the box to the right and enter		e wy address option for further, instructions e in instructions			
Complete Step 1 or Step 2, but not both. See 3 in instruct	ions.				
Step 1 of 3 Long method of calculating tax due					
		1			
1 Enter total gross sales and services (to nearest dollar; see 4 in ins	structions)				
	2				
2 Enter total taxable sales and services (to nearest dollar; see 5 in i	nstructions)				
		3			
3 Enter total purchases subject to tax (to nearest dollar; see 6 in ins					
4 Sales and use tax (see 7 in instructions)	4				
5 Credit for prepaid sales tax (see 8 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		9			
10 Sales and use tax due (subtract box 9 amount from box 6 amount)	10				
11 Penalty and interest (see 11 in instructions)		11			
		12			
12 Amount due (add box 10 amount to box 11 amount; see 12 in instruc	ctions) 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 (one-third of box 1 amount)	2				
3 Credit for prepaid sales tax (see 14 in instructions)	3				
4 Net tax due (subtract box 3 amount from box 2 amount)	·	4			
5 Credits not identified (attachments required, see 15 in instructions)	5				
6 Advance payments (see 16 in instructions)	6				
7 Add box 5 amount to box 6 amount		7			
8 Sales and use tax due (subtract box 7 amount from box 4 amount)		8			
9 Penalty and interest (see 17 in instructions)					
To really and interest (see that initial delibrity)		10			
10 Amount due (add box 8 amount to box 9 amount; see 18 in instruction	ons) Pay this	amount			
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\*Include short method adjustment in box 1 (see Short method adjustment on page 3 of instructions.) | For office use only Locality Adjustment

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Page 2 of 2	ST-809 (4/12)	Sales tax identification n	umber				0213	Part-Quar	terly (Monthly	
Step 3 of 3 Sign and mail this return  Please be sure to keep a completed copy for your records.  Must be postmarked by Monday, May 21, 2012, to be considered filed on time.  See below for complete mailing information.										
	Do you want to allow an	other person to discuss t	his return with th	e Tax Dept?	(see instruction	ons) <b>Ye</b>	s 🔲 (com	plete the follow	ring) <b>No</b>	
Third – party	Designee's name Designee's phone num				Personal identification number (PIN)					
designee	Designee's e-mail addres	S								
Printed name of	taxpayer			Title _						
Taxpayer's e-ma	il address									
Signature of tax	payer		[	)ate	t	Daytime telephone (_	)			
Printed name of preparer's firm (or yours if self-employed) Firm's employer identification number*										
Preparer's addre	ess						IN*			
Preparer's e-ma	il address						Preparer's NYTPRIN*			
Signature of pre	parer, if other than taxpayer					Daytime elephone (_	)			
*See ② in instructions					Make check payable to New York State Sales Tax.					
See Will list uctions					David Sample 100 Elm Street Albagu, NY 1293 DATE May 10, 2012					
Where to mail your return and attachments										
_	Address envelope to: NYS SALES TAX PF PO BOX 15172				PAY TO THE ORDER OF	lew York Stat			\$ X.XXX.XX	
<i>P</i>			ROCESSING			(your pay	ment amount	1) /)	DOLLARS	
		ALBANY NY 12212-517	2212-5172		First State Bank					
If u	sing a private delivery service rather than the U.S. Postal			00-0000000	ST-809 4/	30/12	<u> </u>	aunyx.		
$S\epsilon$	ervice, see 🥹 in instructi	iress.		Don't fo <i>ST-809</i> ,	't forget to your check					

## Need help?

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