**New York State and Local** 

**Sales and Use Tax Return** 

for Part-Quarterly (Monthly) Filers

## Part-Quarterly (Monthly) ST-809



Sales tax identification number	July 2012           S M T W T F S           1 2 3 4 5 6 7
Legal name (print ID number and legal name as it appears on the Certificate of Authority)	<b>0413</b>
DBA (doing business as) name	20 Due date:
Number and street	You will be responsible for penalty and interest
City, state, ZIP code	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 requirement; see Form ST-809-I.	
No tax due? Enter your gross sales and services in box 1 of Step 1 below; enter <i>none</i> in boxes 2 and 3. Yo <b>There is a \$50 penalty for late filing of a no-tax-due return</b> . See <b>1</b> in instructions.	u <b>must</b> file by the due date even if no tax is due.

	<u> </u>		
Has your address or business information changed?If so, visit our Web site (see Need help? in l or mark an X in the box to the right and ent			
Complete Step 1 or Step 2, but not both. See 3 in instruc	tions.		
Step 1 of 3 Long method of calculating tax due			
		1	
1 Enter total gross sales and services (to nearest dollar; see 4 in in		.00	
•		2	
2 Enter total taxable sales and services (to nearest dollar; see 5 in 1		.00	
		3	
3 Enter total purchases subject to tax (to nearest dollar; see 6 in in			.00
4 Sales and use tax (see 7 in instructions)	4		
5 Credit for prepaid sales tax (see 8 in instructions)			
6 Net tax due (subtract box 5 amount from box 4 amount)			
7 Credits not identified (attachments required, see 9 in instructions).	7	_	
8 Advance payments (see 10 in instructions)			
9 Add box 7 amount to box 8 amount			
<b>10</b> Sales and use tax due (subtract box 9 amount from box 6 amount)			
<b>11</b> Penalty and interest (see <b>11</b> in instructions)		· <u>11</u> 12	_
12 Amount due (add box 10 amount to box 11 amount; see 😰 in instruc	ntiona) <b>Day this amoun</b>		
*			
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			
8 Sales and use tax due (subtract box 7 amount from box 4 amount)			
9 Penalty and interest (see 🕧 in instructions)			
		10	
<b>10 Amount due</b> (add box 8 amount to box 9 amount; see 🔞 in instructi			
Include short method adjustment in box 1 (see Short method adjustme	ent on page 3 of instructions.) For	office use only	

Adjustment \$

Page 2 of 2	ST-809 (6/12)	Sales tax identification number			0413	Part-Quarterly (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 Friday, July 20, 2012, to be considered filed on time. See below for complete mailing information.								
	Do you want to allow another	person to discuss this return wi	th the Tax Dept?	? (see instructions)	Yes (com	plete the following) No		
Third – party	Designee's name	Designee's ph ( )	one number		Personal identificati number (PIN)	ion		
designee	Designee's e-mail address							
Printed name of	taxpayer		Title _					
Taxpayer's e-mai	il address							
Signature of taxp	payer		Date	Dayti telep	me hone ()			
Printed name of	preparer's firm (or yours if self-employ	ved)		Firm' ident	s employer ification number* Preparer's			
Preparer's addre	SS				PTIN*			
Preparer's e-mai	l address				Preparer's NYTPRIN*			
Signature of prep	parer, if other than taxpayer				hone ()			
*See 2 in inst	tructions			Make check	payable to <b>New Yo</b>	ork State Sales Tax.		
w	here to file your retur	n and attachments		David Sample 100 Elm Street Albany, NY 12203	DA	2971 NTE July 10, 2012		
W	<ul> <li>Web File your return at <i>www.tax.ny.gov</i> (see instructions).</li> <li>(If you are not required to Web File, mail your return and attachments to: NYS Sales Tax Processing, PO Box 15168, Albany NY 12212-5168)</li> <li>If using a private delivery service rather than the U.S. Postal Service, see in instructions for the correct address.</li> </ul>			PAY TO THE New York State Sales Tax \$X,XXX.XX (your payment amount) DOLLARS First State Bank 00-0000000 ST-809 6/30/12 Don't forget to write your sales tax ID#, Don't forget to ST-809, and 6/30/12.				
a								
Se								

## Need help?

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