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

Part-Quarterly (Monthly) ST-809 June 2015 

Tax period June 1, 2015 - June 30, 2015 1 1

Sales tax identification number				I	I	I
Legal name (print ID number and lega	al name as it ap	pears on the C	Certificate of Author	ority)		
DBA (doing business as) name						
Number and street						
City, state, ZIP code						



**Due date:** 20 Monday, July 20, 2015

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 requirement; see Form ST-809-I.

No tax due? Enter your gross sales and services in box 1 of Step 1 below; enter *none* in boxes 2 and <u>3.</u> 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.

If so, visit our Web site (see Need help? in Form ST-809-I) and see the change my address option for further instructions, Has your address or business information changed? or mark an X in the box to the right and enter new mailing address above. See (2) in instructions.

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

## Step 1 of 3 I ong method of calculating tax due

	Tors Long method of calculating tax due								
1	Enter total gross sales and services (to nearest dollar; see 4 in ins		.00						
2	Enter total taxable sales and services (to nearest dollar; see 5 in 1		.00						
3	Enter total purchases subject to tax (to nearest dollar; see 6 in inst	3	.00						
4	Sales and use tax (see 7 in instructions) Credit for prepaid sales tax (see 8 in instructions)	tax (see 7 in instructions)							
5	Credit for prepaid sales tax (see 8 in instructions)	5							
	Net tax due (subtract box 5 amount from box 4 amount)		6						
7	Credits not identified (attachments required, see 9 in instructions)	7							
8	Advance payments (see 🕕 in instructions)								
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							
12a	Amount due (add box 10 amount to box 11 amount; see 12 in instruc	12a							
12b	Amount paid (see 12 in instructions)	12b							
Step 2 of 3 Short method of calculating tax due									
4									
	Comparable guarter of previous year (see 13 in instructions)*	1							
2	Comparable quarter of previous year (see <b>13</b> in instructions)* Tax due (one-third of box 1 amount)	2	-						
2	Comparable quarter of previous year (see 13 in instructions)* Tax due (one-third of box 1 amount) Credit for prepaid sales tax (see 14 in instructions)	1 2 3	-						
	Comparable quarter of previous year (see 13 in instructions)* Tax due (one-third of box 1 amount) Credit for prepaid sales tax (see 14 in instructions) Net tax due (subtract box 3 amount from box 2 amount)		4						
4 5	Net tax due (subtract box 3 amount from box 2 amount) Credits not identified (attachments required, see <b>15</b> in instructions)	5							
4 5	Net tax due (subtract box 3 amount from box 2 amount)	5	4						
4 5 6	Net tax due (subtract box 3 amount from box 2 amount) Credits not identified (attachments required, see <b>15</b> in instructions)	5							
4 5 6 7	Net tax due (subtract box 3 amount from box 2 amount) Credits not identified (attachments required, see 15 in instructions) Advance payments (see 16 in instructions)	<u>5</u> 6							
4 5 6 7 8	Net tax due (subtract box 3 amount from box 2 amount) Credits not identified (attachments required, see <b>15</b> in instructions) Advance payments (see <b>16</b> in instructions) Add box 5 amount to box 6 amount	<u>5</u> <u>6</u>	7						
4 5 6 7 8 9	Net tax due (subtract box 3 amount from box 2 amount) Credits not identified (attachments required, see <b>1</b> 5 in instructions) Advance payments (see <b>1</b> 5 in instructions) Add box 5 amount to box 6 amount Sales and use tax due (subtract box 7 amount from box 4 amount)	<u>5</u> <u>6</u>	7 8 9						

\*Include short method adjustment in box 1 (see Short method adjustment on page 3 of instructions.) For office use only Adjustment

Locality

\$



Pa	ige 2 of 2	<b>ST-809</b> (6/15)	Sales tax identifie	cation numb	er						0416	Part-0	Quarter	ly (Mo	onthly)
S P	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, July 20, 2015, to be considered filed on time. See below for complete mailing information.														
Third – party designee Do you want to allow another person to discuss this reprint to allow another person to discuss the reprint to allow another person to allow another person to discuss the reprint to allow another person to discuss the reprint to allow another person						ith the Ta		' (see 19	in instru	Perso	Yes 🔲 (col onal identifica er (PIN)		e following	g) No [	
		of taxpayer													
	-	xpayer of preparer's firm <i>(or yours if self-</i> e							tele Firm	rtime phone n's emp rtification					
		lress						Pr N	eparer's ′TPRIN* Davtim	P'	reparer's TIN*		NYTF	PRIN code	
	gnature of pi See 犂 in in	reparer, if other than taxpayer structions							telepho	ne (	) le to <b>New Y</b>	ork Stat	te Sales	Tax.	
Where to file your return and attack								Street IY 12203	v York S	D. State Sales		<b>y 10, 20</b> 1 \$		971 (X	
	(If att	you are not required to Web F achments to: NYS Sales Tax F pany NY 12212-5168)	ile, mail you	r return a	and			First	<b>State</b>	(your pa <b>Bank</b>	ayment amou	^	d E	DOLL.	<u>ARS</u>
Ne	Se	using a private delivery service rather than the U ervice, see Publication 55, Designated Private De ervices. <b>2</b>						Do		to write	your sales ta	ix ID#,	Don't fo sign you	rget to ur check	
146	ed neih	I													

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

