NEW YORK STATE

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

June 2016

Tax period
June 1, 2016 – June 30, 2016

0417

Sales tax identification number ▶

Legal name *(print ID number and legal name as it appears on the Certificate of Authority)*

DBA (doing business as) name

Number and street

City, state, ZIP code

July 2016

S	M	T	W	T	F	S
					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						

20 Due date:
Wednesday, July 20, 2016
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 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, visit our website (see *Need help?* in Form ST-809-I) and see the change my address option for further instructions, 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   Long method of calculating tax due

1 Enter total gross sales and services *(to nearest dollar; see **4** in instructions)*	**1**		.00
2 Enter total taxable sales and services *(to nearest dollar; see **5** in instructions)*	**2**		.00
3 Enter total purchases subject to tax *(to nearest dollar; see **6** in instructions)*	**3**		.00
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)* ...	**7**		
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**		
12a Amount due *(add box 10 amount to box 11 amount; see **12** in instructions)*	**12a**		
12b Amount paid *(see **12** in instructions)*	**12b**		

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)*	**9**		
10a Amount due *(add box 8 amount to box 9 amount; see **18** in instructions)*	**10a**		
10b Amount paid *(see **18** in instructions)*	**10b**		

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

For office use only

Locality

Adjustment
$

Step 3 of 3 Sign and mail this return
Please be sure to keep a completed copy for your records.

Must be postmarked by **Wednesday, July 20, 2016**, 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 return with the Tax Dept? *(see ❶❾ in instructions)* **Yes** ☐ *(complete the following)* **No** ☐

Designee's name _____

Designee's phone number ( )

Personal identification number (PIN) | | | | | |

Designee's e-mail address _____

Printed name of taxpayer _____ Title _____

Taxpayer's e-mail address _____

Signature of taxpayer _____ Date ___ – ___ – ___ Daytime telephone ( )

Printed name of preparer's firm *(or yours if self-employed)* _____ Firm's employer identification number* | | | | | | | | |

Preparer's address _____ Preparer's PTIN* | | | | | | | | |

Preparer's e-mail address _____ Preparer's NYTPRIN* | | | | | | | NYTPRIN excl. code | | |

Signature of preparer, if other than taxpayer _____ Daytime telephone ( )

*See ❷⓿ in instructions

Where to file your return and attachments

Web File your return at *www.tax.ny.gov* *(see instructions)*.

(If you are not required to Web File, mail your return and attachments to: NYS Sales Tax Processing, PO Box 15172, Albany NY 12212-5172)

If using a private delivery service rather than the U.S. Postal Service, see Publication 55, Designated Private Delivery Services.

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

David Sample
100 Elm Street
Albany, NY 12203

2971

DATE **July 10, 2016**

PAY TO THE ORDER OF **New York State Sales Tax** $**X,XXX.XX**
(your payment amount) DOLLARS

First State Bank

00-0000000   ST-809   06/30/16

Don't forget to write your sales tax ID#, *ST-809,* and *06/30/16.*

Don't forget to sign your check

Need help?

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