



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

Calendar for December 2016 showing tax period from December 1, 2016 to December 31, 2016.

Calendar for January 2017 showing the due date on Friday, January 20, 2017.

1017

Form fields for Sales tax identification number, Legal name, DBA, Number and street, and City, state, ZIP code.

Due date: Friday, January 20, 2017. 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

Table for Step 1 of 3 Long method of calculating tax due with rows 1-12b.

Step 2 of 3 Short method of calculating tax due

Table for Step 2 of 3 Short method of calculating tax due with rows 1-10b.

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

Locality Adjustment \$

For office use only



90000112160094

Sales tax identification number

1017

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, January 20, 2017**, 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 19 in instructions) Yes <input type="checkbox"/> (complete the following) No <input type="checkbox"/> | | |
| | Designee's name | Designee's phone number () | Personal identification number (PIN) <input type="text"/> |
| | 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 20 in instructions

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

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*.

| | |
|--|--------------------------------------|
| David Sample 100 Elm Street Albany, NY 12203 | 2971 DATE January 10, 2017 |
| PAY TO THE ORDER OF New York State Sales Tax \$ <u>XXX.XX</u> | |
| (your payment amount) DOLLARS | |
| First State Bank | |
| 00-0000000 ST-809 12/31/16 <i>David Sample</i> | |

↑ Don't forget to write your sales tax ID#, **ST-809**, and **12/31/16**.

↑ Don't forget to sign your check

Need help?

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

