



Promptax – Motor Fuel and Petroleum Business Taxes Certified Check Transmittal Form

Form with fields: Taxpayer ID number, Business name, Street address, City, State, ZIP code

- 1) Enter the ending date of the tax period... (mm) / (dd) / (yy)
2) Enter amount due for motor fuel taxes... \$
3) Enter amount due for petroleum business tax... \$
4) Enter amount of certified check enclosed... \$

This amount should equal the sum of liabilities from lines 2 and 3.

Instructions

Use this form only for transmitting certified check payments for motor fuel and petroleum business taxes as required under the electronic funds transfer program.

Type or print this form. Be sure to complete all fields.

Keep a copy of this form for your records.

When you file Form PT-100, Petroleum Business Tax Return, for the period indicated, include on the EFT or certified check line of the return the amount of this payment.

Send this form with your certified check to: NYS TAX DEPARTMENT, PSSB-PBT PROMPTAX, W A HARRIMAN CAMPUS, ALBANY NY 12227-0863

To be considered timely, your certified check accompanied by this form must be postmarked no later than one business day following the 22nd of the month.

Need help? Visit our Web site at www.tax.ny.gov (for information, forms, and online services) Telephone assistance Promptax Customer Service Center: (518) 457-2332

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