NEW YORK STATE

Department of Taxation and Finance

Part-Quarterly (Monthly) ST-809

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

July 2017

Tax period
July 1, 2017 – July 31, 2017

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	

August 2017

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		

0518

21 **Due date:**
Monday, August 21, 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 instructions.

Has your address or business information changed? If so, visit our website (see *Need help?* in instructions) 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 instructions. ☐

Complete Step 1 or Step 2, but not both.

Step 1 of 3 Long method of calculating tax due *(see instructions)*

1	Enter total gross sales and services *(to nearest dollar)*		1	.00
2	Enter total taxable sales and services *(to nearest dollar)*		2	.00
3	Enter total purchases subject to tax *(to nearest dollar)*		3	.00
4	Sales and use tax	4		
5	Credit for prepaid sales tax	5		
6	Net tax due *(subtract box 5 amount from box 4 amount)*		6	
7	Credits not identified *(attachments required)*	7		
8	Advance payments	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		11	
12a	**Amount due** (*add box 10 amount to box 11 amount)*		12a	
12b	**Amount paid**		12b	

Step 2 of 3 Short method of calculating tax due *(see instructions)*

1	Comparable quarter of previous year	1		
2	Tax due *(one-third of box 1 amount)*	2		
3	Credit for prepaid sales tax	3		
4	Net tax due *(subtract box 3 amount from box 2 amount)*		4	
5	Credits not identified *(attachments required)*	5		
6	Advance payments	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		9	
10a	**Amount due** *(add box 8 amount to box 9 amount)*		10a	
10b	**Amount paid**		10b	

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

Locality

Adjustment
$

For office use only

90000107170094

Sales tax identification number

0518 **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 **Monday, August 21, 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 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 *Paid preparer's responsibilities* in instructions

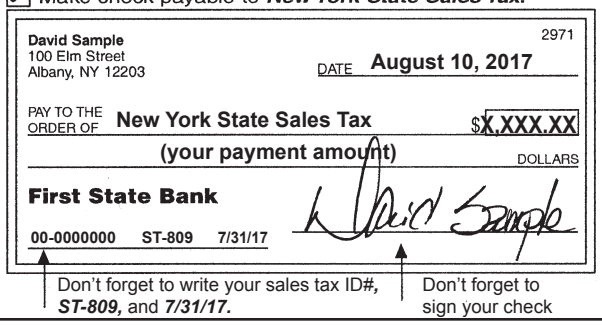
Where to file your return and attachments

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.***



Don't forget to write your sales tax ID#, ***ST-809,*** and ***7/31/17.***

Don't forget to sign your check

Need help?

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

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