



# Sales Tax Record of Advance Payment

Mark an **X** in the box for the applicable period.

Quarterly filers:

- Mar 1 – May 31**  
**Due: Jun 20**
     
  **Jun 1 – Aug 31**  
**Due: Sept 20**
     
  **Sept 1 – Nov 30**  
**Due: Dec 20**
     
  **Dec 1 – Feb 28/29**  
**Due: Mar 20**

You **must** file a completed sales tax return for each **quarter**, even if you owe no additional tax.

Annual filers:

- Mar 1 - Feb 28/29**  
**Due: Mar 20**

You **must** file a completed sales tax return for the **annual period**, even if you owe no additional tax.

Type or print clearly

|                                 |                                     |                                    |
|---------------------------------|-------------------------------------|------------------------------------|
| Sales tax identification number | Business telephone number<br>(    ) | Daytime telephone number<br>(    ) |
| Legal name                      |                                     |                                    |
| DBA (doing business as) name    |                                     |                                    |
| Number and street               |                                     |                                    |
| City                            | State                               | ZIP code                           |

Amount enclosed (see instructions) ..... \$

## Instructions

**Note:** You can make your sales tax advance payment on our website from your bank account using your Online Services account.

When you file your New York State and Local Sales and Use Tax Return, enter or verify the total amount of advance payments you made for the period reported on your return. Web File your return on our website using your Online Services account.

**Fee for payments returned by banks** – If your payment is returned by a bank, the Tax Department is allowed by law to charge a \$50 fee for nonpayment. However, if the payment is returned as a result of an error by the bank or department, the department will not charge the fee. If your payment is returned, we will send a separate bill for \$50 for each return or other tax document associated with the returned payment

**Where to mail your document and payment** – Make your check payable to **New York State Sales Tax**. Write your sales tax identification number on your check.

Mail the completed document with your remittance to:

**NYS SALES TAX PROCESSING**  
**PO BOX 15174**  
**ALBANY NY 12212-5174**

**Private delivery service address** – If not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

### Need help?



Visit our website at **www.tax.ny.gov**

- get information and manage your taxes online
- check for new online services and features

#### Telephone assistance

Sales Tax Information Center: 518-485-2889  
 To order forms and publications: 518-457-5431  
 Text Telephone (TTY) or TDD equipment users: Dial 7-1-1 for the New York Relay Service

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#### For office use only

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