



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

ST-809 (1/96)

0896

Use this form to report transactions for the period January 1, 1996 through January 31, 1996, only.

Form header with fields for Sales tax vendor identification number, Business telephone number, Daytime telephone number, Legal name, DBA, Street, and City, state, ZIP code.

Change of Business Information section with instructions and a checkbox for reporting more than one business location.

Complete labeled form and mail it in the enclosed envelope to the applicable PO box listed on the back of this form, on or before February 20, 1996.

Type of business field and a checkbox for reporting sales tax on this return for more than one business location.

Summary of Tax Due — Complete Long Method or Short Method section below, not both (see instructions).

Long Method summary table with columns A (Gross Sales and Services), B (Taxable Sales and Services), and C (Purchases Subject to Use Tax).

Short Method summary table with columns A, B, and C, similar to the Long Method but with different line items.

— Attach check or money order payable to New York State Sales Tax. — Include on the check or money order your identification number, Form ST-809 and the period you are reporting.

For office use only

Signature and address fields for vendor and preparer, including titles and telephone numbers.

* Adjustments: Include on line 1a. (See Short Method Adjustment on page 3 of the instructions.) Locality Adjustment \$

Return Addresses

If you are in the PrompTax program and do not participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement, mail your return to:

NYS PROMPTAX-SALES TAX
PO BOX 1506
CHURCH STREET STATION
NEW YORK NY 10008-1506

If you participate in the New Jersey/New York or Connecticut/New York Reciprocal Tax Agreement or you are located outside New York State or your place of business is located in the following counties, mail your return to:

Albany	Essex	Oneida	Seneca
Allegany	Franklin	Onondaga	Steuben
Broome	Fulton	Ontario	St. Lawrence
Cattaraugus	Genesee	Orange	Sullivan
Cayuga	Greene	Orleans	Tioga
Chautauqua	Hamilton	Oswego	Tompkins
Chemung	Herkimer	Otsego	Ulster
Chenango	Jefferson	Putnam	Warren
Clinton	Lewis	Rensselaer	Washington
Columbia	Livingston	Rockland	Wayne
Cortland	Madison	Saratoga	Wyoming
Delaware	Monroe	Schenectady	Yates
Dutchess	Montgomery	Schoharie	
Erie	Niagara	Schuyler	

PO BOX 917
ALBANY NY 12201-0917

All other vendors whose place of business is located in any of the following counties mail your return to the address listed on the right.

New York County with ZIP codes 10001-10019	Richmond
Bronx	Queens
Kings	Westchester
New York County with ZIP codes 10020-10285	
Nassau	Suffolk

PO BOX 2058
CHURCH STREET STATION
NEW YORK NY 10008-2058

G P O BOX 5464
NEW YORK NY 10087-5464
PO BOX 1866
HICKSVILLE NY 11802-1866

Need Help?

For information, forms or publications, call the Business Tax Information Center at 1 800 972-1233. The call is toll free from anywhere in the U.S. (including Alaska and Hawaii) and Canada. For information, you can also call toll free (from New York State only) 1 800 CALL TAX (1 800 225-5829). From areas outside New York State, call (518) 438-8581. For forms or publications, you can also call toll free (from New York State only) 1 800 462-8100. From areas outside New York State, call (518) 438-1073.

Telephone assistance is available from 8:30 a.m. to 4:25 p.m., Monday through Friday.

Persons with Disabilities - In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, please call the information numbers listed above.

Hotline for the Hearing and Speech Impaired - If you have a hearing or speech impairment and have access to a telecommunications device for the deaf (TDD), you can get answers to your New York State tax questions by calling 1 800 634-2110 toll free from anywhere in the U.S. (including Alaska and Hawaii) and Canada. Hours of operation are from 8:30 a.m. to 4:15 p.m., Monday through Friday. If you do not own a TDD, check with independent living centers or community action programs to find out where machines are available for public use.

If you need to write, address your letter to: NYS Tax Department, Taxpayer Assistance Bureau, W A Harriman Campus, Albany NY 12227.