



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

Use this form to report transactions for the period April 1, 1997, through April 30, 1997, only.

1197

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

Change of Business Information

Check here if you have changed your business location and have not previously notified us. Enter this new address in the space next to your preprinted address. You must report this or any other change (name, identification number, mailing address or owner/officer/responsible person information) on either Form DTF-95.1, found in the Instructions for ST-809, or Form DTF-95, Change of Business Information. To request Form DTF-95, call the Business Tax Information Center (see telephone number listed to the left).

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 May 20, 1997. If you need the instructions for Form ST-809, call the Business Tax Information Center toll free 1 800 972-1233, or call 1 800 462-8100. From areas outside the U.S. and Canada, call (518) 485-6800.

Type of business field with a checkbox for reporting sales tax on this return for more than one business location. If checked, attach a list of your locations.

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

Table for Long Method with columns: Summary of Business Activities, A Gross Sales and Services, B Taxable Sales and Services, C Purchases Subject to Use Tax. Rows include 1a-1c, 2a-2b, 3, 4, 5.

Table for Short Method with columns: Summary of Business Activities, A Gross Sales and Services, B Taxable Sales and Services, C Purchases Subject to Use Tax. Rows include 1a-1c, 2a-2b, 3, 4, 5.

— 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

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

Locality Adjustment \$

Form with fields: Signature of vendor, Telephone number, Title, Date, Signature of preparer (if other than vendor), Telephone number, Preparer's address, Date

## Return Addresses

**If you are in the PromptTax 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. For information, you can also call toll free 1 800 225-5829. For forms or publications, call toll free 1 800 462-8100.

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

From areas outside the U.S. and Canada, call (518) 485-6800.

**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 toll free from the U.S. and Canada 1 800 634-2110. 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.

**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.

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