



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

Calendar grid for January 2003 showing tax period from January 1, 2003 to January 31, 2003.

Calendar grid for February 2003 with the 20th highlighted.

1103

Due date: Thursday, February 20, 2003

You will be responsible for penalty and interest if your return is not postmarked by this date.

Form fields for Sales tax identification number, Legal name, dba, Number and street, and City, state, ZIP code.

Place label here

No tax due? Check the box to the right and 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 1 in instructions.

Has your address or business information changed? If so, check the box to the right and enter new mailing address on preprinted label above. See 2 in instructions.

Complete Step 1 or Step 2, but not both. See 3 in instructions.

Step 1 of 3 Long method of calculating tax due

Table for Step 1: Long method of calculating tax due. Rows 1-12 include gross sales, taxable sales, purchases, sales tax, credits, net tax due, and interest/penalty.

Step 2 of 3 Short method of calculating tax due

Table for Step 2: Short method of calculating tax due. Rows 1-10 include comparable quarter, tax due, prepaid sales tax, net tax due, credits, advance payments, and interest/penalty.

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

Locality Adjustment \$

For office use only

**Step 3 of 3 Sign and mail this return**  
*Please be sure to keep a completed copy for your records.*

Must be postmarked by **Thursday, February 20, 2003**, to be considered filed on time. See below for complete mailing information.

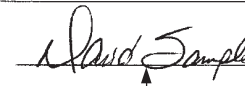
Printed name of taxpayer \_\_\_\_\_ Title \_\_\_\_\_  
 Signature of taxpayer \_\_\_\_\_ Date \_\_\_\_\_ Daytime telephone (\_\_\_\_) \_\_\_\_\_  
 Printed name of preparer, if other than taxpayer \_\_\_\_\_  
 Preparer's address \_\_\_\_\_  
 Signature of preparer, if other than taxpayer \_\_\_\_\_ Daytime telephone (\_\_\_\_) \_\_\_\_\_

  
**Where to mail your return and attachments**  
 If using a private delivery service rather than the U.S. Postal Service, see 19 in instructions for the correct address.

Do you participate in the New Jersey/New York or the Connecticut/New York Reciprocal Tax Agreement?


No	Yes
<b>Address envelope to:</b> NYS SALES TAX PROCESSING JAF BUILDING PO BOX 1208 NEW YORK NY 10116-1208	<b>Address envelope to:</b> NYS SALES TAX PROCESSING RECIPROCAL TAX AGREEMENT JAF BUILDING PO BOX 1209 NEW YORK NY 10116-1209

Make check payable to **New York State Sales Tax.**

David Sample 100 Elm Street Albany, NY 12203	2971 DATE <b>February 10, 2003</b>
PAY TO THE ORDER OF <b>New York State Sales Tax</b>   \$1000	
<b>One Thousand and 00/100</b> DOLLARS	
<b>First State Bank</b> 00-0000000 ST-809 1/31/03	

Don't forget to write your sales tax ID#, **ST-809**, and **1/31/03**      Don't forget to sign your check

**Need help?**

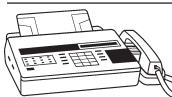
 **Telephone assistance** is available from 8 a.m. to 5:55 p.m. (eastern time), Monday through Friday.

**For business tax information**, call the New York State Business Tax Information Center: 1 800 972-1233


**For general information:** 1 800 225-5829


To order forms and publications: 1 800 462-8100


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

 **Fax-on-demand forms:** Forms are available 24 hours a day, 7 days a week. 1 800 748-3676

 **Internet access:** [www.tax.state.ny.us](http://www.tax.state.ny.us)

 **Hotline for the hearing and speech impaired:** 1 800 634-2110 from 8 a.m. to 5:55 p.m. (eastern time), Monday through Friday. If you do not own a telecommunications device for the deaf (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 1 800 225-5829.

 **If you need to write**, address your letter to:  
 NYS TAX DEPARTMENT  
 TAXPAYER CONTACT CENTER  
 W A HARRIMAN CAMPUS  
 ALBANY NY 12227