



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

Calendar for October 2009 showing tax period from October 1, 2009 to October 31, 2009.

Calendar for November 2009 with the 20th highlighted.

0810

Due date: Friday, November 20, 2009

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.

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 1 in instructions.

Has your address or business information changed? If so, visit our Web site at www.nystax.gov 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 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 of 3 Long method of calculating tax due with rows 1-12 for sales, taxable sales, purchases, taxes, and net tax due.

Step 2 of 3 Short method of calculating tax due

Table for Step 2 of 3 Short method of calculating tax due with rows 1-10 for comparable quarter, tax due, prepaid sales tax, and net tax due.

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

For office use only

Locality Adjustment \$

Sales tax identification number

0810

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 **Friday, November 20, 2009**, 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)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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, if other than taxpayer \_\_\_\_\_ Preparer identification number

Preparer's address \_\_\_\_\_

Preparer's e-mail 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 20 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

**Address envelope to:**

NYS SALES TAX PROCESSING  
PO BOX 15172  
ALBANY NY 12212-5172

**Address envelope to:**

NYS SALES TAX PROCESSING  
RECIPROCAL TAX AGREEMENT  
PO BOX 15173  
ALBANY NY 12212-5173

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

David Sample 100 Elm Street Albany, NY 12203	2971
	DATE <b>November 10, 2009</b>
PAY TO THE ORDER OF <b>New York State Sales Tax</b>	\$ <input type="text"/> X,XXX.XX
(your payment amount)	DOLLARS
<b>First State Bank</b>	<i>David Sample</i>
00-0000000 ST-809 10/31/09	

Don't forget to write your sales tax ID#, **ST-809**, and **10/31/09**.

Don't forget to sign your check

**Need help?**

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