

February 2012



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

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Ja	nı						-					•				 2

Sales tax identification number		S M T W T F S	_
Legal name (print ID number and legal name as it appears on the Certificat	5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	2	
DBA (doing business as) name	20 21 20 29		
Number and street		Due date: Tuesday, February 21, 2012	
City, state, ZIP code	You will be responsible for penalty and intere if your return and any payment due is not electronically filed or postmarked by this dat		
Mandate to use Sales Tax Web File - Most filers fall under this requir	rement: see Form ST-809-L		
No tax due? Enter your gross sales and services in box 1 of Step 1 below; er There is a \$50 penalty for late filing of a no-tax-due return. S	nter <i>none</i> in boxes 2 and 3. You <b>r</b>	<b>must</b> file by the due date even if no tax is due.	
Has your address or If so, visit our Web site (see <i>Need help?</i> in Fo business information changed? or mark an <i>X</i> in the box to the right and enter			]
Complete Step 1 or Step 2, but not both. See 3 in instruction	ons.		
Step 1 of 3 Long method of calculating tax due			
otop i or o long monioù or oarourannig tax ado		1	_
1 Enter total gross sales and services (to nearest dollar; see 4 in inst	tructions)		00
	,	2	
2 Enter total taxable sales and services (to nearest dollar; see 5 in ins		00	
		3	
3 Enter total purchases subject to tax (to nearest dollar; see 6 in inst			00
4 Sales and use tax (see 7 in instructions)	4		
5 Credit for prepaid sales tax (see 8 in instructions)			
6 Net tax due (subtract box 5 amount from box 4 amount)		6	
7 Credits not identified (attachments required, see 9 in instructions)	7		
8 Advance payments (see 10 in instructions)			
9 Add box 7 amount to box 8 amount			
10 Sales and use tax due (subtract box 9 amount from box 6 amount)			
11 Penalty and interest (see 11 in instructions)			
12 Amount due (add box 10 amount to box 11 amount; see 12 in instructi	ions) Pay this an	nount 12	
Step 2 of 3 Short method of calculating tax due			
1 Comparable quarter of previous year (see 13 in instructions)*	1		
2 Tax due (one-third of box 1 amount)			
3 Credit for prepaid sales tax (see 14 in instructions)			
4 Net tax due (subtract box 3 amount from box 2 amount)		4	
5 Credits not identified (attachments required, see 15 in instructions)	5		
6 Advance payments (see 16 in instructions)	6		
7 Add box 5 amount to box 6 amount		7	
8 Sales and use tax due (subtract box 7 amount from box 4 amount)		8	
9 Penalty and interest (see 17 in instructions)	9		
10 Amount due (add box 8 amount to box 9 amount; see 18 in instruction		10	
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Page 2 of 2	<b>ST-809</b> (1/12)	Sales tax identification nu	umber			111	2 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 Tuesday, February 21, 2012, to be considered filed on time.  See below for complete mailing information.											
	Do you want to allow and	her person to discuss th	nis return with t	he Tax Dept?	(see instruction	ns) Yes 🔲 (	complete the	following) No			
Third – party	Designee's name	D (	esignee's phone )	number		Personal identification number (PIN)					
designee	Designee's e-mail address										
Printed name of	taxpayer			Title _							
Taxpayer's e-ma	il address										
Signature of tax	payer			Date	te	aytime lephone (	)				
Printed name of	preparer's firm (or yours if self-e	mployed)			Fi id	rm's employer entification number Preparer's	.*				
Preparer's addre	ess					PTIN*					
Preparer's e-mai	il address					Prepare NYTPR					
Signature of pre	parer, if other than taxpayer _					aytime lephone (	)				
*See ② in instructions					Make che	ck payable to <i>Ne</i> r	w York Sta	te Sales Tax.			
000 🕶 111 1113	structions				David Sample 100 Elm Street		Fah	2971    ruary 10, 2012			
W ( T	here to mail your r	ments		Albany, NY 1220			14419 10, 2012				
_	Address surelens to. N	VC CALECTAY DDOC	ECCINC		PAY TO THE ORDER OF NO	w York State Sales		\$ X.XXX.XX			
<b>P</b>		O BOX 15172				(your payment am	iount)	DOLLARS			
	A	LBANY NY 12212-517	2		First Stat	e Bank	L M	M donat W			
If U	using a private delivery se	vice rather than the U	S. Postal		00-0000000	ST-809 1/31/12		- CHAPE			
Se	ervice, see 20 in instruction	is for the correct addre	ess.	'		get to write your sale and 1/31/12.	es tax ID#,	Don't forget to sign your check			

## Need help?

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