



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

Calendar grid for April 2012 showing tax period April 1, 2012 - April 30, 2012.

Calendar grid for May 2012 with the 21st highlighted.

0213

21 Due date: Monday, May 21, 2012

You will be responsible for penalty and interest if your return and any payment due is not electronically filed or postmarked by this date.

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

Mandate to use Sales Tax Web File - Most filers fall under this requirement; see Form ST-809-I.

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 (see Need help? in Form ST-809-I) 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, 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 \$

