



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

Calendar for December 2011 showing tax period from December 1, 2011 to December 31, 2011.

Calendar for January 2012 showing the due date on Friday, January 20, 2012.

1012

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

Due date: Friday, January 20, 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.

Mandate to use Sales Tax Web File — Most filers fall under this new 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: Long method of calculating tax due. Includes rows for gross sales, taxable sales, purchases, sales tax, credit for prepaid sales tax, net tax due, credits not identified, advance payments, and amount due.

Step 2 of 3 Short method of calculating tax due

Table for Step 2: Short method of calculating tax due. Includes rows for comparable quarter of previous year, tax due, credit for prepaid sales tax, net tax due, credits not identified, advance payments, and amount due.

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

For office use only

Locality Adjustment \$

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, January 20, 2012**, 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 <input type="checkbox"/> (complete the following) No <input type="checkbox"/>	
	Designee's name	Designee's phone number ()
	Designee's e-mail address	

Personal identification number (PIN)

Printed name of taxpayer _____ Title _____

Taxpayer's e-mail address _____

Signature of taxpayer _____ Date ____ - ____ - ____ Daytime telephone () _____

Printed name of preparer's firm (or yours if self-employed) _____ Firm's employer identification number*

Preparer's address _____ Preparer's PTIN*

Preparer's e-mail address _____ Preparer's NYTPRIN*

Signature of preparer, if other than taxpayer _____ Daytime telephone () _____

*See 20 in instructions

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



Where to mail your return and attachments

Address envelope to: NYS SALES TAX PROCESSING
PO BOX 15172
ALBANY NY 12212-5172

If using a private delivery service rather than the U.S. Postal Service, see 20 in instructions for the correct address.

David Sample 100 Elm Street Albany, NY 12203	DATE January 10, 2012	2971
PAY TO THE ORDER OF New York State Sales Tax		\$ X,XXX.XX
(your payment amount)		DOLLARS
First State Bank		
00-0000000 ST-809 12/31/11	<i>David Sample</i>	

Don't forget to write your sales tax ID#, **ST-809**, and **12/31/11**.

Don't forget to sign your check

Need help?

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