



Sales Tax Record of Advance Payment

Mark an **X** in the box for the applicable period.

Quarterly filers:

- Mar 1 – May 31**
Due: Jun 20

 Jun 1 – Aug 31
Due: Sept 20

 Sept 1 – Nov 30
Due: Dec 20

 Dec 1 – Feb 28/29
Due: Mar 20

You **must** file a completed sales tax return for each **quarter**, even if you owe no additional tax.

Annual filers:

- Mar 1 - Feb 28/29**
Due: Mar 20

You **must** file a completed sales tax return for the **annual period**, even if you owe no additional tax.

Type or print clearly

Sales tax identification number	Business telephone number ()	Daytime telephone number ()
Legal name		
DBA (doing business as) name		
Number and street		
City	State	ZIP code

Amount enclosed (see instructions) \$

Instructions

Note: You can make your sales tax advance payment on our website from your bank account using your Online Services account.

When you file your New York State and Local Sales and Use Tax Return, enter or verify the total amount of advance payments you made for the period reported on your return. Web File your return on our website using your Online Services account.

Fee for payments returned by banks – If your payment is returned by a bank, the Tax Department is allowed by law to charge a \$50 fee for nonpayment. However, if the payment is returned as a result of an error by the bank or department, the department will not charge the fee. If your payment is returned, we will send a separate bill for \$50 for each return or other tax document associated with the returned payment

Where to mail your document and payment – Make your check payable to **New York State Sales Tax**. Write your sales tax identification number on your check.

Mail the completed document with your remittance to:

NYS SALES TAX PROCESSING
PO BOX 15174
ALBANY NY 12212-5174

Private delivery service address – If not using U.S. Mail, see Publication 55, *Designated Private Delivery Services*.

Need help?



Visit our website at **www.tax.ny.gov**

- get information and manage your taxes online
- check for new online services and features

Telephone assistance

Sales Tax Information Center: 518-485-2889

To order forms and publications: 518-457-5431

Text Telephone (TTY) or TDD equipment users: Dial 7-1-1 for the New York Relay Service

Privacy notification – New York State Law requires all government agencies that maintain a system of records to provide notification of the legal authority for any request for personal information, the principal purpose(s) for which the information is to be collected, and where it will be maintained. To view this information, visit our website, or, if you do not have Internet access, call and request Publication 54, *Privacy Notification*. See *Need help?* for the Web address and telephone number.

For office use only

33000100180094

