



Department of Taxation and Finance

PromptTax – Motor Fuel and Petroleum Business Taxes Certified Check Transmittal Form

TR-692
(7/15)

Taxpayer ID number	Business name		
Street address			
City	State	ZIP code	

- 1) Enter the ending date of the tax period for which the motor fuel taxes and petroleum business tax (Articles 12-A and 13-A) payment is enclosed..... _____ / _____ / _____
(mm) (dd) (yy)
- 2) Enter amount due for motor fuel taxes (Article 12-A liabilities)..... \$ _____ . _____
- 3) Enter amount due for petroleum business tax (Article 13-A liabilities)..... \$ _____ . _____
- 4) Enter amount of certified check enclosed (dollars and cents) \$ _____ . _____

This amount should equal the sum of liabilities from lines 2 and 3.

Instructions

Use this form only for transmitting certified check payments for motor fuel and petroleum business taxes as required under the electronic funds transfer program.

Type or print this form. Be sure to complete all fields.

Keep a copy of this form for your records.

When you file Form PT-100, *Petroleum Business Tax Return*, for the period indicated, include on the EFT or certified check line of the return the amount of this payment.

Send this form with your certified check to:

**NYS TAX DEPARTMENT
PSSB-PBT PROMPTAX
W A HARRIMAN CAMPUS
ALBANY NY 12227-0863**

To be considered timely, your certified check accompanied by this form must be postmarked no later than one business day following the 22nd of the month.

Need help?

Visit our Web site at www.tax.ny.gov
(for information, forms, and online services)

Telephone assistance

PromptTax Customer Service Center: (518) 457-2332

For internal use only

Period designator