



# PromptTax — Motor Fuel and Petroleum Business Taxes Certified Check Transmittal Form

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.....        / 22 /         
(mm) (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 the following address: **NYS TAX DEPARTMENT  
PROMPTAX - PBT  
PO BOX 4132  
BINGHAMTON, NY 13902-4132**

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?** (for PromptTax filers only)

 **PromptTax Internet access:** [www.nystax.gov/prompt](http://www.nystax.gov/prompt)

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 **Telephone assistance** is available from 8:00 A.M. to 5:00 P.M. (eastern time), Monday through Friday.

**PromptTax Customer Service Center:** (518) 457-2332  
In-state callers without free long distance: 1 800 338-0054

<i>For internal use only</i>
Period designator