



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

Sales Tax Record of Advance Payment

For the quarterly return due:

- June 20 September 20 December 20 March 20

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

For the annual return due:

- March 20

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

Type or print clearly

Business name			Today's date
Address (number and street)			Sales tax identification number
City	State	ZIP code	Amount enclosed \$

Preparer's signature	Telephone number ()
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Instructions

- Type or print this form. Be sure to indicate the period for which the advance payment is intended.
- Make your check payable to **New York State Sales Tax**. Write your sales tax identification number on your check.

Please be sure to keep a copy for your records.
- Send the completed form with your remittance to:
**NYS SALES TAX PROCESSING
PO BOX 15174
ALBANY NY 12212-5174**
- When you file your sales tax return, enter the total amount of advance payments you made for the period reported on the *Advance payments* line of your New York State and Local Sales and Use Tax Return.

Privacy notification

The Commissioner of Taxation and Finance may collect and maintain personal information pursuant to the New York State Tax Law, including but not limited to, sections 5-a, 171, 171-a, 287, 308, 429, 475, 505, 697, 1096, 1142, and 1415 of that Law; and may require disclosure of social security numbers pursuant to 42 USC 405(c)(2)(C)(i).

This information will be used to determine and administer tax liabilities and, when authorized by law, for certain tax offset and exchange of tax information programs as well as for any other lawful purpose.

Information concerning quarterly wages paid to employees is provided to certain state agencies for purposes of fraud prevention, support enforcement, evaluation of the effectiveness of certain employment and training programs and other purposes authorized by law.

Failure to provide the required information may subject you to civil or criminal penalties, or both, under the Tax Law.

This information is maintained by the Manager of Document Management, NYS Tax Department, W A Harriman Campus, Albany NY 12227; telephone (518) 457-5181.

Private delivery service address — If you wish to use a private delivery service and not the U.S. Postal Service to deliver your form, send it to: Bank of America, 431C Broadway, Menands, NY 12204.

Do not write in space below

Need help?



Internet access: www.nystax.gov
(for information, forms, and publications)



Fax-on-demand forms: 1 800 748-3676



Sales Tax Information Center: (518) 485-2889
In-state callers without free long distance: 1 800 698-2909

To order forms and publications: (518) 457-5431
In-state callers without free long distance: 1 800 462-8100



Text Telephone (TTY) Hotline
(for persons with hearing and speech disabilities using a TTY): 1 800 634-2110