New York State Department of Taxation and Finance

PrompTax — Prepaid Sales Tax on Motor Fuel and Diesel Motor Fuel Certified Check Transmittal Form

TR-693
(3/09)

Taxpayer ID number	Business name	
Street address		
City	State	ZIP code

1) Enter the ending date of the tax period for which the payment of prepaid sales and compensating use tax on motor fuel and diesel motor fuel is enclosed ..... _____ / 22 / _____
(mm) (yy)

2) Enter amount of certified check enclosed (dollars and cents) ..... $ _____ . ____

Instructions

Use this form only for transmitting certified check payments for prepaid sales and compensating use tax on motor fuel and diesel motor fuel 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 FT-945/1045, *Report of Sales Tax Prepayment On Motor Fuel/Diesel Motor Fuel,* for the period indicated, include on the PrompTax payment line of the return the amount of this payment.

Send this form with your certified check to the following address: **NYS TAX DEPARTMENT**
PROMPTAX - PREPAID SALES (FUEL) TAX
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 PrompTax filers only)

PrompTax Internet access: *www.nystax.gov/prompt*

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

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

For internal use only
Period designator