



# PromptTax — Sales and Compensating Use Tax 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 New York State and local sales and compensating use tax payment is enclosed .....            / 22 /             
(mm) (yy)
- 2) Enter amount due for previous month's balance (23rd through the end of the month) \$                            .
- 3) Enter amount due for current month's part payment (1st through 22nd) ..... \$                            .
- 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 sales and compensating use 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 ST-810, *New York State and Local Quarterly Sales and Use Tax Return for Part-Quarterly Filers*, for the period indicated, include on the advance payments line of the return the amount of this payment.

Send this form with your certified check to the following address: **NYS TAX DEPARTMENT  
PROMPTAX - SALES 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.

<b>Need help?</b> (for PromptTax filers only)	
	<b>PromptTax Internet access:</b> <a href="http://www.nystax.gov/prompt">www.nystax.gov/prompt</a>
	<b>Telephone assistance</b> is available from 8:00 A.M. to 5:00 P.M. (eastern time), Monday through Friday.
<b>PromptTax Customer Service Center:</b>	(518) 457-2332
In-state callers without free long distance:	1 800 338-0054

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