NY Sales Tax **Reminder**

New Update

Sales Tax filers are now required to use the NYS Sales Tax Web Site to file their quarterly sales tax returns. If there is a balance due, it must be electronically withdrawn from your bank account. You may authorize any amount to be withdrawn.

If you would like us to prepare your sales tax return, upon authorization we will set up a NYS Web File account for you. This is a one time process. After that, we will electronically file your sales tax return for you. We will need your banking information to process your payment. Please note, there is a $50 penalty for failure to file electronically, and another $50 penalty for failure to pay electronically.

New York Sales Tax Returns are on a fiscal year ending February 28th.

NYS Quarterly Sales Tax Due Dates

NY Quarterly Sales Tax Returns are due 20 days after the close of the quarter, as follows:

QUARTER NO. / ANNUAL	QUARTER PERIOD	DUE DATES
1	Mar 1 – May 31	**June 20**
2	Jun 1 – Aug 31	**September 20**
3	Sep 1 – Nov 30	**December 20**
4	Dec 1 – Feb 28	**March 20**
ANNUAL	Mar 1 – Feb 28	**March 20**

If you'd like us to prepare your sales tax return, provide us with the requested info. **AS SOON AS POSSIBLE**.

Sales Tax ID Number:			
Your Name:			
Business Name:			
Business Activity:			
Business Address:			
Quarter Number or Annual:	Quarter No:		❑ Annual
Jurisdiction (City or County):			
Gross Sales invoiced (excluding tax):			
Taxable Sales (excluding tax):			
Sales Tax invoiced:			
Purchases on which you did not pay Sales Tax:			
Bank Name:			
Bank Routing Number:			
Bank Account Number:			
✔**only one:** ❑ Business Checking ❑ Personal Checking ❑ Business Savings ❑ Personal Savings			
Account Holders Name:			

Please provide any additional information necessary to complete the sales tax return, such as, advance payments and credits. If you have sales in more than three jurisdictions, please print additional sheets and provide details regarding your sales in each jurisdiction.

If you do not want us to continue to remind you to file every quarter or annually, please notify us.