

Step 6 of 9 Calculate taxes due **TAXPAYER** Add Sales and use tax column total (box 14) to Total special taxes (box 15) and subtract Total tax credits, advance payments, and overpayments (box 16). Enter result in box 17.

Box 14 amount \$	+	Box 15 amount \$	-	Box 16 amount \$	=	17	Taxes due
\$0.00		\$0		\$0			\$0.00

Step 7 of 9 Calculate vendor collection credit or pay penalty and interest

7A Vendor collection credit

Box 14 amount \$ _____

Box 15 amount + \$ _____

= _____

Enter the amount from Schedule FR as instructed on the schedule (if any). Be sure to enter this amount as a positive number. + _____

= _____

x 5% (.05) (credit rate)

= \$ _____ **

**** In box 18, enter the amount calculated up to \$200.**

OR Pay penalty and interest if you are filing late

7B Penalty and interest are calculated on the amount in box 17, Taxes due. See 23 in the instructions.

Step 8 of 9 Calculate total amount due Make check or money order payable to **New York State Sales Tax**. Write on your check your sales tax ID#, **ST-100**, and **11/30/13**.

Final calculation: Taking vendor collection credit? Subtract box 18 from box 17. Paying penalty and interest? Add box 19 to box 17.

18

19

Total amount due \$0.00

Step 9 of 9 Sign and mail this return Must be postmarked by **Friday, December 20, 2013**, to be considered filed on time. Please be sure to keep a completed copy for your records. See below for complete mailing information.

Do you want to allow another person to discuss this return with the Tax Dept? (see instructions) Yes (complete the following) No

Third-party designee

Designee's name _____ Designee's phone number () _____ Personal identification number (PIN) _____

Designee's e-mail address _____

Printed name of taxpayer _____ Title _____

Taxpayer's e-mail address _____

Signature of taxpayer _____ Date ____/____/____ Daytime telephone () _____

Printed name of preparer's firm (or yours if self-employed) _____ Firm's employer identification number* _____

Preparer's address _____ Preparer's PTIN* _____

Preparer's e-mail address _____ Preparer's NYTPRN* _____

Signature of preparer, if other than taxpayer _____ Daytime telephone () _____

*See 26 in instructions

Where to file your return and attachments

Web File your return at www.tax.ny.gov (see Highlights in instructions).

(If you are not required to Web File, mail your return and attachments to: NYS Sales Tax Processing, PO Box 15168, Albany NY 12212-5168)

If using a private delivery service rather than the U.S. Postal Service, see 45 in instructions.

Make check payable to **New York State Sales Tax**.

David Sample 2971
100 Elm Street
Albany, NY 12203 DATE **December 10, 2013**

PAY TO THE ORDER OF **New York State Sales Tax** \$ **IX,XXX.XX**
(your payment amount) DOLLARS

First State Bank

00-0000000 ST-100 11/30/13

Don't forget to write your sales tax ID#, **ST-100**, and **11/30/13**. Don't forget to sign your check

*****TAXPAYER WORKING COPY/DO NOT FILE*****

Need help?

See Form ST-100-I, Instructions for Form ST-100, page 4.