

RE: Preparation of New York Annual Sales & Use Tax Returns For the Period of 03/01/25 – 02/28/26

Dear Client:

If you are registered for sales and use tax purposes in New York State, you must file sales and use tax returns. Even if your business did not make any taxable sales or purchases during the reporting period, you must file your sales and use tax return by the due date.

Annual sales and use tax returns generally must be filed no later than 20 days after the end of the period to which they relate. As such, please provide us with sales and use tax related data below by the following dates to allow for sufficient time to prepare your return and file on time:

- (1) Provide information listed below to our office no later than by 03/05/26 to prepare and file your annual report due 03/20/26, which covers the period of 03/01/25 through 02/28/26.
- (2) Minimum data required for the annual period return preparation is as follows:
  - Total gross sales
  - Nontaxable and exempt sales
  - Taxable sales
  - Purchases or uses subject to tax
  - Credits you are claiming on the return
  - Sales tax, use tax, and any special taxes you collected or were required to collect
  - Current information regarding your business, including the nature of products sold or purchases
  - Clarify the venue where sales subject to sales tax and purchases subject to use tax were made (direct sales/purchases, website sales/purchases, 3<sup>rd</sup> party vendor transactions, etc.
  - Identify the states and NY localities/counties where any sales/purchases were made
  - Your bank routing number and account number so that the sales and use tax can be debited from your account and paid electronically
- (3) Be sure also to identify the following details for all sales data used to calculate sales tax and/or purchases used to calculate use tax:
  - Identify individual sales and purchases that are charged State of New York sales tax
  - For those sales and purchases within New York that are charged local or county sales tax, identify details for specific localities and counties, and specific rates that were charged.
  - Identify any sales or purchases conducted in states outside of the State of New York to determine if nexus applies to other states and if registration and filing is required in that state
  - Identify if any sales or use tax for the period has previously been remitted

If you have any questions, please let us know. Thank you for your assistance.