



**New York State Department of  
Taxation and Finance**

Audit Division-Income/Franchise Desk-AG10  
W A Harriman Campus  
Albany NY 12227-0001

DOE-JANE  
1 OLS WAY  
ONLINE SERVICES, NY 12345

## **Handle your tax business online**

The Tax Department has many online services that provide a fast and easy way to do the following:

- **File returns** — including Sales Tax, Corporation Tax, Withholding Tax, MCTMT
- **Make payments** — pay taxes, estimated taxes, and bills
- **Respond to department notices** — respond quickly to bills and other notices
- **Receive e-mail alerts** — keep informed and up-to-date about your tax account

### **Your rights as a taxpayer**

For a full explanation of your rights as a taxpayer, go to [www.tax.ny.gov/tra/rights.htm](http://www.tax.ny.gov/tra/rights.htm)  
No Internet access? Call us at (518) 457-3280 and we'll mail you a written statement of your rights.

***[www.tax.ny.gov/online](http://www.tax.ny.gov/online)***



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## Need help?

*If you have questions regarding this notice, call (518) 457-5434.*



Visit our Web site at [www.tax.ny.gov](http://www.tax.ny.gov)  
(for information, forms, and online services)



To order forms and publications: (518) 457-5431



**Text Telephone (TTY) Hotline** (for persons with hearing and speech disabilities using a TTY): If you have access to a TTY, contact us at (518) 485-5082. If you do not own a TTY, check with independent living centers or community action programs to find out where machines are available for public use.



**Persons with disabilities:** In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, call (518) 457-5181.

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## Private delivery services

If you choose, you may use a private delivery service, instead of the U.S. Postal Service, to mail in your form and tax payment. However, if, at a later date, you need to establish the date you filed or paid your tax, you cannot use the date recorded by a private delivery service **unless** you used a delivery service that has been designated by the U.S. Secretary of the Treasury or the Commissioner of Taxation and Finance. (Currently designated delivery services are listed in Publication 55, *Designated Private Delivery Services*. See *Need help?* above for information on obtaining forms and publications.) If you have used a designated private delivery service and need to establish the date you filed your form, contact that private delivery service for instructions on how to obtain written proof of the date your form was given to the delivery service for delivery. If you use **any** private delivery service, whether it is a designated service or not, send the forms covered by these instructions to JPMorgan Chase, NYS Tax Processing - AR, 33 Lewis Road, Binghamton NY 13905-1040.



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**DATE:** 07/10/18

**NOTICE AND DEMAND for Payment of Tax Due**

**ASSESSMENT ID:** L-000101279-5

**TOTAL AMOUNT DUE:** \$1,017.83

**PAYMENT DUE DATE:** 07/31/18

DOE-JANE  
1 OLS WAY  
ONLINE SERVICES, NY 12345

**TAX TYPE:** Personal Income

**TAXPAYER'S COMPLETE LEGAL NAME**

DOE-JANE

**EXPLANATION AND INSTRUCTIONS**

An amount is due for the Tax Type indicated above. Please refer to the COMPUTATION SECTION AND COMPUTATION SUMMARY SECTION for the tax period(s) affected, the reason(s) for the additional amount due and a computation of the balance due.

**TO MAKE A PAYMENT:**

- go online at [www.tax.ny.gov](http://www.tax.ny.gov) or
- call (518) 457-5434. We'll ask for your Taxpayer ID and PIN. Your PIN is: 1279; or
- mail us your payment with the enclosed Payment Document.
- To avoid additional penalty and/or interest, pay the total amount due by 07/31/18.

**IF YOU HAVE ALREADY PAID:**

- Complete the Disagreement With Findings Section on the Payment Document and return it along with a photocopy of the front and back of your canceled check or money order (not the money order receipt) or the confirmation number from your Web payment if paid via the internet.

**IF YOU WISH TO BRING ANY FACTS TO OUR ATTENTION:**

- Refer to the Notice of Taxpayer Rights for an explanation of the options available to you.
- **We must receive your disagreement with respect to this notice by: 08/09/18.**
- Disagreement with this notice does not stop the addition of penalties and/or interest which will continue to accrue unless full payment is received by the payment due date.

**IF YOU DO NOT MAKE FULL PAYMENT BY 07/31/18 OR CONTACT US BY 08/09/18, appropriate action will be taken to collect the balance due. Refer to the Notice of Taxpayer Rights for information regarding such enforcement actions.**

**IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE, refer to the Need help? section.**

**COMPUTATION SECTION**

TAX PERIOD ENDED DATE: 12/31/17

TAX YEAR: 2017

FILE DUE DATE: 04/15/18

DATE RECEIVED: TIMELY

FILING STATUS: 01

Tax Per Taxpayer:	2,000.00
Tax Per Dept of Tax & Finance:	2,000.00
Timely Payments/Credits:	1,000.00
Late Payments:	0.00
Amount Previously Assessed/Refunded:	0.00
BALANCE:	1,000.00
Tax Amount Assessed:	1,000.00
Interest Amount Assessed:	17.83
Penalty Amount Assessed:	0.00
Assessment Payments/Credits:	0.00
Current Balance Due:	1,017.83

**COMPUTATION SUMMARY SECTION**

Tax Period Ended	Tax Amount Assessed	(+) Interest Amount Assessed	(+) Penalty Amount Assessed	(-) Assessment Payments/ Credits	(=) Current Balance Due
12-31-17	1,000.00	17.83	0.00	0.00	1,017.83
TOTALS	1,000.00	17.83	0.00	0.00	1,017.83

**NOTE:** To view the current balance of any unpaid tax bills, access our Web site at [www.tax.ny.gov/online](http://www.tax.ny.gov/online).