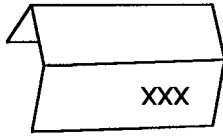


Mailing Instructions

1. To mail your completed Form(s) NYS-4 and/or NYS-4-ATT, please use fold marks as shown in the diagram below to ensure that the preprinted return address (denoted by XXX) will show through the window of the return envelope.
2. If a payment is enclosed, make check or money order payable to: **NYS Income Tax**.
3. Include on your check or money order your withholding identification number and the quarter you are reporting (e.g., Jan-Mar 1998).



Change of Business Information: Complete Form DTF-95, *Change of Business Information*, to report the sale or transfer of a business or changes in federal identification number, Withholding ID number, ownership, business name, business activity, telephone number, owner/officer/partner/responsible person information, or changes that affect any other tax administered by the NYS Tax Department.

Address change or new employer: Enter below the address at which you want to receive this form.

Taxpayer's trade name			
c/o (if applicable)			
Street or PO Box			
City	State	ZIP code	

If the above address is your paid preparer, check box

If you are using a paid preparer or a payroll service, the section below must be completed:

Paid Preparer's Use	Preparer's signature	Telephone number ()	Date	Check if self-employed <input type="checkbox"/>	Preparer's social security number
	Preparer's firm name <i>(or yours, if self-employed)</i>	Address		Preparer's EIN 	
Payroll service name				Payroll service's EIN 	

Mail your return to the address below

Checklist for mailing:

- File original return and prepare copy for your records
- Enter your telephone number in boxes provided on front
- Need help or forms? Call 1 800 972-1233

NYS Employment Taxes
Church Street Station
PO Box 1417
New York NY 10008-1417