

**Worksheet instructions**

Complete the following worksheet to determine if you must make a payment with Form IT-370.

If you enter an amount on lines 1, 2, 3, or 4 of this worksheet, mark an **X** in the appropriate box on the front of this form.

**Line 1** – Enter the amount of your New York State income tax liability for 2016 that you expect to enter on Form IT-201, line 46, or Form IT-203, line 50.

**Line 2** – Enter the amount of your New York City income tax liability for 2016 that you expect to enter on Form IT-201, line 54, or Form IT-203, line 52a.

**Line 3** – Enter the amount of your Yonkers income tax liability for 2016 that you expect to enter on Form IT-201, lines 55, 56, and 57; or Form IT-203, lines 53 and 54.

**Line 4** – Enter the amount of your MCTMT liability for 2016 that you expect to enter on Form IT-201, line 54b, or Form IT-203, line 52c.

**Line 5** – Enter the amount of sales and use tax, if any, that you will be required to report when you file your 2016 return. See the instructions for your NYS income tax return for information on how to compute your sales and use tax. Also enter this amount on line 1 on the front of this form.

**Line 7** – Enter the amount of 2016 tax already paid that you expect to enter on Form IT-201, line 76, or Form IT-203, line 66 (excluding the amount paid with Form IT-370).

**Worksheet**

1 New York State income tax liability for 2016	1. _____
2 New York City income tax liability for 2016 ....	2. _____
3 Yonkers income tax liability for 2016 .....	3. _____
4 MCTMT liability for 2016.....	4. _____
5 Sales and use tax due for 2016 ( <i>enter this amount here and on line 1 on the front</i> ) .....	5. _____
6 Total taxes ( <i>add lines 1 through 5</i> ) .....	6. _____
7 Total 2016 tax already paid .....	7. _____
8 Total payment ( <i>subtract line 7 from line 6 and enter this amount here and on line 2 on the front</i> ). If line 7 is more than line 6, enter <b>0</b> .....	8. _____

**Note: You may be subject to penalties if you underestimate the balance due.**

**How to claim credit for payment made with this form**

Include the amount paid with Form IT-370 on Form IT-201, line 75, or Form IT-203, line 65.

For more information, see the line instructions for the return you file.

**Where to file**

**If you are enclosing a payment with Form IT-370, mail to:**

**EXTENSION REQUEST  
PO BOX 4125  
BINGHAMTON NY 13902-4125**

**If you are not enclosing a payment with Form IT-370, mail to:**

**EXTENSION REQUEST-NR  
PO BOX 4126  
BINGHAMTON NY 13902-4126**

**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?* below 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. See Publication 55 for where to send the form covered by these instructions.

**Need help?**

Visit our website at **[www.tax.ny.gov](http://www.tax.ny.gov)**

- get information and manage your taxes online
- check for new online services and features

**Telephone assistance**

Automated income tax refund status: (518) 457-5149

**Personal Income Tax** Information Center: (518) 457-5181

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

**Text Telephone (TTY) Hotline** (for persons with hearing and speech disabilities using a TTY): (518) 485-5082



**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 the information center.

