

Name of organization		
Address (number and street)		City (town), state, and ZIP code
Name and telephone number of person to be contacted (if the person is someone other than an officer, this application must be accompanied by a power of attorney executed by the officer)		
Date organized		Federal identification number

Check box 1a or 1b to indicate the section of law for which you are claiming exempt status.

- 1a**  **Section 1116(a)(4)** – Check the appropriate box to indicate the purpose for which you are claiming exempt status.
- |                                      |  |   |
|--------------------------------------|--|---|
| <input type="checkbox"/> Religious   | <input type="checkbox"/> Testing for public safety | <input type="checkbox"/> Prevention of cruelty to children or animals                   |
| <input type="checkbox"/> Charitable  | <input type="checkbox"/> Scientific                | <input type="checkbox"/> Fostering national or international amateur sports competition |
| <input type="checkbox"/> Educational | <input type="checkbox"/> Literary                  |   |

- 1b**  **Section 1116(a)(5)** Posts, organizations, and auxiliary of past or present members of the armed services.
- What percentage of your members are past or present members of the armed services of the United States? \_\_\_\_\_ %
- What percentage of your members are cadets or are spouses, widows, or widowers of cadets or past or present members of the armed services? \_\_\_\_\_ %
- What percentage of your members do not fall within either of the above categories? \_\_\_\_\_ %

- 2** Are you currently registered as a vendor with the Tax Department?  Yes  No If Yes, enter your *Certificate of Authority* number \_\_\_\_\_ .

If you answer *Yes* to questions 3 through 7, attach an explanation.

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| <b>3</b> Has any distribution of the organization's property ever been made to shareholders or members?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>4</b> Does any part of the net earnings of the organization go to the benefit of any private shareholder or individual?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>5</b> Has the organization ever advocated or opposed pending or proposed legislation?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>6</b> Has the organization ever participated in a political campaign or endorsed a candidate for public office?   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>7</b> If the organization fosters national or international amateur sports competition, does it provide any facilities or equipment, either directly or indirectly, for the use of amateur athletes?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>8</b> Have you received an exemption from federal income tax? (If <i>Yes</i> , see instructions)  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>9</b> If you are a branch or chapter, has your parent organization received an exemption from federal income tax that applies to subordinate branches or chapters? (If <i>Yes</i> , see instructions) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

- 10** Check the appropriate box to indicate your type of organization.
- Corporation – (attach a copy of articles of incorporation, including filing receipt, and bylaws)
- Trust – (attach a copy of Declaration of Trust and bylaws)
- Other – (attach a copy of constitution and bylaws)

- 11** Attach the following to this application:
- **Statement of activities** fully describing all current and proposed activities.
  - **Statement of receipts and expenditures** for your most recent fiscal year of operation, clearly reflecting the nature and amount of receipts and the purpose and amount of expenditures. (If you have been in existence less than a year, submit a statement of your receipts and expenditures to date, and a proposed budget for the rest of the year.)
  - **Statement of assets and liabilities** as of the end of your most recent fiscal year (if you have been in existence less than a year, your statement should be as of the date of this application).

I declare that I have examined the information given in this application and all attachments and, to the best of my knowledge and belief, it is correct and complete. I understand that a willfully false representation is a crime punishable under the laws of New York State including but not limited to sections 175.30, 175.35, and 210.45 of the Penal Law, and section 1817(b) of the Tax Law.

Signature of officer or trustee	Date
Name of title of officer or trustee (please print)	



# Resale Certificate

**Single-use certificate**     **Blanket certificate**    Date issued \_\_\_\_\_

Temporary vendors must issue a single-use certificate.

### Seller information - please type or print

Seller's name		
Address		
City	State	ZIP code

### Purchaser information - please type or print

I am engaged in the business of \_\_\_\_\_ and principally sell \_\_\_\_\_  
*(Contractors may not use this certificate to purchase materials and supplies.)*

### Part 1 - To be completed by registered New York State sales tax vendors

#### I certify that I am:

- a New York State vendor (including a hotel operator or a dues or admissions recipient), show vendor or entertainment vendor. My valid Certificate of Authority Number is \_\_\_\_\_
- a New York State temporary vendor. My valid Certificate of Authority Number is \_\_\_\_\_ and expires on \_\_\_\_\_

#### I am purchasing:

- A**  Tangible personal property (other than motor fuel or diesel motor fuel)
- for resale in its present form or for resale as a physical component part of tangible personal property;
  - for use in performing taxable services where the property will become a physical component part of the property upon which the services will be performed, or the property will actually be transferred to the purchaser of the taxable service in conjunction with the performance of the service, or
- B**  A service for resale, including the servicing of tangible personal property held for sale.

### Part 2 - To be completed by non-New York State purchasers

I certify that I am not registered nor am I required to be registered as a New York State sales tax vendor. I am registered to collect sales tax or value added tax (VAT) in the following state/jurisdiction \_\_\_\_\_ and have been issued the following registration number \_\_\_\_\_. (If sales tax or VAT registration is not required and a registration number is not issued by your home jurisdiction, indicate the location of your business and write **not applicable** on the line requesting the registration number.)

#### I am purchasing:

- C**  Tangible personal property (other than motor fuel or diesel motor fuel) for resale, and it is being delivered directly by the seller to my customer or to an unaffiliated fulfillment services provider in New York State.
- D**  Tangible personal property for resale that will be resold from a business located outside New York State.

### Part 3 - Certification

#### I, the purchaser, understand that:

- I may not use this certificate to purchase items or services that are not for resale.
- If I purchase tangible personal property or services for resale, but I use or consume the tangible personal property or services myself in New York State, I must report and pay the unpaid tax directly to New York State.
- I will incur tax liabilities, in addition to penalty and interest, for any misuse of this certificate.

Please type or print

Purchaser's name as it appears on the sales tax registration		Name of owner, partner, or officer of corporation, authorizing the purchase	
Street address		Purchaser's signature	
City	State	ZIP code	Title

**Substantial penalties will result from misuse of this certificate.**

## Instructions For Use of Resale Certificates

Form ST-120, *Resale Certificate*, is a sales tax exemption certificate. **This certificate is only for use by a purchaser who:**

- A** - is registered as a New York State sales tax vendor and has a valid Certificate of Authority issued by the Tax Department and is making purchases of tangible personal property (other than motor fuel or diesel motor fuel) or services that will be resold or transferred to the purchaser's customers, **or**
- B** - is not required to be registered with the New York State Tax Department;
- is registered with another state, the District of Columbia, a province of Canada, or other country, or is located in a state, province, or country which does not require sellers to register for sales tax or VAT purposes; and
  - is purchasing items for resale that will be either:
    - 1) delivered by the seller to the purchaser's customer or to an unaffiliated fulfillment service provider located in New York State, or
    - 2) delivered to the purchaser in New York State, but resold from a business located outside the state.

**Note:** For purposes of 1) above, delivery by the seller includes delivery in the seller's own vehicle or by common carrier, regardless of who arranges for the transportation.

If, among other things, a purchaser has any place of business or salespeople in New York State, or owns or leases tangible personal property in the State, the purchaser is required to be registered in New York State. If you need help determining if you are required to register because you engage in some other activity in the State, contact the Department (see the **Need Help** section). However, a purchaser who is not otherwise required to be registered in New York may purchase fulfillment services from an unaffiliated New York fulfillment service provider and have its tangible personal property located on the premises of the provider without being required to be registered in New York State.

If you meet the registration requirements and engage in business activities in New York State without possessing a valid Certificate of Authority, you will be subject to penalty of up to \$500 for the first day on which you make a sale or purchase, and up to \$200 for each additional day, up to a maximum of \$10,000.

### Limitations on use

Contractors cannot use this certificate. They must either:

- issue Form ST-120.1, *Contractors Exempt Purchase Certificate*, if the tangible personal property being purchased qualifies for exemption as specified by the certificate, or
- issue Form AU-297, *Direct Payment Permit*, or
- pay sales tax at the time of purchase.

Contractors are entitled to a refund or credit of sales tax paid on materials used in repairing, servicing or maintaining real property, if the materials are transferred to the purchaser of the taxable service in conjunction with the performance of the service. For additional information, see Publication 862, *Sales and Use Tax Classifications of Capital Improvements and Repairs to Real Property*.

### To the Purchaser

Enter all the information requested on the front of this form.

You may check the *Blanket certificate* box to cover all purchases of the same general type of property or service purchased for resale. If you do not check the *Blanket certificate* box, the certificate will be deemed a *Single-use certificate*. Temporary

vendors may not issue a blanket certificate. A temporary vendor is a vendor (other than a show or entertainment vendor), who, in no more than two consecutive quarters in any 12-month period, makes sales of tangible personal property or services that are subject to tax.

This certificate does not exempt prepaid sales tax on cigarettes. This certificate may not be used to purchase motor fuel or diesel motor fuel.

If you intentionally issue a fraudulent exemption certificate, you will become liable for penalties and interest, in addition to the sales tax initially due. Some penalties that may apply:

- 100% of the tax due
- \$50 for each fraudulent exemption certificate issued
- a misdemeanor penalty consisting of fines not to exceed \$10,000 for an individual or \$20,000 for a corporation
- loss of your Certificate of Authority

### To the Seller

If you are a New York State registered vendor and accept an exemption document, you will be protected from liability for the tax, if the certificate is valid.

The certificate will be considered valid if it was:

- accepted in good faith,
- in the vendor's possession within 90 days of the transaction, and
- properly completed (all required entries were made).

A certificate is accepted in good faith when a seller has no knowledge that the exemption certificate is false or is fraudulently given, and reasonable ordinary due care is exercised in the acceptance of the certificate.

You must get a properly completed exemption certificate from your customer no later than 90 days after the delivery of the property or the performance of the service. When you receive a certificate after the 90 days, both you and the purchaser are subject to the burden of proving that the sale was exempt, and additional documentation may be required. An exemption certificate received on time that is not properly completed will be considered satisfactory if the deficiency is corrected within a reasonable period. You must also maintain a method of associating an invoice (or other source document) for an exempt sale made to a customer with the exemption certificate you have on file from that customer.

**Invalid exemption certificates** - Sales transactions which are not supported by valid exemption certificates are deemed to be taxable retail sales. The burden of proof that the tax was not required to be collected is upon the seller.

**Retention of exemption certificates** - You must keep this certificate for at least three years after the due date of the return to which it relates, or the date the return was filed, if later.



### Need Help?

Tax information: 1 800 972-1233  
 Forms and publications: 1 800 462-8100  
 From outside the U.S. and outside Canada: (518) 485-6800  
 Fax-on-demand forms: 1 800 748-3676  
 Internet access: <http://www.tax.state.ny.us>  
 Hearing and speech impaired: 1 800 634-2110