

Fire Academy FSA
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You are receiving this information because we do not have on file acceptable sales tax documentation as required by the New York State Department of Taxation and Finance.

SALES TAX FOR NEW YORK STATE AND LOCAL GOVERNMENT ENTITIES

This information applies to New York State Government entities including county governments, city governments, town governments, school districts and fire districts within New York State. Payment received that does not meet the following requirements will not be accepted.

To claim exemption from sales tax, a New York governmental entity must provide vendors with a governmental purchase order or a *New York governmental entity letter* from the Sales Tax Exempt Organizations Unit. The letter identifies the organization as a New York governmental entity and states that it is exempt from the payment of sales tax on its purchases. New York governmental entities may not use form ST-119.1, Exempt Organization Certification or form ST-121, Exempt Use Certificate.

To obtain a New York governmental entity letter, E-mail the NYS Department of Taxation and Finance at steo@tax.ny.gov or mail a written request to:

New York State Department of Taxation and Finance
Sales Tax Exempt Organizations Unit
W. A. Harriman Campus, Building 9, Room 154
Albany, NY 12227

It is only necessary to provide a copy of the New York governmental entity letter to us one time. Once it is on file, no further confirmation of tax-exempt status is required. Purchase orders must be provided with each purchase. We require a complete copy of all pages of the purchase order, both front and back side of each page. Documents sent to us by facsimile that are illegible will not be accepted.

Employees of New York governmental entities, while in the performance of their official duties, may make tax-exempt purchases by presenting vendors with a properly completed Form AC 946. The Form AC946 may not be used as a “blanket” form. Each purchase requires an original form to be submitted. The employee *may not* make a purchase with his or her personal credit card, debit card or check. A credit or debit card used to make a purchase must clearly identify the card as a government card.

A copy of Form AC946 is included with this notice. Please note that the highlighted sections must be completed by the purchaser. We will not complete the form for you. Incomplete forms will be returned along with your payment.

TO BE RETAINED BY VENDOR AS
EVIDENCE OF EXEMPT SALE

TAX EXEMPTION CERTIFICATE

STATE OF NEW YORK
For use only by Employees of the State of New York
or its political subdivisions.

..... Date

Name of Person or Firm Furnishing Services and/or Materials

.....

Address

This is to certify that I am an employee of the State of New York or one of its political subdivisions; that the services or materials purchased on the date set forth below will be paid for by the State or a political subdivision; and that such charges are incurred in the performance of my official duties.

Nature of Transactions _____

Dates of Transactions _____

State Dept., Agency or
Political Subdivision _____

.....

Signature of Employee

.....

Title

NOTE: A separate exemption certificate is required from each person claiming exemption.