

State of New York – Department of Taxation and Finance  
Taxpayer Services Division

New York State and Local Sales and Use Tax

EXEMPT ORGANIZATION CERTIFICATION

VENDOR


NAME  
AND  
ADDRESS

EXEMPT ORGANIZATION

<b>NEW YORK CITY DEPARTMENT OF EDUCATION</b>  _____ _____ _____ <b>(Name and address of school)</b>
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**THIS CERTIFICATION IS  
ACCEPTABLE IF THE PURCHASER  
HAS ENTERED ALL INFORMATION  
REQUIRED**

CERTIFICATE NUMBER

**EX -690210637**

**THE UNDERSIGNED HEREBY CERTIFIES THAT THE ORGANIZATION NAMED  
ABOVE HAS RECEIVED AN EXEMPT ORGANIZATION CERTIFICATE AND IS  
EXEMPT FROM STATE AND LOCAL TAXES ON ALL ITS PURCHASES.**

SIGNATURE OF OFFICER

TITLE

DATE PREPARED

**INSTRUCTIONS FOR USE OF CERTIFICATION**

Exempt Organization Certification (ST-119.1) may be used only when an exempt organization is the direct purchaser and payer of record. Any bill, invoice, or receipt given by the vendor must show the above organization as the purchaser. Payment must be from the funds of the exempt organization.

The exemption from state and local sales and use tax does not extend to officers, members, or employees of the organization. Personal purchases made by such individuals are subject to sales tax. Any organization's exemption does not extend to its subordinate or affiliated units. When making purchases, subordinate units may not use the exemption number assigned to the parent organization. Such misuse may result in the revocation of the exemption granted.

An exemption Certification must be given to each vendor at the time of the first purchase from that vendor. A separate certification is not necessary for each subsequent purchase provided the exempt organization's name, address and certificate number appear on the sales slip or billing invoice. The certification is considered part of each order given to the vendor and remains in force unless revoked.

Vendors must retain the Exemption Organization Certification for at least three years after the date of the tax exempt sale substantiated by the certification.

Additional copies of this form (ST-119.1) can be obtained from any State District Tax Office or from the main office of the Taxpayer Assistance Bureau, State Campus, Albany, New York 12227. This form may be reproduced without prior permission from the Department of Taxation and Finance.