



## Town of New Windsor

555 Union Avenue  
New Windsor, New York 12553-6140  
Telephone: (845) 563-4621  
Fax: (845) 420-6345

### Comptroller's Office

Attn: Vendor

From: Accounts Payable  
Town of New Windsor

Re: Vendor Information Request &  
Town of New Windsor Tax Exempt Documentation

Enclosed please find the following:

1. **Vendor Information Form**  
*\* Please complete and return.*
2. **Blank Form W-9**  
*\* Please complete, sign and return.*
3. **Town of New Windsor NYS Tax Exempt Documentation**  
*\* The Town is a tax-exempt municipality. The attached letter from the NYS Department of Taxation and Finance serves as evidence that purchases made by the Town of New Windsor are exempt from sales tax.*
4. **Town of New Windsor Signed Form W-9**

In order for the Town to process payment, please submit the completed forms by mail, email or fax as follows:

*Email: [accountspayable@newwindsor-ny.gov](mailto:accountspayable@newwindsor-ny.gov)*

*Fax: (845) 420-6375*

*Mail: Attn: Accounts Payable  
Town of New Windsor  
555 Union Avenue  
New Windsor, NY 12553*



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Telephone: (845) 563-4621  
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## Comptroller's Office

### Vendor Information Form

Vendor Name: \_\_\_\_\_

Vendor DBA: \_\_\_\_\_

Name to appear on check: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remittance Address: ( ) *check if same as above*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Type (check one): \_\_\_ Corporation \_\_\_ LLC \_\_\_ Partnership \_\_\_ Individual \_\_\_ Other

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ *or*

Federal ID#: \_\_\_\_\_ - \_\_\_\_\_

(Please be sure this ID # corresponds with the name to appear on checks and Form 1099)

Phone Number: (\_\_\_\_) \_\_\_\_\_

Cell Number: (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_





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

June 22, 2011

Town of New Windsor  
555 Union Avenue  
New Windsor, New York 12553

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, Town of New Windsor, from the payment of New York State sales and use taxes on their purchases. In order to make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

**Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities.** If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate* from you, the Town of New Windsor may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that the Town of New Windsor is the purchaser, is the only documentation the vendor needs in order to not collect sales tax.

For additional information, please refer to Publication 843, *A Guide to Sales Tax in New York State for Exempt Organizations*, which is available on the New York State Tax Department website at [nystax.gov](http://nystax.gov)

New York State Department of Taxation and Finance  
OTPA-Taxpayer Guidance Division  
Sales Tax Exempt Organizations Unit  
Building 9 Room 154  
W A Harriman Campus  
Albany NY 12227

