



New York State Department of  
**TAXATION and FINANCE**

OTPA Sales Tax Exempt Organizations Unit  
Building 8 Room 425  
W.A. Harriman Campus  
Albany, NY 12227

January 22, 2002

Putnam County  
Department of Finance  
40 Gleneida Avenue  
Carmel, NY 10512

Gentlemen:

The Tax Law exempts New York State Governmental entities, such as your organization, from the payment of sales and use taxes on their purchases.

**Tax exemption numbers and the Exempt Organization Certification, Form ST-119.1 are not issued to governmental entities.** In order to make tax free purchases, your organization must present vendors with its official purchase order or other documentation which indicates that the purchase is made by and paid from the funds of a governmental entity. You may instead present a copy of this letter to any vendor who requests a tax exemption number or an Exempt Organization Certification, Form ST-119.1.

#### **NOTICE TO VENDOR**

**This letter is not an exemption document.** You are not required to collect tax from the above organization, if they present you with their official purchase order or other documentation which indicates that the purchase is made by and paid from the funds of a governmental entity.

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OTPA-Technical Services Bureau  
Sales Tax - Exemption Organizations Unit  
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