

PER THE NEW YORK DEPT OF TAXATION FOR EXEMPT ORGANIZATIONS

How to apply

- File [Form ST-119.2, Application for an Exempt Organization Certificate](#)
- Submit the required documentation described in the [Instructions for Form ST-119.2](#)
- Provide a copy of your 501(c)(3) determination letter when applying (if your organization applied for and received federal income tax exemption from the IRS)

If you're granted sales tax exempt status

We'll issue Form ST-119, Exempt Organization Certificate, to you. It will contain your six-digit New York State sales tax exemption number. (Note that the nine-digit federal employer identification number issued by the Internal Revenue Service is not a sales tax exemption number.) You'll also receive Form ST-119.1, Exempt Purchase Certificate.

To make tax exempt purchases:

- Complete Form ST-119.1 (This form is mailed with your exemption certificate, and is not available on our Web site. To get additional copies of this form, contact our [sales tax information center](#).)

New York exempt organizations must provide a copy of their state issued Exempt Organization Exempt Purchase Certificate. They can apply online with the state or call them at 1-518-485-2889.