

Woodworkers of Central New York, Inc.

Policy for New York State and Local Sales and Use Tax



When a purchase is made on behalf of Woodworkers of Central New York, Inc. by an Officer, Board Member, or Member, the buyer shall make every attempt to use the Corporation's tax exempt status to complete the purchase. Prior to shopping, the buyer shall obtain a partially completed and signed copy of New York State form ST119.1 – *Exempt Organization Exempt Purchase Certificate* from the Treasurer. The buyer must complete the remaining areas of the certificate and present the form to the seller for their records.

The buyer should notify the seller prior to making a purchase that they are using a tax exempt certificate as there may be special requirements such as working with the service desk to set up a tax exempt entry into the seller's database. The Treasurer should be notified if the seller adds the Corporation to their database and/or presents the buyer which a special card for purchases so that when others buy from the seller they are aware may use the same.

Fill out the following areas:

1. Check either the single purchase certificate or blanket certificate box.
2. Fill in the seller information: Name, Street Address, City, State, Zip Code
3. Place a date in the *Date Issued* box.

The Woodworkers of Central New York, Inc.-exemption from sales tax does NOT extend to Officers or members of the exempt organization. Personal purchases made by these individuals are subject to sales tax and use tax.

Referenced Form: ST-119.1 - Exempt Organization Exempt Purchase Certificate

Motion and first reading: March 27, 2019

Second Reading: May 22, 2019

Approved: May 22, 2019