



Resale Certificate

To Purchasers and Sellers:
Read Instructions on Back
Carefully Before Issuing or
Accepting this Certificate

- This certificate cannot be used by contractors to purchase materials and supplies.
- This certificate cannot be used to purchase motor fuel or diesel motor fuel.

Seller Information - please type or print

Last name		First name and middle initial	
Mailing address (number and street or rural route)			
City, village or post office		State	ZIP code

You must collect tax on all taxable sales of property or services unless the purchaser gives you a properly completed exemption document no later than 90 days after the date of sale. You must keep the certificate for at least three years as explained in the instructions.

Purchaser Information

Part 1 - I certify that:

- I have a New York State Certificate of Authority, no. _____, authorizing me to collect New York State and local sales tax, and that this certificate has not expired, or been suspended or revoked.
(Enter your certificate of authority number)
- I am principally engaged in the business of _____

Part 2 - Check all that apply:

I am registered as a:

- temporary vendor** and this is a **single purchase** certificate. My certificate of authority expires on ____ / ____ / ____.
- vendor, show vendor or entertainment vendor**, and this is a **single purchase certificate** **blanket certificate**.

I am purchasing:

- tangible personal property (other than motor fuel or diesel motor fuel) for resale in its present form or as a physical component part of tangible personal property; or
- tangible personal property (other than motor fuel or diesel motor fuel) for use in performing taxable services, and the property will become a physical component part of the property upon which the services will be performed, or the property will actually be transferred to the purchaser of the service in conjunction with the performance of the service; or
- a service for resale, including the servicing of tangible personal property held for sale.

Part 3 - I understand that:

- I **may not** use this certificate to purchase items or services that are not for resale.
- If I purchase tangible personal property or services without paying tax, and I use or consume the tangible personal or services myself, I must report and pay the use tax with my sales tax return for the period in which the property or services are used or consumed.
- I will incur tax liabilities, in addition to penalty and interest, for any misuse of this certificate.

Please type or print

Purchaser's name as it appears on the certificate of authority		Name of owner, partner, member, or officer of corporation, authorizing the purchase(s)	
Street address		Signature	
City	State	ZIP code	Title
		Date	

Substantial penalties will result from misuse of this certificate