



FINANCE
NEW YORK
THE CITY OF NEW YORK
DEPARTMENT OF FINANCE
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NEW YORK CITY • DEPARTMENT OF FINANCE

APPLICATION FOR VENDOR TAX CLEARANCE CERTIFICATE

IMPORTANT: YOU MUST SUBMIT ALL OF THE DOCUMENTATION LISTED BELOW AND COMPLETE THIS APPLICATION IN ORDER FOR US TO ISSUE A TAX CLEARANCE CERTIFICATE. INCOMPLETE APPLICATIONS WILL BE RETURNED.

TO SUBMIT THIS FORM IN PERSON, VISIT 66 JOHN STREET, 2ND FLOOR, NEW YORK, NY 10038

Name of Vendor:																							
Agency that issued your Vendor License:	<input type="checkbox"/> Department of Health <input type="checkbox"/> Department of Consumer Affairs																						
Business Type:	<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Self-Employer/Sole Proprietorship <input type="checkbox"/> Other: (Explain) _____																						
For individuals and Sole Proprietors, enter your Social Security Number (SSN):	For Sole Proprietors with employees, Partnerships and Corporations, enter your Employer Identification Number (EIN):																						
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Note: Sole Proprietors with an EIN must also provide their SSN																							
Vendor License Number:	New York State Certificate of Authority Number (Sales Tax ID #):																						
Type of Sales:																							
Mailing Address:																							
City and State:	Zip Code:																						
Daytime Telephone Number:	NOTE Providing us with a daytime phone number may speed our processing of your application in the case where your application is incomplete.																						
Do you have vehicles with commercial plates that you use in connection with your vending business?..... <input type="checkbox"/> YES <input type="checkbox"/> NO																							
If "YES", list all such plate numbers: _____																							

REQUIRED DOCUMENTATION

In order to have your application processed, you must attach the following documentation:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. A copy of your: <ol style="list-style-type: none"> a. Vendor License or permit (front and back) b. For individuals/sole proprietors: Social Security Card c. New York State Certificate of Authority | <ol style="list-style-type: none"> 2. A copy of your most recently filed Federal Income Tax Return <ul style="list-style-type: none"> ● For individuals/sole proprietors: Form 1040, 1040A or 1040EZ, including Schedule C ● For partnerships: Form 1065 ● For corporations: Form 1120 |
|---|---|

NOTE: If it is now between January 1st and April 15th, you must submit the tax return that you filed last year.

CERTIFICATION

I hereby certify that the statements made herein are to the best of my knowledge true, correct and complete. In addition, I affirm that the attached returns have been properly filed.

Signature of Taxpayer

Print Name

Date

MAILING INSTRUCTIONS

You may mail your completed application with all the required documentation to:

NYC Department of Finance, Collections Division, Vendex/Vendor Tax Clearance Section
59 Maiden Lane, 25th Floor, New York, NY 10038

IMPORTANT INFORMATION

READ THIS BEFORE OBTAINING YOUR NEW YORK CITY TAX CLEARANCE

In order to make the City tax clearance process simpler for you, there have been changes made in how the New York City Department of Finance issues Vendor Tax Clearance Certificates. One of these changes is that the \$10 City tax clearance fee will now be added to your Department of Health license or permit renewal fee.

You no longer have to pay the \$10 fee to the Department of Finance.

The other change is that the City departments of Health and Finance have worked together to automate the tax clearance process. These departments have exchanged information in an effort to determine your tax clearance status prior to this renewal mailing being sent out. **From now on, most food vendor licensees and permittees - those whom the Department of Finance can determine have filed and paid all applicable City taxes - will not have to apply for a Vendor Tax Clearance Certificate.**

Please read your renewal notice carefully before completing the form on the other side of this sheet. You may already have been cleared by the New York City Department of Finance.

If on your license or permit renewal application it states: **“You have already been cleared by the New York City Department of Finance”**, you DO NOT need to complete this form or provide the New York City Department of Finance with any documentation. You DO NOT need to visit, call, or mail anything in to the New York City Department of Finance’s offices. The Department of Health has already been notified by the Department of Finance that you are cleared. You should proceed with the other requirements you need to obtain your renewal.

If on your license or permit renewal application it states: **“You have not been cleared by the New York City Department of Finance”**, you must either complete this form and take it along with all required documents or, you may mail this form along with all required documents to the address on the other side of this sheet. *Whether you walk or mail in your New York City Department of Finance Application for Vendor Tax Clearance Certificate form, be sure you have assembled all required documents first.* For information on what taxes you have not filed or may owe, call the Department of Finance’s Taxpayer Assistance line at 212-504-4036.