



APPLICATION FOR VENDOR TAX CLEARANCE CERTIFICATE

IMPORTANT: You must include all of the documentation listed below in order for us to issue a certificate indicating that you have no docketed tax warrants. Incomplete applications will be returned.

For inquiries, call customer service at 212-440-5300, option #3 - option #4.

NAME OF VENDOR:																									
AGENCY THAT ISSUED YOUR VENDOR LICENSE: <input type="checkbox"/> Department of Health and Mental Hygiene (Please read the information on page two before completing the application.) <input type="checkbox"/> Department of Consumer Affairs																									
BUSINESS TYPE: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Self-Employer/Sole Proprietorship																									
For individuals and sole proprietors, enter your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN):		Partnerships, corporations, and sole proprietors with employees, enter your Employer Identification Number (EIN):																							
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Note: Sole proprietors with an EIN must also provide their SSN or ITIN.																									
VENDOR LICENSE NUMBER:	NEW YORK STATE CERTIFICATE OF AUTHORITY NUMBER (SALES TAX ID #):	TYPE OF SALES:																							
MAILING ADDRESS:																									
CITY:	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 if we need to reach you.																								
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 for us to process your application, you must attach the following documentation:

1. Vendor license or permit (front and back)
2. A copy of your most recently filed federal income tax return, including the SSN, ITIN, or EIN.
 - For individuals/sole proprietors: Form 1040, 1040A, or 1040EZ, including Schedule C
 - For partnerships: Form 1065
 - For corporations: Form 1120
 - If the vendor is not required to file a tax return: Verification of Non-Filer Letter

NOTE: If it is now between January 1 and April 15, 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, Collection Division, Quality Management/Special Project
59 Maiden Lane, 28th Floor, New York, NY 10038**

MOBILE FOOD VENDORS ONLY

Read this page before completing the Application for Vendor Tax Clearance Certificate.

Please read your Health Department license or permit renewal notice carefully before completing this application. Most food vendor licensees and permittees will not have to complete the Application for Vendor Tax Clearance Certificate.

If You Have Already Been Cleared by the Department of Finance

If on your license or permit renewal notice it states that “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 to the New York City Department of Finance. 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 You Have NOT Been Cleared by the Department of Finance

If on your license or permit renewal notice it states that “You have not been cleared by the New York City Department of Finance,” you must complete this form and mail it, along with all required documents, to the address on the other side of this sheet.

When you mail in your Application for Vendor Tax Clearance Certificate, be sure you have assembled all required documents. For information on the taxes you have not filed or may owe, call 311.