



Individual Vendor Clearance Affidavit

You, _____ (Name of Individual) have been identified as an individual who has requested a vendor clearance certificate. Please complete, notarize, and return this affidavit within 20 days of the date on this notice. Failure to respond will result in the denial of your vendor clearance certificate request.

Please choose the statement that best applies:

1. **Please answer the following:**

1) I am the person listed above and I am exempt from filing a federal income tax return. YES NO

If yes, please choose reason below:

My income is derived solely from Social Security.

Other (please explain): _____

if No,

2) I am the person listed above and I filed my federal income tax return for tax years: _____

I have attached a copy of the last two years of my tax returns.

If this individual has not filed the appropriate tax return, it will not be able to obtain a vendor clearance certificate.

I am the individual, _____, with the address of _____, and under penalty of perjury, I hereby declare and certify that that I have read this affidavit, that I know the contents and statements contained therein, and that the information provided by me in this affidavit is true, correct, and complete.

SIGNATURE OF INDIVIDUAL

State of New York)
) ss.:
County of)

On the ____ day of ____ in the year ____ before me, the undersigned, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signatures(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

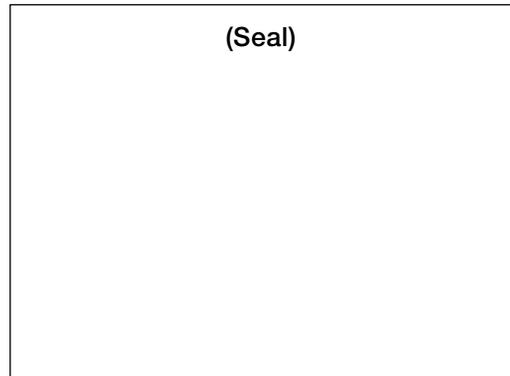
NOTARY PUBLIC SIGNATURE

PRINT

TITLE OR OFFICE

My commission expires on: _____

KNOWINGLY INCLUDING FALSE INFORMATION IN THIS AFFIDAVIT IS UNLAWFUL AND IS PUNISHABLE UNDER NEW YORK PENAL LAW.



For any questions regarding the completion of this affidavit, please email taxclearance@finance.nyc.gov.