



UNIVERSITY OF
NOTRE DAME

CONTROLLER'S OFFICE

804 Grace Hall
Notre Dame, Indiana
46556-5612 USA

Telephone (574) 631-6401
Facsimile (574) 631-8549

Sales & Use Tax Exemption Certificate Instructions

New York

1. Complete all information (name, address, etc.) about the seller (vendor)
2. Indicate whether it is a single purchase or a blanket certificate (check box)
3. Date the signature on the form



New York State Department of Taxation and Finance
New York State and Local Sales and Use Tax
Exempt Organization
Exempt Purchase Certificate

ST-119.1
 (2/04)

Single purchase certificate

Blanket certificate

Your exempt organization number is
not your federal employer
identification number (see instructions).

Exempt organization number (6-digit number
 issued by the New York State Tax Department)

EX - 1 | 2 | 5 | 5 | 3 | 6

Name of seller			Name of exempt organization/purchaser University of Notre Dame du Lac		
Street address			Street address Controller's Office, 724 Grace Hall		
City	State	ZIP code	City	State	ZIP code
			Notre Dame	IN	46556

The exempt organization must be the direct purchaser and payer of record.

You may not use this form to purchase motor fuel or diesel motor fuel exempt from tax.

Representatives of governmental agencies or diplomatic missions may not use this form.

Carefully read the instructions and other information on the back of this document.

I certify that the organization named above holds a valid Form ST-119, *Exempt Organization Certificate*, and is exempt from New York State and local sales and use taxes on its purchases.

I also certify that the above statements are true and correct. I make these statements with the knowledge that knowingly making a false or fraudulent statement on this document is a misdemeanor under section 1817 of the New York State Tax Law and section 210.45 of the Penal Law, punishable by imprisonment for up to a year and a fine of up to \$10,000 for an individual or \$20,000 for a corporation. I understand that the Tax Department is authorized to investigate the validity of the exemption claimed or the accuracy of any information entered on this form.

Print or type name of officer of organization Richard F. Klee, CPA	Title Tax Director
Signature of officer of organization 	Date issued

Need help?



Internet access: www.nystax.gov
 (for information, forms, and publications)



Fax-on-demand forms: Forms are
 available 24 hours a day,
 7 days a week. 1 800 748-3676



Telephone assistance is available from 8:00 A.M. to
 5:00 P.M. (eastern time), Monday through Friday.

To order forms and publications: 1 800 462-8100

Business Tax Information Center: 1 800 972-1233

From areas outside the U.S. and
 outside Canada: (518) 485-6800



Hotline for the hearing and speech impaired:

If you have access to a telecommunications device for the deaf (TDD), contact us at 1 800 634-2110. If you do not own a TDD, check with independent living centers or community action programs to find out where machines are available for public use.



Persons with disabilities: In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, please call 1 800 972-1233.



If you need to write, address your letter to:

NYS TAX DEPARTMENT
 BUSINESS TAX INFORMATION CENTER
 W A HARRIMAN CAMPUS
 ALBANY NY 12227