

# SDIV Contact Person Designation Form

**(Please update as necessary)**

## SDIV Contact Designation

The individual named below has been designated as the district's "lead" contact person for the School District Income Verification Process. This individual will be responsible for handling inter-district inquiries, address corrections and related SDIV issues. Please return to:

NYS Department of Taxation and Finance  
Office of Real Property Tax Services

### **SDIV Unit**

W. A. Harriman Campus  
Albany, NY 12227-0801

**e-mail:** [ORPTS.SDIV@tax.ny.gov](mailto:ORPTS.SDIV@tax.ny.gov)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

School District: \_\_\_\_\_

DTF Code: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

EMAIL Address: \_\_\_\_\_

Date: \_\_\_\_\_