



Sales Tax New Vendor Workshop Registration

Please complete the following form to register for the Sales Tax New Vendor Workshop, save it to your computer, then email the completed form to the address below. Your registration is complete when you receive an email confirmation.

Attendee name: _____

Attendee email address: _____

Business Legal Name: _____

Business DBA Name (if applicable): _____

Business Physical Address: _____

Email Address: _____

Certificate of Authority ID Number: _____

Description of Business: _____

Owner Name: _____

Does this business have an Online Services Account with New York State Taxation and Finance?

☐ Yes ☐ No

If no, we strongly encourage you to create one as it is required that you file your returns through our Sales Tax Web file application. Click here to create an OLS account:

<https://www.tax.ny.gov/online/createaccount.htm>

Is the attendee an owner, employee, or representative of the business?

☐ Yes ☐ No

If no, please provide relationship: _____

Select a date:

☐ February 28, 2018, 4:00 pm–5:30 pm ☐ March 1, 2018, 9:30 am–11:00 am

Contact name and phone number for this event (in case of changes*):

Contact name: _____

Contact phone number: _____

Please save your completed form, then email it to sales.tax.vendor.education@tax.ny.gov

*Please note: In the event of inclement weather, if the Syracuse City School District is closed on either day, we will cancel that day's event and reschedule at a later date.