



# COMMERCIAL MOTOR VEHICLE TAX EXEMPTION AFFIDAVIT

## SECTION A

Name of Taxpayer: \_\_\_\_\_

Address (number and street): \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Entity type:  Corporation  Partnership  Limited Liability Company  Individual

**EMPLOYER IDENTIFICATION NUMBER**  
 \_\_\_\_\_ - \_\_\_\_\_

**OR**

**SOCIAL SECURITY NUMBER**  
 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**VEHICLE MAKE:** \_\_\_\_\_ **YEAR:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **PLATE NUMBER:** \_\_\_\_\_

**TAXABLE PERIOD:** BEGIN: \_\_\_\_\_ END: \_\_\_\_\_

## SECTION B

If the Commercial Motor Vehicle Tax does not apply to the vehicle bearing the license plate shown above, select the appropriate box and submit any substantiating documentation requested. You must include a legible copy of the current registration receipt.

1.  The vehicle is a nonpassenger commercial motor vehicle and during the tax year less than 50% of the vehicle's mileage will be in the City and the vehicle will not be used principally in connection with a business carried on in the City.
2.  The vehicle is a motor vehicle for transportation of passengers and:
  - During the tax year the vehicle will be used in the City fewer than 30 days. (Attach a copy of the vehicle mileage log for the last three months.)
  - Or
  - During the tax year the vehicle will be used in the City more than 30 days but neither the owner of the vehicle nor any affiliated firm engaged in transporting passengers for hire will have a place of business or telephone number in the City, or solicit business or specifically advertise in the City.
3.  The vehicle is owned and operated by a:
  - nonprofit organization which is organized and operated exclusively for religious, charitable or educational purposes, or for the prevention of cruelty to children or animals. (Attach copy of IRS exemption letter.)
  - dealer in new or used motor vehicles and the use of the vehicle confined solely to demonstrations to prospective customers or to delivery by or to the dealer and the vehicle bears dealer's license plates. (Attach copy of dealership certificate.)
  - foreign nation or representative of a foreign nation and is exempt from payment of a motor vehicle registration fee under the New York State Vehicle and Traffic Law; or is owned or operated by the United States, New York State or public corporation, improvement district or other political subdivision of the State; or the United Nations or other world-wide international organization of which the United States is a member. (Attach appropriate documentation.)
4.  The vehicle is an omnibus:
  - used exclusively for interstate commerce. (Attach appropriate documentation.)
  - operated under a franchise or contract with the New York Port Authority and pays the Port Authority or the City a percentage of its gross earnings or receipts for the contract or franchise. (Attach appropriate documentation.)
5.  The vehicle is used principally for the transportation of children to and from schools or to and from camps operated by nonprofit religious, charitable or educational organizations. (Attach copy of letter from school or nonprofit entity and IRS exemption letter under IRC§501(c) (3).
6.  The vehicle is used exclusively for the transportation of persons in connection with funerals. However, motor vehicles which are normally used for the transportation of persons in connection with funerals but which are also used for the transportation of person for the other purposes are subject to tax. (Submit copy of vehicle insurance policy.)

## SECTION C

\_\_\_\_\_ being duly sworn under penalty of perjury, deposes and says that he/she is the sole proprietor/partner/corporate officer  
 of \_\_\_\_\_ and that he/she has read this affidavit and the contents thereof and that the statements contained therein are true.

Signature of sole proprietor/partner/officer of corporation: \_\_\_\_\_

State of \_\_\_\_\_ }  
 County of \_\_\_\_\_ } ss:

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me personally came \_\_\_\_\_, who being duly  
 sworn, did depose and say that he/she resides in \_\_\_\_\_; that he/she is the sole  
 proprietor/partner/officer of \_\_\_\_\_ the business/corporation described therein and which executed the above instrument;

**For corporations only:** the he/she knows the seal of said corporation and that the seal affixed to said instrument is such corporate seal; it was so affixed by order of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order.

Notary public: \_\_\_\_\_ Stamp or Seal >

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

Dear Taxpayer:

Please be advised that in order for us to process your exemption request, you must complete the affidavit on the reverse side of this letter. Send the completed affidavit along with any substantiating documentation to the address listed below.

## COMMERCIAL MOTOR VEHICLE TAX EXEMPTION AFFIDAVIT INSTRUCTIONS

### SECTION A

Step 1: Provide the taxpayer's name, address, telephone number and Employer Identification Number or Social Security Number.

Step 2: Indicate the entity type; corporation, partnership, limited liability company or individual.

Step 3: Indicate the make, year, State registered and license plate of the motor vehicle.

Step 4: Indicate the taxable period covered.

### SECTION B

Step 5: Indicate the reason for the vehicle's exemption eligibility and provide any requested substantiating documentation including a legible copy of the vehicle registration receipt.

### SECTION C

Step 6: The affidavit must be notarized. Failure to comply with this step or provide any of the information in steps 1-5 will render your affidavit incomplete and will not be processed.

Should you have any questions, please call 212- 361-1210.