



IDA Appointment of Project Operator or Agent For Sales Tax Purposes

The industrial development agency or authority (IDA) **must** submit this form within **30 days** of the appointment of a project operator or agent, whether appointed directly by the IDA or indirectly by the operator or another agent.

For IDA use only

IDA information

Name of IDA NYCIDA			IDA project number (use OSC numbering system for projects after 1998) 600121003A
Street address One Liberty Plaza			Telephone number (888) 692-0100
City New York	State NY	ZIP code 10006	Email address (optional)

Project operator or agent information

Name of IDA project operator or agent Kitchen Commons, Inc		Mark an X in the box if directly appointed by the IDA: <input checked="" type="checkbox"/>	Employer identification or Social Security number
Street address 2191 3rd Avenue		Telephone number (917) 687-4774	Primary operator or agent? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
City New York	State NY	ZIP code 10030	Email address (optional)

Project information

Name of project Kitchen Commons, Inc			
Street address of project site 2191 3rd Avenue			
City New York	State NY	ZIP code 10030	Email address (optional)
Purpose of project The Company, a New York domestic business corporation and a shared commercial kitchen operator, seeks financial assistance in connection with the renovation, furnishing or equipping of an existing, approximately 5,100 square foot, kitchen facility located on two floors of a 15,765 square foot building located on a 4,106 square foot parcel of land (the "Facility"). The Facility will be operated by Kitchen Commons, Inc for use as a shared commercial kitchen space.			

Description of goods and services intended to be exempted from New York State and local sales and use taxes Kitchen machinery and equipment, furnishings, and computer equipment.			
Date project operator or agent appointed (mmddyy) 051121	Date project operator or agent status ends (mmddyy) 051123	Mark an X in the box if this is an extension to an original project: <input type="checkbox"/>	
Estimated value of goods and services that will be exempt from New York State and local sales and use tax: 277,000.00		Estimated value of New York State and local sales and use tax exemption provided: 21,123.00	

Certification: I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements with the knowledge that willfully providing false or fraudulent information with this document may constitute a felony or other crime under New York State Law, punishable by a substantial fine and possible jail sentence. I also understand that the Tax Department is authorized to investigate the validity of any information entered on this document.

Print name of officer or employee signing on behalf of the IDA Krishna Omolade		Print title Vice President, Executive Director NYCIDA	
Signature <i>Krishna Omolade</i>		Date 5/11/2021	Telephone number (212) 312-3589

Instructions

When to file

An IDA must file this form within 30 days of the date they appoint any project operator or other person as agent of the IDA, for purposes of extending any sales and use tax exemptions.

Requirements to file

The IDA must file a separate form for each person it appoints as agent, whether directly or indirectly, and regardless of whether the person is the primary project operator or agent. If the IDA authorizes a project operator or agent to appoint other persons as agent of the IDA, the operator or agent making such an appointment must advise the IDA that it has done so, so that the IDA can file a form within 30 days of the date of the new agent's appointment. The IDA should not file this form for a person hired to work on an IDA project if that person is not appointed as agent of the IDA. The IDA should not file this form if they do not extend any sales or use tax exemption benefits for the project.

If an IDA modifies a project, such as by extending it beyond its original completion date, or by increasing or decreasing the amount of sales and use tax exemption benefits authorized for the project, they must, within 30 days of the change, file a new form with the new information.

If the information on this form changes

If an IDA amends, revokes, or cancels the appointment of an agent, or if an agent's appointment becomes invalid for any reason, the IDA, within 30 days, must send a letter to the address below for filing this form, indicating that the appointment has been amended, revoked, or cancelled, or is no longer valid, and the effective date of the change. They must attach to the letter a copy of the form it originally filed. The IDA should not send a letter for a form that is not valid merely because the *Completion date of project* has passed.

Mailing instructions

Mail completed form to:

**NYS TAX DEPARTMENT
IDA UNIT
W A HARRIMAN CAMPUS
ALBANY NY 12227-0866**

Private delivery services – See Publication 55, *Designated Private Delivery Services*.

Privacy notification

New York State Law requires all government agencies that maintain a system of records to provide notification of the legal authority for any request for personal information, the principal purpose(s) for which the information is to be collected, and where it will be maintained. To view this information, visit our website, or, if you do not have Internet access, call and request Publication 54, *Privacy Notification*. See *Need help?* for the Web address and telephone number.

Need help?



Visit our website at **www.tax.ny.gov**

- get information and manage your taxes online
- check for new online services and features

Telephone assistance

Sales Tax Information Center:	518-485-2889
To order forms and publications:	518-457-5431
Text Telephone (TTY) or TDD equipment users	Dial 7-1-1 for the New York Relay Service