



Department of Taxation and Finance

# IDA Appointment of Project Operator or Agent For Sales Tax Purposes

# ST-60

(1/18)

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 New York City Industrial Development Agency			IDA project number (use OSC numbering system for projects after 1998) 600123004A
Street address One Liberty Plaza, 13th Floor			Telephone number (212 ) 312-3806
City New York	State NY	ZIP code 10006	Email address (optional)

### Project operator or agent information

Name of IDA project operator or agent Green Top Farms LLC		Mark an X in the box if directly appointed by the IDA: <input checked="" type="checkbox"/>	Employer identification or Social Security number [REDACTED]
Street address 324 Maujer Street		Telephone number ( 919 ) 638-5674	Primary operator or agent? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
City Brooklyn	State NY	ZIP code 11206	Email address (optional) josh@greentop.farm

### Project information

Name of project Green Top Farms LLC			
Street address of project site 324 Maujer Street			
City Brooklyn	State NY	ZIP code 11206	Email address (optional)
Purpose of project <p>Green Top Farms LLC ("Company") is a perishable foods manufacturer and caterer. Company is seeking financial assistance in connection with the construction, improvement, furnishing, and equipping of a 10,000 square foot commissary kitchen fully occupying a 10,000 square foot building at 324 Maujer Street, Brooky, NY 11206 (the "Facility"). The Facility will be owned by Maujer Foods, LLC and operated by the Company as sole tenant. Total planned development cost over the next two years is \$400,000.</p>			

Description of goods and services intended to be exempted from New York State and local sales and use taxes Building materials, construction materials, furnishings, fixtures, and equipment (FF&E), and machinery and equipment (M&E).			
Date project operator or agent appointed (mmdyy) 6/7/23	Date project operator or agent status ends (mmdyy) 6/7/25	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: \$397,000		Estimated value of New York State and local sales and use tax exemption provided: \$26,359	

**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 Emily Marcus Falda		Print title Executive Director, NYCIDA	
Signature 	Date 6/7/23	Telephone number ( 212 ) 312-3806	

## 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](http://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