



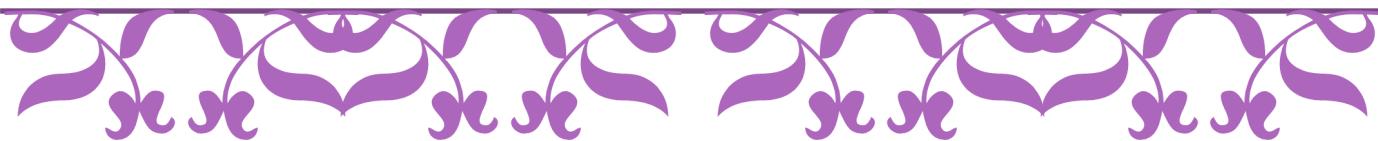
NEW YORK STATE  
**TOWN CLERKS ASSOCIATION**

*43rd Annual Conference*

*April 27 - 30, 2025*

*Syracuse Marriott, Downtown Syracuse*

*Develop a passion for learning. If you do, you will never cease to grow!*



**Registration is Open! Please Register ASAP — Deadline: April 16, 2025**

My Fellow Town Clerks,



I am happy to present to you the 2025 Registration Packet for our Annual Town Clerks Conference. This years NYSTCA Conference will be held at the Syracuse Marriott in Downtown Syracuse from April 27-30, 2025. Your NYSTCA Officers and District Directors have been hard at work to provide this educational opportunity for you.

Please remember that this is the only conference designed specifically for Town Clerks and their Deputy(s) to obtain the knowledge necessary to be the best Town Clerk you can be.

We will be utilizing the same registration process as we did last year!

**Your registration will be done in a two (2) step process:**

**Step #1**—You will register with and pay the **Syracuse Marriott** for your **HOTEL ROOM ONLY!**

**Step #2**—You will register with and pay **NYSTCA** for your **REGISTRATION AND MEALS ONLY!**

\* The Monday night event will be separate and payable through NYSTCA or dinner on your own, as we have always done in the past.

Listed below please find the conference costs for budget purposes:

Full Conference Package for three (3) nights:	\$ 495.00 – Registration & Meals (Includes Mixer and Banquet – <b>Pay NYSTCA</b> )
Sunday - Wednesday	<u>\$ 489.00</u> – Hotel package ( <b>Pay the HOTEL</b> )
	<b>\$ 984.00 – Total Cost</b>
Two (2) Night Package Sunday – Tuesday:	\$ 360.00 – Registration & Meals (Includes Mixer–NO Banquet - <b>Pay NYSTCA</b> )
	<u>\$ 326.00</u> – Hotel Package— <b>Pay the HOTEL</b> )
	<b>\$ 686.00 Total Cost</b>
Two (2) Night Package: Monday-Wednesday:	\$ 375.00 – Registration & Meals (Includes Banquet – <b>Pay NYSTCA</b> )
	<u>\$ 326.00</u> – (Hotel Package - <b>Pay the HOTEL</b> )
	<b>\$ 701.00 – Total Cost</b>

\*\*\*\*\*

Please take time to review this packet to be sure you get the most out of our conference. There is something for everyone included in this conference.

There will be an Athenian Dialogue facilitated by Susan Haag entitled “Upstairs At The White House”

There will be a Vendor Blender on Sunday afternoon where you can meet the vendors and obtain some valuable information to make our jobs easier. They always provide some extra special giveaways too!!!

There will be a “First Time Attendee” class to welcome our new clerks and help to get you off to a good start! I look forward to seeing everyone in Syracuse!

***Have A Great Day!***

*Marie L. Little MMC/RMC, NYSTCA President*



**WELCOME  
WELCOME  
WELCOME**

## **CONFERENCE AT A GLANCE**

**Athenian Dialogue**—Sunday 9:00 AM—3:30 PM—"Upstairs At The White House—My Life With the First Ladies" by J.B. West & Mary Lou Kotz

**Vendor Area**—The vendor area officially opens Sunday afternoon at 3:00 PM with a Vendor Blender. Vendors will be available during the conference through Tuesday afternoon at 4:00 PM.

**First Time Attendee**—Orientation Class on Sunday from 2:00 PM—3:00 PM

**Sunday Night Mixer**—we will kick off our 43rd Annual Conference with a fun-filled evening at our "Masquerade Ball"!

**Opening Ceremony & Annual Business Meeting**—Monday morning Banner Parade followed by our Annual Business meeting and a General Session with the NY Association of Towns (NYAOT)

**New Clerk Track**—New this year we will have a special education track for our New Clerks so that you don't miss anything.

**Monday Night Event**— Trivia Night on site at the hotel! Grab your fellow clerks and enjoy a special evening together! *"The Team, not the individual, is the ultimate champion." ~Mia Hamm*

**Tuesday Evening Formal Banquet**— Gather together and enjoy the friendships you have made with your Town Clerks from all across the state! Be sure to have your group County Association pictures taken!

**Wednesday**—Final General Session with Gary Martinez, NYS Department of Health

*"Find a group of people who challenge and inspire you, spend a lot of time with them, and it will change your life."*

*~ Amy Poehler*

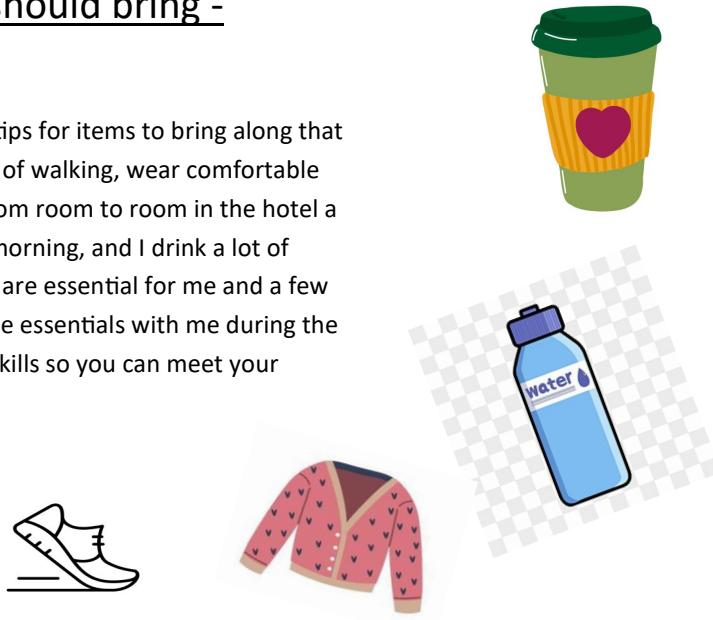
## First Conference? Here's what you should bring -

So, you're going to your first conference, here are some tips for items to bring along that will make your experience more enjoyable. There's a lot of walking, wear comfortable shoes for the daytime. The temperature can fluctuate from room to room in the hotel a sweater or jacket is a good idea. I like my coffee in the morning, and I drink a lot of water all day long – a travel coffee mug and water bottle are essential for me and a few snacks! I like to bring a tote bag to carry all my conference essentials with me during the day. Don't forget to bring all your questions, and social skills so you can meet your fellow clerks and ask all those questions you have.

We look forward to seeing you in Syracuse!

Elizabeth Pfister

Town of Windsor, District 6 Director



## **WAYS TO TRAVEL TO SYRACUSE—Planes, Trains & Automobiles**



**Syracuse Marriott — 100 E. Onondaga Street, Syracuse, NY 13202 (315)-474-2424**

**Syracuse Hancock International Airport—1000 Col. Eileen Collins Boulevard**

**Airport Code: SYR**

**Train Station—William E. Walsh Regional Transportation Center**

**1 Walsh Circle, Syracuse, NY - Amtrak**

**Bus Station—William E. Walsh Regional Transportation Center**

**1 Walsh Circle, Syracuse, NY - Greyhound Lines, Megabus, Trailways**



You are cordially invited to the  
NYS Town Clerk's Association

# *Masquerade Ball*

**Sunday, April 27, 2025**

**6:30 pm—9:30 pm**

**Finger Lakes Ballroom**

**There will be prizes for the following:**

- \* Best Group Masquerade**
- \*1st & 2nd Place Best Masks**
- \*1st & 2nd Place Best Dressed**

**There will be games and prizes so be prepared to have fun!!!**

## SCHEDULE OF EVENTS



NEW YORK STATE  
TOWN CLERKS ASSOCIATION

Sunday, April 27, 2025

9:00 – 3:30      **Athenian Dialogue** – Facilitator Susan Haag – *Upstairs at the Whitehouse: My Life with the First Ladies* by J.B. West and Mary Lynn Kotz. West was chief usher for nearly three decades and offers a behind-the-scenes look at America's first families.

2:00 – 3:00      **New Clerk/First Time Attendee Orientation** – A session for those that are new to NYSTCA and our annual conference. Receive your ME folder.

3:00 – 5:00      **Vendor Blender** – meet and mingle with the many vendors that can show you ways to make your job easier and more efficient.

6:30 – 9:30      **Sunday Night Masquerade Ball** – NYSTCA invites attendees to don their favorite elaborate mask with a dress code of formal or semi-formal, with a touch of mystique. Food, music, games, and entertainment guarantee a fun evening.

Monday, April 28, 2025

8:30 – 10:45      **Opening Business Session** – Ever popular banner parade and business meeting. Proudly watch or carry your county's banner and participate in the Annual Business Meeting.

11:15 – 12:30      **General Session** – Association of Towns will discuss "Hot Topics" and answer all your questions.

1:30 – 2:45      **Keeping the Public Informed with Public Notices** – Association of Towns - a session detailing the Town Clerk's responsibility to provide public notices on behalf of the Town

**Open Meetings Law** – Committee on Open Government – Kristin O'Neill will detail what the law states on the publics' right to attend meetings of a public body, and to listen and watch the decision-making progress.

**\*New Clerk Track Session #1** – When You Don't Know What You Don't Know. Fifty-Three Years of Experience and Still Learning – Part 1 – Come delve into the world of clerkdom with Susan Haag, Town of Austerlitz and Cindy Goliber, Town of Potsdam as they attempt to cover not only the basics, but oddball situations that come up from time to time. Join us in having fun learning what we don't know we don't know!

3:15 – 4:30      **FOIL** – Committee on Open Government – Kristin O'Neill is back to share updates to the Freedom of Information Law and answer all your questions relative to public access to your Town records.

**\*New Clerk Track Session #2** – When You Don't Know What You Don't Know. Fifty-Three Years of Experience and Still Learning – Part 2 – a continuation of information, experience, and fun with Susan Haag and Cindy Goliber.

**TENTATIVE SCHEDULE—SUBJECT TO CHANGE!**

Tuesday, April 29, 2025



9:00 – 10:15     **General Session – Center for Human Trafficking** – Joanne Fiorilli will provide an overview of human trafficking, their organization and mission, common misperceptions, indicators, resources, and how to report.

10:45 – 12:00     **DECALS Updates** – NYS DEC will share the basics, any new changes and updates to DECALS, as well as address some of the questions that agents have had since the implementation of the new printing process.

**Train the Trainer: Workplace Violence Prevention** – Comp Alliance will present on how to develop a workplace violence prevention program and share examples of how employees can protect themselves and de-escalate an offender.

**NYS Retirement – Reporting** – This session will cover the reporting requirements under Regulation 315.4 for elected and appointed officials who are members of the NYS and Local Retirement System (NYSLRS). We will discuss what is required from the officials (a record of activities) and from the employer (standard workday and reporting resolution and adjustments to days reported).

**\*New Clerk Track Session #3** – Town Clerk Toolkit – creator Heidi Smith from the Town of Canton will share how to find the toolkit, what's included, and how to use this awesome resource found on the NYSTCA website.

1:15 – 2:30     **\*New Clerk Track Session #4** – Clerk Minutes - Cindy Goliber and Susan Haag, the dynamic duo, are back with all you need to know about minutes. What must be included? Do they have to be word for word? Can a Board Member make you change them? These and many other questions will be an

**Basics of Managing Electronic Records** – NYS Archives – Join Michael Martin, RAO covering Towns, for the introduction to electronic records management. How to manage, file, control, develop, and preserve electronic records.

**Payment Fraud and Risk Management** – Frank Kapusta, Senior Vice President of M & T Bank, will share the realities of what is happening and how to protect yourself and your constituent's money. They will detail best practices to mitigate payment fraud and how to create awareness in your own town.

3:00 – 4:15     **\*New Clerk Track Session #5** – Clerk Roundtable – Get the answers to all your questions that haven't been answered yet. A panel of "seasoned" Town Clerks will guide the discussion.

**Assessor – Understanding the Equalization Rate** – Warren Wheeler from the NYS Assessors Association will share the fthey are, how they are calculated, and their implications for property owners and local communities.

**Town Clerk Audit Findings** – NYS Comptroller – Leslie Richards will present several examples of OSC audits to illustrate the various scope areas auditors may review, some specific audit findings, and their recommendations.

**TENTATIVE SCHEDULE—SUBJECT TO CHANGE!**

Wednesday, April 30, 2025

9:00 – 12:00     **General Session - Marriage, Birth, and Death Records** – NYS DOH – Gary Martinez is back by popular demand to share all they know about vital records. Bring your questions!

\*New Clerk Track – sessions designed for, but not limited to, clerks that have been on the job for less than three years. Attend all five sessions to be eligible for a prize.

**TENTATIVE SCHEDULE—SUBJECT TO CHANGE!**

\* \* \* \* \*



**ANNOUNCING...**

**NEW CLERK TRACK**  
**2025 Annual Conference**

NYSTCA listened to the needs of our clerk family. We are announcing the “New Clerk Track”, offering for the first time at the 2025 Annual Conference in Syracuse, April 27 – 30, 2025.

The New Clerk Track offers a series of sessions geared toward new Town Clerks. If you were just elected or appointed to your position or you have only been a clerk for a couple of years, this track is for you.

We have a group of seasoned Town Clerks that will share information from recording minutes to clerk basics and responsibilities. There will be a session on our new Clerk Toolkit, a resource that holds contacts, documents, and sample forms, detailing what and why we have made it all available to you. Plenty of time for your own concerns and questions at our Clerk Roundtable – no question is too simple or silly. We’ve all been there!

A few of these sessions are offered each year, but this year you will be able to attend back-to-back sessions with a surprise at the end.

Fill out your conference registration and make your hotel reservations TODAY!!

**NEW YORK STATE TOWN CLERKS ASSOCIATION  
APPLICATION FOR SCHOLARSHIP GRANT—2025**

The New York State Town Clerks Association (NYSTCA) is offering (5) \$450 scholarship for Annual Conference, and one (1) \*Margaret Lamoree Award for attendance at the 2025 NYSTCA Conference in Syracuse, NY from April 27-30, 2025.

*\*The Margaret Lamoree Scholarship, in honor of our founder, consists of the registration fee, meals and a room based on double occupancy cost.*

**Mail, email or fax application** to: Julie Gansle, Town of Colonie, Memorial Town Hall, 534 New Loudon Road, Latham, NY 12110, Fax 518-783-3409. Questions???? Call 518-783-2734  
or email: [ganslej@colonie.org](mailto:ganslej@colonie.org) or [jlgansle@yahoo.com](mailto:jlgansle@yahoo.com)

**Deadline for applications to be received is February 28, 2025**

**Scholarship Recipient MUST ATTEND ENTIRE CONFERENCE for the scholarship to be awarded.**

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

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

County \_\_\_\_\_ Population \_\_\_\_\_ Length of time in office \_\_\_\_\_

Previous offices(s)/other service-related position(s) held and dates:

  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a member of NYSTCA? \_\_\_\_\_ Dates(s) \_\_\_\_\_

Have you attended prior conference(s)? \_\_\_\_\_ Dates (s) \_\_\_\_\_

Related organizations to which you belong \_\_\_\_\_

Prior education:

NYSTCA \_\_\_\_\_ Association of Towns \_\_\_\_\_

IIMC \_\_\_\_\_ County Town Clerks Assn. \_\_\_\_\_

Other \_\_\_\_\_ Are you an RMC? \_\_\_\_\_ What year? \_\_\_\_\_

Dues for organizations paid for by: (List amount and organization)

Town \_\_\_\_\_ Yourself \_\_\_\_\_

Other (specify) \_\_\_\_\_

Does your Town Board currently allow or have previously allowed, educational expenses to you or other Town Officials? \_\_\_\_\_



**NEW YORK STATE TOWN CLERKS ASSOCIATION  
APPLICATION FOR SCHOLARSHIP GRANT—2025**

Explain actual financial expenses for education for the past 2 years: (List year and amount) i.e., 2016/\$75. Please attach details

NYSTCA \_\_\_\_\_ IIMC \_\_\_\_\_

Association of Towns \_\_\_\_\_ County Town Clerks Assn. \_\_\_\_\_

Other \_\_\_\_\_

Current and previous budget allowances for education: Attach details

NYSTCA \_\_\_\_\_ IIMC \_\_\_\_\_

Association of Towns \_\_\_\_\_ County Town Clerks Assn. \_\_\_\_\_

Other \_\_\_\_\_

NYSTCA \_\_\_\_\_ IIMC \_\_\_\_\_

Association of Towns \_\_\_\_\_ County Town Clerks Assn. \_\_\_\_\_

Other \_\_\_\_\_

Have you previously applied? No Yes Award No Yes Yr./yrs. \_\_\_\_\_

Brief description of why you are applying and need this scholarship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All applicants' sign below. Please have the Supervisor complete the appropriate statement below on behalf of the Town Board indicating whether or not your Town will assume the balance of your costs for attendance at the NYSTCA conference.

\*I, \_\_\_\_\_ Supervisor of the Town of \_\_\_\_\_

and behalf of the \_\_\_\_\_ Town Board do hereby agree to assume all costs over and above the amount of the NYSTCA Scholarship Grant related to attendance of the Town Clerk

\_\_\_\_\_ at the 2025 NYSTCA conference. I also understand that membership in the NYSTCA is required in order to receive any scholarship.

/or/

\*The Town of \_\_\_\_\_ will not be paying the cost of attendance of the Town Clerk at the 2025 NYSTCA conference.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of the Supervisor \_\_\_\_\_ Date \_\_\_\_\_

*“Wisdom is not a product of schooling but of the lifelong attempt to acquire it.” ~ Albert Einstein*

## NYSTCA Souvenir Shop

The 2025 NYSTCA Souvenir Store will have some great new items. Some of the new items include a hoodie sweatshirt, insulated water bottle, socks and more. There will be plenty of past favorites to choose from as well. Stop by the store at conference to check out our great selection.

We accept cash, check and credit cards for your convenience.



“I can't adjust the direction of the wind, but I can adjust my sails to always reach my destination.”

~ Jimmy Dean



**Please Consider Donating to the 2025 NYSTCA Fun Time Auction!!**

**Let's Get Creative and Fun!**

**Fill a Basket with Items from Your Town or Region!**

**Lottery Ticket Tree!**

**Make a County Association Basket!**

**All Items Should be New!**

**Sunday Drop Off Items: 3:00 pm – 6:00 pm**

**Monday Open: 10:30 am – 1:30 pm & 3:00 pm – 5:00 pm**

**Tuesday Open: 8:30 am – 1:00 pm**

**BIDS CLOSE AT 1:00 PM TUESDAY**

**Items Can Be Picked Up No Later Than Wednesday from 9:00 am – 11:00 am**

## REGISTRATION OVERVIEW

### Register online OR by mail:

**On-line Registration!** Open the NYSTCA website, [www.nystca.com](http://www.nystca.com) and click "Continuing Education" in the blue banner, then the "NYSTCA Annual Conference," which will have a link for the 2025 Conference Registration. A registration form needs to be completed for each person attending the conference.

You will be asked a series of questions as you move through the registration process for each person registering. Before you know it, you will be prompted to "SUBMIT REGISTRATION"! You will be given the opportunity to choose to "PAY NOW" with a credit card or "PAY LATER" with a check. Either way, the Registration Program will generate an email and send confirmation of your registration and a copy of your registration so you can print it for your records. Online registrations will be considered pending until payment is received.

You can complete and **mail a paper Conference Registration Form** with payment made payable to the "NYSTCA" to Susan Baldwin, Registration Chair, 22 Traver Road, Wilton, NY 12831. A confirmation email will be mailed to you when your registration is received with payment.

### Pay by credit card or pay by check:

**Credit card payments** are accepted online only. A service fee of 2.45% or a minimum of \$1.95, whichever is greater, will be charged by our provider to the cardholder.

**Payments by check** are to be mailed with a copy of the Conference Registration Form OR a copy of the online registration form.

**A Registration will not be considered complete until payment is received.**

As always, receipts will be distributed in the Conference Packets.

### Hotel Guests must book rooms directly with the Syracuse Marriott, Syracuse, NY:

<https://book.passkey.com/e/50932475>

Refer to page "Hotel Registration Sheet" for information on reserving one of the listed hotel/meal packages.

#### Three Night Conference Package (Sunday-Tuesday) includes:

**Sunday:** Dinner

**Monday:** Breakfast, Lunch

**Tuesday:** Breakfast, Lunch, Banquet

**Wednesday:** Breakfast, Lunch

#### Two Night Conference Package (Sunday-Tuesday) includes:

**Sunday:** Dinner

**Monday:** Breakfast, Lunch

**Tuesday:** Breakfast, Lunch

#### Two Night Conference Package (Monday-Tuesday) includes:

**Tuesday:** Breakfast, Lunch, Banquet

**Wednesday:** Breakfast, lunch

Hotel guests may order additional meals when registering online or by mailing the Conference Registration form.

**Please direct any hotel-related questions to Syracuse Marriott @ 315-907-6070**

Conference Registration questions can be directed to Susan Baldwin, Registration Chair, at [registration@nystca.com](mailto:registration@nystca.com) or by phone at 518-587-1937 ext. 210 (office) or cell at 518-796-2557 (voice or text).

### Registration Deadlines/Cancellation/Refunds:

Conference registration forms and payment must be received by April 16, 2025. A late registration fee of \$35.00 will be imposed after April 16, 2025.

All requests for conference cancellation must be received via email to [registration@nystca.com](mailto:registration@nystca.com) before April 16th to receive a full refund. A \$50.00 cancellation charge will be imposed after April 16, 2025. Refunds will be processed within 30 days following the end of the Conference. Contact Syracuse Marriott directly for guidelines in canceling hotel accommodations.



## **NYSTCA CONFERENCE REGISTRATION INFORMATION**

**Please use this link to make your reservation for your Registration and Meals:**

<https://forms.zohopublic.com/nystca/form/2025AnnualConferenceRegistration/formp>



**QR Code:**



## **HOTEL RESERVATION INFORMATION**

**Please use the passkey link listed below to make your Hotel Reservation online for this conference.**



**Marriott Syracuse Downtown**  
**100 E. Onondaga Street, Syracuse, NY 13202**  
**315-907-6070**

**Reservations can be made at this web address:**

<https://book.passkey.com/e/50932475>

**After typing in this link you can click on the red box in the center of the page that says "Make Reservation" and it will take you to our page where you can submit the dates that you plan to join us for this conference. Looking forward to seeing you in Syracuse!!!**

**NEW YORK STATE TOWN CLERKS ASSOCIATION**  
**2025 CONFERENCE REGISTRATION FORM**  
Syracuse Marriott – Syracuse, NY  
April 27-30, 2025

**INSTRUCTIONS:**

**1. COMPLETE ALL AREAS – please include your email address**

**2. ONLY ONE REGISTRANT PER FORM**

SUBMIT REGISTRATION FORM AND CHECK (payable to NYSTCA) TOGETHER before 4/16/25

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ NY, ZIP \_\_\_\_\_

TOWN \_\_\_\_\_ COUNTY \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ (confirmation of receipt of registration will be emailed to you)

YOUR TITLE: CLERK \_\_\_\_\_ DEPUTY \_\_\_\_\_ GUEST \_\_\_\_\_

CHECK ALL THAT APPLY: NEW CLERK \_\_\_\_\_ NEW DEPUTY \_\_\_\_\_ FIRST CONFERENCE \_\_\_\_\_

**My payment is enclosed: \_\_\_\_\_ or My payment was previously submitted: \_\_\_\_\_**

**HOTEL GUEST** (must register separately with hotel before 04/16/25) or **COMMUTER**. CHECK ONE:

HOTEL GUEST \_\_\_\_\_ OR COMMUTER \_\_\_\_\_  
(meals included in hotel package) (\*\*purchase meals through NYSTCA)

**PLEASE SPECIFY:** ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_  
(Sun 4/27, Mon 4/28, Tues 4/29, Wed 4/30) CHECK IN TIME IS 4:00 PM CHECK OUT TIME IS NOON

**ALL REGISTRANTS MUST CHOOSE ONE:**

MEMBER CLERK/DEPUTY \$125.00 (Non-Member \$225).....\$ \_\_\_\_\_

ONE DAY REGISTRATION MEMBER \$90.00 NON MEMBER \$165.00.....\$ \_\_\_\_\_

COMPLIMENTARY REGISTRATION: Spouses/Guest.....\$ \_\_\_\_\_ NC  
REGISTRATION SUBTOTAL.....\$ \_\_\_\_\_

**EXTRAS AND MEALS:**

Monday Night Trivia Night \$60.00 .....\$ \_\_\_\_\_  
Athenian Class (\$50.00) .....\$ \_\_\_\_\_

**\*\*COMMUTERS AND ANYONE WISHING TO PURCHASE ADDITIONAL MEALS NOT INCLUDED IN HOTEL PACKAGE:**

Sun. Kick-off Dinner Buffet/Mixer \_\_\_\_\_ @ \$51.00 each.....\$ \_\_\_\_\_

Mon. Breakfast \_\_\_\_\_ @ \$33.00 each Lunch \_\_\_\_\_ @ \$43.00 each.....\$ \_\_\_\_\_

Tues. Breakfast \_\_\_\_\_ @ \$33.00 each Lunch \_\_\_\_\_ @ \$43.00 each Banquet \_\_\_\_\_ @ \$63.00 each. \$ \_\_\_\_\_

Wed. Breakfast \_\_\_\_\_ @ \$33.00 each Lunch \_\_\_\_\_ @ \$43.00 each.....\$ \_\_\_\_\_

**(ALL applicable lines) REMIT CHECK PAYABLE TO NYSTCA** .....\$ \_\_\_\_\_

PLEASE NOTE ANY SPECIAL DIETARY REQUIREMENTS OR SPECIFIC ALLERGIES:

**MAIL CONFERENCE REGISTRATION FORM AND CHECK PAYABLE TO NYSTCA** to:

Susan Baldwin, Town of Wilton, 22 Traver Road, Wilton, NY 12831 Email questions to: [registration@nystca.com](mailto:registration@nystca.com) – a response will be returned to you within 72 hours, or call 518-587-1939 ext. 210 (office) 518-796-2557 (cell)



Department of Taxation and Finance  
**New York State and Local Sales and Use Tax**  
**Exemption Certificate**  
Tax on occupancy of hotel or motel rooms

**ST-129**  
(2/18)

This form may only be used by government employees of the United States, New York State, or political subdivisions of New York State.

Name of hotel or motel	Dates of occupancy From: _____ To: _____		
Address (number and street)	City	State	ZIP code
Country			

**Certification:** I certify that I am an employee of the department, agency, or instrumentality of New York State, the United States government, or the political subdivision of New York State indicated below; that the charges for the occupancy of the above business on the dates listed have been or will be paid for by that governmental entity; and that these charges are incurred in the performance of my official duties as an employee of that governmental entity. I certify that the above statements are true, complete, and correct, and that no material information has been omitted. I make these statements and issue this exemption certificate with the knowledge that this document provides evidence that state and local sales or use taxes do not apply to a transaction or transactions for which I tendered this document, and that willfully issuing this document with the intent to evade any such tax may constitute a felony or other crime under New York State Law, punishable by a substantial fine and a possible jail sentence. I understand that the vendor is a trustee for, and on account of, New York State and any locality with respect to any state or local sales or use tax the vendor is required to collect from me; that the vendor is required to collect such taxes from me unless I properly furnish this certificate to the vendor; and that the vendor must retain this certificate and make it available to the Tax Department upon request. I also understand that the Tax Department is authorized to investigate the validity of tax exemptions claimed and the accuracy of any information entered on this document.

Governmental entity (federal, state, or local)	Agency, department, or division		
Employee name (print or type)	Employee title	Employee signature	Date prepared

## Instructions

### Who may use this certificate

If you are an employee of an entity of New York State or the United States government and you are on official New York State or federal government business and staying in a hotel or motel, you may use this form to certify the exemption from paying state-administered New York State and local sales taxes (including the \$1.50 hotel unit fee in New York City).

New York State governmental entities include any of its agencies, instrumentalities, public corporations, or political subdivisions.

Agencies and instrumentalities include any authority, commission, or independent board created by an act of the New York State Legislature for a public purpose. Examples include:

- New York State Department of Taxation and Finance
- New York State Department of Education

Public corporations include municipal, district, or public benefit corporations chartered by the New York State Legislature for a public purpose or in accordance with an agreement or compact with another state. Examples include:

- Empire State Development Corporation
- New York State Canal Corporation
- Industrial Development Agencies and Authorities

Political subdivisions include counties, cities, towns, villages, and school districts.

The United States of America and its agencies and instrumentalities are also exempt from paying New York State sales tax. Examples include:

- United States Department of State
- Internal Revenue Service

Other states of the United States and their agencies and political subdivisions **do not** qualify for sales tax exemption. Examples include:

- the city of Boston
- the state of Vermont

### To the government representative or employee renting the room

Complete all information requested on the form. Give the completed Form ST-129 to the operator of the hotel or motel upon check in or when you are checking out. You must also provide the operator with proper identification. Sign and date the exemption certificate. You may pay your bill with cash, a personal check or credit/debit card, or a government-issued voucher or credit card.

**Note:** If you stay at more than one location while on official business, you must complete an exemption certificate for each location. If you are in a group traveling on official business, each person must complete a separate exemption certificate and give it to the hotel or motel operator.

### To the hotel or motel operator

Keep the completed Form ST-129 as evidence of exempt occupancy by New York State and federal government employees who are on official business and staying at your place of business. The certificate should be presented to you when the occupant checks in or upon checkout. The certificate must be presented no later than 90 days after the last day of the first period of occupancy. If you accept this certificate after 90 days, you have the burden of proving the occupancy was exempt. You must keep this certificate for at least three years after the later of:

- the due date of the last sales tax return to which this exemption certificate applies; or
- the date when you filed the return.

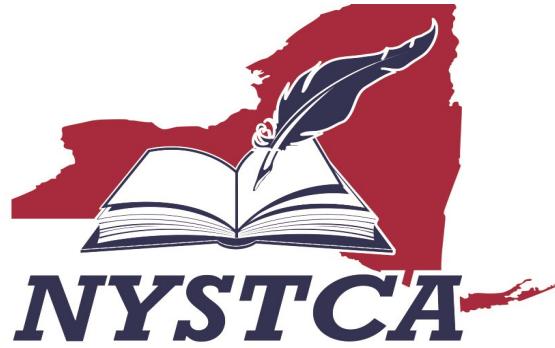
This exemption certificate is valid if the government employee is paying with one of the following:

- cash
- personal check or credit/debit card
- government-issued voucher or credit card

Do not accept this certificate unless the employee presenting it shows appropriate and satisfactory identification.

**Note:** New York State and the United States government are not subject to locally imposed and administered hotel occupancy taxes, also known as *local bed taxes*.

**Substantial penalties will result from misuse of this certificate.**



NEW YORK STATE  
**TOWN CLERKS ASSOCIATION**

*“The miracle is not that we do  
this work, but that we are  
happy to do it.”*

*~ Mother Theresa*

**We look forward  
to seeing you in  
Syracuse!!!**

