

## **If Certificate or ST119.1 form has been lost or destroyed or was not received:**

Send a letter via email, on PTA letterhead, explaining what happened to the original documents. The letter should include the following information:

- Sales Tax Exemption 6-digit number (EX# - if known) **State Tax ID on Unit Data page**
- The employer identification number - **EIN/Federal Tax Id on Unit Data page**
- PTA Unit Code - **State Unit Id on Unit Data page**
- Requesting officer's name, title, phone number, and email address.
  
- If you want the certificate mailed to the President's address rather than the school address, include a completed [Form ST-119.4](#), *Application for an Exempt Organization Certificate - Information Authorization* with your request.
  
- Email a scanned copy of these documents to [STEO@tax.ny.gov](mailto:STEO@tax.ny.gov)