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**Instructions for obtaining the New York State Sales Tax Certificate onl.**

1. Go to <http://www.nys-permits.org>
2. The next screen to come up will be headlined “New York State Online Applications through OPAL.” In the left-hand column, the fourth option down is “Online Applications.” Please click on that.
3. The next screen up has a set of options in the center, and the sixth one down says “Taxation and Finance, Dept. of.” Please click on that.
4. The next screen up has the headline “Taxation and Finance, Dept. of” and under that is the option “Certificate of Authority to Collect Sales Tax.” Please click on that.
5. The next screen to come up is the online application for DTF-17. Fill it out online and you will receive online and simultaneously an OPAL number and certificate that can be used until they send you by snail mail the actual certificate.
6. Please e-mail us the OPAL number and certificate at [jrm.wsoae@gmail.com](mailto:jrm.wsoae@gmail.com)

Please note that there is no expense incurred in this process.