



TP-3

New York State Department of Taxation and Finance

Bulk Tax Forms Order Blank for Volunteer Groups, Libraries, and Service Agencies

Account number

Correct your address if incorrect, and please provide a street address for deliveries.

Name of contact person	
Business or home telephone number ()	
E-mail address	

Ordering forms

Listed below are the quantities of forms we plan to send in your initial order.

If you want to make a change, cross out the amount we've listed and enter the new amount.

Please order only what you think you'll initially need; you can always order more forms if necessary.

You don't need to order form instructions separately. We'll automatically send you instructions for the forms you order.

Submit your order

You can order in any one of these ways. Please don't submit duplicate orders — it will cause delays.

E-mail: *nystaxforms@tax.state.ny.us*

Fax: (518) 435-8531

Phone: (518) 244-1911

Mail: Use the enclosed envelope, or send to:
 NYS TAX DEPARTMENT
 FORMS CONTROL UNIT
 W A HARRIMAN CAMPUS
 ALBANY NY 12227

Include your account number with your e-mail, or have it ready if you call.

Questions about your shipment? Please contact us after January 11, 2011, by e-mail or phone.

Form title	Form number	Volunteer groups	Initial order - Libraries and service agencies	Last year's additional orders*		Instructions (for office use only)
				Num	Total	
Summary of W-2 Statements	IT-2					
Summary of Federal Form 1099-R Statements	IT-1099-R					
Resident Income Tax Return (short form)	IT-150					
Resident Income Tax Return (long form)	IT-201					
Other Tax Credits and Taxes (Attachment to Form IT-201)	IT-201-ATT					
Nonresident and Part-Year Resident Income Tax Return	IT-203					
Other Tax Credits and Taxes (Attachment to Form IT-203)	IT-203-ATT					
Nonresident and Part-Year Resident Income Allocation and College Tuition Itemized Deduction Worksheet	IT-203-B					
Claim for Empire State Child Credit	IT-213					
Claim for Real Property Tax Credit for Homeowners and Renters	IT-214					
Claim for Earned Income Credit	IT-215					
Claim for Child and Dependent Care Credit	IT-216					
Claim for New York City School Tax Credit	NYC-210					
Claim for College Tuition Credit or Itemized Deduction	IT-272					
New York State Quick Reference Desk Guide	TP-300					
Income Tax Intake Worksheet	TP-301					
Income tax forms and instructions on CD (for PC)	Pub-352-CD					

*This column lists the **number** of times you reordered after your initial order, and the **total** quantity of your additional orders.