



Dear Members,

As in the past, all certified sitting Justices, who are members in good standing of NYSMA and registered for the conference, attending the **New York State Magistrates Association’s Annual Meeting on Monday, October 2, 2023 at 4:30 pm** may be reimbursed by the State through the Unified Court System for one (1) night of lodging and mileage at the current State rate, unless living within 35 miles of the conference site. The remaining expense is eligible for reimbursement by your town or village. **(Necessary expenses, including transportation, meals, room and registration fees incurred by fully authorized municipal officials and employees are properly reimbursable from municipal funds pursuant to §77-b of the General Municipal Law).**

Core B Training Course will be offered by the Office of Justice Court Support on Tuesday, October 3, 2023. Core A training Course will be offered on Wednesday, October 4, 2023 (Registration fee not required for Core classes ONLY)

In order to expedite registration, we urge you to Pre-Register.

**FEES: Pre-Registration: \$75.00**

**On-site Registration: \$100.00**

All members participating in any portion of the conference are required to pay the fee, which covers the many detailed arrangements necessary for a successful conference. For your convenience, receipts will be available at our registration desk.

On behalf of President Young and your Executive Committee members, we urge you to attend. It is a great time to renew old acquaintances, make new ones, to learn, speak your thoughts, vote, enjoy and help celebrate our 113<sup>th</sup> Anniversary.

Please note Registration and Fees for the Conference and Hotel are separate.

- If you are not pre-registered, the Hotel will not hold a room

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### MAGISTRATE REGISTRATION FORM

The 113<sup>th</sup> Conference of the New York State Magistrates Association

The Marriott Syracuse Downtown – Syracuse, New York

Name: \_\_\_\_\_ Town Justice of: \_\_\_\_\_

Address: \_\_\_\_\_ Village Justice of: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_

County: \_\_\_\_\_ Current Co. President: \_\_\_\_\_

Guest’s Full Name if Attending: \_\_\_\_\_

Is this your first NYSMA Conference: Yes or No

Please choose One of the following for your materials for the conference: Printed \_\_\_\_\_ or USB stick \_\_\_\_\_

NAME TAGS WIL BE PROVIDED

**Please make checks payable to: NYSMA**

**Send to: 163 Delaware Avenue, Delmar, NY 12054**

**Fee: \$75.00 must be received by September 1, 2023 \* Non-refundable after Sept. 8, 2023**



100 E. Onondaga Street, Syracuse, NY 13202

**RESERVATION INFORMATION**

ARRIVAL: Sunday, October 1, 2023

DEPARTURE: Wednesday, October 4, 2023

All reservations must be made no later than **August 24th, 2023**. Please email the reservation form to [Victoria.Cook@Marriott.com](mailto:Victoria.Cook@Marriott.com)

Reservations made after this reservation deadline will be accepted at the Marriott regular rate with an offsite package.

**NYS Magistrates Association**

Package Guest Room Rates are as follows:

**Single Occupancy:** \$791.01 + tax (15%) Per

**3 Night Package**

Includes:

Overnight Accommodations for one guest October 1,2 &3, 2023

Breakfast on Monday, Tuesday and Wednesday

Lunch, AM & PM Breaks on Monday & Tuesday

Dinner on Sunday and Tuesday

Dinner on Monday with \$35.00 value for designated restaurants

**Double Occupancy:** \$1,189.02 + tax (15%) Per

**3 Night Package**

Includes:

Overnight Accommodations for two guest October 1,2 &3, 2023

Breakfast on Monday, Tuesday and Wednesday

Lunch, AM & PM Breaks on Monday & Tuesday

Dinner on Sunday and Tuesday

Dinner on Monday with \$35.00 value for designated restaurants

**Single Occupancy:** \$627.34+ tax (15%) Per

**2 Night Package**

Includes:

Accommodations for one guest for 2 nights

2 Breakfasts

2 Lunches and Breaks on Monday & Tuesday

1 Dinner on eve of stay (no dinner on Monday)

**Double Occupancy:** \$892.68 + tax (15%) Per

**2 Night Package**

Includes:

Accommodations for two guests for 2 nights

2 Breakfasts Each

2 Lunches and Breaks Monday & Tuesday Each

1 Dinner each on eve of stay (no dinner on Monday)

**Guest Room Rate Without Meals:**

Single Occupancy: \$151.00 + Tax (15%)

Double Occupancy: \$161.00 + Tax (15%)

Sunday Dinner Selection:

Chicken \_\_\_ Salmon \_\_\_ Vegetarian/Vegan \_\_\_

Tuesday Dinner Selection:

Filet \_\_\_ Seabass \_\_\_ Vegetarian/Vegan \_\_\_

Please Indicate any Allergies or Dietary Restrictions you have;

\_\_\_\_\_

**Self Parking in the Marriott Syracuse Downtown (Harrison Place Parking Garage)**

To confirm your reservation, a credit card number must be provided or a check/money order for one night's room and tax must be sent in. A purchase order cannot be sent for the initial deposit.

CC#: \_\_\_\_\_ Exp: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

# of Rooms: \_\_\_ # of people per room: \_\_\_\_\_

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

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Special needs: \_\_\_\_\_

**RESERVATION POLICIES**

- If paying by Purchase Order, let the reservation department know that you are paying with PO and submit it along with your reservation.
- Provide your NYS tax exemption form upon check in with payment form (Purchase Order or Credit Card) must match the name on the NYS tax exemption form.
- Guests staying on dates outside group's conference and/or are self-pay will be subject to tax.
- Reservations must be received no later than August 24th, 2023. Reservations received after that date will be accepted at the regular rate with an offsite package.
- Cancellations must be received 3 days prior to arrival date. Cancellations after this date will result in forfeiture of the one night's advance deposit.
- Check-in time is 4:00pm. Check-out time is 12:00pm.
- A conference rebate has been included in the package rate to offset the expenses of the conference.
- Confirmation of your reservation will be emailed using the information provided on this form.
- Package Rates Include \$5.00 Self-Parking

**UNLESS ALL PROPER FORMS ARE SUBMITTED & COMPLETED, RESERVATIONS WILL NOT BE PROCESSED.**



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.**

**Department of  
Taxation and Finance**

ANDREW M. CUOMO  
Governor

NONIE MANION  
Executive Deputy Commissioner

June 29, 2023

Town of Example  
60 Main St  
Example NY 13662

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, Town of Example, from the payment of New York State and local sales and use taxes on their purchases. ~~In order to~~ make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities. If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, from you, the Town of Example may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that Town of Example is the purchaser, and this letter are the only documentation the vendor needs in order to not collect sales tax.

For additional information, please refer to Publication 843, *A Guide to Sales Tax in New York State for Exempt Organizations*, which is available on the New York State Tax Department website at [www.tax.ny.gov](http://www.tax.ny.gov).

New York State Department of Taxation and Finance  
OTPA-Taxpayer Guidance Division  
Sales Tax Exempt Organizations Unit

# Attendance At This Conference is A Valid Town or Village Expense

## **You Must Receive Prior Approval To Attend**

Section 77-b of the General Municipal Law authorizes the governing board of any municipality, by majority vote, to authorize any of its members, any officer or employee, or any other person who has been elected pursuant to law to a public office for which the term has not commenced, to attend a conference as defined in Section 77-b(c). The authorization must be by resolution adopted prior to such attendance (General Municipal Law §77-b[2]). The governing board, however may delegate its power to authorize attendance to any executive officer or administrative board.

## **Even Your Registration Fee Can Be Reimbursed**

Subdivision 3 of section 77-b provides that all actual and necessary registration fees, all actual and necessary expenses of travel, meals and lodging and all necessary tuition fees incurred in connection with attendance at a conference shall be a charge against the municipality and the amount thereof shall be audited, allowed and paid in the same manner as are other claims against the municipality.

## **New York State Picks Up a Portion of the Tab**

The Office of Court Administration has provided NYSMA with funds to reimburse each Justice who attends the Annual Meeting on Monday afternoon for mileage, up to \$101.00 for one day's lodging and up to \$48.00 for certain applicable meals. These costs would lower the reimbursement required from your municipality. (Subject to change)

## **Need A Cash Advance?**

In addition to the authorization in subdivision 3 to reimburse for expenses previously incurred, subdivision 6 of section 77-b expressly authorizes a municipality to provide for cash advances to persons duly authorized to attend a conference for estimated expenditures for registration fees, travel, meals, lodging and tuition fees. If an advance is provided, the officer or employee must submit an itemized voucher showing actual expenditures after attendance. Also moneys advanced in excess of actual expenditures must be refunded to the municipality. If an officer or employee fails to return such excess advance at the time of submitting the voucher or upon demand after audit of the voucher, the municipality shall deduct the amount of the unreturned excess advance from the salary or other money owed the officer or employee. Any itemized actual and necessary expenses in excess of the cash advance may be paid after audit.

## **Municipality Won't Pay? You Can Usually Deduct the Expense on Your Taxes**

In most cases, expenses incurred in connection with attendance at this conference are qualifying work-related expenses. Depending on your individual circumstances, conference related expenses can be deducted on Schedule A if you itemize your deductions. We recommend that you discuss this with your tax preparer.

## **Does Your Town or Village Pay Your NYSMA Dues?**

Pursuant to Op. St. Comp. 80-501, 10/29/80, with prior approval of your Town or Village Board, Association dues may be a legitimate charge against a Town or Village.

## **Important**

PLEASE BE SURE TO FILL OUT THE STATE EXEMPTION CERTIFICATE ON THE HOTEL REGISTRATION FORM.  
(OTHERWISE YOU WILL BE BILLED FOR TAXES).

MAKE SURE YOUR MUNICIPAL PAYMENT VOUCHER IS ATTACHED TO THE HOTEL REGISTRATION FORM.  
THIS WILL AVOID ANY PROBLEM AT CHECK OUT TIME