

APPLICATION FOR BUSINESS IN GOVERNMENT QUARTERS

In accordance with Army Regulation 210-7, "Commercial Solicitation on Army Installation"

Visit the New York State Office of Business Permits and Regulatory Assistance, at <http://www.nys-permits.org/> or call 1-800-342-3464/518-474-8275, 8:00 AM to 5:00 PM

All NYS requirement must be completed and documentation must be submitted with application.

1. For approval of a home business fill out the following pages of this application and return to:
Directorate of Family and Morale, Welfare, and Recreation
Building 681
West Point, New York 10996
POC: Tara McCormick

Contact this office if you have any question (845) 938-8455.

2. The following paperwork must be submitted with your application:
 - If you are using a fictitious name a copy of a "Doing Business As" certificate issued from Orange County must be submitted. For more information please call the Orange County Clerks office at 845-291-3062.
 - Copies of completed NYS permit/licensing requirements
 - NYS sales tax collection permit.
 - IRS Employee Identification Number (EIN) or Tax Identification Number.
 - If the applicant is a service member, authorization from their unit commander must be submitted.

3. ADVERTISING RESTRICTIONS

a. **DOOR TO DOOR SOLICITATION IS PROHIBITED.** Noncompliance could lead to expulsion from government housing.

b. The distribution of flyers is **prohibited**, no placing flyers on car windshields, in mailboxes or between doors, etc.

c. Advertising in the Pointer View and direct mail through the United States Postal Service is authorized. **Advertisement on the Government electronic bulletin board is strictly prohibited.**

4. This application takes approximately 3-4 weeks to process. Approval is valid for one year. A renewal must be submitted in writing 30 days prior to expiration to avoid a lapse in your authorization.

**Application for Business
in Government Quarters.**
(Please check box below for new or revalidation)
***denotes required information**

New

Revalidation

*Name _____

*Business Name _____

*Address _____

*City/State/Zip: _____

*Contact Number: _____

*E-mail Address: _____

Website Address: _____

*Type of Business (**Be specific**): _____

Type of special equipment or chemicals used (or write N/A if none are used):

Are you a current Federal or Non Appropriated Fund (NAF) employee?

Past Employment Last Five (5) Years: _____

Expected PCS or ETS Date: _____

Last Approval Date: _____

Attach copies of all completed NYS & Federal requirements
(EIN/ NYS Sales Tax Permits/Certification/License)

I ASSURE THAT THERE WILL BE:

No requirement for additional quarters amenities, no unusual wear and tear on the facilities, no requirement for additional parking, no discredit or unfavorable criticism of government or the US Military Academy, no conflict of interest, no interference with full discharge of military duties, no use of military title, position designation, or connection with business, no unusual demand for utilities, and any other information pertinent to proposed business.

- I have read the enclosed AR 210-7 Commercial Solicitation on Army Installation. I agree to comply with all applicable regulation governing home businesses. I agree to reimburse the Government utilities exceeding approved usage.
- I have checked with the Office of Business Permits and Regulatory Assistance, concerning state tax, licensing, and other requirements for operating a business in the State of New York and have taken the necessary steps to ensure compliance with all federal, state, and local tax, certification, licensing and other requirements.
- I understand that approval to operate a business from government quarters is not a right, but is a privilege conditioned on continued compliance with the enclosed rules and all applicable federal, state and local laws.

APPLICANT'S SIGNATURE

DATE