



New York Underwriting Bulletin

From: Michael Kelly, New York State Counsel
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Name: New York State Transfer Tax
Revised Form TP-584

New York State has revised the Transfer Tax form (TP-584) effective April 15, 2013. The County Clerks will continue to accept the existing form until June 15, 2013, after which only the new form must be used.

The changes are relatively minor:

- If either the grantor or grantee is a single member LLC, there is a new box to be checked on the first page, and the name and EIN or SSN of the member must be added.
- The grantor must add the Statewide Information System Code (SWIS Code) in addition to the tax map designation. SWIS Codes are found on tax bills, and may be obtained at <http://orpts.tax.ny.gov/cfapps/MuniPro/swis/index.cfm>

The new form and instructions can be obtained from the NYS Department of Taxation and Finance at http://www.tax.ny.gov/forms/form_number_order_st_y.htm

Counties requiring electronic submission of the form, such as Westchester and the City of New York are updating their programs.

Please contact underwriting counsel with any questions.