



*From the Controller's Division*

**State and Local laws and Regulations**

To ensure compliance with state and local laws and regulations, RIT faculty and staff who conduct University business activity outside of New York State are asked to contact the Controller's Office prior to engaging in such activities.

Business activities may include, but are not limited to, delivering training workshops, setting up a booth to sell services and/or products, and/or other activities that may or may not generate revenue for the University.

Due to complexity of state and local rules and regulations, further review of specific state regulations including registering with the Secretary of State, registering as a non-profit, state, payroll registrations, etc., may be required by the Controller's Office, Treasury and Financial Reporting and University tax counsel.

If you have questions about this information or require assistance, please contact the Controller's Office at (585) 475-2383 or email [taxdept@rit.edu](mailto:taxdept@rit.edu).