



# Office of Temporary and Disability Assistance

## Home Energy Assistance Program Vendor Notice of Termination of Participation

This is to notify New York State OTDA that \_\_\_\_\_  
has opted to terminate participation the Home Energy Assistance Program.

**Please Check Applicable Box(es):**

- Terminate all participation in HEAP
- Terminate performance of heating equipment repair/replacement work but will continue to sell and deliver commodity
- Terminate sale and delivery of commodity but will continue to perform heating equipment repair/replacement work
- Terminate Cooling Assistance Services
- Terminate Clean and Tune Services

**All Vendors Remain Obligated To:**

1. Return all program funds and customer credits to the Local Social Services District.
2. Maintain fiscal records adequate for audit purposes for a period of not less than three program years (current year plus three years) and will otherwise verify the proper disbursement of HEAP funds.

**Federal ID:** \_\_\_\_\_

**Doing Business As (DBA):** \_\_\_\_\_

**Mailing Address:**

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

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

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

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Termination effective 30 days from the date of receipt of this form by OTDA.**

**Please mail, fax, or email this notice to:**

HEAP Bureau  
 40 North Pearl Street, 11B Albany, NY 12243  
**FAX:** (518) 474-0985  
**Email for scanned copies:** HEAP.Vendor@otda.ny.gov

### OTDA Use Only

**Received:** \_\_\_\_\_

**District Notification(s) Sent:** \_\_\_\_\_

**Termination Effective Date:** \_\_\_\_\_

**Letter to Vendor Sent:** \_\_\_\_\_

**Database Updated:** \_\_\_\_\_