



HEAP OSC Check Inquiry

- 1. Vendors should contact the local DSS
- 2. The local DSS will complete the HEAP Check Inquiry form
- 3. Local DSS will send the HEAP OSC Check Inquiry form to NYS-OTDA

Please forward the attached form to the HEAP Bureau
Attention: HEAP OSC Check Inquiry Processing.

Email: Esther.Matos@otda.state.ny.us
 Fax: (518) 474-9347

HEAP OSC Check Inquiry	
District	
Name	
Contact Person	
Phone	
Email Address	
Check 1	
Check	
Number	
Amount	
Date	
Vendor	
Name	
District ID	
Federal ID	
Check 2	
Check	
Number	
Amount	
Date	
Vendor	
Name	
District ID	
Federal ID	