2022-2023 HOME ENERGY ASSISTANCE PROGRAM
PRE-AUTOPAY REQUEST FOR VENDOR INFORMATION

Dear Temporary Assistance (TA) and/or Supplemental Nutrition Assistance Program (SNAP) Recipient:

In preparation for the 2022-2023 Home Energy Assistance Program (HEAP), we need updated information about your utility/heating situation. Providing your updated energy vendor information will ensure HEAP benefits are issued to your fuel or utility provider. Please call the number listed at the top of this letter if you have any questions when completing this form.

Please answer the questions below and return this form WITH COPIES OF YOUR MOST RECENT HEAT AND/OR UTILITY BILLS no later than <insert return date> to the address above or if your district participates in the NYDocSubmit, submit electronically by using the NYDocSubmit mobile application. For more information regarding the NYDocSubmit mobile application, please visit the Apple App Store or Google Play Store.

Daytime phone number ______________________________ Best time to be contacted ______________________________

What is your current heating situation? Please select one of the three options listed below.

☐ 1. My heat is included in my rent.
   Do you live in subsidized housing? □ YES □ NO
   Do you pay an electric bill? □ YES □ NO
   If yes, enter your electric company’s name and your account number:
   Utility Company Name________________________________________
   Utility Account Number_______________________________________
   Is the electric bill in your name? □ YES □ NO
   If no, enter the name on the bill ________________________________

☐ 2. I live in someone else’s household, rent a room, or live in a hotel/motel.

☐ 3. I pay for heat directly to a vendor.
   Is the bill in your name? □ YES □ NO
   If no, enter the name on the bill ________________________________
   What is your main type of heat? □ Natural Gas □ Electric □ Propane □ Oil
   □ Kerosene □ Coal □ Wood or Wood Pellets □ Other, list fuel type ________________________________

For your main type of heat, list your vendor’s name and address, and your account number:

   Heating Company Name________________________________________
   Heating Company Address_______________________________________
   Account Number______________________________________________

If you heat with oil or kerosene, do you have a written service contract? □ YES □ NO