



## Office of Temporary and Disability Assistance

ANDREW M. CUOMO  
Governor

SAMUEL D. ROBERTS  
Commissioner

BARBARA C. GUINN  
Executive Deputy Commissioner

### **NYS HEAP Cooling Vendor Agreement Instructions**

**Please review all materials carefully.**

#### **VENDOR AGREEMENT**

- After NYS OTDA acceptance, this Vendor Agreement will remain in effect until either party terminates the Agreement with thirty (30) days written notice.
- A Vendor Agreement is required in order to participate in and receive HEAP payments. One signed Agreement is required and applies to customers in your service territory within New York State. Vendor Agreements and participation will be managed centrally through the New York State Office of Temporary and Disability Assistance (OTDA).
- You may not make any changes to the Vendor Agreement; please contact us if you have any questions.

#### **PAYMENT PROCESS**

- Payments made directly to vendors will to be issued through the NYS Office of the Controller (OSC).
- Two party checks will to be issued from the district.

#### **PLEASE RETURN THE FOLLOWING FORMS:**

- Vendor Agreement Page 1
- Vendor Agreement Signature Page (page 6)
- Vendor Information Form (pages 1 – 2)
- Substitute W-9 Form
- Copy of any applicable licenses
- Proof of Insurance (Certificate of Liability Insurance)- this must be submitted yearly upon expiration

Listing Certificate holder as:

NYSHEAP Bureau  
40 North Pearl St., 11-B  
Albany, NY 12243

- If the business is using a DBA, a Certificate of Assumed Name must also be submitted. You may access a Certificate of Assumed Name at the following link:  
<https://www.dos.ny.gov/corps/assdnmins.html>
- Certificate of Assumed Name- Corporations, limited partnerships, and limited liability companies are required by statute to conduct activities under their true legal name. If a corporation, limited partnership, or limited liability company desires to conduct activities

under a name other than its true legal name, a certificate complying with Section 130 of the General Business Law must be filed with the New York State Department of State. All other entities such as general partnerships, sole proprietorships, and limited liability partnerships file an Assumed Name Certificate directly with the county clerk in each county in which the entity conducts or transacts business.

Return forms as soon as possible to:

New York State OTDA  
HEAP Bureau  
40 N. Pearl Street, Floor 11B  
Albany, NY 12243  
Phone: (518) 473-0332 Fax: (518) 474-0985  
Email: [HEAP.Vendor@otda.ny.gov](mailto:HEAP.Vendor@otda.ny.gov)

**Your company's name will not be added to the NYS HEAP vendor list until a signed agreement is on file.**