



## **Home Energy Assistance Program Vendor Agreement Instructions New York State HEAP Cooling Vendor Agreement**

Please review all materials carefully.

### **Vendor Agreement**

- After New York State Office of Temporary and Disability Assistance acceptance, this Vendor Agreement will remain in effect until either party terminates the Agreement with thirty 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.
- 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.
- Two party checks will to be issued from the district.

### **Please Return the Following Forms**

- Vendor Agreement (in its entirety)
- Vendor Information Form
- Substitute W-9 Form
- Copy of any applicable licenses
- Proof of Insurance, Certificate of Liability Insurance form. This form 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



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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 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.**