



## Office of Temporary and Disability Assistance

# New York State HEAP Vendor Agreement Instructions

## NYS HEAP Non-Utility Deliverable Vendor Agreement

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.

### Provisions for Oil/Kerosene and Propane Vendors

- If you provide oil/kerosene and or kerosene products, please make sure that you review the applicable sections since there are special rules regarding pricing for these commodities.
- In addition, your company will receive direct HEAP payments only if you agree to one of the pricing options.

### 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:

- Deliverable Non-Utility Vendor Agreement (in its entirety)
- Vendor Information Form
- Substitute W-9 Form
- Copy of any applicable licenses



## **New York State HEAP Vendor Agreement Instructions**

- 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
- Wood vendors may provide a Commercial Vehicle Policy  
Listing Additional Policy 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 form 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.**