



Home Energy Assistance Program Vendor Change Form

Instructions: Please use this form to notify OTDA of any changes. Oil/kerosene vendors changing from Option E to another pricing option must sign a new vendor agreement. Submission of this form does not modify provisions in your vendor agreement.

Vendor/Company Name: _____

Check all that apply:

- Oil/Kerosene pricing option: Change from _____ to _____
- New Contact Information
Name _____
Address _____
Phone _____ Fax _____ Email _____
- Add or Delete to Services Provided _____
- Add the following counties to service territory _____
- Delete the following counties from service territory _____
- Became Incorporated: Business Name Change _____
- Other Business Name Change _____
- Other change: _____

Completed By _____

Signature _____ **Date** _____

- Forms may be faxed to (518) 474-0985.
- Electronic scanned copies may be emailed to: HEAP.Vendor@otda.ny.gov.
- Mailed forms should be returned to: NYS Office of Temporary and Disability Assistance
40 N. Pearl Street 11-B
Albany, NY 12243.