



HEAP Vendor Notice of Termination of Participation

This is to notify New York State OTDA that _____ has opted to terminate participation the Home Energy Assistance Program.

Please Check Applicable Box(es):

- Terminate all participation in HEAP
- Terminate performance of heating equipment repair/replacement work but will continue to sell and deliver commodity
- Terminate sale and delivery of commodity but will continue to perform heating equipment repair/replacement work
- Terminate Cooling Assistance Services

All Vendors Remain Obligated To:

1. Return all program funds and customer credits to the Local Social Services District.
2. Maintain fiscal records adequate for audit purposes for a period of not less than three program years (current year plus three years) and will otherwise verify the proper disbursement of HEAP funds.

Federal ID: _____

Doing Business As (DBA): _____

Telephone Number: _____ **FAX:** _____

Email Address: _____

Mailing Address: _____

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Termination effective 30 days from the date of receipt of this form by OTDA.

Please mail, fax, or email this notice to:

HEAP Bureau

40 North Pearl Street, 11B Albany, NY 12243

FAX: (518) 474-0985 Email for scanned copies: HEAP.Vendor@otda.ny.gov

OTDA Use Only

Received:

Termination Effective Date:

Database Updated:

District Notification(s) Sent:

Letter to Vendor Sent: