



NOTICE

Please read carefully, this notice contains important information regarding the 2016-17 cost share program

1. If you have been assigned a vendor identification number and **have changed your address, you must submit a Change Vendor Address form** (AC3263-S) to the Vendor Management Unit-www.osc.state.ny.us/vendors/forms/ac3263s_fe.pdf or contact the VMU by phone at (855) 233-8363; email helpdesk@sfs.ny.gov.
2. If you are a **first time applicant**, a completed substitute W-9 form (AC 3237-S) must be submitted with this application. AC 3237-S can be found at www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf or by calling 518.485.9974.
3. If you have been issued a vendor identification number and wish to view your vendor file, visit http://www.osc.state.ny.us/vendor_management/index.htm or contact the Statewide Financial System Help Desk by phone: (855) 233-8363; email: helpdesk@sfs.ny.gov.
4. **Checks will be issued to eligible applicants before December 31, 2017.** If you do not receive a check by January 10, 2018, call 518.485.9974.
5. Operations must possess USDA organic certification to be considered for reimbursement. To be eligible, the organic operation must have **paid** fees related to initial or renewal certification and obtained certification from a USDA-accredited certifying agent, between October 1, 2016 and September 30, 2017. Operations with suspended, revoked, or withdrawn certifications are ineligible for reimbursement.