



## **NOTICE**

### ***Please read carefully, this notice contains important information regarding the 2017-18 cost share program***

1. If you have been assigned a vendor identification number and need to make either of the following changes, complete the appropriate form and return to the Vendor Management Unit at the address on the form or contact them by phone at (855) 233-8363; email [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov).
  - **Address change** - Change Vendor Address form (AC3263-S) [www.osc.state.ny.us/vendors/forms/ac3263s\\_fe.pdf](http://www.osc.state.ny.us/vendors/forms/ac3263s_fe.pdf)
  - **Name Change** associated with vendor identification number - Update Vendor Name form (AC3274-S) [http://osc.state.ny.us/vendors/forms/ac3274s\\_fe.pdf](http://osc.state.ny.us/vendors/forms/ac3274s_fe.pdf)
2. **To view your vendor file, visit -** [http://www.osc.state.ny.us/vendor\\_management/index.htm](http://www.osc.state.ny.us/vendor_management/index.htm) or contact the Vendor Management Unit by phone: (855) 233-8363; email: [helpdesk@sfs.ny.gov](mailto:helpdesk@sfs.ny.gov).
3. 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](http://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf) or by calling 518.485.9974.
4. **Checks will be issued to eligible applicants before December 31, 2018. If you do not receive a check by January 11, 2019, 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, 2017 and September 30, 2018. Operations with suspended, revoked, or withdrawn certifications are ineligible for reimbursement. There are no partial reimbursements.