



## **NOTICE**

### ***Please read carefully, this notice contains important information regarding the 2018-19 cost share program***

1. If you have been assigned a vendor identification number, you must ensure your business information is accurate and up to date with the Office of the New York State Comptroller. 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). If you 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. If you are a **first-time applicant**, a completed substitute W-9 form (AC3237-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.
3. 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, 2018 and September 30, 2019. Operations with suspended, revoked, or withdrawn certifications are ineligible for reimbursement. There are no partial reimbursements.
4. Failure to provide any of the following information with the application form will delay issuance of your reimbursement check:
  - Itemized invoice and proof of payment for certification-related expenses.
  - **If a newly certified operation**, a copy of your organic certificate valid during the program period of 10/1/2018 and 09/30/2019. **If you are renewing, a copy of your certificate is not required.**
  - If you do not have a NYS Vendor Identification Number, a W9 or substitute W9 form [http://www.osc.state.ny.us/vendors/forms/ac3237s\\_fe.pdf](http://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf).
5. **Checks will be issued to eligible applicants before December 31, 2019. If you do not receive a check by January 10, 2020, call 518.485.9974.**