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New York State Office of the State Comptroller

Procurement and Disbursement Guidelines (G-Bulletins)

Bulletin Category:	Procurement and Disbursement Guidelines		
Bulletin Number:	G-240		
Date Issued:	02/10/2010	Date Last Updated:	02/26/2010
Bulletin Name:	Collection of Substitute Form W-9		

Purpose:

The State is implementing a new Statewide Financial System. Part of this initiative is to establish a centralized vendor file, and the Office of the State Comptroller (OSC) is in the process of populating the new file. To assist us in this project, we are requesting agencies to help us obtain a Substitute Form W-9 from vendors. The information contained on this form includes taxpayer identification number, business name, and business contact person. This data is critical to ensure the vendor file contains the information agencies need to contract with and pay the vendor. Obtaining this form should be done in conjunction with the recent directive from the Governor's Office requiring all vendors to enroll in OSC's electronic payment (epay) program. Therefore, agencies should direct vendors to also file a Substitute Form W-9 along with their Electronic Payment Authorization Form. Both forms can be found at the following link: [Electronic Payment and Substitute W-9](#)

Note:

We are not expecting agencies to establish a separate outreach campaign to collect the Substitute Form W-9. However, as agencies implement the directive from the Governor's Office and refer vendors to OSC's site, the vendor should be asked to file the Substitute Form W-9.

Electronic Payment Authorization Form and Substitute Form W-9:

With regards to the epay Program, only originals of the Electronic Payment Authorization Form will be accepted and should be submitted with an attached voided check (as verification of the vendor's banking information). The Electronic Payment Authorization Form, together with the Substitute Form W-9, should be mailed to OSC's Bureau of Accounting Operations (see address below). If a vendor chooses not to submit a voided check, their Financial Institution can complete section two of the authorization form, and the Financial Institution must forward the application directly to:

NYS Office of the State Comptroller – Bureau of Accounting Operations
Warrant & Payment Control Unit
110 State Street, 9th Floor
Albany, NY 12236

Additional information and procedures for enrollment can be found at our website

<http://www.osc.state.ny.us/epay>.

Questions

If you have questions regarding the epay program, please contact the OSC – Bureau of Accounting Operations, Warrant & Payment Control Unit at 518-486-1255 or epunit@osc.state.ny.us.

If you have questions regarding Substitute Form W-9, please contact the OSC – Bureau of State Expenditures, Vendor Management Unit at 518-474-5504 or vmu@osc.state.ny.us.