

## NYS E-PAY PROGRAM

Under direction by the Governor's Office of Taxpayer Accountability, the State of New York is requiring that all future payments to vendors/contractors be made electronically. At the same time, the State is continuing the implementation 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. OSC has requested agencies to help them 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, all vendors should also file a Substitute Form W-9 along with their Electronic Payment Authorization Form.

Both forms can be found at the following link: <http://osc.state.ny.us/epay/epform.pdf>

**To apply for epay :** Note that 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). 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 OSC's Bureau of Accounting Operations (see address below). If the canceled check is provided send it with "The Electronic Payment Authorization Form", and the Substitute Form W-9, to OSC's Bureau of Accounting Operations:

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

**If you are already enrolled in the epay program,** please complete Substitute Form W-9 and submit it to the above address, if you have not already done so.

If you are unable to participate in the epay program, you must request a waiver from the agency or agencies with whom you contract or to whom you sell products. For the Office of Temporary and Disability Assistance, please submit, in writing, the reasons you are requesting the waiver and why you must receive a paper check to the following address. Please include in the request: the name of the entity that appears on the contract, the contract number, the name of a contact person and a telephone number:

NYS Office of Temporary and Disability Assistance  
Bureau of Contract Management  
40 North Pearl St. 12D  
Albany, New York 12243

or

[OTDA BCM E-Pay Waiver](#)

Useful Links:

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](mailto: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](mailto:vmu@osc.state.ny.us).

Additional information and procedures for enrollment can be found at OSC's website <http://www.osc.state.ny.us/epay>

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