



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

Procurement and Payment Services

**\*\*\* Memorandum \*\*\***

***Please note – the subject matter of this memorandum requires your immediate attention:***

**Purpose:**

New York 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 that all vendors complete and submit a Substitute Form W-9. 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. Submitting 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 must 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](#)

With regards to the Electronic Payment 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>.

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