



**STATE OF NEW YORK
DEPARTMENT OF AGRICULTURE AND MARKETS
10B Airline Drive
Albany, New York 12235
Fax (518) 485-7750**

To Whom It May Concern:

As of April 1, 2012 any vendor that wishes to do business with New York State must be registered in the New York State Vendor File and be issued a NYS Vendor ID number. The NYS Vendor File is a centralized database of all vendors that provide goods/services or receive payment from NYS. The file identifies each vendor by a State-assigned ten-digit vendor number instead of by its federal Tax Identification Number, which was previously used by NYS. Any vendor without an existing Vendor ID must complete a Substitute Form W-9 to be registered in the system.

Please complete the attached Substitute Form W-9 and fax, email or mail it back to us at :

carrie.lindemann@agriculture.ny.gov

Fax #518-485-7750

NYS Department of Agriculture & Markets

Fiscal Management

10B Airline Dr.

Albany, NY 12235

Once a vendor has submitted a Substitute Form W-9 and has received a NYS Vendor ID, there is no need to resubmit additional Substitute W-9 forms when doing business with other NYS Agencies. Vendors will use the same NYS Vendor ID when doing business with all NYS Agencies.

Additional information regarding enrollment can also be found at the Office of the State Comptroller's website:

<http://www.osc.state.ny.us/vendors/vendorsguide/guide.htm>

Thank you for your cooperation.

Carrie Lindemann
Fiscal Management
NYS Department of Agriculture & Markets
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Albany, New York 12235
(518) 485-8740