OSC VENDOR ID NUMBERS POSTED

In order to claim reimbursement for Mandated Services Nonpublic schools are required to have a Vendor record established in the Statewide Financial System and obtain an OSC Vendor ID number. While many schools have responded to initial requests from the Office of the State Comptroller and/or subsequent request from the State Education Department and been assigned a the Vendor ID, there are many that have not complied. This will affect your ability to claim Mandated Services and CAP.

Following is a compilation of nonpublic schools listed by BEDS code number with the corresponding OSC Vendor ID. **Please check this list to ascertain if your school has been assigned an OSC Vendor ID rather than calling the Office of the State Comptroller or the Department of Education.**

If your school is not listed here, and you have not previously done so, you must complete the NYSED Substitute W-9 form and return it by mail to the Office of Grants Management, Room 680 EBA, 89 Washington Avenue, Albany, NY 12234 or by facsimile to 518-474-4674.

Schools that have submitted Substitute W-9s that are not included on the list were most likely sent letters requesting additional information and are still pending. If you are one of these schools, please respond to the Department's request for additional information at your earliest possible convenience.

It is important for all schools to note that the information contained in the OSC Vendor Record is what will be used to process Mandated Services and CAP payments. It will be the school's responsibility to ensure that this information is correct and kept up to date. Each school that received an OSC Vendor ID will or has already been given a User ID and Password to access and manage your vendor record at http://www.osc.state.ny.us/vendors

SED_CODE	iNST_ID	OSC Vendor ID
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010100208496	800000055638	1000055634
010100997616	800000055471	1000030790
010306999575	800000055865	1100005754
010601115674	800000055413	1000054922
010601216559	800000055380	1000001618
010601315801	800000055387	1100005261
010623115655	800000055347	1100005279
010623115753	800000055349	1100015994
010623116561	800000055350	1000013799
010623806562	800000034161	1100005755
010802115707	800000055300	1100005652
022001807067	800000055155	1000055175
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030200185488	800000055068	1100004891
031501187966	800000054905	1100004891
031502185486	800000054882	1100004891
042400136448	800000054728	1100001730
042400139126	800000054729	1000055324
042801136452	800000054683	1000028366
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051901425832	800000054486	1000048315
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070600166199	800000054095	1100001071
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081200185526	800000053956	1100005684
090201155002	800000053927	1100011714
090501155006	800000053868	1100012413
091101159175	800000053842	1100005636
091200155496	800000059473	1100003467
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101401809976	800000057419	1000040752
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131500445851	800000053310	1000048473
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132101808641	800000053142	1000033769
132101997683	800000053139	1000033231
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132201996576	800000053102	1000027303
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180300137112	800000034011	1100002719
180300329652	800000034013	1100005758
181001136291	800000033991	1100015384
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500402229696	800000038985	1000026914
500402229703	800000038973	1100005720
500402229806	800000038975	1100006970
500402229816	800000034242	1100009375
500402229834	800000039294	1000054865
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500402229918	800000056144	1100003407
500402808884	800000038967	1100005658
500402995550	800000059913	1100004278
500402996676	800000038941	1000013642
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511101155007	800000038837	1100011712
512001155896	800000038805	1100011783
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521301808542	800000038595	1100006027
521800115750	800000038559	1100002925
521800999102	800000038509	1000033273
521800999327	800000038510	1000014242
522101115719	800000038489	1100013130
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530600115693	800000038360	1100005724
530600999304	800000038291	1000001581
560701859281	800000038107	1100008168
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580101809122	800000037862	1000052147
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580209998134	800000037600	1100005734
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580224175573	800000037511	1100005682
580224315780	800000037516	1000052169
580233175585	800000037475	1000000673
580233808755	800000037460	1100005531
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580305179349	800000037424	1100011243
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580503175607	800000037184	1100015433
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580504806692	800000037142	1100004399
580506998127	800000037119	1100005571
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580602175614	800000036936	1000004920
580602319493	800000036939	1000024016
580801175633	800000036884	1000000608
580801177172	800000036885	1100009499
580801808242	800000036860	1100007728
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581012175643	800000036752	1100005573
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591401229947	800000056532	1100004468
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660401996449	800000035622	1000006107
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660403146710	800000035541	1000001222
660403997116	800000035550	1000001089
660407145178	800000035509	1000001146
660407229899	800000055928	1000051419
660409145159	800000035480	1000001203
660501145097	800000035437	1100005663
660501145118	800000035431	1000001071
660701227125	800000035387	1100005269
660701227842	800000035388	1100005575
660805145121	800000035329	1000001164
660900145166	800000035196	1000026225
660900145173	800000035197	1000033135
660900145177	800000035198	1100005728
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661100145105	800000035146	1000001134
661100145120	800000035123	1000026230
661100145129	800000035143	1000006108
661100145130	800000035144	1000001111
661100145183	800000035145	1000006110
661100145450	800000035110	1000026020
661301145138	800000035071	1000001167
661401145094	800000035053	1000026227
661401145100	800000035054	1100005729
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661601145162	800000035007	1000001186
661800145175	800000034973	1000001086
661800997127	800000034981	1000001091
661904145111	800000034968	1000026155
662001145128	800000034948	1000001197

662200145155	800000034857	1000004659
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662200145164	800000034859	1000001179
662200217210	800000034862	1000051419
662200998528	800000034791	1000001277
662200999517	800000034776	1100005666
662300145093	800000034669	1000041312
662300145095	800000034670	1000026015
662300145096	800000034671	1100005533
662300145102	800000034672	1000001145
662300145108	800000034674	1000001211
662300145113	800000034676	1000038825
662300145131	800000034654	1000026218
662300145145	800000034656	1000001194
662300145154	800000034659	1000026232
662300145170	800000034663	1100005577
662300145172	800000034651	1000001233
662300145179	800000055794	1100005723
662300145180	800000034652	1000006120
662300229082	800000034631	1000026551
662300449883	800000034649	1000000655
662300809020	800000034622	1100006500
662401145110	800000034584	1000001148
662401147143	800000034571	1100012203
662402145169	800000034568	1100010525
662402228667	800000035718	1100005257
680601166202	800000034469	1100005650

NEW YORK STATE EDUCATION DEPARTMENT
NYSED SUBSTITUTE FORM W-9:
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

TYPE OR PRINT INFORMATION NEATLY. PLEASE REFER TO INSTRUCTIONS FOR MORE INFORMATION.

Part I: Payee/Vendor/Organization Information **AGENCY ID:** ***Variable from merge***

1. Legal Business Name:	2. If you use a DBA, please list below:

3. Entity Type (Check one only):

☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Co. ☐ Business Corporation ☐ Unincorporated Association/Business ☐ Federal Government

☐ State Government ☐ Public Authority ☐ Local Government ☐ School District ☐ Fire District ☐ Other _____

Part II: Taxpayer Identification Number (TIN) & Taxpayer Identification Type

1. Enter your TIN here: *(DO NOT USE DASHES)*

2. Taxpayer Identification Type (check appropriate box):

☐ Employer ID No. (EIN) ☐ Social Security No. (SSN) ☐ Individual Taxpayer ID No. (ITIN) ☐ N/A (Non-United States Business Entity)

Part III: Address

1. Physical Address:	2. Remittance Address:
Number, Street, and Apartment or Suite Number	Number, Street, and Apartment or Suite Number
City, State, and Nine Digit Zip Code or Country	City, State, and Nine Digit Zip Code or Country

Part IV: Certification of CEO or Properly Authorized Individual

Under penalties of perjury, I certify that I am the CEO or properly authorized individual and that the number shown on this form is my correct Taxpayer Identification Number (TIN).

Sign Here:

_____ Signature _____ Date

_____ Print Name _____ Phone Number _____ Email Address

Part V: Contact Information – Individual Authorized to Represent the Payee/Vendor/Organization

Contact Person: _____ **(Print Name)** Title: _____

Contact's Email Address: _____ Phone Number: (_____) _____

Part VI: Survey of Future Payment Methods

Please indicate all methods of payment acceptable to your organization:

[ ] Electronic [ ] Check [ ] VISA

NYS Education Department
Instructions for Completing NYSED Substitute W-9

The NYS Education Department (NYSED) is using the NYSED Substitute Form W-9 to obtain certification of your TIN in order to facilitate your registration with the SFS centralized vendor file and to ensure accuracy of information contained therein. We ask for the information on the NYSED Substitute Form W-9 to carry out the Internal Revenue laws of the United States.

Any payee/vendor/organization receiving Federal and/or State payments from NYSED must complete the NYSED Substitute Form W-9 if they are not yet registered in the SFS centralized vendor file.

Part I: Payee/Vendor/Organization Information

1. **Legal Business Name**: For individuals, enter the name of the person who will do business with NYS as it appears on the Social Security card or other required Federal tax documents. An organization should enter the name shown on its charter or other legal documents that created the organization. Do not abbreviate names.
2. **DBA (Doing Business As)**: Enter your DBA name, if applicable.
3. **Entity Type**: Mark the Entity Type doing business with New York State.

Part II: Taxpayer Identification Number (TIN) and Taxpayer Identification Type

1. **Taxpayer Identification Number:** Enter your nine-digit Social Security Number, Individual Taxpayer Identification Number (ITIN)[1] or Employer Identification Number.
2. **Taxpayer Identification Type:** Mark the type of identification number provided.

Part III: Address

1. Physical Address: List the location of where your business is physically located.
2. Remittance Address: List the location where payments should be delivered.

Part IV: Certification of CEO or Properly Authorized Individual

Please sign, date and print the authorized individual's name, telephone and email address. An email address will facilitate communication and access to Vendor Self Service.

Part V: Contact Information

Please provide the contact information for an individual who is authorized to make legal and financial decisions for your organization. An email address will facilitate communication and access to Vendor Self Service.

Part VI: Survey of Future Payment Methods

Payment methods are needed for informational purposes. To expedite payments, vendors are strongly encouraged to consider accepting payment via VISA credit card.

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[1] An ITIN is a nine-digit number used by the United States Internal Revenue Service for individuals not eligible to obtain a Social Security Number, but are required to file income taxes. To obtain an ITIN, submit a completed W-7 to the IRS. The IRS will notify you in writing within 4 to 6 weeks about your ITIN status. In order to do business with New York State, **you must submit IRS Form W-8** along with our NYSED Substitute Form W-9 showing your ITIN. IRS Form W-8 certifies your foreign status. To obtain IRS FormsW-7 and W-8, call 1-800-829-3676 or visit the IRS website at www.irs.gov.