



# PAYEE INFORMATION

In order to receive funds from the NYS Education Department, **ALL SECTIONS** of this form will need to be completed and returned with **original signature** to the Education Department program office as part of your grant application.

## Section I: Institution Identifying Information

Exact Legal Name of Agency

Contact Person/Telephone Number

Please print or type

Business name, (if different from above )

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Payment/Fiscal Agent (if different from above)

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Address (number, street, and apt. or suite no.) to which checks will be mailed

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City, State, and ZIP code (+ 4 digits) or Foreign City, Country & Postal Code

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Federal Employer Identification Number (FEIN) of this agency is:

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\* Provide FEIN of recipient agency regardless of payment/fiscal agent

Municipality Code (if agency is a local government):

## Section II: Agency Profile

- This agency is a (check one)  Non-Profit Organization  For Profit Organization
- This agency is a (check one)  Sectarian Organization  Non-sectarian Organization
- Is this agency chartered or incorporated by the New York State Board of Regents? (Check one)  Yes  No
- Is any member of the Board of Directors an employee of the NYS Education Department?  
 Yes, please name \_\_\_\_\_  No

## Section III: Charity Registration Number Status (NON-PROFIT ORGANIZATIONS ONLY)

Answer **ONE** of the four questions listed below.

- The charity registration number (**NOT** a tax exempt or Federal ID number) of this organization is:  
\_\_\_\_\_
- This organization has applied for a charity registration number from the Office of Attorney General but has not as yet been notified of the authorized number granted.
- This organization is exempt from the requirement of registering with the Office of Attorney General as a charitable organization because it receives less than \$25,000 in total from governmental agencies.



Complete **all sections** of the form in accordance with the instructions indicated below.

**Section I: Institution Identifying Information**

self-explanatory

**Section II: Agency Profile**

**Question 1:** Self-explanatory.

**Question 2:** A sectarian organization is defined as one which is affiliated with a particular religious group. A non-sectarian organization has no religious affiliation.

**Question 3:** "Chartered or incorporated" here means created by the NYS Board of Regents.

**Question 4:** Self-explanatory.

**Section III:**

Article 7-a of the Executive Law requires that, with certain exemptions, non-profit organizations which receive funding of \$25,000 or more in total from governmental agencies must register with the Department of State as a charitable organization.

**Office of the State Comptroller Bulletin No. G-79**, <http://www.osc.state.ny.us/agencies/gbull/g-79.htm>, clarifies the procedure for providing charities registration information for State contracts with non-profit organizations.

In order for the New York State Education Department to comply with the provisions of Bulletin No. G-79, you are requested to read the **updated** Bulletin and then to answer **ONE** of the four question(s) included in Section III.

**Section IV:**

Be sure to complete this section with an original signature.

**NOTE:**

If any of the information provided here changes, please be sure to notify the Program Office to which your grant application was sent.