



PAYEE INFORMATION

In order to receive funds from the NYS Education Department, **ALL SECTIONS** of this form 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)

Payment/Fiscal Agent (if different from above)

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

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

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

* 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.

4. This organization is exempt from registering with the Office of Attorney General - Bureau of Charities Registration as a charitable organization pursuant to the categories indicated on the Office of Attorney General's Schedule E: Request for Exemption (<http://www.oag.state.ny.us/bureaus/charities/pdfs/char410SchE.pdf>). Please check the appropriate exemption types(s) as applicable and provide the exemption code number(s).

EPTL (Estates, Powers & Trusts Law) Exemption Only
EPTL #: _____ (#1 thru #13)

Article 7-A (of the Executive Law) Exemption Only
Article 7-A #: _____ (#1 thru #13)

Dual – EPTL & Article 7-A Exemption
EPTL #: _____ (#1 thru #13)
Article 7-A #: _____ (#1 thru #13)

Please refer to the updated Bulletin G-79 (Procurement & Disbursement Guidelines – Contracts with Non-Profit Organizations) from the NYS Office of the State Comptroller (http://www.osc.state.ny.us/agencies/gbull/g_79.htm).

Section IV: Certification

I hereby certify that the information herewith provided is to the best of my knowledge both accurate and true.

Chief Administrative Agency Official/Authorized Designee **(Please Print)**

Signature - Chief Administrative Agency Official/Authorized Designee

Date

SED USE ONLY: Deputy Area/Program Office

Institution ID:

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I have reviewed the payee information contained herein and hereby approve this agency for payment.

Program Manager **(Please Print)**

Deputy Area/Program Office

Signature - Program Manager

Date

SED USE ONLY: Grants Finance

SED Agency Number/BEDS Code (if applicable):

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Institution Type:

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Institution Subtype:

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Interest Eligible: **yes** **no**

Reviewer: _____

Date: _____

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.