



HEAP OSC Check Inquiry Form

1. Vendors should contact the local SSD
2. The local SSD will complete the HEAP Check Inquiry form
3. Local SSD will send the HEAP OSC Check Inquiry form to NYS-OTDA

Please forward this form to the HEAP Bureau
Attention: HEAP OSC Check Inquiry Processing

Email: HEAP.Checkinquiry@otda.ny.gov
Fax: (518) 474-9347

District

District Name:
Contact Person:
Phone Number:
Email Address:

Check

Check Number:
Amount:
Date:

Vendor

Vendor Name:
District ID:
SFS Vendor ID: Location: Choose an item. Sequence:
Federal ID:

Check Disposition: Void Reissue

*If **Reissue** is checked please verify the vendor's mailing address and list below.

Vendor's Mailing
Address: