



65 Court Street, 12th Floor  
Brooklyn, New York 11201

Client Services: 718-935-5000  
Vendor Hotline: 718-935-2300  
<https://infohub.nyced.org/vendors>

To: New York City Public Schools Vendor  
From: New York City Public Schools, Division of Contracts and Purchasing  
65 Court Street, 12th Floor, Brooklyn, New York 11201  
Re: **Transition from Paper to Electronic Communications**

As of July 1, 2023, New York City Public Schools (“NYCPS”) will be moving to electronic communications for vendor purchase orders (PO). **NYCPS will stop mailing hard copy POs, and all POs will be sent to the email of record.**

To receive electronic purchase orders or any other relevant information from the City of New York and/or the NYCPS, a valid email address is necessary. Accordingly, you are required to confirm or update your email address by June 15, 2023.

**To confirm or update your information:**

Please be advised of the following requirements mandated by the New York City Comptroller to validate changed information reflected in the Financial Management System (“FMS”), the system of record:

- If you are making any changes to your legal name, DBA (if applicable), address or contact information (including email address), you need to submit a completed W-9 form and Change Letter to Vendor Set-up via email at [vendorsetup@schools.nyc.gov](mailto:vendorsetup@schools.nyc.gov). For just an email address confirmation, change or addition (with no other changes to legal name or contact information), please submit a completed W-9 and indicate “Update/Confirm Contact Email Only” in the subject line to facilitate expedited processing.
- The W-9 to use can be found at: [https://comptroller.nyc.gov/wp-content/uploads/documents/SUBSTITUTE-FORM-W-9\\_NYC\\_December-2014.pdf](https://comptroller.nyc.gov/wp-content/uploads/documents/SUBSTITUTE-FORM-W-9_NYC_December-2014.pdf).
- The Change Letter should be on a company letterhead and must contain the old information (what is presently listed in the city’s FMS database), the new information (what is on the submitted W-9), and a brief description of all that is changing, being added and/or being removed.
- If the legal name and/or Tax ID are changing, an IRS 147C letter must be submitted (not older than two years old), and a Certificate of Amendment (only if legal name changed but not the EIN). If the requestor is an individual, a copy of the Social Security Card and/or Marriage Certificate.
- If a DBA is being added or modified, an Assumed Name Certificate must be included. If the requestor is an individual, a copy of the Business Certificate.
- Please note that street addresses are required for the vendor’s physical location listed in the 1099 Address and Account Administrator Address sections of the W-9. Post Office boxes are not acceptable for these sections.

If you have any questions, please contact Vendor Hotline via email: [VendorHotline@schools.nyc.gov](mailto:VendorHotline@schools.nyc.gov).

**Elisheba Lewi**  
Chief Procurement Officer  
New York City Public Schools

**Terence J. Stevenson**  
Chief Administrator  
Policy and Public Affairs