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. 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 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.

Elisheba Lewi
Chief Procurement Officer
New York City Public Schools

Terence J. Stevenson
Chief Administrator
Policy and Public Affairs