

# **Instructions for Completing the WIC Vendor Application Affidavit**

## **Part I- Store Information**

1. Enter the Vendor Trade Name ( Store Name )
2. Enter the Vendor Number ( Stamp Number)
3. Enter the Contract Begin Date from the previous contract.

## **Part II- Store History**

Please Circle **YES** or **NO** for Questions 1-5. If *any* of the questions are circled **NO**, *please submit the required forms.*

1. Business/Partnership Certificate or Certificate of Incorporation OR Articles of Organization
  - A. If nothing has changed from the previous application, including, Business/Partnership Certificate, Incorporation or Articles of Organization circle **YES**.
  - B. If *information has changed*, including, officers in the corporation, new ownership, new home address for owner, etc. circle **NO**. *Please submit the required forms for any changes.*
2. **FOOD STAMP AUTHORIZATION**
  - A. If your Food Stamp Authorization for the business remains the same, circle **YES**.
  - B. If disciplinary actions or changes have been made, including, Trade Name change, President or Owner change, New Store Address, circle **NO**. *Submit new Food Stamp Authorization Certificate.*
3. **CERTIFICATE OF AUTHORITY**
  - A. Your Certificate of Authority (TAX ID) remains in effect with the New York State Department of taxation and Finance. Circle **YES**.
  - B. You have made changes and or received a new Certificate of Authority. Circle **NO**. *Submit new Certificate of Authority, form DTF 17A.*
4. **LEASE AND DEED STATUS**
  - A. Your store property continues to be *leased/ owned* as indicated from your previous application. Circle **YES**.
  - B. If your lease has expired from the previous contract. Circle **NO**. *Submit new lease.*
  - C. You now own the property where your store is located and no longer lease. Circle **NO**. *Submit a Deed.*
5. **BANKING INFORMATION**
  - A. The banking institution name, account number and routing number remain the same as previous application. Circle **YES**.

- B. Your Bank has changed from the previous application. Circle **NO**.  
*Submit new Bank Designation form and a blank voided check.*
- C. Your account number and or routing number have changed. Circle **NO**.  
*Submit new Bank Designation form and a blank voided check.*
- D. Your Bank has been taken over by a new Banking Institution and your account number and routing number remain the same. Circle **NO**. *Submit new Bank Designation form and a blank voided check.*

### **PART III- NOTARY PUBLIC & SIGNATURES**

*Person who signs this form must be legally authorized to do so . Agents, lessees and powers of attorney are not acceptable.*

- A. Name- Print your name.
- B. Title- Indicate your position with the store, President, Owner, Vice-President, secretary, Partner.
- C. Signature- Sign
- D. Date- Enter the date Affidavit was completed
- E. Bring Affidavit to a Notary Public. Make sure it is **complete**, including, date the form was notarized, name of signee, residing address and type of ownership the store has.