

**NEW YORK STATE DEPARTMENT OF HEALTH
WIC VENDOR REAUTHORIZATION
Checklist of Forms and Documents**

Please review, complete and return this checklist to ensure all necessary attachments are included with your reauthorization request.

FORMS - You MUST complete and/or submit the following forms:

- () 1. NYS WIC Vendor Application (Form VM-2). All questions must be answered and the application must be signed and notarized.
- () 2. Two (2) copies of the NYS WIC Vendor Contract (Form VM-3). Complete the Vendor section on page 9 on both copies of the contract. Both copies must be signed and dated in the presence of a notary public. **Do not complete page 1 of the contract.**
- () 3. WIC Vendor Pricing Survey or WIC Pharmacy Pricing Survey, whichever is applicable.
- () 4. Confirmation of NYS Workers' Compensation and Disability Insurance Form. Indicate compliance with this requirement by checking both boxes on the form and providing **acceptable** proof of Workers' Compensation and Disability insurance as defined on the form.
- () 5. Notice of Inspection from the New York State Department of Agriculture and Markets indicating no critical deficiencies or correction of critical deficiencies.
- () 6. Invoices or letter from infant formula supplier.
- () 7. Notarized WIC Vendor Application Affidavit

DOCUMENTS – You MUST include copies of the following documents with your application if there has been a change since your last application submission. If no changes have occurred, check the applicable clause(s) on the WIC Vendor Application Affidavit and submit the notarized affidavit with your application.

- () 1. Certificate of Incorporation (Filing Receipt Acceptable) OR Articles of Organization OR Business Certificate OR Partnership Certificate AND Contract of Sale OR Purchase Agreement for the business entity (ONLY submit the pages with the date, buyer and seller names and buyer and seller signatures – do not send entire contract) OR letter indicating that it is a new business and you did not purchase or assume ownership of an existing business.
- () 2. SNAP Authorization (Form FNS 254, USDA).
- () 3. Certificate of Authority (Form DTF 17A, from New York State Department of Taxation and Finance, Authorization to Collect New York State Sales Tax, front side only).
- () 4. Lease for the store's physical location (only submit the pages with the date, landlord and tenant names and landlord and tenant signatures) OR Assignment of Lease (latest copy only) OR Deed for the store's physical location.
- () 5. Bank Designation Notification Form (DOH-158) - If there has been a change in your Bank of Deposit and/or Bank of Reimbursement, submit an unused original (NOT A COPY) business check with "VOID" written on it from the account you will be using to redeem WIC checks.

NOTE: This Checklist of Forms and Documents is intended to assist the vendor in making sure all required forms/documents have been provided. Additional forms/documents not listed above may also be requested from the vendor as part of the reauthorization process. This Checklist of Forms/Documents is subject to change.

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