

YMS Management Associates Inc.

Terms and Conditions for Training Grant Payment

Dear Training Provider:

The NYC Department of Small Business Services (SBS) has awarded YMS Management Associates, Inc. (YMS) a contract to process training grant payments on behalf of SBS.

The sole responsibility of YMS to training providers is the payment of approved training grant invoices. YMS will process training grant payments, based solely on authorization from SBS. YMS will correct any payment errors, underpayments, and overpayments, in accordance with instructions received from SBS. Neither this letter nor this payment arrangement will make you or your organization an employee, contractor, or subcontractor of YMS, or of SBS.

SBS' training grant policies and procedures are developed, issued and enforced by SBS, and YMS is not authorized to make changes or exceptions to SBS policy. YMS cannot respond to questions or disputes of payments made to training providers. All communications involving policies and procedures, including questions and payment disputes, should be submitted directly to SBS via e-mail at validation@sbs.nyc.gov.

Please indicate your understanding and acceptance of these terms by completing the form below and returning it to YMS. You may make a photocopy of the form for your records. If you have questions, please direct them via e-mail to validation@sbs.nyc.gov.

Before you can be paid by YMS you must return this letter with the information requested below, plus the Federal W-9 and the YMS Direct Deposit Authorization forms, to the address below.

Mail the completed form to:

ANY TRAINING CONTRACTOR/PROVIDER WHO KNOWINGLY COMMITS FRAUD AND/OR FALSIFIES ANY DOCUMENTS RELATED TO THIS PROGRAM WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.

EIN Number:

ETPL ID Number:

Training Provider Organization Name:

Address:

Authorized Representative:

Title of Authorized Representative:

Signature: