New York City Department of Small Business Services

CONTACT INFORMATION FOR INVOICE RECEIPT AND PAYMENT NOTIFICATIONS

All claim validation results and payment notifications will be sent to the person and email address listed below. The address you provide should be a secure point of contact, not subject to change and accessible only to parties within your organization that require payment-related information.

For details on training grant claiming procedures, please refer to Payment Procedures posted in the NYC Training Guide. If you have any questions regarding the procedures for milestone payment claims, contact SBS at validation@sbs.nyc.gov.

1. SBS Training Provider Organization ID Number

2. Training Provider Organization Name

3. Administrative Address

Street Address	City	State	Zip
		NY	

4. Authorized Representative **- SBS will send payment notices to the authorized representative person listed below.**

Authorized Representative Name

Title

Email Address

Telephone Number *ext.*

Alternate Representative Name

Title

Email Address

Telephone Number *ext.*

Send completed form to:

Outcome Validation Unit
NYC Department of Small Business Services
110 William Street, 8th Floor New York, NY 10038