

EPCP Vendor Invoicing Guidelines

Please find the following guidelines for Essential Plan Cooling Program (EPCP) invoicing.

- **Contacted by Applicant – Verify Eligibility & Schedule Pre-Assessment Visit**
 - Obtain the applicant's Applicant ID number and verify their eligibility against the approved applicant file which can be found on the [EPCP information page](#) under the *Information for Vendors* section. Approvals are listed by county. Search the Applicant ID and verify the applicant's name and county are on the list.
 - WEBSITE: [Cooling Program Approvals](#)
 - PASSWORD: *Shared via email from EPCPVendors@healthresearch.org*
- **Conduct Pre-Assessment and Schedule Installation**
 - Determine the type of cooling unit to be installed.
 - If an air conditioner cannot be installed, call 518-288-8903 or email EPCPVendors@healthresearch.org to request providing a floor fan.
 - Include the applicant ID, your contact information, and the reason(s) why an AC cannot be installed (example: the window frame can't support a window or portable AC).
 - HRI will email an approval or denial. *Wait for the email before providing a fan.*
- **Install Cooling Unit**
 - Complete the Consumer Acknowledgement Form and obtain a Consumer signature for every installation, including fans.
- **Submit Invoices**
 - Submit signed [Consumer Acknowledgement Form\(s\)](#) to EPCPVendors@healthresearch.org.
 - If submitting for multiple installations, complete a [Vendor Invoice Cover Page](#).
 - Please note: Sales tax is not permitted on EPCP materials and services. Please use the enclosed tax-exempt letter when making EPCP-related purchases. This is the only documentation you will need.

If you have any questions, call us at 518-288-8903 or via email at EPCPVendors@healthresearch.org.

EPCP Tax Exempt Letter



New York State Department of
TAXATION and FINANCE
OTPA Sales Tax Exempt Organizations Unit
Building 9 Room 154
W.A. Harriman Campus
Albany, NY 12227

March 26, 2025

New York State Department of Health
Fiscal Management Group
Corning Tower - Room 2701
Albany NY 12237

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, New York State Department of Health, from the payment of New York State sales and use taxes on their purchases. In order to make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities. If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate* from you, the New York State Department of Health may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that the New York State Department of Health is the purchaser, is the only documentation the vendor needs in order to not collect sales tax.

For additional information, please refer to Publication 843, *A Guide to Sales Tax in New York State for Exempt Organizations*, which is available on the New York State Tax Department website at nystax.gov

New York State Department of Taxation and Finance
OTPA-Taxpayer Guidance Division
Sales Tax Exempt Organizations Unit
Building 9 Room 154
W A Harriman Campus
Albany NY 12227