



Payee/Vendor Account Activation Guide

Follow the steps below to activate your payee/vendor account in PIP (Payee Information Portal)

If you need more details on any of these steps, see the full Activation Guide starting on page 2.

1. From the PIP home page, click the "Activate" button to begin.
2. Read and accept the "Terms and Conditions" page.
3. Search in PIP to determine whether your payee/vendor account exists (if you have done business recently with the City of New York, your account may already exist).

If your account is found, in order to activate, you will need to:	If you are activating a brand new payee/vendor account, you will need to:
4. Enter a valid 10-digit check number from a NYC check stub; or enter a 15-digit EFT number from your online bank account; or enter contract or purchase order ID.	4. Create a User ID and password and enter your e-mail address.
5. Create a User ID and password and enter your e-mail address.	5. Click the link in the e-mail you receive from PIP to continue the activation process. <ul style="list-style-type: none"> ▪ The link will bring you to PIP, where you will log in using the case-sensitive User ID and password you established.
6. Click the link in the e-mail you receive from PIP to complete the activation process. <ul style="list-style-type: none"> ▪ The link will bring you to PIP, where you will log in using the case-sensitive User ID and password you established. The final step is clicking "Submit Activation". 	6. Determine whether you are activating as an individual or company, and enter a valid TIN number and any other required business information.
	7. Provide your address(es) and contact information.
	8. From the "Thank You" page, download and print the substitute W-9 Certification form, then sign, mail or fax it to the number indicated on the form.

If you need more details on any of the above steps, see the full Activation Guide starting on page 2.

Payee/Vendor Account Activation Guide

This guide provides an overview of an account setup in the Payee Information Portal (PIP) for existing and new City payees/vendors.

- If you have an **existing** payee/vendor code account from the City of New York, and wish to activate your account, please follow the instructions below for **EXISTING PAYEE/VENDOR**. (If you have more than one payee/vendor code number and cannot activate your desired account, please contact the City of New York at PIP@fisa.nyc.gov).
- If you are a **new** payee/vendor doing business with the City of New York for the first time, and need to create a new payee/vendor code account, please follow the instructions below for **NEW PAYEE/VENDOR**.

**Remember - the User ID and Password you create are case-sensitive.
They will be needed to log into PIP.**

Before proceeding, you should first determine whether you already have an existing Payee/Vendor Code Account with the City of New York

1. Click "Activate" to initiate a search

Comptroller DOE NYC.gov

Payee Information Portal

Welcome to the Payee Information Portal of the City of New York

The Payee Information Portal is a service that allows you, as a payee/vendor for the City of New York, to manage your own account information, view your financial transactions with the City of New York and much more. Click on the Activate button to begin filling out an electronic application to become a payee/vendor for the City of New York.

[Help](#) [Contact Us](#)
[Privacy Report](#)

Announcements

06/14/2011
Please note: PIP supports Acrobat 8.0 and IE7. Please upgrade to IE 7 if you have not yet done so.

01/13/2011
Paper Check Fee Advisory

Starting on January 1, 2011 the City will begin charging a \$3.50 fee per paper check and periodically deducting the fees owed by the paper check recipient from future payments. The fee applies to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system.

This fee, authorized under the Rules of the City of New York - Title 19, Department of Finance, section 9-01 of Chapter 9, is to cover the costs related to the processing of paper checks, drafts or similar paper instruments, written for payments issued through the City's financial management system and to encourage greater use of Electronic Funds Transfer (EFT) by receiving payments from the City of New York.

Users are encouraged to sign up for EFT at the Department of Finance, Vendor Payment Direct Deposit Program enrollment page at

Contacts

Click on link below to view the list of contacts for departments within The City of New York.

[Department Contacts](#)

Forms

Click on a form below to either save it to your desktop or open it in Adobe.

- [Activation Quick Start Guide for Payee/Vendor](#)
- [EFT Application Form and Instructions](#)
- [MWBE Application](#)

[Access forms](#)

User ID
Password
Login
[Password Reset](#)

Click the Activate button to activate a new or existing account.

Activate

Click here to initiate process

Payee/Vendor Account Activation Guide

2. Read the “Terms and Conditions” page and click on “Accept Terms”
3. Review the “PIP Activation Guidelines” page and click “Next”
4. Determine whether you will search by **Company** or by **Individual**; enter the pertinent information in the search field(s), then click “Search”.

** The distinction between these two is that an Individual's Taxpayer Identification Number is an individual's Social Security Number (SSN), whereas a Company's Taxpayer Identification is not a Social Security Number (SSN).

Search for an Existing Account

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

Hint: If you would like to search by Legal Business Name use a wildcard (See FAQs for more information).
For example: Using 'Global Advertising' as an example; *Global returns 'Advertising Global', Global* returns any name containing 'Global'.

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

Hint: If you would like to search by Last Name, you may want to use wildcards (see FAQs for more information).
For example: Using 'Smith' as an example; *Smith will return all people with last name ending in 'Smith', Smith* will return all people with last name that starts with 'Smith', and *Smith* will return all people whose last name contains 'Smith'.

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

- If your account was found, continue to **Section 1 below (Existing Payee/Vendor)**.
- If your account has NOT been found, and you believe you have an existing vendor code account, please try again. Read the hints on the screen for using wildcards to help your search. If you still cannot find your account, contact the City of New York at PIP@fisa.nyc.gov.
- If your account has NOT been found, and you are a **new** vendor conducting business with the City of New York for the first time, proceed to **Section 2 (for New Payees/Vendors)**.

Payee/Vendor Account Activation Guide

SECTION 1: EXISTING PAYEE/VENDOR (an existing account has been found)

First, find your organization from the search results, then select the link next to it. There are different actions you can take – see the explanations below.

Search for an Existing Account Results Found

Cancel Activation
Back

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

▼ Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

Hint: If you would like to search by Legal Business Name use a wildcard (See FAQs for more information).
For example: Using 'Global Advertising' as an example, *Global returns 'Advertising Global', Globa* returns 'Global Advertising' and *Global* returns any name containing 'Global'.

Search

OR

▼ Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number

Last Name AND Last 4 digits of SSN

Hint: If you would like to search by Last Name, you may want to use wildcards (see FAQs for more information).
For example: Using 'Smith' as an example, *Smith will return all people with last name ending in 'Smith', Smith* will return all people with last name that starts with 'Smith', and *Smith* will return all people whose last name contains 'Smith'

Search

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
00025	NEW YORK ORACLE USERS GROUP INC.		No	Click here to activate your account
00014	ORACLE AMERICA INC.		Yes	Contact your Administrator
VS000	Oracle USA Inc		In Process	Click to Continue Activation

Click on the applicable link to continue

Has your account been found and listed above?

Yes, but it is already activated ▶ Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet activated ▶ Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but the activation is already in progress ▶ Click the "Click to continue activation" link to login and continue activating your account.

If you did not find your account and believe you have a vendor code, change your search criteria to be less specific by using wildcards (see Hint above). If you still did not find your account, please stop and call 212-857-1777 for assistance.

If you have never received a payment from the City of New York and do not have a vendor code, you may activate in PIP and receive a new vendor code by [clicking here](#).

IF YOU SEE THIS LINK NEXT TO YOUR ORGANIZATION	WHAT IT MEANS / ACTION
<u>Contact your Administrator</u>	An account has already been activated in PIP. Click the link to display the name of the administrator that has been established. Contact this individual to get your own User ID and password.
<u>Click to Continue Activation</u>	Someone affiliated with you or your company did not finish activating the account. Click this link to complete the activation. Remember, you will be asked to verify the password that was originally created.
<u>Click here to activate your account</u>	You or your company have done business with the City but did not activate the account. Click this link to activate. You will need <u>ONE</u> of the following to continue: <ul style="list-style-type: none"> 10-digit check number from the NYC check stub; 15 digit EFT number from your online bank account; Contract or Purchase Order ID (3-part). (Can be requested from the payment-issuing agency).

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Step 1.1: On the “Account Verification” screen, verify your account by entering: 1) existing Check/EFT Information or 2) existing Contract/Purchase Order Information, then click “Next”.

The screenshot shows the 'Account Verification' page. On the left, there is a navigation bar with 'Payee Information Portal' and 'Welcome, New User'. The main content area has two radio button options: 'Check/EFT Information' and 'Contract or Purchase Order Information'. The 'Check/EFT Information' option is selected. Below it, there are input fields for 'Check/EFT Number' (with an example: 000001234567890) and 'Check/EFT Amount' (with an example: 123.45). The 'Contract or Purchase Order Information' option is also shown with a dropdown for 'Contract or Purchase Order number' (with an example: PO 123) and a text input for 'Contract or Purchase Order Number' (with an example: 12345678901). A 'Next' button is highlighted with a red arrow and a callout box that says 'Click "Next" to continue'. Other callouts point to the 'Check/EFT Information' radio button and the 'Contract or Purchase Order Information' radio button. A list of 'Additional Resources' is at the bottom, including instructions on error handling and help resources.

Step 1.2: Once PIP verifies your financial transaction, the “My User Information” page appears. Complete the required fields (*) and click “Next”.

PLEASE REMEMBER YOUR USER ID AND PASSWORD.

The screenshot shows the 'My User Information' page. It has a navigation bar with 'Payee Information Portal' and 'Welcome, New User'. The main content area has a section for 'General Information' with several required fields marked with an asterisk (*): 'User ID (case sensitive):', 'First Name:', 'Last Name:', 'Email:', 'Re-enter Email:', 'Phone:', and 'Fax:'. There is also a 'Password' section with 'Password (case sensitive):' and 'Re-enter Password:'. A 'Next' button is highlighted with a red circle and a callout box that says 'Fill in all the necessary fields. Fields with an asterisk (*) are required. Then click "Next"'. Other callouts point to the 'User ID' field and the 'Password' fields. A legend at the bottom indicates that an asterisk (*) indicates a required field.

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Step 1.3: On the "Verify Email Address" page, click "Next". An e-mail will be sent to the e-mail address you entered. On the "Thank You" page, click "Close Browser" to exit PIP.

Verify Email Address

To continue your PIP activation, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : Host@Advantage.com

An email will be sent to the following address : jsmith@company.com

A verification email will be sent. Click "Next" to continue.

Cancel Activation Back Next

Step 1.4: Open the verification e-mail and click the link to continue the activation process. You will be taken to a PIP login page. (If you don't see an e-mail from PIP, check your spam folder or contact PIP@fisa.nyc.gov).

ADVMAIL: VERIFY YOUR PIP EMAIL ADDRESS Message (Plain Text)

From: Host@Advantage.com Sent: Thu 2/9/2012 4:23 PM

To: John Smith

Subject: ADVMAIL: VERIFY YOUR PIP EMAIL ADDRESS

John Smith:

By clicking the link below, you are verifying the email address that you have created for your Payee Information Portal (PIP) user information. This email address will be used by the City as a primary method of correspondence.

If you cannot click on the link below, you may copy and paste it into your browser.

<https://pip-rdy.fisa.nyc.net/webapp/RCYFCW/SelfService?EmailToken=081C436128861350E426>

Thank You.

Click to Continue with the activation process

Step 1.5: Log in using the case-sensitive User ID and Password you created.

- **Note:** Do not bookmark this page. You will be logging in from the PIP Home Page once your account is activated.

Payee Information Portal

Login

To continue activation, enter your User ID and Password.

User ID JohnSmith

Password

Login

After you enter you User ID and Password, click "Login" to continue

Step 1.6: Click on "Submit Activation" to complete the activation. When you see the following "Thank You" page, you are done. Now you will be able to log into PIP using your User ID and password (via the website <https://a127-pip.nyc.gov>). Remember, your User ID and password are both case-sensitive.

Payee Information Portal

Thank You!

Print This Page

Congratulations, you completed the PIP activation process.

Vendor Number: 00017

*Please save your Vendor Code for future reference

The Electronic Funds Transfer (EFT), or direct deposit program, provides an efficient method of payment to vendors funded through City of New York agencies. Vendors that activate in the Program will receive payment directly to their authorized bank account via a secure transaction. If you are interested in registering for EFT, you may download the form and instructions below. It may take up to 10 calendar days to activate, presuming the "pre-note" is successful. If you have any questions, please call (212) 487-2592.

EFT Registration Form

You may login to your PIP account to view and/or update your account information. Click here to login!

YOU HAVE COMPLETED THE ACTIVATION. SKIP THE REST OF THIS DOCUMENT.

Payee/Vendor Account Activation Guide

SECTION 2: NEW PAYEE/VENDOR (an account has not been found)

Use the "Clicking here" link to begin setting up a new payee/vendor code account.

Search for an Existing Account Results Not Found

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

No results have been found for your search.

If you believe you have a vendor code, change your search criteria to be less specific by using wildcards (see Hint above). If you still did not find your account, please stop and call 212-857-1777 for assistance.

If you have never received a payment from the City of New York and do not have a vendor code, you may activate in PIP and receive a new vendor code by [clicking here](#).

Step 2.1: On the "My User Information" page, complete all the required fields (*) and click "Next". PLEASE REMEMBER YOUR USER ID AND PASSWORD TO LOG INTO PIP.

My User Information

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

General Information

*User ID (case sensitive): (User ID should be at least 7 characters in length)

*First Name:

*Last Name:

*Email:

*Re-enter Email:

*Phone: Ext.:

Password

*Password (case sensitive): (Passwords should be case sensitive, between 8 and 16 characters in length and contain at least 1 numeric value)

*Re-enter Password:

* Indicates a required field

Additional Resources & Information:

Step 2.2: On the "Verify Email Address" page, click "Next". An e-mail will be sent to the e-mail address you entered. On the "Thank You" page, click "Close Browser" to exit PIP. Click "Next".

Verify Email Address

To continue your PIP activation, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser.

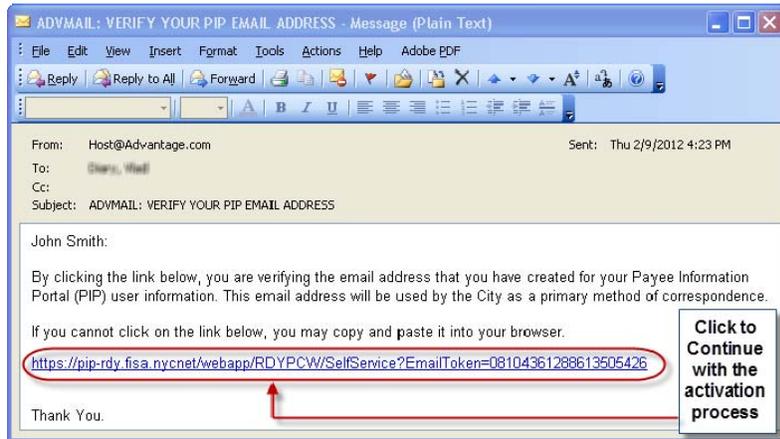
Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts: Host@Advantage.com

An email will be sent to the following address: jsmith@company.com

A verification email will be sent. Click "Next" to continue.

Payee/Vendor Account Activation Guide

Step 2.3: Open the verification e-mail and click the link. It will take you to a PIP login page. (If you don't see an e-mail from PIP, check your spam folder or contact PIP@fisa.nyc.gov).

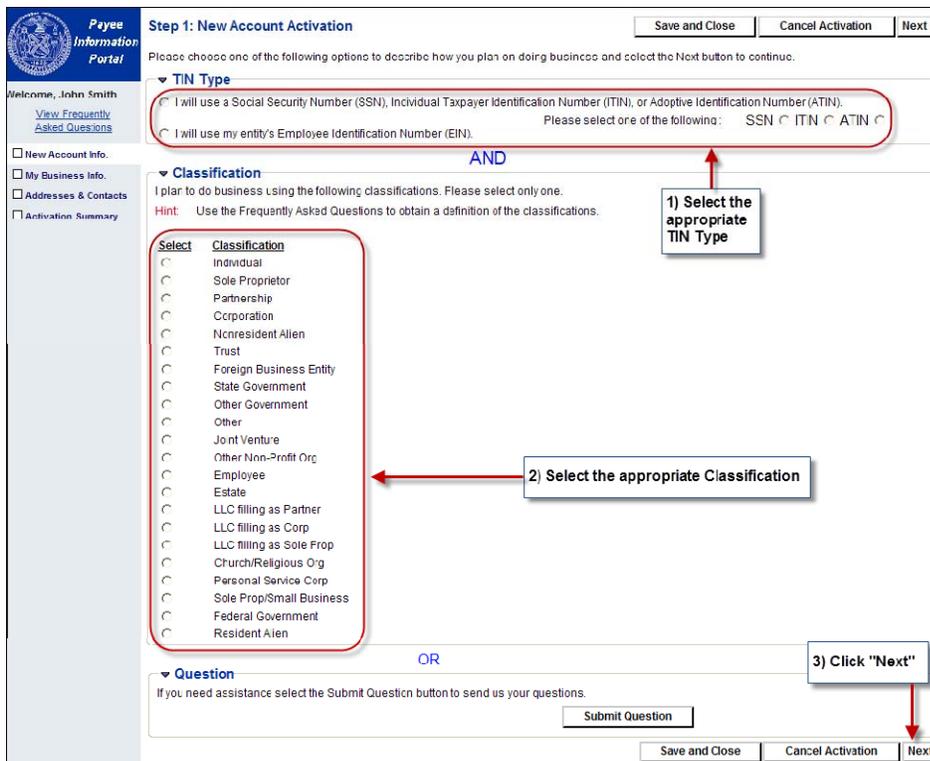


Step 2.4: Log into PIP using the case-sensitive User ID and Password you created earlier.

- **Note:** Do not bookmark this page. You will be logging in from the PIP Home Page once your account is activated.



Step 2.5: Select the classification that applies to your particular business, indicating a TIN Type. (If you select Social Security Number be sure to select SSN, ITIN, or ATIN.) Then click "Next".



- **Note:** If you have any questions on how to make your choices, use the "Submit Question" function. Once you get an answer, you can log back in and resume activation.

Payee/Vendor Account Activation Guide

Step 2.6: Most of the fields on the “My Business Information” page will be pre-populated by the answers you submitted. Only required fields (*) are necessary, but you should enter any other applicable information.

Step 2: My Business Information

Please enter the general information below. Fields with a red asterisk (*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

Organization Information

*Organization Type: Foreign Tax ID:
 * A Change to this field will remove all data previously entered. W-8 Form:
 * Classification:
 Location Web Address:

Legal Name Information

*Legal Name on W-9: Business Name (Alias/DBA): Name on Check:

1099 TIN Information

*Create Taxpayer ID Number:
 *Re-enter Taxpayer ID Number:
 Taxpayer ID Number:
 Taxpayer ID Number Type:

Legal (1099) Address Information

*Street 1:
 *City:
 State/ Province:
 Zip/Postal Code:
 Country:

Discount Information

If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.

Number of Days 1: <input type="text"/>	Discount Percent 1: <input type="text"/>
Number of Days 2: <input type="text"/>	Discount Percent 2: <input type="text"/>
Number of Days 3: <input type="text"/>	Discount Percent 3: <input type="text"/>
Number of Days 4: <input type="text"/>	Discount Percent 4: <input type="text"/>

Fields with red asterisks are required to move forward

Other fields should only be filled out if they apply

Step 2.7: From the previous step, you have already entered your Legal address. In this step, PIP will ask you for 4 additional types of addresses: an address for **Administrative** correspondence, an address for **Ordering** from you, an address for **Payment** to you, and an address for **Billing** you. You can specify the same or a different address for each of these 4 address types.

Address Information Questionnaire

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

Legal Address Information

Street 1: 1 Main St
 City: New York
 State: NY
 Zip/Postal Code: 10044-0052

Address Questions

A Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?
 No
 Yes

B Is your address information the same for Administrative, Ordering, Payment, and Billing addresses?:
 No
 Yes

C Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)?
 No
 Yes

Answer these questions as applicable, then click "Next" to continue.
 Additional information for each question is provided below.

An explanation of the Address Questions:

- A:** If your Legal address is the same address as any one of the additional 4 address types (Administrative, Ordering, Payment, Billing), choose “Yes” on **A**. Otherwise, choose “No”.
- B:** Regardless if you choose “Yes” or “No” on **A** above, if your Administrative, Ordering, Payment, and Billing addresses are all the same address, choose “Yes” on **B**. Otherwise, choose “No”.
- C:** To designate a single contact person for all 4 address types, choose “Yes” on **C**. Otherwise, choose “No”.

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The example below shows what the Address and Contacts screen would look like if you answered "Yes" to all the previous questions.

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Payee Information Portal

Welcome, first last
[View Frequently Asked Questions](#)

New Account Info.
 My Business Info.
 Addresses & Contacts
 Activation Summary

Step 3: Addresses and Contacts Save and Close Cancel Activation Back Next

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

*Administrative
 *Ordering
 *Payment
 Billing *Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

Address Information

*Street 1: 1 Main St
Street Address, P.O. Box, Company Name, etc.

Street 2:
Street Address, P.O. Box, Company Name, etc.

*City: New York

State/Province: New York

Zip/Postal Code: 10044-0052

*Country: United States

County:
XXX-XXX-XXXX

*Phone: 111-222-3333 Ext.:
XXX-XXX-XXXX

Additional Address Info:
Division/Department:

Fields with red asterisks are required to move forward

Other fields may be filled in if you believe they may be helpful

Contact Information
For the address type shown above, please enter a contact person.

*Principal Contact: Joe Doe Fax:
*Phone: 111-222-3333 Fax Extension:
Phone Extension: Alternate Fax:
Alternate Phone: Alternate Fax Extension:
Alternate Phone Extension: Email:
English Spoken: Correspondence Type: Postal Service

Save and Close Cancel Activation Back Next

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

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After you have completed the above sections, the "Activation Summary" screen should appear. If the information is correct, click on "Submit Activation" at the bottom of the screen to continue.

Payee/Vendor Account Activation Guide

When the "Thank You" page appears it means that you are now able to log into PIP using your (case-sensitive) User ID and password via the website <https://a127-pip.nyc.gov>. **Please carefully read the instructions on this page, including the instructions for printing and sending the signed Substitute W-9 Certification.**

The screenshot shows the 'Payee Information Portal' interface. At the top, there are navigation links for 'Comptroller', 'DOE', and 'NYC.gov', along with 'Privacy Report' and 'Contact Us'. The main heading reads 'Thank You for Completing the Online Portion of the PIP Activation Process!'. Below this, a message congratulates the user and provides their 'Your Vendor Code is: VS00007', with a note to save it for future reference. A 'Password Reset' button is visible. The next section, 'One More Step!', instructs the user to follow specific steps to complete activation, including downloading a 'Substitute W-9 Certification Form' and an 'EFT Registration Form'. A 'Please Note' section mentions a new fee for paper checks starting January 1, 2011. At the bottom, there is a link for 'Doing Business with New York City - Vendor Enrollment' and a login link.

Comptroller DOE NYC.gov Privacy Report Contact Us

Payee Information Portal

Welcome, first last
[View Frequently Asked Questions](#)

Thank You for Completing the Online Portion of the PIP Activation Process!

Print This Page

Congratulations, you have completed the Activation Process. You may now login to PIP using the User ID and Password you just created.

Your Vendor Code is: VS00007
***Please save your Vendor Code for future reference**

Password Reset

The following registration forms are available for you

One More Step!

In order to complete your PIP activation and ensure certification, please follow the instructions below. Failure to provide required information, as stated below, within 10 business days will cause your certification request to be rejected.
***Required:**

[Download Substitute W-9 Certification Form](#)

Upon receipt of your printed substitute W-9 Certification form, the City will validate your PIP account within five business days. Click the link above to print, sign, and mail or fax the form to the address or fax number indicated on the form.

Optional:

[EFT Registration Form](#)

The electronic funds transfer (EFT), or direct deposit program, provides an efficient method of payment to vendors funded through City of New York agencies. Vendors that activate in the Program will receive payment directly to their authorized bank account via a secure transaction. To activate EFT, you may download the form and instructions above. It may take up to 10 calendar days to activate your EFT, assuming the bank verification is successful. If you have any questions, please call (212) 487-2592.

Please Note: On January 1, 2011 the city of New York instituted a new fee of \$3.50 to be charged for the issuance of paper check to any vendor/payee. In order to avoid being assessed this fee, vendors/payees should register for EFT by utilizing the above form. To determine if a payment made to you by the City of New York has been subjected to the new Paper Check Fee, please access the Check Stub for that particular payment via the Financial Inquiries ->Checks/EFT's section of the PIP website.

[PIP Activation Application](#)

A .pdf version of your activation application is available via the link above. Clicking the link above will allow you to Save and/or Print the activation application and maintain a copy for your own records. This document does not need to be faxed or mailed with your Substitute W-9.

Doing Business with New York City - Vendor Enrollment

To ensure that you receive procurement solicitations from the City of New York for your Vendor Code, please click this link to the Mayor's Office of Contract Services Vendor Enrollment Site: http://www.nyc.gov/html/selltony/html/new_vendors.html

You may login to your PIP account to view and/or update your account information. Click [here](#) to login.

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For additional assistance call 212-857-1777.