GAP GRANT REIMBURSEMENT
FOR NON-USDA AUDITS

NOTE: If you have received reimbursement before, you are eligible for reimbursement for 2nd time.

Please follow the instructions listed below. If you have any question about the GAP grant or forms, please contact Saeed Akhtar in Albany office at 518-457-2090 OR saeed.akhtar@agriculture.ny.gov

1) Complete the following forms and return them to the Albany Office by mail/e-mail/fax except for ‘Claim For Payment’ form which needs to be mailed.(address and fax number are listed on the application form):
   ✓ Application Form
   ✓ Substitute Form W-9
   ✓ Claim For Payment form: Vendor Certification section must be completed. Mail the form to the Albany Office. This form cannot be faxed because original signature are required to process payment.
   Note: If you also have receipts for water testing, attach those to the Claim For Payment form.

2) Please also provide the following:
   ✓ Documentation showing that the audit was passed.
   ✓ Documentation showing that the audit was paid.

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