

Dear LIHEAP Vendor:

This mailing contains a 2023 LIHEAP Vendor Agreement and Signature Page.

To become a participating LIHEAP vendor in Pennsylvania, you must read and agree to cooperate with all the conditions of the agreement. If you are interested in renewing your participation with LIHEAP, complete and sign the Vendor Agreement Signature Page. **Return only the signature page as indicated.**

Keep the 4-page agreement and a copy of the completed signature page for your records. Other considerations:

- We communicate important information by email. Be sure to include the email addresses of company representatives who should receive email updates about LIHEAP.
- Record deliveries made with a combination of LIHEAP Cash and Crisis funds on the same delivery ticket so DHS personnel know that the LIHEAP customer received the best price and that the Cash grant was used before Crisis funding was accessed.
- If you plan to sell your business or acquire additional businesses, let us know so we can update our records this summer and notify county assistance offices.
- If you receive paper Treasury checks for LIHEAP, consider changing to direct deposit to avoid mail delays, loss, or theft. An Electronic Funds Transfer (EFT) form and voided check must be submitted to initiate direct deposit or to change your bank/account number.
- You may sign up for expedited recoupment rather than send LIHEAP refunds to DHS with a paper check. With expedited recoupment, LIHEAP funds are subtracted from the next LIHEAP Treasury payment you will receive. Rather than three dunning letters, you receive one letter to confirm the name of the customer(s) for whom LIHEAP funds will be recouped.
- Treasury requires vendors who receive funds from the commonwealth to validate their Employer ID number (EIN) with the state agency it is contracted to serve. If we don't have a valid EIN document on IRS letterhead, we will contact you when we receive your LIHEAP Vendor Agreement Signature Page. **Your business will not be enrolled as a participating vendor unless we have an acceptable IRS document on file.**

EFT and expedited recoupment enrollment forms are located on the vendor website listed below. Please contact us with any questions. Thank you!

The LIHEAP Vendor Unit