



STATE OF NEW YORK

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NANCY G. GROENWEGEN  
COMMISSIONER

**PAEX09-04**

## MEMORANDUM

**TO:** Excelsior Plan Health Benefits Administrators  
**FROM:** Employee Benefits Division  
**SUBJECT:** NYSHIP Publications ordering Fax Number Change  
**DATE:** March 13, 2009

Effective immediately, there is a new fax number for NYSHIP publications. Please fax your Publications Supply Order forms to:

**315-272-2444**

The online ordering available on HBA Online is not affected by this change and will go forward uninterrupted.

We are sorry for the inconvenience. We have changed your order form to reflect this new number and it is attached. Please discard your old form and use this instead.

If you have any questions, please call the Communications Unit at 518-457-7577.

Attachment