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Instructions for filling out this DOF Customer Registration Form

Use this form to update Owner and Managing Agent information in the NYC Department of Finance database. This form can be submitted directly to the DOF. If you would like Metropolitan Refunds to review the form prior to submission, please fax it to our office at (516) 889-6665. We will review and submit the form to the DOF on your behalf.

If you have any problems or questions, please call (516) 889-6664 and ask for assistance.

Thank you!

Metropolitan Refunds

- INSTRUCTIONS FOR COMPLETING YOUR PROPERTY OWNER'S REGISTRATION FORM -

LINE 1
Enter the borough in which the property is located and the block and lot numbers of the property. Only one property (block and lot) may be registered with this card. Make photocopies if you want to register more than one property.

LINE 2A
Enter the full name of the owner if the property is owned by an individual. Please **DO NOT** abbreviate. If the property has more than one owner, see instructions for line 5.

LINE 2B
Enter the name of the owner if the property is owned by a business entity. If the property has more than one owner, see instructions for line 5.

LINE 3
Enter the address of the owner. (Please note that the address at which the owner lives, or at which the company is located, is not necessarily the property address itself.)

LINE 4
Enter the actual address of the property.

LINE 5
Check the box if the property has more than one owner, and attach an additional sheet with the name, address and EIN/SSN of the other owner(s). Include the property block and lot number.

LINE 6
Enter the owner's Social Security Number, or if the owner is a corporation or partnership, enter the Employer Identification Number.

LINE 7
In order that we may provide you with better service, please provide a telephone number at which you can be reached during normal business hours.

IMPORTANT
If your mortgage payments include your real estate taxes, fill in the name and address of your bank/lender in the space provided on line 9. If not, fill in the address to which you are choosing to have real estate tax bills sent.

LINE 8
Check the box next to the appropriate relationship. For example, if bills are to be sent to your bank/lender, check the box which is marked "Bank/Lender." Enter the social security number or employer identification numbers for tenants and agents, as applicable.

LINE 9
Enter the name and address to which you would like Real Estate Tax bills mailed.

LINE 10
Special Assessment bills are for items such as Sidewalk Assessment, Mail Maintenance and Boiler and Elevator Inspection Charges. In most cases the owner should register to receive these bills. Enter the name and address to which Special Assessment bills should be sent. Enter the social security number or employer identification numbers for tenants and agents, as applicable.

LINE 11
The owner or corporate officer **must** sign the Registration Card in order for it to be valid.

LINE 12
Indicate the date signed. The law provides that senior citizens and handicapped taxpayers may designate someone to receive duplicate tax bills. If you are interested, contact **Customer Assistance** at 212-504-4080 and ask for a third party notification form.

IF YOU NEED FURTHER ASSISTANCE IN COMPLETING THIS FORM, PLEASE CALL 212-504-4080.

SI USTED NECESITA RECIBIR ASISTENCIA EN ESPAÑOL PARA LLENAR ESTO FORMULARIO, LLAME 212-504-4080.

**THE NEW YORK CITY
DEPARTMENT OF FINANCE
NOW PROVIDES ONLINE
OWNER'S REGISTRATION
VIA THE INTERNET**

You can use your personal computer and modem to access an online version of the Property Owner's Registration form that can be submitted. Visit our home page at:

nyc.gov/finance

- Mouse over "Real Estate Tax" on the blue bar
- Select "Change of Address"
- Follow the on-screen instructions

PRIVACY ACT NOTIFICATION

The Federal Privacy Act of 1974, as amended, requires agencies requesting Social Security Numbers to inform individuals from whom they seek this information as to whether compliance with the request is voluntary or mandatory, why the request is being made and how the information will be used. The disclosure of Social Security Numbers for owners of real property is mandatory and is required by section 11-102.1 of the Administrative Code of the City of New York. Disclosure by tenants and agents is voluntary. Such numbers disclosed on any report or return are requested for tax administration purposes and will be used to facilitate the processing of tax returns and to establish and maintain a uniform system for identifying taxpayers who are or may be subject to taxes administered and collected by the Department of Finance. Such numbers may also be disclosed as part of information contained in the taxpayer's return to another department, person, agency or entity as may be required by law, or if the taxpayer gives written authorization to the Department of Finance.

