

Why we are contacting you:

NYC Department of Finance records show that you owe **\$25.54**.

What you must do:

Pay the amount shown in full or make payment arrangements online at nyc.gov/eservices.

If the amount is not paid in full, penalty and interest will accrue on the outstanding balance.

*Your charges, payments, and credits are detailed on the next page.

Billing Summary

Tax	\$25.00
Payments/Credits	(\$25.00)
Penalty	\$25.24
Interest	\$0.30
Amount due by May 31, 2021	\$25.54

If you feel that our records are not accurate, you may dispute them by submitting a written explanation and any supporting documentation at nyc.gov/eservices. You may also send your materials in hard copy to P.O. Box 5563, Binghamton, NY 13902-5563. To serve you better, please be sure to include an email address or telephone number where we can reach you. When submitting your documentation, be sure to reference the letter ID number at the top right of this notice.

If you have questions or need more information, please contact us at nyc.gov/contactservices or call 311 or if you are calling from outside New York City, 212-NEW-YORK (212-639-9675).

YOUR ACCRUED PENALTIES

<u>Penalties</u>	<u>Amount</u>
Late Filing	\$25.00
Late Payment	\$0.24
Total	\$25.24

There are three types of penalties that can be charged to your account:

- Late Filing** This penalty is assessed when you fail to file a return on or before the due date, unless you can demonstrate reasonable cause or have been granted an extension. A 5% charge is assessed on your unpaid tax for each month that you were late, up to a maximum of 25%.
- If you are also assessed a 0.5% late payment penalty (see definition and details below), your late filing penalty will be reduced so that your total penalty does not exceed 5% per month.
- A minimum penalty is imposed for tax returns filed more than 60 days late. This penalty is the lesser of two amounts: \$100 or 100% of the tax due.
- Late Payment** This penalty is assessed when you fail to pay your tax in full on or before the due date, unless you can demonstrate reasonable cause or have been granted an extension. A 0.5% charge is assessed on your unpaid tax for each month that you were late, up to a maximum of 25%.
- Underpayment of Estimated Tax** This penalty is assessed when you fail to pay the full required amount of your estimated tax payments. To avoid this penalty in the future, be sure to pay your estimated quarterly payments in full.

The Department of Finance is required by law to charge interest when you do not file your returns or pay on time. Generally, we calculate interest from the date your return was due until you pay your balance in full. Interest is compounded daily and interest rates may change quarterly. For more information about how interest is charged, visit www.nyc.gov/underpayments.

YOUR PAYMENTS AND CREDITS

<u>Payments and Credits</u>	<u>Date</u>	<u>Amount</u>
Extension Payment	03/15/2021	-\$25.00
Total		-\$25.00

MAILING AND PAYMENT INSTRUCTIONS

The NYC e-Service portal provides a quick and easy method to file, pay, and manage your tax business. Go to nyc.gov/eservices to register your account or use the "Quick Pay" link to pay this specific bill. There is no charge to pay by electronic funds transfer, ACH credit, or FedWire. Fees will apply to debit and credit card payments.

To pay via paper check, detach the bottom portion of this notice and return it with your check made payable to "New York City Department of Finance" in the return envelope provided.

Please include your letter ID and account ID on your check, along with either your employer identification number or Social Security number.

Payment must be in US dollars drawn on a US bank. Checks drawn on foreign banks will be rejected.

Our mailing address must appear in the envelope window in order for your payment to reach us.