



PETITION

NEW YORK CITY TAX APPEALS TRIBUNAL
ADMINISTRATIVE LAW JUDGE DIVISION

In the Matter of the Petition of

(NAME OF TAXPAYER / PETITIONER)

EMPLOYER IDENTIFICATION NUMBER OR SOCIAL SECURITY NUMBER

DEPARTMENT OF FINANCE AUDIT/CASE NUMBER

TYPE OF TAX / CHARGE:

TAX PERIOD(S) / DATE(S) OF TRANSACTION(S):

Petitioner's address:

Telephone number: ( ) Fax number: ( )

Representative's name:

A duly executed Power of Attorney authorizing the representative's appearance in this matter before the Tax Appeals Tribunal must be attached.

Representative's firm and address:

Telephone number: ( ) Fax number: ( )

Representative's capacity: Attorney C.P.A. P.A. Enrolled Agent Corporate Employee Other:

1. PETITIONER HEREBY REQUESTS THE FOLLOWING RELIEF:

Redetermination of a deficiency

Date of Notice of Determination Principal tax due per Notice Interest due per Notice Penalty due per Notice Total due per Notice

A legible copy of the Notice of Determination must be attached.

Has a jeopardy assessment been issued?

YES NO

OR

Allowance of refund/credit

Date of Notice of Disallowance OR Date of Claim for Refund Refund requested

A legible copy of the Notice of Disallowance or, if none has been issued within 6 months of the filing of a GCT, UBT or BCT refund claim, the claim for refund must be attached.

OR

Other relief (identify):

Date of protested Notice

A legible copy of the Notice must be attached.

2. SMALL CLAIMS ELECTION:

The informal small-claims procedure resolves the controversy through a Determination issued by a Presiding Officer of the Tribunal which is binding on both parties and is not subject to review at the Appeals Division of the Tribunal or in the courts.

If the matter at issue is not more than \$10,000, exclusive of interest and penalty, does Petitioner request that the proceeding be conducted in the small claims unit? YES NO

**3. CONCILIATION CONFERENCE:**

Please note that you may not simultaneously request a conciliation conference and a hearing before the Tribunal. If a conciliation conference was requested but a conciliation decision has not yet been issued, you may not request a hearing before the Tribunal until after the conciliation decision has been issued.

- A conciliation conference in the Department of Finance's Bureau of Conciliation was not requested.
- A conciliation conference in the Department of Finance's Bureau of Conciliation was requested and a conciliation decision was issued on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Legible copies of the conciliation decision and the protested Notice of Determination or Notice of Disallowance must be attached.

**4. PETITIONER ALLEGES THAT THE COMMISSIONER OF FINANCE MADE THE FOLLOWING ERROR(S) OF FACT OR LAW AND STATES THAT THE FACTS AND LAW UPON WHICH PETITIONER RELIES ARE AS FOLLOWS:**

This section must be filled out. Use separately numbered paragraphs. Attach a separate sheet, if necessary.

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**WHEREFORE, Petitioner respectfully requests that this petition be granted. The undersigned certifies that the statements herein are made with the knowledge that a willfully false representation is a misdemeanor punishable under section 210.45 of the Penal Law of the State of New York.**

\_\_\_\_\_  
Signature of Petitioner / Representative ▲

\_\_\_\_\_  
Title (if applicable) ▲

\_\_\_\_\_  
Date ▲

If signed by a person other than the Petitioner, indicate capacity:

- General Partner
- Officer
- Representative
- Other: \_\_\_\_\_

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**WITHIN THE TIME LIMITATIONS PRESCRIBED BY APPLICABLE STATUTE, YOU MUST BOTH:**

**FILE THIS PETITION AND 2 CONFORMED COPIES WITH:**

Chief Administrative Law Judge  
NYC Tax Appeals Tribunal  
Administrative Law Judge Division  
The Municipal Building  
One Centre Street, Suite 2450  
New York, NY 10007

**AND SERVE 1 CONFORMED COPY OF THE PETITION ON:**

Corporation Counsel of the City of New York  
Tax & Bankruptcy Division  
100 Church Street, 4th Floor  
New York, NY 10007

The Corporation Counsel was served by:  Mail  Hand Delivery  Other: \_\_\_\_\_

If filing and/or service is by mail, it should be made by certified or registered mail, return receipt requested. An affidavit or other proof of service should be enclosed with the Petition. Please call (212) 669-4501 if you have any questions regarding this form.