



CUSTOMER REGISTER INSTRUCTION SHEET

Shari C. Hyman
Commissioner and Chair

100 Church Street
20th Floor
New York, NY 10007

+1 212 676 6219 tel
+1 212 676 6204 fax
www.nyc.gov/bic

Please see below for important information and instructions regarding customer register requirements.

Customer register data must be submitted as a Microsoft Excel spreadsheet. Grease Registers are only acceptable in Microsoft Excel format.

The Digital Download and/or CD (if mailed) contains the following information:

Main Customer Register – This folder contains all necessary documentation for all Putrescible and Recyclable haulers. This includes all medical waste, tire recyclers, and paper shredders.

Grease Customer Register – This folder contains all necessary documentation for all haulers who collect strictly Grease (yellow and brown).

You may also submit your customer register on a diskette or CD/DVD. You may also submit your customer register and certification by email to customerregister@bic.nyc.gov.

No answer is to be left blank. If there is no information to provide for a given field, indicate “None” or “NA”.

Licensees must complete one record for each customer that they had during the reporting period. This includes all “on call” putrescible and recyclable customers. However, carters do not need to complete a record for a customer who is exclusively an “on call” construction and demolition debris customer.

When submitting remember the following:

IF SUBMITTING A REGISTER

- The Register **MUST** be accompanied by the signed and notarized certification.

IF SUBMITTING AN EXEMPTION REQUEST

- A letter on company letter head must be signed by a principal or representative of the licensee reasoning as to why the licensee is exempt from reporting requirements. **This letter must be notarized.**
- Certification should be sent in with this letter signed and notarized.

REQUESTING EXTENSIONS

- An extension may be submitted by sending a Fax ATTN: Customer Register to 212-676-6204 or emailing customerregister@bic.nyc.gov **before the deadline** stated in the Commission Directive.

MAILING ADDRESS

NYC Business Integrity Commission
100 Church Street, 20th Floor
New York, NY 10007
ATTN: Customer Register