



**The City of New York**  
**BUSINESS INTEGRITY COMMISSION**  
100 Church Street · 20th Floor  
New York · New York 10007  
Tel. (212) 676-6219 · Fax (212) 676-6204

Michael J. Mansfield  
*Commissioner/Chair*

May 2, 2011

**Re: Customer Register Data Entry Training Session**

Dear Licensee:

In order to enhance the quality and accuracy of the data being reported via the customer register, the Business Integrity Commission is pleased to offer training to your staff who prepare and submit your customer register. This training will review the customer register process and will focus on data entry, proper formats, common mistakes, and will include a question and answer session to clarify any questions or concerns your personnel may have about customer register submission. We will be offering training on two dates.

Times offered:

- Tuesday, May 10, 2011 9:30am to 11:30am
- Wednesday, May 11, 2011 9:30am to 11:30am

Location:

- 100 Church Street, 2<sup>nd</sup> Floor Conference Room

If you would like to attend, please RSVP to [customerregister@bic.nyc.gov](mailto:customerregister@bic.nyc.gov) no later than Friday, May 6, 2011 with the names of your staff who will attend and the date of attendance.

Please be certain that your attendees have photo identification to present to building security for admittance to the training room.

Feel free to contact me at 212-676-0487 with any questions or concerns you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "Ira H. Spaner".

Ira H. Spaner  
Director of Management Information Services