



# The Environmental Control Board

A Division of the Office of Administrative Trials and Hearings

**Environmental Control Board  
Appeals Unit**  
66 John St., 10th Floor  
New York, NY 10038  
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## FINANCIAL HARDSHIP APPLICATION

- **USE THIS FORM TO REQUEST A WAIVER OF PRE-PAYMENT OF PENALTY.**
- **THIS IS NOT AN ECB APPEAL APPLICATION FORM.**

*Appeal using the ECB Application Form available at any ECB office or online at [www.nyc.gov/ecb](http://www.nyc.gov/ecb).*

- **If you cannot afford to pre-pay your penalty while ECB is deciding your appeal, fill out this form.**
  - If your violation is not dismissed after the appeal is decided, you will still have to pay the penalty.
- **You must send support for your request.** Attach copies of financial documents to this form. For example, you can send a copy of the first two pages of your federal tax return for last year.
- **Mail this form and your documents to “ECB Appeals” at the address above.** You may enclose this request with your appeal. ECB must receive this request **no more than 30 days** after the mailing date of the decision. This date is below the ALJ’s signature on your hearing decision.

### ANSWER THE QUESTIONS BELOW

**How will paying your penalty during your appeal cause hardship?**

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**What documentation are you sending with this form?**

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**ATTACH YOUR DOCUMENTS TO THIS FORM.**