



212-615-8329

[housing@recovery.nyc.gov](mailto:housing@recovery.nyc.gov)

[nyc.gov/builditback](http://nyc.gov/builditback)

## How to Pay Your Transfer Amount

If the financial benefits that you received from non-Build it Back sources (FEMA, private insurance, etc.) exceed the amount you have spent on allowable activities, then you must pay the difference as a Transfer Amount to the City of New York. Build it Back requires that you pay the City these funds in order for the program to complete work on your home.

If you are in a construction pathway, you will learn whether or not you have a Transfer Amount as you begin design. If you have a Transfer Amount, you will receive a bill from the NYC Department of Finance (DOF) following your Options Review Meeting. The bill will be titled “Transfer Amount Statement.”

Payment must be received in full in order to begin construction. If necessary, we can work with you set up a partial payment program.

For further explanation of the Transfer Amount, please refer to the Build it Back Program Option letter you received from NYC Build it Back, or [www.nyc.gov/builditback](http://www.nyc.gov/builditback). You may also speak with a representative at your local Build it Back Center or call our Build it Back customer service at 212-615-8329.

### How to Pay Your Transfer Amount Online

The most convenient and direct method of payment is online at [nyc.gov/payonline](http://nyc.gov/payonline)

1. Select “Pay Online via CityPay”
2. Select option 3 “Property Taxes as a Guest by eCheck, Credit/Debit Card”
3. Enter your borough, block, and lot information (BBL without entering leading zeros) and select “continue”
  - a. You can find your “BBL” under your address on the DOF *Transfer Amount* Statement

Owner name:	Jane Smith
Property address:	1 MAIN STREET
Borough, block & lot:	<b>BROOKLYN (3), 00217, 0010</b>

3. Your property information should now be displayed. Select the box "HRO - Housing Recovery", enter the payment amount and select "continue"

4. Select your payment method. E-Check is the preferred method of payment because there is no transaction fee associated with using it. You may also pay with a credit or debit card, however, you will be charged a transaction fee of 2.49%.

### **How to Pay Your Transfer Amount in Person**

You can pay in person at any Department of Finance Business Center, located in each borough, from 8:30am – 4:30pm. Please bring your Transfer Amount Statement with you.

Bronx:	3030 Third Avenue, 2nd Floor
Brooklyn:	210 Joralemon Street
Manhattan:	66 John Street, 2nd Floor
Queens:	144-06 94th Ave
Staten Island:	350 St. Marks Place

### **How to Pay Your Transfer Amount by Mail**

Please include the coupon with your check or money order and mail to:

NYC Department of Finance  
59 Maiden Lane  
19th Floor HRO  
New York, NY 10038

### **Next Steps After Paying**

Once the complete Transfer Amount is received, Build it Back will automatically receive notification from the Department of Finance. Build it Back staff will contact you to take the next step to repair or rebuild your home.

### **Please Note**

Applicants who live in cooperative communities, such as the Breezy Point Cooperative, may be required to submit Transfer Amounts through their community's administrative offices instead of directly to the NYC Department of Finance. Applicants impacted by this change will be contacted in advance and receive further instructions.