



**TAX COMMISSION OF THE CITY OF NEW YORK**  
**1 Centre Street, Room 936, New York, NY 10007**

**TC10**  
**2012**

**RECEIPT**

**FOR APPLICATIONS, SUPPLEMENTAL APPLICATIONS OR ACCEPTANCE AGREEMENTS**

**INSTRUCTIONS:** Complete this side of the receipt form and submit it with your applications for correction or acceptance agreements. Make a copy of your applications or acceptances before submitting. If you file by mail, also complete and stamp the reverse side of this form. See Form TC600 *How to Appeal a Tentative Assessment* for information about which forms to file, where to file and other requirements. This receipt is the only acceptable proof of timely filing of applications.

A. List the parcels for which applications or acceptance agreements are submitted. Do not skip lines. For condominium units covered by a single application list only the first lot.

BOROUGH	BLOCK	LOT	BOROUGH	BLOCK	LOT
1. _____	_____	_____	13. _____	_____	_____
2. _____	_____	_____	14. _____	_____	_____
3. _____	_____	_____	15. _____	_____	_____
4. _____	_____	_____	16. _____	_____	_____
5. _____	_____	_____	17. _____	_____	_____
6. _____	_____	_____	18. _____	_____	_____
7. _____	_____	_____	19. _____	_____	_____
8. _____	_____	_____	20. _____	_____	_____
9. _____	_____	_____	21. _____	_____	_____
10. _____	_____	_____	22. _____	_____	_____
11. _____	_____	_____	23. _____	_____	_____
12. _____	_____	_____	24. _____	_____	_____

- B. If you are submitting only one application, mark this box with an "X" .....
- C. If you are submitting more than one, state the number of submissions ..... \_\_\_\_\_
- D. If this receipt is for supplemental applications (Form TC150), mark this box with an "X" .....
- E. If this receipt is for acceptance agreements (Form TC70), mark this box with an "X" .....

**IMPORTANT NOTICE:** If you filed an application within the dates specified by the City Charter, but have received neither a notice of hearing nor a notice of determination by **July 30, 2012** write to the Tax Commission **before August 20, 2012** or risk being denied review. Enclose a complete copy of your application form and a copy of this receipt. If you have filed a timely application, and have not received an offer of reduction, or received an offer but did not accept, you may seek judicial review of the assessment by commencing a proceeding for review before October 24, 2012. This deadline applies even if you never received a hearing or notice of the Tax Commission's determination. For more information see Form TC707 *Judicial Review of Assessments*, or for owner-occupied one, two and three family homes, Form TC708 *Small Claims Assessment Review*.

Do not write in this space

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**DATE RECEIVED**

For proof of filing only. When more than one application is filed, the Tax Commission or Department of Finance employee accepting the application must initial this form.

**Filing by mail.** You may mail application forms to the Tax Commission but applications are **not considered** timely filed unless the Tax Commission actually receives them by the filing deadline. A stamped copy of this receipt form is the only proof of timely filing; a return receipt from the post office or an express company is not sufficient. If you file by mail, follow these procedures:

- Filing deadlines for 2012 applications for correction:                      Classes 2, 3, 4 – March 1, 2012                      Class 1 – March 15, 2012
- Address mail to: New York City Tax Commission, 1 Centre Street, Room 936, New York, NY 10007.
- Be sure your application is complete, that it is properly signed, and notarized if required, and that any necessary papers are attached.
- Mail an original application and a copy according to written instructions. Keep a complete copy for your records and to use at a hearing.
- Affix adequate postage to your envelope.
- Complete the other side of this receipt form, print your mailing address below and affix a first class stamp.

Acceptance agreements (Form TC70) may also be filed by mail but they are **not considered** timely filed unless the Tax Commission actually receives them by the filing deadline. Refer to the instructions in the agreement.

**FROM:                      NYC TAX COMMISSION  
                                 1 CENTRE STREET, ROOM 936  
                                 NEW YORK, NY 10007**

**Affix  
Postage  
Stamp**

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_