



TAX COMMISSION OF THE CITY OF NEW YORK
1 Centre Street, Room 2400, New York, NY 10007

TC699
2018/19

REQUIREMENTS FOR SUBMITTING PHOTOCOPIES WITH ORIGINALS

Document	Form	Photocopies required
Application for correction with all attachments, including TC200, for properties having AV less than \$75 million	TC105,TC106 TC101,TC109 (NOTE: NO COPIES REQUIRED FOR TC108)	One complete copy*
Application for correction with all attachments, including TC200, for properties having AV of \$75 million or more	TC105,TC106 TC101,TC109	Two complete copies*
Income and expense statement if not submitted with application, including TC309 where required, for properties having AV less than \$75 million	TC201,TC203, TC208,TC214	One copy* (NOTE: NO SEPARATE BULK COPIES REQUIRED)
Income and expense statement if not submitted with application, including TC309 where required, for properties having AV of \$75 million or more	TC201,TC203, TC208,TC214	Two copies* (NOTE: NO SEPARATE BULK COPIES REQUIRED)
Affidavit in support, and attachments, if any	TC159	One copy**
Stipulation of discontinuance		One copy
Proposed offer and order - Submitted with Tax Commission acceptance agreement for combined offer		Two copies
Petitions for review: The original is filed in court when the index number is purchased. The Tax Commission accepts service of one copy for the City. We will provide up to two date-stamped copies as proof of service.		
Amended petitions, RJI's, Notes of Issue, substitutions of attorney, motion papers: Serve Law Department only.		

*** NOTE NEW FOR 2018: Instead of paper copies, the Tax Commission will accept electronic copies of Forms TC101, TC105, TC106, TC109, TC201, TC203, TC208, TC214 BUT ONLY IF ADVANCE ARRANGEMENTS ARE MADE. E-mail tcinfo@oata.nyc.gov to make arrangements.**

**** Individual copies of TC159 may be submitted electronically to the Tax Commission President at ehoffman@oata.nyc.gov in lieu of a paper copy.**