



**The City of New York**  
**BUSINESS INTEGRITY COMMISSION**  
100 Church Street · 20th Floor  
New York · New York 10007  
Tel. (212) 437-0500

Elizabeth Crotty  
*Commissioner and Chair*

April 1, 2025

***COMMISSION DIRECTIVE: LICENSEE FINANCIAL STATEMENTS***

To All BIC Licensees:

All financial statements for the 2024 calendar year must be filed with the Business Integrity Commission (“BIC”) **on or before June 30, 2025, or if the company follows a fiscal year, no later than six (6) months following the end of its fiscal year.** The form for the 2024 financial statements is available on the Commission’s website: <http://www.nyc.gov/bic>. All financial statements should be filed with BIC through the [BIC Online Portal](#). This portal is accessible via BIC’s website.

All requests for an exemption from the 2024 financial statements filing requirement should be submitted to BIC through the BIC Online Portal **before May 26, 2025**, and will be evaluated on a case-by-case basis. Any requests for additional time to file financial statements must be made **no later than June 16, 2025**.

Failure to abide by this Directive to file your 2024 financial statements is a violation of BIC’s rules. *See* Title 17 of the Rules of the City of New York (“RCNY”) §§1-09 and 5-03(f). A violation of these rules may subject you to civil penalties of up to \$10,000. *See* 17 RCNY §1-04(d).

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth Crotty".

Elizabeth Crotty  
*Commissioner and Chair*