



BIC Online Portal

Financial Statement Submission Module Guide

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Getting Started

What to Know Before you Go

This guide is to be used for the submission of the following regulatory reporting reports:

1. Financial statement submission
2. Financial statement exemption request
3. Financial statement extension request

Templates for the current financial statement period can be found at:

<https://www1.nyc.gov/site/bic/industries/trade-waste-forms.page> go to the 'Financial Statement' section of the page.

You will be uploading these files via the submission module once complete by your company.

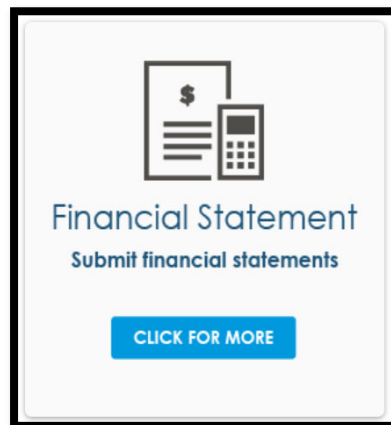
The below guide will walk you through the steps of submitting the required information to BIC.

NOTE: Screenshots in this guide are for presentation purposes only and the system you are utilizing may or may not show all features shown in the below screenshots.

Navigating the Module

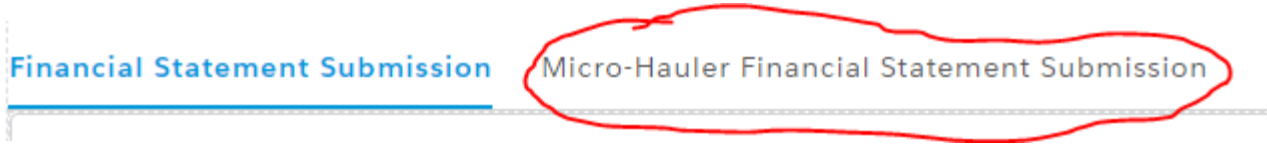
Main Screen

Once you have successfully logged in, the main menu appears. Click the Financial Statement icon to access the main screen.



Micro-Hauler's

If you are a Micro-Hauler Licensee, Please select the tab labeled “Micro-Hauler Financial Statement Submission”. The submission process is the same as the below, with the exception noted in the screen as to what is needed to be submitted.



Submit Financial Statement

Once you click **Next** after the title screen, the available reporting periods for submission are available to you. Select the reporting period you would like to submit and select **Next**.

A screenshot of the "Submit Financial Statement" form. The form has a title "Submit Financial Statement" and a description: "Select from the following submission records available. On the next screen you will be able to request an exemption, request an extension or file your Financial Statement." Below the description are two dropdown menus: "Reporting Period" and "Submission Type". Under "Reporting Period", there is a radio button labeled "FS 2020". Under "Submission Type", there is a dropdown menu labeled "Licensee". At the bottom right of the form are two buttons: "Previous" and "Next".

On the next screen, select **Financial Statement**. Click **Next**. We will cover exemption and extensions in another section later.

A screenshot of the "Select Type of Submission" form. The form has a title "Select Type of Submission" and a description: "* Select which type of submission you will be entering:". Below the description are three radio buttons: "Financial Statement", "Request Financial Statement Exemption", and "Request Financial Statement Extension".

On the following screen, you will submit your financial statement. You can only upload PDF files.

One of those files should be the financial statement form filled out. For any questions for which additional pages/information were needed (such as additional principals), you may upload additional PDF files as addendums to the financial statement form.

NOTE: You should ensure that the last page of the financial statement (the Affirmation) is signed before uploading and submitting.

Submit Financial Statement

Upload your financial statement data below.

Note: Only PDF files are accepted.

Upload Data

[Upload Files](#) Or drop files

Once you have uploaded all of your files, click **Next** to complete your submission.

In order to file your financial statement, you must click the **Next** button. Do not close your browser or go to another page before clicking **Next**, or your financial statement will not be filed. Once your financial statement is successfully filed, you will receive confirmation.

[Previous](#) [Next](#)

Once completed, click **Next** to complete your submission.

NOTE: In order to file your financial statement, you must click the Next button. Do not close your browser or go to another page before clicking Next, or your financial statement will not be filed. Once your financial statement is successfully filed, you will receive confirmation.

Once you submit and the submission is successful, you will receive a confirmation screen. A confirmation email will also be sent to the email address on file.

Submit Financial Statement Exemption Request

If you believe you meet the criteria for an exemption from the financial statement submission requirements, then you can submit an exemption request to the Commission. Once the request has been submitted, the Commission will make a decision based on the information you have provided.

If approved, you will have nothing further to do. However, if you are denied an exemption then you will be required to submit a financial statement for the reporting period. The Commission will notify you of the decision via email.

NOTE: You must file exemption requests before May 26th of the reporting period. As of May 26th, you will no longer be able to file an exemption request.

Note on Exemptions:

You may submit to the Commission a request for exemption from the financial statement reporting requirements for the selected reporting period if you:

- (1) Do not have any NYC operations;
- (2) Do not have any revenue to report; or
- (3) Your company has been operating for less than six (6) months.

You must submit proof demonstrating why you are entitled for such an exemption. Proof will consist of:

- (1) Tax returns (Form 1040, Form 1120, Form 1120S, Form 1065, W2/Form 1099);
- (2) Bank statements and supporting records; or

(3) Other such documentation as you see fit to demonstrate entitlement to an exemption.

Such requests can be approved or denied at the Commission's discretion.

Select Type of Submission

* Select which type of submission you will be entering:

Financial Statement

Request Financial Statement Exemption

Request Financial Statement Extension

Select **Request Financial Statement Exemption** from the type of submission after selecting the reporting period.

On the following screen, enter the reason for why you believe you are exempt along with any files that may support such eligibility for exemption. Once you upload the files, you can certify the exemption request and click **Next**.

Request an Exemption

Please note your exemption reason and submit proof below (Form 1040, Form 1120, Form 1120S, Form 1065, W2/Form 1099, bank statements and supporting records) to support your request for exemption. Please see the note below for eligibility.

Note: Only PDF, CSV, XLSX, XLS files are accepted.

* Exemption Reason

Upload proof(s) supporting exemption request

[Upload Files](#) Or drop files

Certification

This certification must be completed by a current principal of the licensee/registrant.

ANY MATERIAL FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THESE FINANCIAL STATEMENTS MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO CRIMINAL CHARGES.

I am a principal of Test tw. I have read and understand the information being provided to the Business Integrity Commission on this date in connection with the request for exemption of the submission of financial statement information for the FS 2020 period. I am familiar with the financials of the above-mentioned company. I attest during this period that the above-mentioned company had no revenue.

I agree to the Certification above

* Certified By

NOTE: In order to file your exemption request, you must click the Next button. Do not close your browser or go to another page before clicking Next, or your exemption request will not be filed. Once your exemption request is successfully filed, you will receive confirmation.

Once you submit the exemption request and the submission is successful, you will receive a confirmation screen. A confirmation email will also be sent to the email address on file. The Commission will review your request and render a decision via email to the company email address on file.

Submit Financial Statement Extension Request

If you believe you need more time to submit the financial statement submission, then you can submit an extension request to the Commission. Once the request has been submitted, the Commission will make a decision based on the information you have provided.

If approved, you will be notified via email of the new due date. Please keep in mind this due date can be the submission period's due date if you file the extension too early, so only file an extension if you are running close to the deadline.

If denied, you will be notified via email. You will be required to submit a financial statement by the reporting period due date.

NOTE: You must file extension requests up until June 16th of the reporting period. After June 16th, you will no longer be able to file an extension request.

Note on Extensions:

You may submit to the Commission a request for extension of the financial statement reporting requirements for the selected reporting period.

You must submit the following when requesting an extension:

- (1) Reasoning as to why an extension is needed; or
- (2) Other such documentation as you see fit to demonstrate the need for an extension.

Such requests can be approved or denied at the Commission's discretion.

Select Type of Submission

* Select which type of submission you will be entering:

Financial Statement

Request Financial Statement Exemption

Request Financial Statement Extension

Select **Request Financial Statement Extension** from the type of submission after selecting the reporting period.

On the following screen, enter the reason for why you need an extension. Once you upload the files, you can affirm that you are requesting an extension and click **Next**.

Request an Extension

You may request additional time to submit your financial statement to the Commission.

NOTE: Extension requests are not allowed after June 16th.

If you wish to request an extension, confirm below and enter the reasoning why.

Note on Extensions:

You may submit to the Commission a request for extension of the financial statement reporting requirements for the selected reporting period.

You must submit the following when requesting an extension:

- (1) Reasoning as to why an extension is needed; or
- (2) Other such documentation as you see fit to demonstrate the need for an extension.

Such requests can be approved or denied at the Commission's discretion.

* Reason for Extension

I am requesting an extension

Once you have affirmed and noted your reasoning for requesting an extension, click **Next** to complete your extension request.

NOTE: In order to file your extension request, you must click the Next button. Do not close your browser or go to another page before clicking Next, or your extension request will not be filed. Once your extension request is successfully filed, you will receive confirmation.

Once you submit the extension request and the submission is successful, you will receive a confirmation screen. A confirmation email will also be sent to the email address on file. The Commission will review your request and render a decision via email to the company email address on file.

Incomplete Financial Statements

In case you submit a financial statement submission that is missing information, BIC will notify you via an email to the company email address on file. This notification will denote the following information:

- What information is missing from the financial statement.
- What your new due date is.

Each area will have additional information on what is missing in that section if it is needed to be resolved

Information missing from the financial statement will have a **[TRUE]** next to the section.

[false] The sum of total assets listed on the balance sheet does not equal the sum of total liabilities and total shareholder's equity.

[true] Figures on the balance sheet do not match to the corresponding schedules.

[false] The net income (loss) calculated is not correct.

[false] Totals on the income statement do not match to the corresponding schedules.

[true] Cash and cash equivalents at the end of year does not match to the amount on the balance sheet.

[false] Financial statements are incomplete due to missing and/or incomplete information or schedules.

In this case, sections 2 and 5 would need to be addressed. Sections 1, 3, 4 and 6 would not as they contain **[FALSE]**.

The sections that a financial statement can be flagged for incompleteness is the following:

- 1. The sum of total assets listed on the balance sheet does not equal the sum of total liabilities and total shareholder's equity.**
- 2. Figures on the balance sheet do not match to the corresponding schedules.**
- 3. The net income (loss) calculated is not correct.**
- 4. Totals on the income statement do not match to the corresponding schedules.**
- 5. Cash and cash equivalents at the end of year does not match to the amount on the balance sheet.**
- 6. Financial statements are incomplete due to missing and/or incomplete information or schedules.**

To resubmit, once the information has been updated on your financial statement form, please go through the section titled 'Submit Financial Statement' to resubmit your financial statement record again.

Support Website

If you require assistance for reasons other than the information provided in this guide, please contact BIC via the link on our website:

<http://www1.nyc.gov/site/bic/industries/portal-support-form.page>

The screenshot shows the BIC Portal Support Form page. The header includes the NYC Business Integrity Commission logo and a search bar. The navigation menu includes 'Industries', 'News', 'Laws & Rules', 'Complaints', 'About', and 'Contact'. The main heading is 'Portal Support Form'. The form includes the following fields and options:

- BIC File#:** * (Required field)
- Company Name:** * (Required field)
- Name of person submitting information:** * (Required field)
- Phone Number (numerals only):**
- E-mail Address (e.g., test@example.com):**
- Do you need a password reset?** (Radio buttons for Yes and No)
- Please explain the problem you are having with the portal.** (Text area)

At the bottom left, there are social media sharing icons for Facebook, Twitter, YouTube, and LinkedIn, along with a 'Share' button.

Include as much detailed information as possible, such as specifics of error messages. BIC will work to resolve the issue and respond as soon as possible.

Phone

Call the BIC support hotline for the following types of issues with the BIC Online Portal:

- 1) Questions pertaining to the entry of information.
- 2) Technical issues (login, errors, etc.).

BIC Portal Help Hotline: 212-437-0560