

How to Renew Your PT AID Payment Agreement

Instructions for renewing your PT AID payment agreement via the Department of Finance's online "SmartFile" system.

Updated November 2021

Step 1: Access the online renewal

- Visit www.nyc.gov/ptaid.
- Select “Online Renewal Application.”

PT AID Payment Agreement Applications & Worksheets

- [Initial Application](#)
- [Online Renewal Application](#)
- [Income Worksheet](#)
- [Renewal and Change Form](#)



To submit your scanned application, worksheet, change form, and supporting documents online, contact PT AID using the online **Customer Service Center**.

To inquire about the status of your application, contact PT AID using the online **Customer Service Center**.

Please note: The Department of Finance will send you a renewal and change form with your current plan information when it is time for you to renew. Unless you are enrolled in the LIS plan, you may only make changes to your plan once every six months.

Step 2: Create an NYC.ID account

- If you have an NYC.ID account, use it to log in.
- If you do not have an NYC.ID account, you will need to create one.

NYC
Department of Finance

As of May 5, 2019, you must use NYC.ID to access the Department of Finance's SmartFile online application filing system. If you previously registered for the SmartFile system, use the same email address to create your new NYC.ID account.

Login

Log in using your NYC account

Email Address or Username: *

Password: *

Log In

Log in using one of these options:

NYC Employees

or

[Create Account](#)
[Forgot Password](#)

Step 3: Select the renewal application

- On the Available Filings page, select “Property Tax and Interest Deferral RENEWAL.”

NYC
Department of Finance

Available Filings My Filings Message Center Account Sign Out

Available Filings

To create a new filing, click on a filing type below.

COVID Interest Rate Reduction Request Form

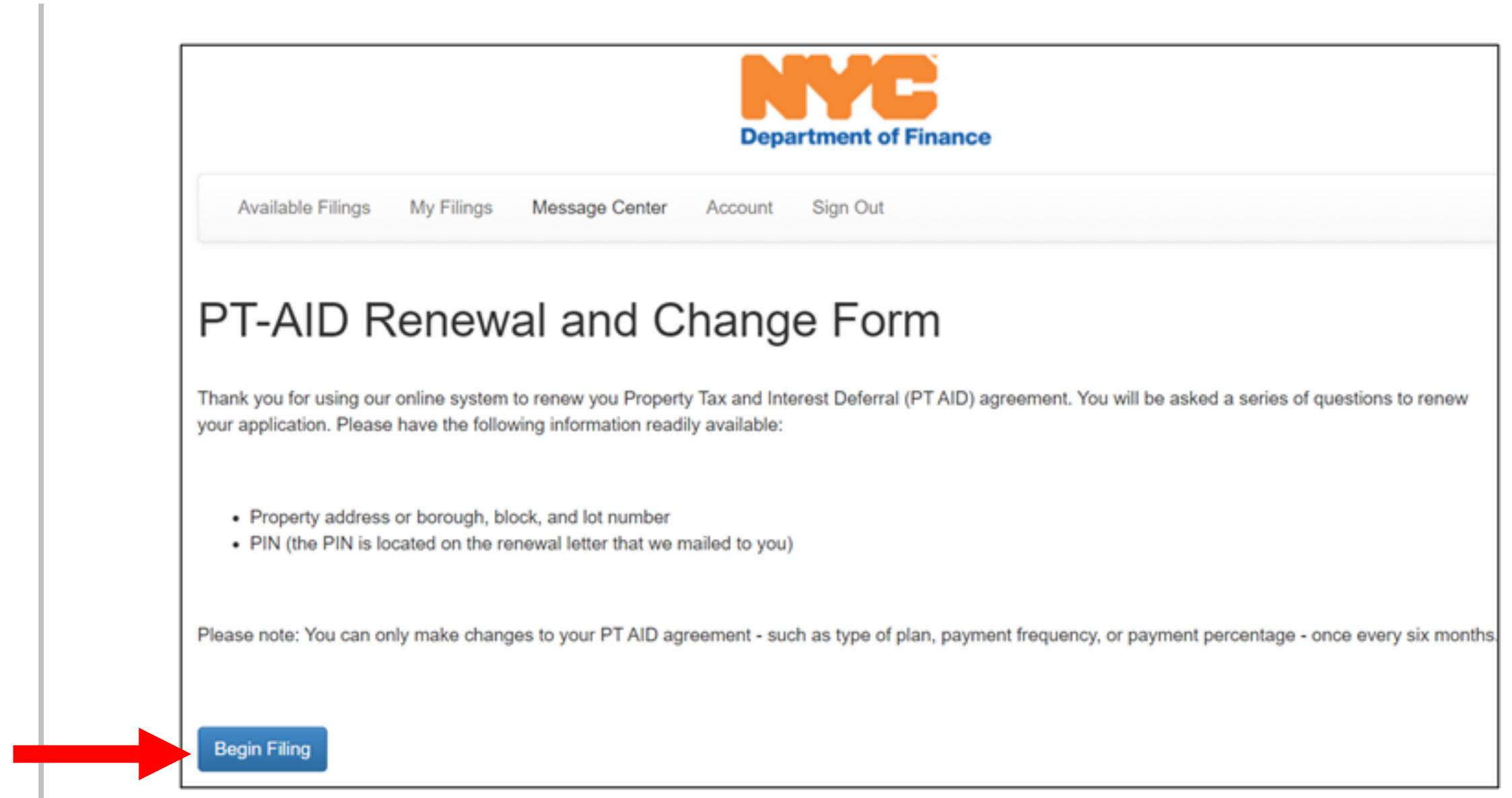
Clergy Exemption Application

NYC Personal Exemption - New STAR/eSTAR Application – Non Coop

Property Tax and Interest and Deferral RENEWAL (First time Application coming soon)

Step 4: Begin filing

- Click “Begin Filing” to begin your renewal.



The screenshot shows the NYC Department of Finance website interface. At the top right is the NYC Department of Finance logo. Below it is a navigation bar with links for Available Filings, My Filings, Message Center, Account, and Sign Out. The main heading is "PT-AID Renewal and Change Form". Below the heading is a thank you message and a list of required information: Property address or borough, block, and lot number; and PIN (the PIN is located on the renewal letter that we mailed to you). A note at the bottom states: "Please note: You can only make changes to your PT AID agreement - such as type of plan, payment frequency, or payment percentage - once every six months." A blue "Begin Filing" button is located at the bottom left of the page content, with a red arrow pointing to it from the left.

Step 5: Enter your BBL

- To begin, you must enter your property's borough-block-lot number, or BBL.
- Your BBL is located on your property tax bill and in other Department of Finance correspondence.
- You can also look up your BBL at www.nyc.gov/bbl.

The screenshot shows the NYC Department of Finance website interface for searching property. At the top, the NYC Department of Finance logo is displayed. Below the logo is a navigation bar with links for 'Available Filings', 'My Filings', 'Message Center', 'Account', and 'Sign Out'. The main heading is 'Search for Property', followed by a sub-heading: 'Please search for your property using one or more of the search options below. Once you find your property, select it in the search results grid, then click the Start Filing button.'

The search form is divided into two sections by a horizontal line. The first section has the following fields:

- Borough:** A dropdown menu.
- Building/House Number:** A text input field.
- Street Name:** A text input field.
- Unit # (If Applicable):** A text input field.

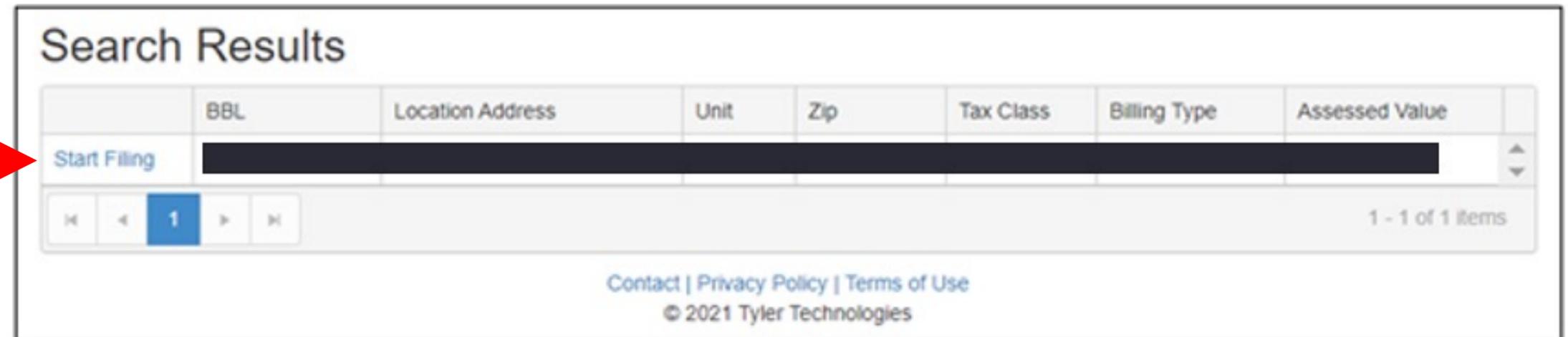
Below this section is the word 'OR' centered. The second section has the following fields:

- Borough:** A dropdown menu.
- Block:** A text input field.
- Lot:** A text input field.

At the bottom of the form is a blue 'Search' button. Below the form, there is a note: 'If no results were found your PT-AID application has not been received or due to renew. If you are interested in applying for PT-AID you can email your application to PTAID@finance.gov.'

Step 6: Click “Start Filing”

- When you enter your BBL, your property will appear in the search box.
- Click “Start Filing” to advance to the next step.



The screenshot shows a table titled "Search Results" with the following columns: BBL, Location Address, Unit, Zip, Tax Class, Billing Type, and Assessed Value. A red arrow points to a "Start Filing" button located in the first row of the table. Below the table, there is a pagination control showing "1" and "1 - 1 of 1 items". At the bottom of the page, there are links for "Contact | Privacy Policy | Terms of Use" and a copyright notice "© 2021 Tyler Technologies".

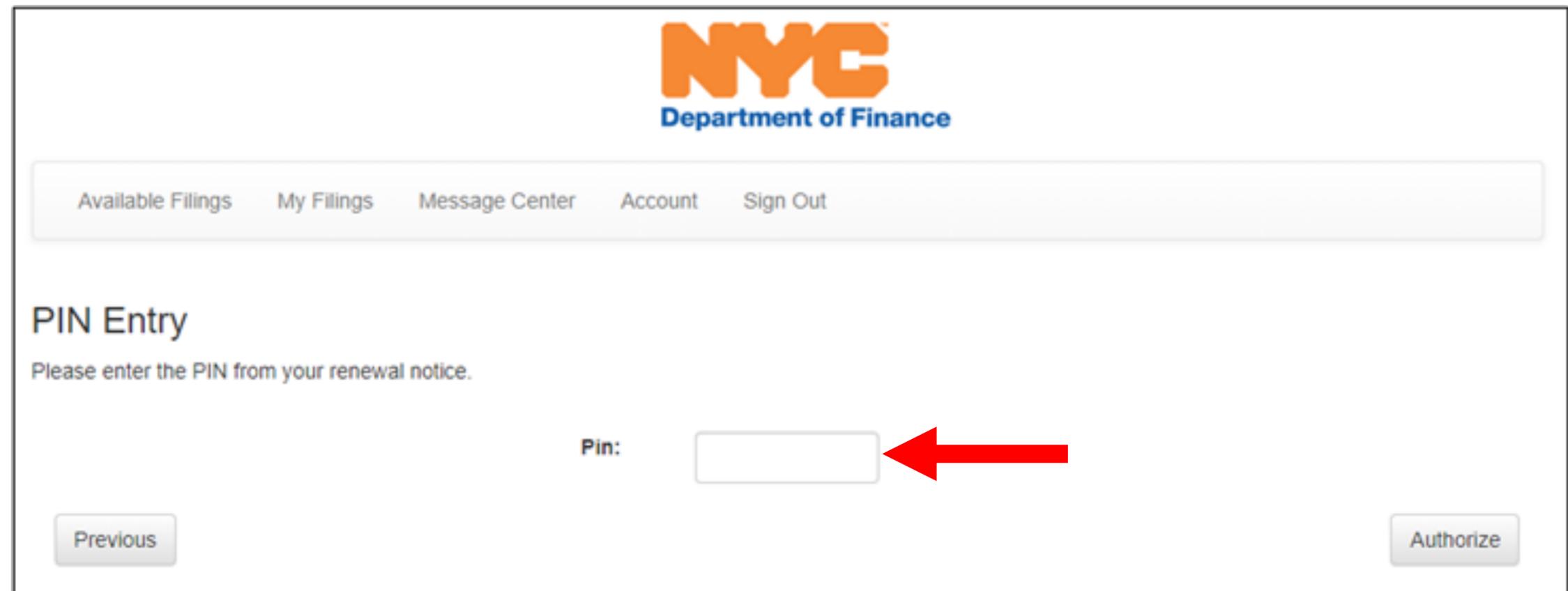
	BBL	Location Address	Unit	Zip	Tax Class	Billing Type	Assessed Value
Start Filing							

1 - 1 of 1 items

Contact | Privacy Policy | Terms of Use
© 2021 Tyler Technologies

Step 7: Enter your PIN

- Enter your PIN.
- Your PIN is located on the renewal letter you received from the Department of Finance.
- If you cannot locate your PIN, TKTK.



NYC
Department of Finance

[Available Filings](#) [My Filings](#) [Message Center](#) [Account](#) [Sign Out](#)

PIN Entry

Please enter the PIN from your renewal notice.

Pin:

[Previous](#) [Authorize](#)

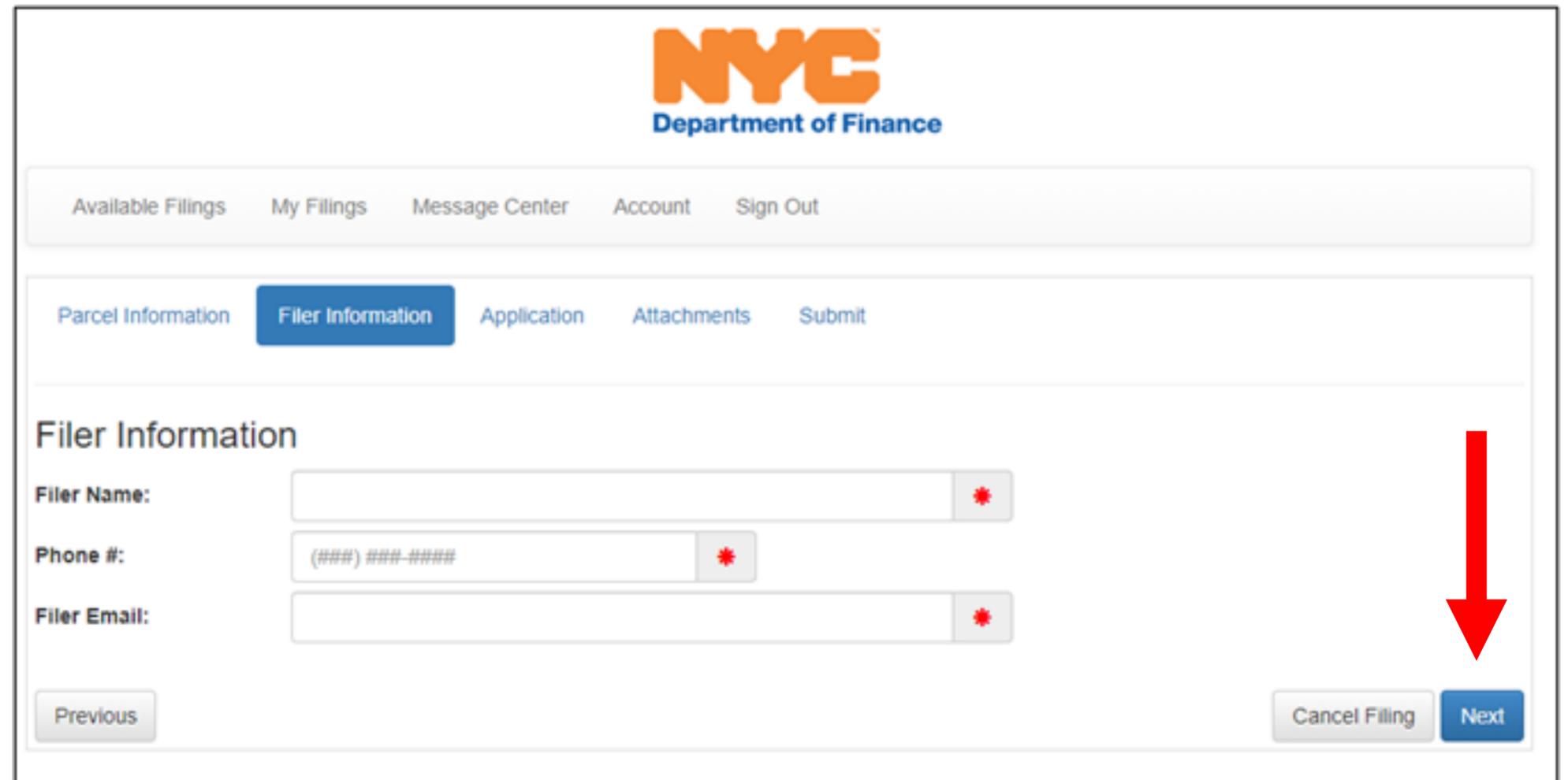
Step 8: Verify your property information

- This screen will show you information about your property. Use it to confirm that you have selected the correct property.
- Click “Next” to continue.

The screenshot shows the 'Verify Property Information' page on the NYC Department of Finance website. The page features a navigation bar with links for 'Available Filings', 'My Filings', 'Message Center', 'Account', and 'Sign Out'. Below this is a sub-navigation bar with 'Parcel Information' (highlighted), 'Filer Information', 'Application', 'Attachments', and 'Submit'. The main heading is 'Verify Property Information' with a sub-heading 'Please verify you have selected the correct property.' The form contains several input fields: 'BBL' (with a checkmark icon), 'Assessed Value', 'Location Address' (two lines), 'Tax Class', 'Billing Type', and 'Owner' (two lines). At the bottom right, there are two buttons: 'Cancel Filing' and 'Next', with a red arrow pointing to the 'Next' button.

Step 9: Enter your filer information

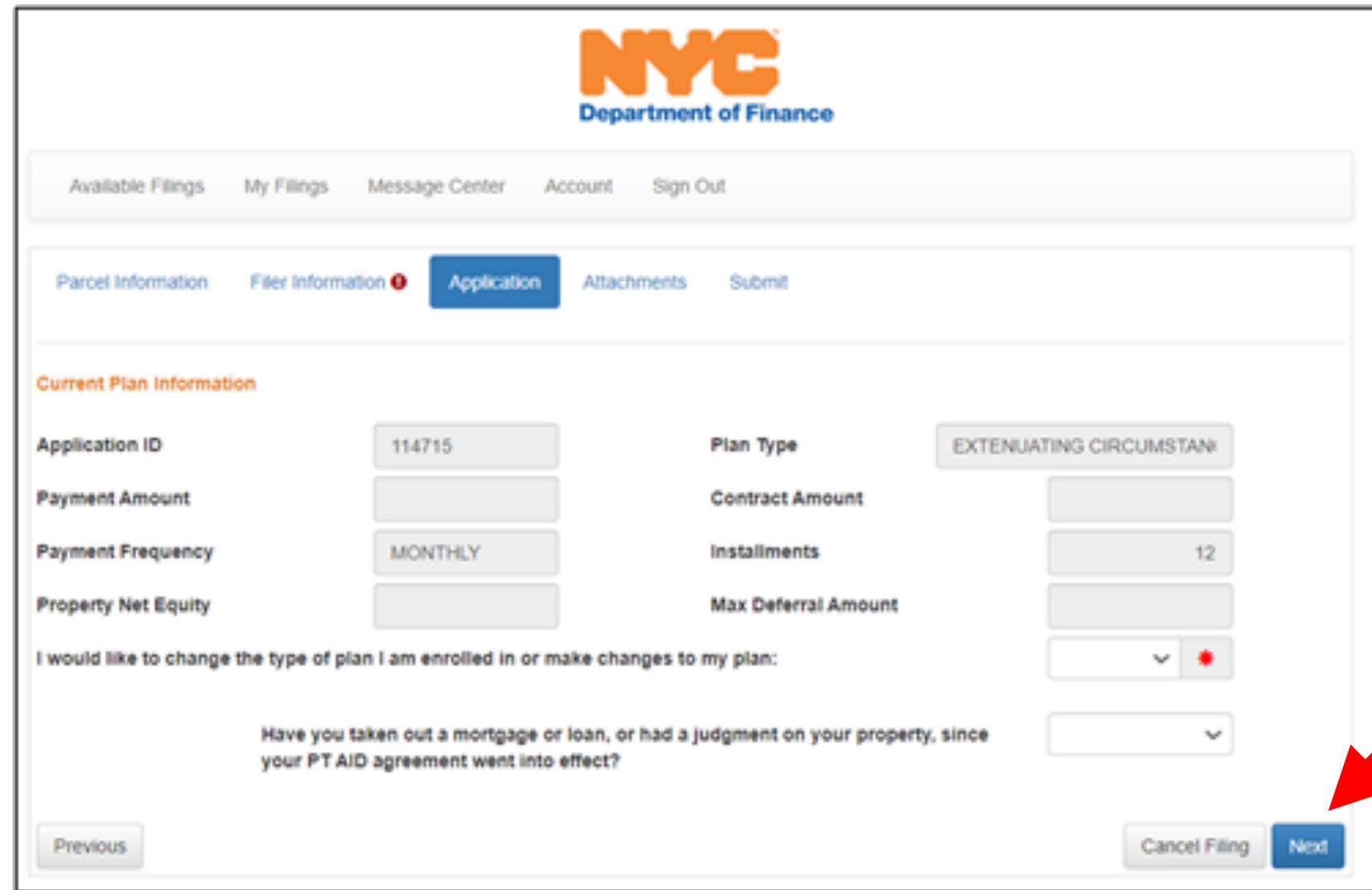
- Enter your name, phone number, and email address.
- Click “Next” to continue.



The screenshot shows the NYC Department of Finance website interface. At the top, the NYC Department of Finance logo is displayed. Below the logo is a navigation bar with links for Available Filings, My Filings, Message Center, Account, and Sign Out. A secondary navigation bar contains links for Parcel Information, Filer Information (which is highlighted in blue), Application, Attachments, and Submit. The main content area is titled "Filer Information" and contains three input fields: "Filer Name:", "Phone #:", and "Filer Email:". Each field has a red asterisk icon to its right, indicating a required field. The "Phone #" field includes a placeholder "(###) ### -####". At the bottom of the form, there are three buttons: "Previous" on the left, "Cancel Filing" in the middle, and "Next" on the right. A large red arrow points down to the "Next" button.

Step 10: Review your plan information

- Review your current plan information.
- You can make changes to your plan here, if you wish to do so.
- Fields with an asterisk (*) must be completed.
- Click “Next” to continue.



The screenshot shows the NYC Department of Finance application interface. At the top, the NYC Department of Finance logo is displayed. Below the logo, there is a navigation bar with links for Available Filings, My Filings, Message Center, Account, and Sign Out. The main content area is titled "Current Plan Information" and contains several input fields and dropdown menus. The fields are arranged in two columns. The left column includes Application ID (114715), Payment Amount, Payment Frequency (MONTHLY), and Property Net Equity. The right column includes Plan Type (EXTENUATING CIRCUMSTAN), Contract Amount, Installments (12), and Max Deferral Amount. Below these fields, there are two dropdown menus with red asterisks indicating required fields. The first dropdown menu is labeled "I would like to change the type of plan I am enrolled in or make changes to my plan:" and the second dropdown menu is labeled "Have you taken out a mortgage or loan, or had a judgment on your property, since your PT AID agreement went into effect?". At the bottom of the form, there are three buttons: "Previous", "Cancel Filing", and "Next". A red arrow points to the "Next" button.

Step 11: Review your plan information

- Attach required documentation here.
- Fields with an asterisk (*) must be completed. (You might not be required to provide any documentation.)
- Click “Next” to continue.

Available Filings My Filings Message Center Account Sign Out

Parcel Information Filer Information Application Attachments Submit

Payment Estimator

If you are changing the type or terms of your PTAID agreement, please complete the payment estimator available at <http://www.nyc.gov/ptaid>. Choose the estimator for the plan for which you are applying. After you enter your information and click Submit, you will see an estimate of your payment amount and other terms. Print this screen, sign, and upload a copy with your application.

Current Attachments:

Filename	Size (kb)
----------	-----------

Attach more files for this category:

Select files...

Extenuating Circumstance

- Please include document that describes your extenuating circumstances. Include any documents listed below that apply to your situation. You can submit documents that describe your situation even if they are not listed.
- Information with an asterisk(*) is required
- (1) loss of income due to involuntary absence of over six months due to illness, military service, or court order,
- (2) loss of income due to unemployment for over six months,
- (3) active, up-to-date enrollment in the DEP water ebl assistance program,
- (4) death of contributing household member/property owner

Current Attachments:

Filename	Size (kb)
----------	-----------

Attach more files for this category:

Select files...

Proof of Age (Photo ID)

- Information with an asterisk (*) is required.

Current Attachments:

Filename	Size (kb)
----------	-----------

Attach more files for this category:

Select files...

Previous Cancel Filing Next

Step 12: Certify your filing

- Read the certification statement and enter your name, title, and date.
- You have the option to print a copy of the application for your records by clicking the “Print Draft” button.
- Click “Submit” to complete your PT AID renewal application.
- You will receive a confirmation email with your filing ID # once you have completed the submission.

NYC
Department of Finance

Available Filings My Filings Message Center Account Sign Out

Parcel Information Filer Information Application Attachments **Submit**

Certification

I hereby certify that all information contained in this application is true and correct to the best of my knowledge. I understand that this information is subject to audit and that if the Department of Finance determines that I have made false statements, I may lose the waiver of late interest and be responsible for all applicable charges and penalties. I understand that my income is subject to verification by the Department of Finance. I certify that the signatories below own at least a 50% ownership interest in the property. I understand that the willful making of any false statement of material fact contained herein will subject me to the provisions of New York Penal Law §175.30 related to the making and filing of false instruments and will make this application null and void.

*

Name *

Title

Date

Previous Cancel Filing Print Draft **Submit**