

GENERAL INSTRUCTIONS

1. **REGISTERED OWNER:** Finance will issue a refund of parking and/or camera violation overpayments to the registered owner of the vehicle within 30 days. The registered owner does not need to file this form to claim a refund of these overpayments. A check will automatically be generated and mailed to the registrant's address on file with the Department of Motor Vehicles.
2. **OTHER THAN THE REGISTERED OWNER:** If an individual other than the registered owner made payment, (s)he must complete this form to claim the refund. If payment was made at one of the Business Centers, you **must** attach a copy of the payment receipt.
3. **BOOT OR TOW REFUNDS:** You must complete this form to claim a refund. Refunds are not generated automatically. To avoid processing delays, please include a copy of the tow redemption receipt or payment voucher.
4. **CREDIT/DEBIT PAYMENT:** If you made the payment using a credit or debit card, you **must** include:
 - A copy of the payment receipt or confirmation number, and
 - A daytime phone number.

Please note that all refunds will be issued in the form of a paper check.

5. Please provide all information requested on this form, including your vehicle plate and violation numbers.

For Parking or Camera Violation Refund Inquiries,

Visit Finance at:

nyc.gov/parkingrefunds

Or

Call 311