



ADMINISTRATIVE FEE DEDUCTION ACKNOWLEDGMENT

Mail to: NYC Department of Finance, Treasury/Court Assets Unit, 66 John Street, 12th Floor, New York, NY 10038

Instructions: Please complete, notarize and mail this form to the address above.
For further information, call 212-908-7619 or visit us at nyc.gov/contactcourtassets

1. Name of Court: _____ 2. County of Court _____

3. Index no.: _____ Year: _____

4. Name of Case: _____ VS. _____

I, _____, am a claimant or a claimant's attorney in the above-
PRINT NAME

referenced case. I understand that pursuant to section 8010 of the CPLR, Finance is entitled to retain two per cent (2%) of the amount awarded to me or my client (including accrued interest, if any). By signing below and submitting this document to the Department of Finance, Treasury/Court Assets Unit, I acknowledge and consent to a deduction of two percent (2%) from the amount stated in the court order.

Print Claimant's Name: _____

Signature of Claimant: _____

OR

Print Claimant's Attorney's Name: _____
(If applicable)

Signature of Attorney: _____
(If applicable)

Sworn to before me this _____ day of _____, 20_____

Notary Public

STAMP OR SEAL