



**OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS**  
*Office of the Clerk*

**Penalty Processing Unit**  
66 John St., 10th Floor  
New York, NY 10038  
Telephone: 1-844-OATH-NYC (1-844-628-4692)

**REFUND REQUEST INSTRUCTIONS**

Please submit the following documents in order to facilitate the prompt processing of a refund:

- ❖ A completed Form to Request a Refund (Please DO NOT omit any fields as this may delay processing of the refund request)
- ❖ Copy of Decision(s), Settlement Offer(s), and/or Waiver, as applicable
- ❖ Proof(s) of payment
  - Copy of cleared check(s) (Front and back),
  - Copy of credit card statement/receipt, and/or
  - OATH issued payment receipt

**Please note:**

1. Submission of these documents does not guarantee a refund. A thorough review of records will be conducted before making a determination on the refund.
2. Please keep a copy of the Form to Request a Refund and documents submitted for your own records.
3. Refunds will be made payable to the person/entity who made the original payment. Refunds will be mailed to either the recorded premises or mailing address stated on the front of this form.

All documents should be submitted in person or by mail to:

OATH Office of the Clerk  
Attn: Penalty Processing Unit  
66 John Street, 10<sup>th</sup> Floor  
New York, NY 10038

For further assistance, please call OATH Hearings Division customer hotline at 844-OATH-NYC.