



TAX COMMISSION OF THE CITY OF NEW YORK
1 Centre Street, Room 2400, New York, NY 10007

FILE NAMING CONVENTIONS
Applications for Correction and Income/Expense Statements

Applications for Correction and Income/Expense Statements submitted electronically to the Tax Commission must both comply with the following file naming convention:

Boro-Block-Lot

Example: Using the naming convention listed above, an Application for Correction for a tax parcel would be named 1-121-1.

Details

- Use only dashes as separators. NO slashes.
Correct: 1-121-1
Wrong: 1/121/1
- Do *not* use letters as borough indicators. Wrong: M-121-1
Boroughs should be represented with the appropriate digit below:
 - 1 -Manhattan
 - 2 -Bronx
 - 3 -Brooklyn
 - 4 -Queens
 - 5 -Staten Island
- Applications pertaining to multiple properties (e.g. condominium units) must use the lowest lot of the lot range in the file name. Example: An analysis covers lots 1200-1205. The low lot of the condominium lot range is 1200 so the correct file name is:

1-1234-1200
- Do not include the submission year in the file name of Applications or income and expense statements.
- The naming convention detailed above should be followed when filing a Supplemental Application (TC-150) with an attachment.