



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

FILE NAMING CONVENTION

Analyses prepared by representatives and submitted electronically to the Tax Commission for review by hearing officers must comply with the following file naming convention:

Boro-Block-Lot-AYR

Where:

- “-A” identifies the document as an analysis, and
- “YR” represents the last two digits of the submission year.

Example: Using the naming convention listed above, an analysis for the One Centre Street tax parcel would be named 1-121-1-A26.

Details

- Use only dashes as separators. NO slashes.

Correct:	1-121-1-A26
Wrong:	1/121/1-A26
- 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
- Analyses 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-A26
- Submission Year should be expressed as two digits. Therefore, a submission year of 2026 would be indicated by “26” in the YR position.
- If a submitted analysis seeks a reduction only in the back year, the submission year is still the current year.
- Do not submit documents unrelated to an analysis as part of the same file that indicates the submission is an analysis. For example, if you are submitting a TC159 for consideration by the hearing officer, it should be uploaded to Box.com separately from the analysis.