



Industry Notice #15-19
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**How to use the E- Check Payment Process for
On-line Transactions on the TLC's License
Applications, Renewals & Summonses System
(LARS)**

Would you like to make a license renewal, fee or fine payment on-line, but don't want to use your debit or credit card and pay a convenience fee? Use E-CHECK instead!

Selecting the E-Check payment option to make an on-line payment of a fee or fine amount due is simple and easy to do – and there is NO CONVENIENCE FEE charged, unlike when you use a credit or debit card to make the payment.

Once you have entered your license information and have signed into LARS (<https://www1.nyc.gov/lars/>) you will need the following information to make an E-Check Payment once you get to the payment submission page:

1. What do I need?
 - a. *Your Bank's Routing Number*
 - b. *Your Account Number*

Don't know what those are or how to find them? By far the simplest way to get both numbers is to look on a paper check. Here is where you would find your bank's routing number and your checking account number on your personal or business check(s):

Bank Routing Number:

Your Bank Routing and Bank Account Numbers are located at the bottom of your check. Your Bank Routing Number is the 9 digits found between the |: and :| symbols on the bottom left hand side of the check.

Account Number:

Your Account Number is the number that follows the :| symbol and comes before the check number. Please do not include your check number in your account number. Your check number will also be located on the bottom of your check but it is NOT part of your account number.

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Please review the samples below:

A sample check from HOMETOWN BANK. The check is addressed to John Yourname at 123 Yourstreet, Yourtown, WI 50000. The check number 1025 is circled in blue at the top right. The routing number 1025 is circled in blue at the bottom left. The account number 1025 is circled in green at the bottom middle. The check number 1025 is circled in blue at the bottom right. Arrows point from the circled numbers to their respective labels below the check.

John Yourname
123 Yourstreet
Yourtown, WI 50000

DATE _____

PAY TO THE ORDER OF _____ \$ _____

HOMETOWN BANK

MEMO _____

1025

1025

1025

The routing / transit number is denoted by nine digits surrounded by ■■

The checking account number *

The check number * (Do not use check number)

* In some cases the order of the account number and check number is reversed

A sample U.S. check. The check is addressed to PAY TO THE ORDER OF. The date is 1001. The check number 1001 is at the top right. The routing number 123456789 is circled in red at the bottom left. The account number 0123456789012 is circled in red at the bottom middle. The check number 1001 is at the bottom right. Arrows point from the circled numbers to their respective labels below the check.

U.S. CHECKS

PAY TO THE ORDER OF _____ DATE 1001 \$ _____

YOUR FINANCIAL INSTITUTION
BANK ADDRESS
BANK CITY, STATE, ZIP
BANK PHONE

FOR _____

123456789 0123456789012 1001

BANK ROUTING NUMBER

BANK ACCOUNT NUMBER

Please note that your account number is NOT the number on your Debit Card!

If you do not have any paper checks, you can find your Account Number on your bank statement. You can then call your bank and tell them you are trying to make an E-Check payment and they can tell you what your Routing Number is. You should write the number down and put it in a secure location so you have it available to you the next time you need it!