	NEW YORK CITY DEPARTMENT OF FINANCE • PAYMENT OPERATIONS DIVISION • REFUNDS UNIT		
	PARKING / CAMERA VIOLATIONS REFUND FORM		
Department of Finance	Mail to: NYC Department of Finance - Refunds Unit, 59 Maiden Lane, 20th Fl., New York, NY 10038		
	Please see instructions for further details and complete al	I sections below. Keep a copy for your records.	
Plate Number:	State: Viola	ation #:	
SECTION A: CONTACT/REGISTRANT INFORMATION Please Print or Type:			
		Daytime	
1. Name:	FIRST LAST	Phone Number:	
2. Address:			
	NUMBER AND STREET CITY	STATE ZIP CODE	
3. I am the (chec	ck one):Registered Owner of the vehicleNot the Registered Owner of the vehicle	4. Email:	
SECTION B	B: PAYMENT INFORMATION		
Paid By (Check One):			
1. 🗅 Credit/De	ebit Card (Confirmation or Receipt #:)	□ Other:	
SECTION C: REFUND REQUEST INFORMATION			
I am requesting a refund because:			
<ul> <li>The amount paid was reduced by a hearing or an appeal hearing after payment. (A copy of your hearing or appeal board determination must be attached.)</li> </ul>			
2. D I paid the same violation more than once.			
3. The violation was not a parking or camera violation. (It was a traffic violation or a violation issued by another agency or jurisdiction.)			
4. Other (Please explain. Example: I paid more than the amount due; etc.)			
SECTION D: BOOT OR TOW FEE REFUND INFORMATION			
If you are requesting a boot or tow fee refund, a copy of the receipt or payment voucher must be attached. Please note that, in order to claim a refund, the related summons(es) must have been dismissed.			
I am requesting a refund of boot or tow fees because:			
1. The vehicle was booted or towed in error.			

2.  $\hfill\square$  The violations were dismissed in a hearing after the vehicle was redeemed.

## **SECTION E: CERTIFICATION**

I hereby affirm that I am entitled to a refund in the amount of \$\_\_\_\_\_\_ for the reason(s) claimed above. The attached documents, if any, submitted in support of my claim are unaltered.

Signature

## **GENERAL INSTRUCTIONS**

- 1. **REGISTERED OWNER:** Finance will issue a refund of parking and/or camera violation overpayments to the registered owner of the vehicle within 30 days. The registered owner does not need to file this form to claim a refund of these overpayments. A check will automatically be generated and mailed to the registrant's address on file with the Department of Motor Vehicles.
- 2. **OTHER THAN THE REGISTERED OWNER:** If an individual other than the registered owner made payment, (s)he must complete this form to claim the refund. If payment was made at one of the Business Centers, you **must** attach a copy of the payment receipt.
- 3. **BOOT OR TOW REFUNDS:** You must complete this form to claim a refund. Refunds are not generated automatically. To avoid processing delays, please include a copy of the tow redemption receipt or payment voucher.
- 4. **CREDIT/DEBIT PAYMENT:** If you made the payment using a credit or debit card, you **must** include:
  - A copy of the payment receipt or confirmation number, and
  - A daytime phone number.

Please note that all refunds will be issued in the form of a paper check.

5. Please provide all information requested on this form, including your vehicle plate and violation numbers.

