



DEPARTMENT OF FINANCE  
AUDIT DIVISION

03-03-AU 10/27/03

## STATEMENT OF AUDIT PROCEDURE

### SHORT TERM INSTALLMENT AGREEMENTS

This Statement of Audit Procedure (SAP) is intended to establish procedures for the implementation of Short Term Installment Agreements within the Audit Division.

Any taxpayer making a request for an Installment Agreement pertaining to a case that is currently pending in the Audit Division must agree with the audit findings and sign a Consent and Waiver. The taxpayer should then make the request in writing to Pauline Hyles, Assistant Commissioner for Audit, at 345 Adams Street, 10<sup>th</sup> Floor, Brooklyn, New York 11201.

The request should indicate the reason why the agreement is necessary. The request will be reviewed and, if granted, a letter will be sent to the taxpayer indicating the length of time for which the Installment Agreement is being granted. No Installment Agreement will be granted for a period greater than 24 months. Interest will be due on all unpaid balances at the statutory rate for assessments until the balance due is paid in full.

Non-payment of any amount outstanding in a timely manner under the Agreement will be considered a default, which will allow the Department to terminate the Agreement upon Notice to the taxpayer. Such Notice will indicate the date on which full payment of the total outstanding balance must be made due to the default. Failure to make such payment will result in the case being transferred to the Collections Division.