

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: February 16, 1978

TO: Borough Superintendents

FROM: Irving E. Minkin, P.E.
Director of Operations

SUBJECT: Refund Payment Procedure

Reference is made to my memorandum to you on December 28, 1977, on the above subject. (Copy attached)

This memo is to amend paragraph 3, as regards the sentence which reads:

"The refund authorization letters, together with a copy of the owner's request letter, should be sent to:

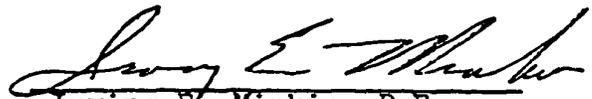
Office of the Comptroller
Bureau of Grant and Special Audits
Division of Refunds, Room 617
Municipal Building
New York, N.Y. 10007."

This is amended to read as follows:

The refund authorization letters, together with a copy of the owner's request letter, should be sent to:

Department of Buildings
120 Wall Street
New York, N.Y. 10005
Attention: Arthur Lubin - Room 1510

IEM:AL:sm
Attachment


Irving E. Minkin, P.E.
Director of Operations

cc: J. T. Walsh, Commissioner
A. J. Jenkins, Deputy Commissioner
B. F. Parascandola, Deputy Commissioner
Executive Staff

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