



Lorelei Salas  
Commissioner

42 Broadway  
New York, NY 10004

Dial 311  
(212-NEW-YORK)

[nyc.gov/consumers](http://nyc.gov/consumers)

## DO NOT DISCARD – OFFER OF SETTLEMENT BELOW

[Date]

[Business Name]

[Business Address]

Re: Record Number: 00000001  
Summons/Notice Number: 00000001

The Department of Consumer Affairs (DCA) issued a violation to your business on [February 4, 2014].

The hearing is scheduled for [March 17, 2014] at [9:30 AM].

If you attend the hearing and are found guilty, you may be ordered to pay a fine up to [\$500.00].

You may admit guilt and pay a reduced fine of [\$250.00] instead of attending the hearing. By paying the reduced fine, you are admitting guilt to all of the charges and can no longer request a hearing or appeal on the charges.

**If you choose to admit guilt and pay the reduced fine rather than attend the hearing, use ONE of the options described on the back to submit payment.**

**Please make sure to read the back of this letter for an important notice about payments.**

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### RETURN THIS PORTION WITH YOUR PAYMENT

Fine (if found guilty after hearing): \$500.00

Reduced Fine: \$250.00

Summons/Notice Number: 00000001

Case Number: 0001-2014-ADJC

Hearing Date: March 17, 2014

Hearing Time: 9:30 AM

For online payments, please enter Case Number as your Record Number.



## PAYMENT OPTIONS

### 1. Pay by mail

Use the enclosed return envelope to send to DCA a check or money order payable to DCA for \$250.00, along with the stub on the front. **DCA must receive your payment at least 5 business days before the hearing date.**

### 2. Pay online

Go to [nyc.gov/consumers](http://nyc.gov/consumers) and click "Pay Fines and Fees" under Quick Tools For Businesses for the directions for paying online by credit card. Accepted cards include Visa, MasterCard, American Express, and Discover Card. Credit card payments are subject to a 2.49% convenience fee. **You must make your payment before the hearing date.**

### 3. Pay in person

Visit the following location in Lower Manhattan to pay your fine in person:

#### **42 Broadway, 5th Floor, New York, NY 10004 (DCA Collections)**

Hours are 9 a.m. to 5 p.m. Monday through Friday and from 8:30 a.m. to 5 p.m. on Wednesday only. You can pay by credit card, money order, check only. Credit card payments are subject to a 2.49% convenience fee. You cannot use a credit card to make an installment payment to DCA. You can use a credit card to pay a balance in full.

## IMPORTANT NOTICE ABOUT PAYMENTS

If you pay with a check that bounces or your credit card transaction is denied or reversed, DCA will charge a \$20 fee for a bounced check and may charge a \$100 late fee.

## APPLYING FOR OR RENEWING A DCA LICENSE

You can apply for or renew a DCA license online at [nyc.gov/BusinessToolbox](http://nyc.gov/BusinessToolbox) or in person at:

#### **DCA Licensing Center**

42 Broadway, New York, NY 10004

Open 9 a.m. to 5 p.m. Monday through Friday and from 8:30 a.m. to 5 p.m. on Wednesday only.

#### **NYC Small Business Support Center**

90-27 Sutphin Boulevard, 4th Floor, Jamaica, NY 11435

Open 9 a.m. to 5 p.m. Monday through Friday.