

Frequently Asked Questions – Settlements

What is a settlement?

A settlement is an opportunity to plead guilty to the charge(s) in the Summons/Notice of Hearing and pay a reduced fine instead of attending the hearing.

How can I settle my case?

If you received an Offer of Settlement letter in the mail, you can settle your case by paying the reduced amount listed on the letter. If you did not receive an Offer of Settlement in the mail, you can visit the Department of Consumer Affairs (DCA) Settlement Unit at 42 Broadway, 5th Floor, New York, NY 10004 to meet with a DCA Settlement Officer. *Note: For some violations you can settle only by seeing a DCA Settlement Officer and signing an agreement.*

When can I settle?

You can settle *on* or *before* your scheduled hearing date. You must settle before a hearing on the charge begins.

How can I pay the reduced fine in my Offer of Settlement letter?

You can pay in ONE of the following ways:

- **PAY BY MAIL**

Send a check or money order payable to DCA for the amount listed on your Offer of Settlement letter, along with the payment stub, to DCA at 42 Broadway, New York, NY 10004. Use the return envelope that DCA provided (if applicable). **Your payment must be received at least five (5) business days before the hearing date.**

- **PAY ONLINE**

Go to nyc.gov/dca and click “Pay Fines and Fees” under Quick Tools For Businesses for the directions for paying online by credit card. *Note:* At this time, the online service is available using a laptop or desktop computer only. *Read “Frequently Asked Questions: Online Services” for additional help.*

You will need to register an account with the City of New York if you have not done so already and enter Case Number (at bottom of Offer of Settlement letter) in the field “Record Number.” (Example: 123-2014-ADJC)

Accepted cards include Visa, MasterCard, American Express, and Discover Card. Credit card payments are subject to a 2.49% convenience fee.

If you need to make a payment to more than one record, you must submit payments separately. Each record is a separate credit card transaction.

You must make payment before the hearing date.

- **PAY IN PERSON**

Visit DCA’s Collections Division at 42 Broadway, 5th Floor, New York, NY 10004. 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.

Can I request a hearing or appeal after I pay the reduced fine?

No. By paying the reduced fine, you pleaded guilty to the charge(s) and can no longer request a hearing or appeal on the charge(s).