



**Consumer
Affairs**

Office of Labor Policy & Standards
42 Broadway, 9th floor
New York, NY 10004
Monday-Friday: 9:00 a.m.-5:00 p.m.

Telephone: 311
nyc.gov/dca

COMPLAINT FORM FOR FAST FOOD WORKERS – VIOLATIONS OF DEDUCTIONS LAW

Please fill out this form as best you can, clearly printing or typing your answers to each question. A representative of the Department of Consumer Affairs (DCA) Office of Labor Policy & Standards (OLPS) will contact you.

NOTE:

- Employers cannot punish, penalize, retaliate, or take any action against employees that might stop or deter them from exercising their rights under the law, including submitting this form to OLPS. Workers should immediately contact OLPS about retaliation.
- The law covers workers regardless of immigration status.

You can **submit** the completed form in one of the following ways:

- Email FWW@dca.nyc.gov OR
- Mail or hand deliver to the address above.

If you have questions about the form or want to speak with an OLPS representative, call 311 and ask for “Deductions Law.”

| | | | |
|--|-----------|--|--------------------------|
| What do you want OLPS to do? | | <input type="checkbox"/> Investigate my/an employer for possible violations of NYC’s Deductions Law. | |
| | | <input type="checkbox"/> Give me information about NYC’s Deductions Law. | |
| About You | | | |
| First Name: | | Last Name: | Primary Language Spoken: |
| Phone Number (Primary): | | Phone Number (Secondary): | |
| Street Address: | | City: | |
| State: | ZIP Code: | Borough: | Email Address: |
| Worker Job Title/Duties at the Workplace: | | Name of Worker’s Supervisor/Manager: | |
| Supervisor/Manager Phone Number: | | Supervisor/Manager Email Address: | |
| About Your/the Fast Food Workplace | | | |
| Business Name: | | | |
| Street Address: | | Phone Number: | |
| City: | State: | ZIP Code: | Borough: |
| 1. Does this business have other locations in NYC or nationally? | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown | If Yes, where? |
| 2. Is this business different than the business that appears on your/the worker’s pay stub? | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown | |
| If you answered Yes to 2, please tell us about the business that appears on the pay stub below. | | | |
| Business Name: | | Business Address: | |
| City: | State: | ZIP Code: | Borough: |

Continue on back >

| | | |
|---|------------------------------|--|
| 3. Do you/the worker still work at the fast food workplace? | <input type="checkbox"/> Yes | If No: When was your/the worker's last day of work? _____ (MM/DD/YY) |
| | <input type="checkbox"/> No | |
| Please select the reason. | | |
| <input type="checkbox"/> Employer moved work location <input type="checkbox"/> Resigned/Quit <input type="checkbox"/> Discharged/Fired <input type="checkbox"/> Other _____ <input type="checkbox"/> Laid Off | | |

| About the Nonprofit | | | |
|---------------------------|--------|---------------|----------------|
| Nonprofit Name: | | Address: | |
| City: | State: | ZIP Code: | Borough: |
| Nonprofit Contact Person: | | Phone Number: | Email Address: |

| Complaint Information | | | | |
|--|---|---|---|--|
| 1. Do you think the employer violated the law? | <input type="checkbox"/> Yes <input type="checkbox"/> No | 2. Do you think the nonprofit violated the law? | <input type="checkbox"/> Yes <input type="checkbox"/> No | 3. If Yes , on which date(s) do you believe the employer and/or nonprofit violated the law? _____ (MM/DD/YY) |

| | | |
|--|--|--|
| 4. Please indicate which of the following ways the employer and/or nonprofit violated NYC's Deductions Law. Check all that apply. | | |
| <input type="checkbox"/> The employer refused to deduct contributions from my/worker's paycheck to donate to a nonprofit even though I/worker gave written authorization. | <input type="checkbox"/> The employer deducted money from my/worker's paycheck, but has not sent the money to the nonprofit of my/worker's choosing. | <input type="checkbox"/> The employer and/or nonprofit is continuing to deduct money from my/worker's paychecks although I/worker revoked authorization to make deductions. |
| <input type="checkbox"/> The employer is not recording deductions from my/worker's paycheck in pay stubs. | <input type="checkbox"/> The employer did not post a notice of rights required by NYC's Deductions Law in my/worker's workplace. | <input type="checkbox"/> The employer retaliated against me/worker for requesting a deduction and donation to a nonprofit, revoking an authorization to deduct, or exercising rights under NYC's Deductions Law in some other way. |
| <input type="checkbox"/> I believe that the employer may take action against me/worker for requesting a deduction and donation to a nonprofit, revoking an authorization to deduct, or exercising rights under NYC's Deductions Law in some other way. | <input type="checkbox"/> The nonprofit gave me/worker false information that convinced me/worker to authorize deductions and contributions. | <input type="checkbox"/> Other: |

5. Which nonprofit had you/the worker designated to receive donations through the employer?

6. In your own words, please describe what happened. Use additional sheets, if necessary.

7. Please provide us with any additional information that would be helpful in resolving this issue.

Please provide any relevant documents along with this form (i.e., a pay stub, copy of authorization, employment contract, collective bargaining agreement, or employer's scheduling policy).

About OLPS and NYC's Fast Food Deductions Law

OLPS enforces key NYC workplace laws and rules. We investigate complaints about the laws that we enforce and, for other workplace issues, we connect workers to relevant government agencies, legal service providers, and other resources to help them access and protect their rights and get critical services.

NYC's Fast Food Deductions Law requires fast food employers to deduct voluntary payments from fast food workers' paychecks and send those payments to a nonprofit of a worker's choosing, as long as the nonprofit has a registration letter from DCA. Visit nyc.gov/dca to learn more.