CATS Payment

Application Payment is accessible from the “My Requests” menu:

- Click the “Submit” icon (last icon in the list with a green forward arrow).
- Select “Payment Method” either “Online” or “By Mail or In-Person”.
  - The “Payment Information” page will display the corresponding fee for the request.
  - Payment processing time:
    - Credit/Debit card will be processed automatically. *(A convenience fee of 2.49% will be charged by the bank which will be non-refundable).*
    - E-check will take 8-10 working days to process.
    - Mailed check and money order will take 10-15 working days to process.

- Click “Submit” (“Decline” if you want to continue to edit or upload additional documents).

Online Payment Method:

- After selecting Payment Method “Online” and “Submit”, the system will be directed to the NYC CityPay (DOF – Department of Finance) site where payment can be made via Credit Card, Debit Card or eCheck.
- Click box “I agree” to acknowledge – Terms and Conditions and “Continue”.
- eCheck – Screen will display the tab for eCheck.
  - An owner’s check can be used by entering the routing number, account number, account type and billing information. *(Please note, if the Automated Clearing House (ACH) account is blocked, please contact the bank and request to add a “Debit Filter” for DEP (Company ID: W136400434)).
- Credit Card and Debit Card – Select the Credit Card tab
  - Provide the credit/debit card and billing information. For credit card or debit card, a convenience fee of 2.49% will be charged by the bank which will be non-refundable.

Mail or In-person (Offline) Payment Method:

- After selecting Payment Method “By Mail or In-Person” and “Submit”, you will have to mail a check or a money order. The check or money order must be made payable to: **NYC Environmental Protection**
- Mail to:

  NYC Environmental Protection  
  59-17 Junction Boulevard – 9th Fl.  
  Flushing, NY 11373  
  Attn: Records Control

Upon successful payment, a “payment successful” page will be displayed.

For assistance, please call 718-595-3855 or email us at catsfeedback@dep.nyc.gov