


## CATS Payment

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**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 – 9<sup>th</sup> 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](mailto:catsfeedback@dep.nyc.gov)