How to Renew Your PT AID Payment Agreement

Instructions for renewing your PT AID payment agreement via the Department of Finance’s online “SmartFile” system.

Updated November 2021
Step 1: Access the online renewal

- Select “Online Renewal Application.”
Step 2: Create an NYC.ID account

- If you have an NYC.ID account, use it to log in.
- If you do not have an NYC.ID account, you will need to create one.
Step 3: Select the renewal application

• On the Available Filings page, select “Property Tax and Interest Deferral RENEWAL.”
Step 4: Begin filing

- Click “Begin Filing” to begin your renewal.
Step 5: Enter your BBL

- To begin, you must enter your property’s borough-block-lot number, or BBL.
- Your BBL is located on your property tax bill and in other Department of Finance correspondence.
- You can also look up your BBL at www.nyc.gov/bbl.
Step 6: Click “Start Filing”

- When you enter your BBL, your property will appear in the search box.
- Click “Start Filing” to advance to the next step.
Step 7: Enter your PIN

- Enter your PIN.
- Your PIN is located on the renewal letter you received from the Department of Finance.
- If you cannot locate your PIN, TKTK.

![PIN Entry Form](image)
Step 8: Verify your property information

• This screen will show you information about your property. Use it to confirm that you have selected the correct property.
• Click “Next” to continue.
Step 9: Enter your filer information

- Enter your name, phone number, and email address.
- Click “Next” to continue.
Step 10: Review your plan information

• Review your current plan information.
• You can make changes to your plan here, if you wish to do so.
• Fields with an asterisk (*) must be completed.
• Click “Next” to continue.
Step 11: Review your plan information

- Attach required documentation here.
- Fields with an asterisk (*) must be completed. (You might not be required to provide any documentation.)
- Click “Next” to continue.
Step 12: Certify your filing

- Read the certification statement and enter your name, title, and date.
- You have the option to print a copy of the application for your records by clicking the “Print Draft” button.
- Click “Submit” to complete your PT AID renewal application.
- You will receive a confirmation email with your filing ID # once you have completed the submission.