



Supplemental Storefront Registration User Guide

A step-by-step guide to help you submit your property's Supplemental Storefront Registration

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Step-by-Step Guide for Filing the Supplemental Storefront Registration

This guide is designed to help you complete and submit the Supplemental Storefront Registration. You will file on the Department of Finance's website at www.nyc.gov/rpie.

Who files:

Owners of 4 or more residential units or a commercial property with storefront spaces (tax class 2 or 4) who have filed storefront information as part of their 2019 RPIE filing must file a Supplemental Storefront Registration form to report any property ownership changes or storefront vacancies that occurred between January 1 and June 30, 2020, or the date you sold the property, whichever is earlier.

Who does not file:

Owners of a 1- to 3-family home with storefront spaces (tax class 1) are **NOT** required to file a Supplemental Storefront Registration statement.

What You Need to Know to Use the Supplemental Storefront Application

- **Disable pop-up blockers:** You must disable the pop-up blocker feature in your web browser or add www.nyc.gov to your allowed or trusted websites in the pop-up blocker settings.
- **Remember your password!** Your password and your borough, block, and lot number (BBL) are key to your filing. You must use the same password you used to submit your storefront registration in the RPIE online filing portal.
- **End session:** Click the End Session button that appears on the top of the screen if you want to stop for any reason. Your filing will be saved, and you can return to review or modify it later.
- **Modify a supplemental filing:** You can change a filing that you have already submitted by entering the BBL and password for that filing.
- **Saving your filing without submitting:** You can select “Save Changes” or “End Session.” Your filing will be saved.
- **Storefront Registry in RPIE and Supplemental Storefront Statement:**
 - After you have filed a Storefront Registration in the RPIE online filing portal, you are required to file a Supplemental Storefront Registration.
 - After you file your Supplemental Storefront Registration, you will be unable to access and modify the storefront section of your RPIE statement.
 - If you need to modify the original storefront information in your RPIE and have already filed a supplemental registration:
 1. Reenter your BBL and password for the supplemental registration
 2. Select “Modify Submitted Supplemental Registration”

[Logout](#)

Supplemental Storefront Registration 2019
8126 5 AVENUE Borough-Block-Lot (BBL): 3-05998-0051 Tax Class 2B Bldg Class: S9

This form has been submitted on 07/30/2020.
Confirmation email sent to:

Property Owner: _____ Filer's Name: _____

STOREFRONT REGISTRY / SUPPLEMENTAL REGISTRATION

- When your Supplemental Storefront Registration opens, select **Save Changes** so that your information is saved.

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[Logout](#) **Supplemental Storefront Registration 2019**
8126 5 AVENUE Borough-Block-Lot (BBL): 3-05998-0051 Tax Class: 2B Bldg Class: S9

Last updated on 07/30/2020.
This form has not yet been submitted. [End Session](#)

STOREFRONT REGISTRY / SUPPLEMENTAL REGISTRATION	Total ground-floor and second-floor commercial units you have reported: 2
Property Owner: _____ Filer's Name: _____	
Was property sold after 12/31/2019? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If "Yes", enter Sale Date (MM/DD/YYYY) _____	

[Save Changes](#)
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- Now that your Supplemental Storefront Registration is no longer in a filed state, return to the RPIE-2019 statement and modify your filing.
- Remember to return to your Supplemental Storefront Registration and file.

Logging into the System

1. Type www.nyc.gov/rpie into your browser.
2. Click on the link labeled [Supplemental Storefront Registration](#). A new window will open to the home screen.
3. At the bottom of this page, select **Supplemental Filing: Supplemental Storefront Registration (2019)**
4. Enter your borough, block, and lot numbers in the fields provided.
5. Enter the password you used to create your RPIE and Storefront Registry filing.
6. Select Next.

The screenshot shows the NYC Department of Finance website interface for the Supplemental Storefront Registration 2019. The page title is "Supplemental Storefront Registration 2019". Below the title, there is a section titled "Enter a Borough, Block and Lot" with a table of input fields:

Borough:	MANHATTAN
Block:	
Lot:	
Easement:	

Below the table, there is a password field with the prompt "Enter the password from your RPIE-2019 filing for Storefront." and a "Next" button. Red arrows from the instructions point to the "Borough" field, the "Block" field, the "Lot" field, and the "Next" button.

Screen 1: Property Sale

1. You must choose yes or no to confirm whether the property was sold after December 31, 2019.

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772 9 AVENUE Borough-Block-Lot (BBL): 1-01042-0064 Tax Class: 2B Bldg Class: C4

Last updated on 00/00/0000.
This form has not yet been submitted. [End Session](#)

STOREFRONT REGISTRY / SUPPLEMENTAL REGISTRATION Total ground-floor and second-floor commercial units you have reported: 1

Property Owner: TING'S INTERNATIONAL COR Filer's Name:

Was property sold after 12/31/2019? Yes No

If "Yes", enter Sale Date (MM/DD/YYYY)

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2. If you answer no, continue to step 3.

If you answer yes, confirming that the property was sold after 12/31/19, you must enter a valid sale date after 12/31/2019 and before today's filing date, then continue to step 3.

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772 9 AVENUE Borough-Block-Lot (BBL): 1-01042-0064 Tax Class: 2B Bldg Class: C4

Last updated on 00/00/0000.
This form has not yet been submitted. [End Session](#)

STOREFRONT REGISTRY / SUPPLEMENTAL REGISTRATION Total ground-floor and second-floor commercial units you have reported: 1

Property Owner: TING'S INTERNATIONAL COR Filer's Name:

Was property sold after 12/31/2019? Yes No

If "Yes", enter Sale Date (MM/DD/YYYY)

[Save Changes](#)
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3. Select [View Supplemental >>](#)

Screen 2 and More: Supplemental Storefront Information

Each supplemental storefront screen may have up to 50 rows. Each row is one storefront. You may have more than one screen page, depending on the total count that you entered in the storefront section of the RPIE statement. Unit numbers will match the original unit numbers assigned to each storefront that you registered.

If storefront information is missing from your original Storefront Registration filing in the RPIE online filing portal, a row will have a system generated storefront unit. These rows will have a unit number with an "S" after it. This would happen if you entered only a total count, or if the number of storefronts you entered with information was less than the total count you entered in your original Storefront Registration filing in the RPIE online filing portal.

Entering Supplemental Storefront Information

1. For each unit, check that the storefront's street address is correct. You can correct the street address in the space provided. Floor size is informational and cannot be modified here.

Unit #	Address (correct any errors)	Floor size in square feet	Vacant on 12/31/2019?	Vacant on 06/30/2020?
1	<input type="text" value="700 EXTERIOR STREET"/>	124,955	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
2	<input type="text" value="700 EXTERIOR STREET"/>	15,490	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
3	<input type="text" value="700 EXTERIOR STREET"/>	23,204	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

2. You must choose yes or no to confirm whether the property was vacant on 12/31/2019.

Unit #	Address (correct any errors)	Floor size in square feet	Vacant on 12/31/2019?	Vacant on 06/30/2020?
1	<input type="text" value="700 EXTERIOR STREET"/>	124,955	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
2	<input type="text" value="700 EXTERIOR STREET"/>	15,490	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
3	<input type="text" value="700 EXTERIOR STREET"/>	23,204	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

3. You must choose yes or no to confirm whether the property was vacant on 6/30/2020 or the sale date, whichever is earlier.

Unit #	Address (correct any errors)	Floor size in square feet	Vacant on 12/31/2019?	Vacant on 06/30/2020?
1	<input type="text" value="700 EXTERIOR STREET"/>	124,955	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
2	<input type="text" value="700 EXTERIOR STREET"/>	15,490	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
3	<input type="text" value="700 EXTERIOR STREET"/>	23,204	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

4. When all storefront rows are entered, select **Submit Supplemental Storefront Registration** to complete your filing. This button will only be available once you have entered all required information.

Error and Warning Messages

Message	Fix
You are not required to file a Supplemental Storefront Registration.	Your property is tax class 1 and is not required to file a Supplemental Storefront Registration.
You must file the most recent RPIE and return to Supplemental Registration OR if the RPIE has 0 storefronts, you do not have to file Supplemental Registration.	You must file your most recent RPIE before you can file a Supplemental Storefront statement. If you entered 0 storefronts in RPIE, then you do not need to file a Supplemental Registration.
Your Supplemental Storefront Registration form is not complete. Click OK to continue or CANCEL to return.	You can end session or return and enter the required information.
You must choose yes or no to confirm whether the property was sold after 12/31/2019.	Answer the question to proceed.
Because you indicated that the property was sold after 12/31/19, you must enter a valid sale date after 12/31/2019 and before today's date.	Enter a valid date as noted.
You changed your answer to the question about the property's sale or you changed the sale date. By clicking OK, any storefront information that you entered will be deleted. Click Cancel to return and re-enter your original answers.	You must select OK and re-enter any data required, or cancel and re-enter the original values for this question.
You must enter a valid sale date after 12/31/2019 and before today's date.	Enter a valid date as noted.
You did not provide an address for storefront unit (number shown). DOF will use the property address instead. Click OK to continue with the property address or click CANCEL to return and enter the storefront address.	Address must be entered for each storefront or the property address will be used.
You have not completed all the required storefront information for all units. Click OK to continue or CANCEL to return and finish your registration.	All rows must be completed before you can submit. You may continue and your data will be saved. Be sure to return to complete your filing and submit it before the deadline.
You have not submitted your Supplemental Storefront Registration form. Click OK to continue or CANCEL to return.	You may continue without submitting, and your data will be saved. Be sure to return to submit your filing before the deadline.

Message	Fix
You did not enter information needed for storefront unit (# S). You must enter the address and select yes or no for both dates. If you click OK to continue, any data you entered for this storefront unit will not be saved. Select CANCEL to return and enter the required information for this storefront.	Only partial information was provided in a system generated storefront number shown in this message. The entire row must be completed for the system generated storefront number shown.
Warning! Save your changes before you log out. Click OK to continue without saving your changes or CANCEL to return and save your changes.	Save your data before leaving the application.
Your Storefront Registration in your RPIE was amended. Please check your Supplemental Storefront Registration to view the changes. Click OK to continue or CANCEL to return.	If you started your Supplemental Storefront Registration and then amended your original Storefront Registration in RPIE, you will see this message. You should check your supplemental for possible changes you made to your original Storefront Registration.
By continuing, you certify that you are the owner or are authorized by the owner or taxpayer to make this statement. You agree that all information contained in this registration is true and correct to the best of your knowledge and belief. Click OK to continue or CANCEL to return.	This is your affirmation. If you choose to cancel your data will be saved, but your filing will not be submitted. Be sure to return to submit your filing before the deadline.