

# NYC<sup>®</sup> PLANNING

## PROCESSING FEES

A processing fee is paid by an employee in the form of a payroll deduction in connection with appointments (new hires) or change in title/status without a competitive examination. This includes appointments to Non-Competitive, Exempt, and Labor class positions, and to Unclassified Service positions as well as provisional appointments, transfers, title changes and reinstatements. The fee will be based on the minimum of the salary range of the title being sought (regardless of appointment level). Please see the processing fee schedule below.

Salary	Processing Fee
Under \$30,000	\$40
\$30,000 – 34,999	\$47
\$35,000 – 39,999	\$54
\$40,000 – 44,999	\$61
\$45,000 – 62,999	\$68
\$63,000 – 69,999	\$82
\$70,000 – 74,999	\$85
\$75,000 – 79,999	\$88
\$80,000 – 89,000	\$91
\$89,001 – 99,999	\$96
\$100,000 & over	\$101

An \$87 fingerprinting processing fee shall be paid to the Department of Citywide Administrative Services via postal money order and a \$9 fee, payable to the City Clerk's Office, for the oath must be provided to Human Capital before your start date.

**I have read the above notice concerning the processing fee that will be assessed in the form of a payroll deduction from either my first or second payroll check.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name