



Need help in your language? Visit nyc.gov/oath, email the clerks office at clerksoffice@oath.nyc.gov or call 844-628-4692 for free assistance. If you have a disability and require a reasonable accommodation for the hearing, email the clerks office at clerksoffice@oath.nyc.gov or call 1-844-628-4692.

You have received this summons because the NYC Business Integrity Commission (BIC) has alleged that you committed the described violation or violations. You must respond to the summons. You may respond in one of two ways:

1. In all cases, you can admit guilt and pay the penalty indicated on the front of this summons. In some cases, if eligible, BIC may offer a reduced penalty as part of an early settlement agreement. Payment of a penalty will be deemed an admission of the alleged violation or violations.
2. In all cases, you can deny the charge(s) by participating in a hearing before the Office of Administrative Trials and Hearings (OATH) via a phone hearing by following the hearing instructions below. OATH will make recommended findings of fact and recommend a decision to the BIC, which shall make the final determination. 17 RCNY §1-03.

HOW DO I RESPOND?

To Deny the Charges and Request a Hearing:

By Phone: Request for a phone hearing must be made at least 3 business days before the hearing date listed on the other side of this page. To request and schedule a phone hearing go to <https://nyc.gov/oathphone>.

In Person: The request for an in-person hearing must be made at least 5 business days before the hearing date listed on the other side of this page. To request and schedule an in-person hearing, email livehearings@oath.nyc.gov.

Online or Mail: Visit OATH online at <https://nyc.gov/hearings> to see if your defense can be submitted in writing, without a hearing.

To Admit Guilt and Pay the Penalty:

Online: Visit <https://bicportal.nyc.gov/s/viopay> and enter the violation number.

By Phone: To pay by phone with a credit or debit card, call 212-437-0660. A convenience fee will be incurred.

NOTE: If the charge on the front of the summons states you MUST APPEAR, then you or an authorized representative must attend the hearing by phone or in person.

RIGHT TO BE INFORMED OF THE MAXIMUM PENALTY: Pursuant to the New York City Administrative Code, Title 16-A, and Title 17 Chapter 1 of the Rules of City of New York (RCNY), a civil penalty which shall not exceed \$10,000 may be imposed for each BIC Trade Waste violation. For non-trade waste violations please see the cited statute/regulation for maximum penalties. Higher penalties may be imposed for each repeated violation up to the maximum penalty allowed by law or regulation. The penalty schedule for trade waste violations may be found in Title 17 Chapter 1 Appendix A – <https://nyc.gov/site/bic/laws-rules/trade-waste-rules.page>.

WARNING: If OATH orders you to pay a civil penalty, failure to pay that penalty in a timely manner could lead to denial of an application for a license, permit, or registration, or the suspension, termination or revocation of a license, permit or registration issued to you by a city agency.

Reasonable Accommodation: If you have a disability and require a reasonable accommodation on the day of your hearing, email the clerks office at clerksoffice@oath.nyc.gov or call the OATH Hearing Center at 1-844-OATH-NYC (1-844-628-4692).



To help avoid missing your hearing you can receive text message reminders about your case. To opt-in text "OATHreminder" to (917) 451-8829.

OATH HEARINGS CENTERS

Email: clerksoffice@oath.nyc.gov

Tel: 1-844-OATH-NYC (1-844-628-4692) - <https://nyc.gov/oath>

Manhattan: 66 John Street, 11th Floor, New York, NY 10038

Brooklyn: 9 Bond Street, 7th Floor, Brooklyn, NY 11201

Queens: 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101

Bronx: 260 E161st Street, 6th Floor, Bronx, NY 10451

Staten Island: 350 St. Marks Place, Main Floor, Staten Island, NY 10301



GET HELP: If you do not have a lawyer or a representative, you can schedule a free consultation with the OATH Help Center before your hearing date. Go to nyc.gov/oath/helpcenter.



QUICK LINKS TO NEXT STEPS: Scan this QR Code to go directly to the OATH website to deny the charge, request to reschedule, pay, get info, and more.