



**PROCESSING FEES**

A processing fee is required for all appointments and actions listed below for all positions which are full time or at least 20 hours per week:

- ❖ Non-Competitive
- ❖ Exempt Class
- ❖ Unclassified Service
- ❖ Labor class
- ❖ Provisional
- ❖ Transfer
- ❖ Title Change
- ❖ Reinstatement

The fee is paid by the employee in the form of a payroll deduction and is based on the incumbent minimum of the title being sought, regardless of level (see Processing Fee Schedule below). Processing fees are waived for NYC residents receiving public assistance from the NYC Department of Social Services. If applicable you will be required to bring in your benefit card. However, this waiver does not include the fingerprinting fees.

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

**However, in some instances the processing fee can be higher. 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

White (Package)

Yellow (Candidate)