

How to Reprint a Parking Tax Exemption Certificate Through e-Services

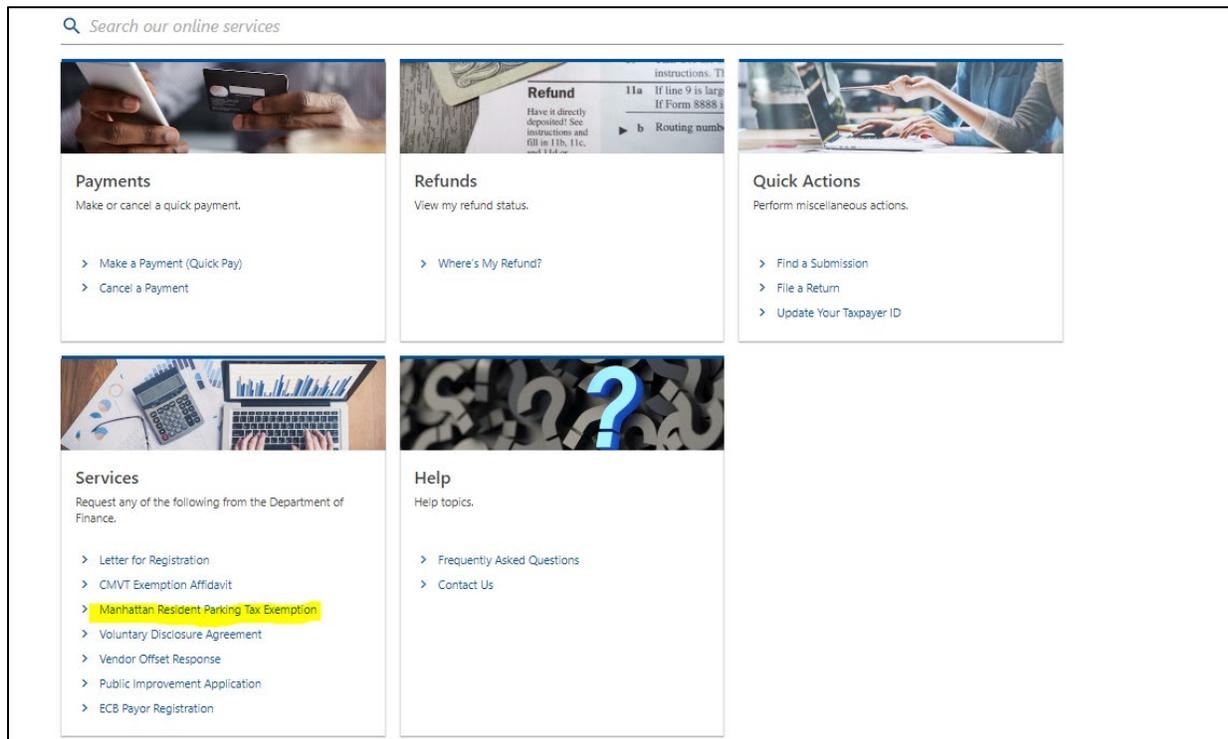
This guide explains how current Manhattan Resident Parking Tax Exemption recipients can request an additional or replacement copy of their Parking Tax Exemption Certificate through [e-Services](#).

Overview

Manhattan Resident Parking Tax Exemption recipients can use e-Services to request a copy of an existing exemption certificate by entering the last four digits of their Social Security number and their license plate number. This quick reference guide will demonstrate how to use e-Services to request the certificate.

Accessing e-Services

1. Visit www.nyc.gov/eservices. Under the Services panel, click “Manhattan Resident Parking Tax Exemption.”



2. Under Application Type, select the option to reprint an existing certificate.

Application Type

NEW APPLICATION

- New Request (I do not currently have a Parking Tax Exemption Certificate for this vehicle in your files)

RENEWAL

- Renewal with no changes or a change of parking facility
- Renewal with change of residence, registration, and/or vehicle (may also include change of parking facility)

CHANGES TO EXISTING CERTIFICATE

- Change in Manhattan residence, change in vehicle information, change in the parking facility

REPRINT EXISTING CERTIFICATE

- Request a copy of an existing certificate

RESPOND TO A LETTER

- Respond to a request for information

SEND A MESSAGE

- Send us a message about an existing application by entering your SSN and certificate number or license plate

Cancel < Previous **Next** >

3. Provide the last four digits of your Social Security number, as well as your license plate number. Click “Next.”

REPRINT EXISTING CERTIFICATE

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Last 4 Digits of Social Security Number
4234

License Plate
QWERTY

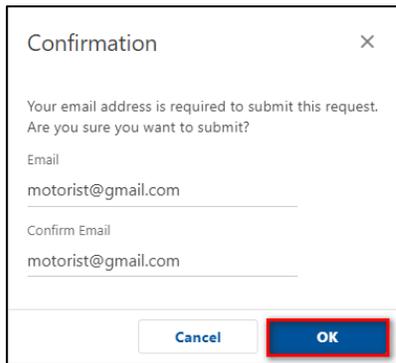
4. You will then be asked to provide your email address so that the Department of Finance can send you a link to access your certificate.

Application Type Review

After clicking Submit, you must provide an email address. **A link will be emailed to you where you will be able to access your certificate.**

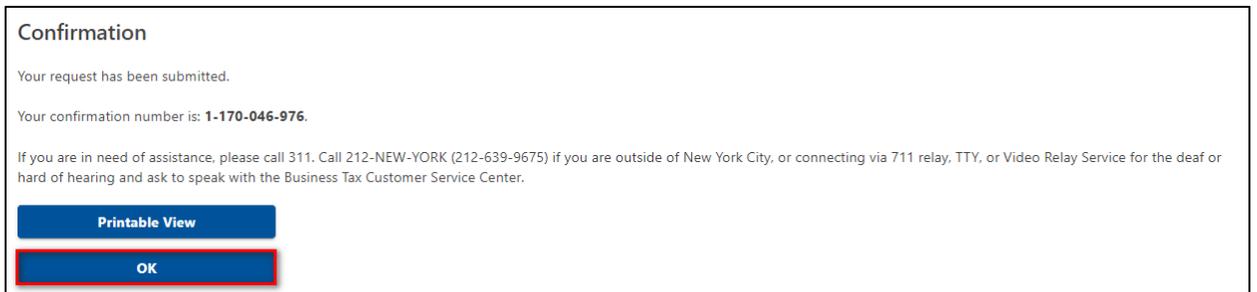
Cancel < Previous **Submit** >

Provide and confirm your email address. Then click “OK.”



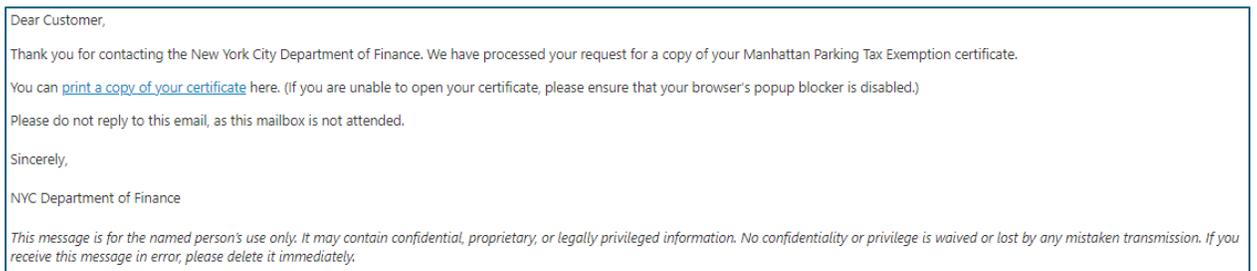
A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "Your email address is required to submit this request. Are you sure you want to submit?". Below this, there are two input fields. The first is labeled "Email" and contains the text "motorist@gmail.com". The second is labeled "Confirm Email" and also contains "motorist@gmail.com". At the bottom of the dialog, there are two buttons: "Cancel" and "OK". The "OK" button is highlighted with a red border.

5. Be sure to save your confirmation number for future reference. If you would like a hard copy of your confirmation number for your records, print it out by clicking on “Printable View.” Otherwise, click “OK.”



A confirmation success screen titled "Confirmation". The text reads: "Your request has been submitted." followed by "Your confirmation number is: **1-170-046-976**." Below this, there is a line of smaller text: "If you are in need of assistance, please call 311. Call 212-NEW-YORK (212-639-9675) if you are outside of New York City, or connecting via 711 relay, TTY, or Video Relay Service for the deaf or hard of hearing and ask to speak with the Business Tax Customer Service Center." At the bottom, there are two buttons: "Printable View" and "OK". The "OK" button is highlighted with a red border.

6. After you submit your message, you will receive an email from the Department of Finance. Click the hyperlink to view and print a copy of your certificate.



An email notification from the NYC Department of Finance. The text reads: "Dear Customer, Thank you for contacting the New York City Department of Finance. We have processed your request for a copy of your Manhattan Parking Tax Exemption certificate. You can [print a copy of your certificate](#) here. (If you are unable to open your certificate, please ensure that your browser's popup blocker is disabled.) Please do not reply to this email, as this mailbox is not attended. Sincerely, NYC Department of Finance" Below this, there is a line of smaller text: "This message is for the named person's use only. It may contain confidential, proprietary, or legally privileged information. No confidentiality or privilege is waived or lost by any mistaken transmission. If you receive this message in error, please delete it immediately."