

INSTRUCTIONS

If you wish to purchase a recording of your hearing please remit \$5.00 per recording at the time of filing your Appeal.

If you wish to purchase a transcript of your hearing you must submit a deposit of \$125.00 in order for TAB to process your order. If the cost of transcribing your record is less than \$125.00, the difference will be refunded to you. If the cost exceeds \$125.00 you must pay the difference to proceed with the request.

To pay your fine or the recording and/or transcript fee you may choose one of the following payment options:

- * **Pay Online-** You may pay online using a credit card, debit card, or electronic check at <http://www.mta.info/nyct/TransitAdjudicationBureau.html>.
- * **Pay by MoneyGram** - Receive Code: 12758
- * **Pay by Phone-** (347) 643-5805 and follow the instructions.
- * **Pay by Mail-** Mail a check or money order to the mailing location above. **DO NOT SEND CASH.** Write the violation number on the front of the check or money order, and make payable to: Transit Adjudication Bureau
- * **Pay in Person-** You may pay in person with a check, cash, credit card, or money order, at the office location above.

Mail or personally deliver your Notice of Appeal to:

TRANSIT ADJUDICATION BUREAU
HEARING SUPPORT
29 GALLATIN PLACE, 3RD FLOOR
BROOKLYN, NEW YORK 11201