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FAMILY INDEPENDENCE ADMINISTRATION

Seth W. Diamond, Executive Deputy Commissioner



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POLICY BULLETIN #06-22-OPE

REVISIONS TO ACKNOWLEDGEMENT OF ASSIGNMENT OF SECURITY DEPOSIT (W-163D)

Date:	Subtopic(s):			
February 14, 2006	Forms			
☐ This procedure can now be accessed on the FIAweb.	 The purpose of this policy bulletin is to inform Job Center staff that the Acknowledgement of Assignment of Security Deposit (W-163D) has been updated. The following are the revisions to the W-163D: All instances of "Income Support Programs" have been replaced with "Family Independence Administration." The Social Security number line was deleted from the upper right corner of the applicant/participant identification section. The New York City Department of Social Services Division of Accounts Receivable & Billing mailing address has been changed to 180 Water Street, Room 912, New York, NY 10038. In the mailing address in part B, "Office of Revenue and Investigation" has been replaced with "Investigation, Revenue and Enforcement Administration (IREA)." At the bottom of the page under the signature line, "Eligibility Specialist" has been replaced with "JOS/Worker's Signature." The instruction "File one copy in the case record" has been replaced with "Scan one copy of this form and the W-163 into the electronic file." 			
Note: The W-163D is used with the Assignment of Security Deposit (form W-163)	sample of the revised form is attached. enter Directors must ensure that all previous versions of the I-163D are removed from circulation and recycled. Iffective Immediately			

HAVE QUESTIONS ABOUT THIS PROCEDURE?
Call 718-557-1313 then press 2 at the prompt followed by 765 or send an e-mail to FIA Call Center

Distribution: X

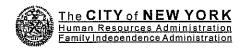
<u></u>	Please use Print on
De	mand to obtain copies
of:	forms

Attachment:

W-163D

Acknowledgement of Assignment of Security Deposit (Rev. 2/14/06)

Landlord's Signature



Date: _

	Case Number:				
		(Case Name:		
			Center:		
	Acknowledgement of Ass	signment of S	Security Deposit		
	(Mail two copies to landlord a	ind attach one copy of	of form W-163 .)		
D					
Dear:	Landlord's Name	:			
Attached is an Assignm	ent of Security Deposit form (W-163)	from:			
Attacited is all Assignin	ent of Security Deposit form (11-100)	nom.	, de la companya del companya de la companya del companya de la co		
			who resides in your building at		
	(Name of Tenant)		wild resides in your building at		
	(**25 21 **325)				
		(Address)	- *		
apartment number	in the amount of \$, Ab.			
		Wh.			
When tenancy is termin	nated, the security deposit must be re	eturned to the Fam	nily Independence Administration in the Human		
Resources Administrat	on. Unless otherwise notified in wri	ting by the New	ork City Department of Social Services, said		
	e returned by check, made payable	to the commission	ne of the NYC Department of Social Services,		
and mailed to:	New York City Depa	etmanial S	· Pominee		
	Division of Accoun				
	180 Water	street, Room 912	Dianing		
	New Yo	k, NY 10038			
		,			
	The attached copy of the r	lotarized W∗163 is	s for your files.		
A. Please indicate	the name and a second and a	ula ara tha annuitu	denesit will be held in touch		
A. Flease indicate	e the name and address of the banks	where the security of	deposit will be neid in trust.		
-	(Nan	ne of Bank)			
		,			
	(Addr	ess of Bank)			
	diecontalist'	,			
Please acknowledge yo	our receipt of the Assignment of Secu	rity Deposit form by	y signing below and returning this form to us at		
the address above. Plea	ase keep a copy for your files.				
	l,	Landlord)			
	,	•	21 - Daniel Stein		
	acknowledge receipt of the As	ssignment of Securi	nty Deposit form.		
B. You are requir	ed on an annual basis to remit all inte	rest on the deposit	t to [,]		
		noor on the deposit			
	New York City De				
	Investigation, Revenue and		ministration (IREA)		
		O. Box 5915	_		
	New Yor	rk, NY 10087-5915			
•					
JOS/Worker's Signature			Date		
 					

Date