



**FAMILY INDEPENDENCE ADMINISTRATION**  
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**POLICY BULLETIN #06-22-OPE**

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

<p><b>Date:</b> February 14, 2006</p>	<p><b>Subtopic(s):</b> Forms</p>
<p> This procedure can now be accessed on the FIAweb.</p> <p>Note: The <b>W-163D</b> is used with the Assignment of Security Deposit (form <b>W-163</b>)</p>	<p>The purpose of this policy bulletin is to inform Job Center staff that the Acknowledgement of Assignment of Security Deposit (<b>W-163D</b>) has been updated. The following are the revisions to the <b>W-163D</b>:</p> <ul style="list-style-type: none"> <li>• All instances of "Income Support Programs" have been replaced with "Family Independence Administration."</li> <li>• The Social Security number line was deleted from the upper right corner of the applicant/participant identification section.</li> <li>• The New York City Department of Social Services Division of Accounts Receivable &amp; Billing mailing address has been changed to 180 Water Street, Room 912, New York, NY 10038.</li> <li>• In the mailing address in part B, "Office of Revenue and Investigation" has been replaced with "Investigation, Revenue and Enforcement Administration (IREA)."</li> <li>• At the bottom of the page under the signature line, "Eligibility Specialist" has been replaced with "JOS/Worker's Signature."</li> <li>• The instruction "File one copy in the case record" has been replaced with "Scan one copy of this form and the <b>W-163</b> into the electronic file."</li> </ul> <p>A sample of the revised form is attached.</p> <p>Center Directors must ensure that all previous versions of the <b>W-163D</b> are removed from circulation and recycled.</p> <p><i>Effective Immediately</i></p>

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*

Please use Print on Demand to obtain copies of forms.

**Attachment:**

**W-163D** Acknowledgement of Assignment of Security Deposit  
(Rev. 2/14/06)



Date: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Center: \_\_\_\_\_

### Acknowledgement of Assignment of Security Deposit

(Mail two copies to landlord and attach one copy of form W-163.)

Dear: \_\_\_\_\_:  
Landlord's Name

Attached is an Assignment of Security Deposit form (W-163) from:

\_\_\_\_\_ who resides in your building at  
(Name of Tenant)

\_\_\_\_\_ (Address)  
apartment number \_\_\_\_\_ in the amount of \$ \_\_\_\_\_

When tenancy is terminated, the security deposit must be returned to the Family Independence Administration in the Human Resources Administration. Unless otherwise notified in writing by the New York City Department of Social Services, said security deposit shall be returned by check, made payable to the commissioner of the NYC Department of Social Services, and mailed to:

**New York City Department of Social Services  
Division of Accounts Receivable & Billing  
180 Water Street, Room 912  
New York, NY 10038**

*The attached copy of the notarized W-163 is for your files.*

A. Please indicate the name and address of the bank where the security deposit will be held in trust:

\_\_\_\_\_  
(Name of Bank)  
\_\_\_\_\_  
(Address of Bank)

Please acknowledge your receipt of the Assignment of Security Deposit form by signing below and returning **this** form to us at the address above. Please keep a copy for your files.

I, \_\_\_\_\_,  
(Landlord)  
acknowledge receipt of the Assignment of Security Deposit form.

B. You are required on an annual basis to remit all interest on the deposit to:

**New York City Department of Social Services  
Investigation, Revenue and Enforcement Administration (IREA)  
P.O. Box 5915  
New York, NY 10087-5915**

\_\_\_\_\_  
JOS/Worker's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord's Signature

\_\_\_\_\_  
Date