

## Most Frequently Asked Questions:

### Payment Information:

**1. Where do I send payment? Do not send cash by mail.**

- Division of Treasury  
Bureau of Administrative Adjudication  
65 Niagara Square, Rm. 114 City Hall  
Buffalo, NY 14202-7250

**2. Who do I make the check/money order payable to?**

- Division of Treasury

**3. Can payment be made by Phone?**

- **NO, payments can be made by:**
  - Mail (Post Marked Date on envelope is Payment Date);
  - Online at [www.city-buffalo.com](http://www.city-buffalo.com) under Adjudication Payments. Service Charge will apply; or
  - In Person at Treasury Department, Room 114 City Hall if payment is timely and you have your summons with you. Otherwise, you must first go to Room 215 to obtain a printout.

**4. When is my payment due to avoid late penalties?**

- 10 calendar days from date copy of summons is mailed by first class mail to respondent and/or owner of property.
- 10 calendar days from date copy of summons is signed for, if service is made by certified mail.

**5. I paid my ticket, why did I receive a notice?**

- You did not pay the proper fine amount. Refer to summons or bottom of notice for billing details.
- Your payment was late and penalties have been assessed. Refer to bottom of notice for billing details.
- Notice/payment crossed in the mail. Allow two to three weeks for payment to apply.
- Payment was misapplied. If payment cleared your bank account but the late notice does not reflect payment, contact our office at (716) 851-4046. We will need the information from the back of your cancelled check in order for us to research payment.