

APPENDIX 4
INSTRUCTIONS FOR DOWNLOADING FORMS/SCHEDULES FROM THE
COMPTROLLER'S WEBSITE

Certain forms which are identified in the Fiscal Year End Closing Instructions can be downloaded, completed, and returned electronically. To do so:

ACCESS the Comptroller's Website and Forms

1. Go to the Comptroller's Website. (www.comptroller.nyc.gov)
2. Click on the Bureau of Accountancy. (The Bureau of Accountancy can be found on the left hand menu on the website under Bureaus.)
3. Click on Fiscal Year End Closing Instructions.
4. Click on the link under the appropriate section (e.g., Section B if you are working on Imprest Fund, Section J for Grant Disallowances) and download form/schedule.

COMPLETING the Form/Schedule

5. From the *File* menu bar, highlight *Save As* with your mouse. Your agency's name and agency number must be added to the file name.
6. Complete the form and save the changes.

RETURNING the Form/Schedule to the Bureau of Accountancy

7. Return to the Comptroller's Website.
8. Press the CTRL key on your keyboard and click your mouse on the appropriate link(s) under the column *E-Mail for Forms*.
9. Attach completed form by clicking on the paperclip icon selecting the completed form/schedule.
10. Send.



NOTE:

Where a signature, certification, or an approval is required, the return E-mail address will be accepted as a signature.