

BUREAU OF ACCOUNTANCY DIRECTORY

MAILBOX NAME	INQUIRIES RELATED TO	EMAIL	CLOSING INSTRUCTION REFERENCE
Accrued Expenditures	Accrued Expenditures	AccruedExpenditures@comptroller.nyc.gov	Section D,E,F
AgencyBankAccount	Agency Bank Accounts	Agencybankaccount@comptroller.nyc.gov	Section A
Capital	Capital	Capital@comptroller.nyc.gov	Section H,I,J
Designated Funds	Designated Funds	designatedfunds@comptroller.nyc.gov	Section N
Imprest	Imprest Funds	imprest@comptroller.nyc.gov	Section B
Inventory	Inventory of Supplies	inventory@comptroller.nyc.gov	Section L
Lease Expenses	Lease Expense	lease.expenses@comptroller.nyc.gov	Section K
Lease Income	Lease Income	leaseincome@comptroller.nyc.gov	Section K
Ledger	Processing Journal Entries	ledger@comptroller.nyc.gov	Section M
Revenue	General & Capital Fund Revenue	revenue@comptroller.nyc.gov	Section C
Single Audit	Single Audit FEDAST reports or City SEFA	singleaudit@comptroller.nyc.gov	Section G

MAILBOX NAME	INQUIRIES RELATED TO	EMAIL
1042 Vendor	Foreign Vendors (W8's, substantial presence, 1042's)	1042vendor@comptroller.nyc.gov
Capital Contracts	Contract Registration & Fixed Assets	capitalcontracts@comptroller.nyc.gov
Condemnation	Condemnation process (encumbrances & additional documentation)	condemnation@comptroller.nyc.gov
CPA List	The Comptroller's CPA Pre-Qualified List	cpalist@comptroller.nyc.gov
Directives	Questions regarding Directives and/or the Waiver process	Directives@comptroller.nyc.gov
FMSVendor	Vendor creation/modification documents in FMS Accounting; W-9's	FMSVendor@comptroller.nyc.gov
Held Checks	Inquiries related to held checks/ check pick up	heldchecks@comptroller.nyc.gov
PAFR	The Comptroller's Office Popular Annual Financial Report	PAFR@comptroller.nyc.gov
Reconciliations	Bank reconciliations for CPSS bank accounts	Reconciliations@comptroller.nyc.gov
Warrant Unit	Assistance with DRM, PHM & OD1 transactions	WarrantUnit@comptroller.nyc.gov
zze1099Info	1099 vendor inquiries or correction requests	1099Info@comptroller.nyc.gov
Accountancy	General assistance from the Bureau and 1098F Reporting	accountancy@comptroller.nyc.gov

If you have not received a response through email, please contact Accountancy general inquiries at: (212) 669-4440