

BUREAU OF ACCOUNTANCY DIRECTORY

| MAILBOX NAME | INQUIRIES RELATED TO | EMAIL | CLOSING INSTRUCTION 2REFERENCE |
|----------------------|--|--|---------------------------------------|
| 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