



If you wish to appeal the findings of an International Registration Plan audit, MAIL THIS COMPLETED APPEAL FORM AND A \$10 NON-REFUNDABLE APPEAL FEE TO THE NYS DMV APPEALS BOARD WITHIN 30 DAYS OF THE DATE OF THE LETTER SENT WITH THE AUDIT FINDINGS. The \$10 APPEAL FEE must be paid by check or money order, payable to the "Commissioner of Motor Vehicles." DO NOT SEND CASH. Print the Audit number on your check or money order. Mail the APPEAL FORM and \$10 APPEAL FEE to:

NYS DMV APPEALS BOARD
PO BOX 2935
ALBANY, NY 12220-0935

TYPE or PRINT all information clearly

Form with fields: Last Name, First Name, M.I., Business or Corporate Name, Mailing Address (Number and Street)\*, City or Town, State, Zip Code, IRP Account No., Audit No., Assessment Amount, \*All correspondence for this appeal will be sent to the address you provide on this appeal form. You must notify the Appeals Board immediately in writing of any change of address that occurs after the appeal has been filed. Attorney name and address, if applicable:

In the space below, state the reasons for filing this appeal. Do not leave this section blank. Attach additional pages if necessary. Read and sign the certification at the bottom of this page.

CERTIFICATION:

I affirm under penalty of perjury that all of the information submitted in connection with this appeal is true.

Print Name: \_\_\_\_\_

SIGN HERE: \_\_\_\_\_

FOR OFFICE USE ONLY
\$10 Appeal Fee received: [ ] YES [ ] NO
USPM: \_\_\_\_\_



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If you want to appeal the enclosed audit findings, you must complete and mail **PAGE ONE of this form (AA-AUD1) and a \$10 APPEAL PROCESSING FEE to the NYS DMV APPEALS BOARD WITHIN 30 DAYS OF THE DATE OF THE ENCLOSED LETTER.**

Both the completed, signed appeal form and the appeal fee must be filed with the New York State Department of Motor Vehicles Appeals Board within the required 30-day period. **AN APPEAL WILL BE REJECTED IF THE APPEAL FORM AND FEE ARE NOT FILED in a timely manner.** Completed appeal forms and fees should be mailed to:

**NYS DMV APPEALS BOARD  
PO BOX 2935  
ALBANY, NY 12220-0935**

By law, personal appearances to present arguments to the DMV Appeals Board are not permitted. Receipt of your appeal will be acknowledged in writing. If you do not receive an acknowledgment within 20 days of mailing this form, contact the Appeals Board at the address above or at (518) 474-1052, Monday - Friday, 8:00 a.m. - 12:00 p.m.

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