



NY Rising Housing Recovery Program

Repaying Funds to NY Rising

May 4, 2016

The following describes the process required to repay funds to the NY Rising Program if you have been overpaid or if you have decided to withdraw from the Program.

IF YOU HAVE BEEN OVERPAID AND WANT TO REMAIN IN THE PROGRAM

1. Contact your Customer Representative and ask them to verify the amount of the funds you have been overpaid. When the exact amount of the overpayment is determined, you must fill out a **Repayment by Personal Check Form** by accessing it on the Storm Recovery website or obtaining it from your Customer Representative.

Prepare a personal check, money order or bank check made payable to **Housing Trust Fund Corp.** in the exact amount of the overpayment. Send the check and the completed Repayment by Personal Check Form to:

State of New York Commissioner of Taxation & Finance
PO Box 8000, Department 70
Buffalo, NY 14267-002

- Please note: if repaying by personal check, it will take at least ten (10) days to clear, while repaying by a bank check will clear immediately.

2. **Under no circumstances can your CR or anyone at the local office accept your personal check.**

IF YOU HAVE DECIDED TO WITHDRAW FROM THE PROGRAM AND RETURN ALL PROGRAM FUNDS

1. Contact your Customer Representative and ask them to verify the amount of the funds you must repay before being able to withdraw.
2. When the exact amount of the repayment is determined, you must fill out a **Repayment by Personal Check Form and a Voluntary Withdrawal Form** by accessing it on the Storm Recovery website or obtaining it from your Customer Representative..

3. Prepare a personal check, money order or bank check made payable to **Housing Trust Fund Corp.** in the exact amount of the total amount of funds disbursed to you. Send the check and the completed Repayment by Personal Check Form to:

State of New York Commissioner of Taxation & Finance
PO Box 8000, Department 70
Buffalo, NY 14267-002

4. **Under no circumstances can your CR or anyone at the local office accept your personal check.**