

Filing an AR20

1. Go to Assessment Review on the Web, (AROW). The link is

www.nassaucountyny.gov/arc/arow

2. Click on "Login".

Nassau County
Long Island, New York

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Login
Sales Locator
Appeal Filing/Status/Change
Register With ARC
Change Registration Info
Public Inquiry
FAQ
ARC Home

Assessment Review Commission

240 Old Country Road, 5th Floor, Mineola, New York 11501
Phone: 516-571-3214
e-Mail: ARC@NassauCountyNY.gov

Welcome to AROW, Assessment Review on the Web

3. Enter your Representative User ID and Password.

Nassau County
Long Island, New York

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Please Login to Continue

The requested page cannot be accessed without logging in. Please enter your login information.

Enter User ID and Password

User ID

Password

Login

[If you already have a password, but have forgotten it, please click here.](#)

[If you have not registered, please click here.](#)

[To cancel this operation and return the site home page, please click here.](#)

4. Click on File an AR20,

a. If you know the EUN, type in the EUN and click “Continue”.

File a New AR20 for Tax Year

AROW Home : File an AR20

To view AR20 Form Instructions in PDF format, please click the following link: [AR20 Form Instructions](#)

AR20 Economic Unit Number (EUN) Continue

Economic Unit Number (EUN): Parcel ID:  Find EUN

Navigation Menu:
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b. If you don't know the EUN type in the Parcel ID and click "Find EUN".

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File a New AR20 for Tax Year

AROW Home : File an AR20

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| AR20 Economic Unit Number (EUN) | | Continue |
|---------------------------------|----------------------|---|
| Economic Unit Number (EUN): | <input type="text"/> | Parcel ID: <input type="text"/>  <input type="button" value="Find EUN"/> |

5. “File a New AR20 for Tax Year” screen appears with the EUN and the Parcels
a. If you disagree with the Parcel grouping for the EUN check the box “I do not agree with above ARC schedule Parcels list”.

File a New AR20 for Tax Year

AROW Home : File an AR20

To view AR20 Form Instructions in PDF format, please click the following link: [AR20 Form Instructions](#)

| AR20 Economic Unit Number (EUN) | | Continue |
|---------------------------------|--------------------------------------|---|
| Economic Unit Number (EUN): | <input type="text" value="1001000"/> | Parcel ID: <input type="text" value=""/> |
| ARC Information Due Date: | <input type="text" value=""/> | <input type="checkbox"/> Request a Conference |

| Parcels for this AR20 | | Submit Changes |
|-----------------------|---|----------------|
| Parcel Number | Address | |
| 00118 00000 | 1002 JERICHO TPKE NEW HYDE PARK, NY 11040 | |
| 00118 00140 | 1002 JERICHO TPKE NEW HYDE PARK, NY 11040 | |

I do not agree with above ARC schedule Parcels list

| Taxpayer Information | | Submit |
|---|--|--------|
| Taxpayer-applicant's name: <input type="text" value="MCCOY TRADING COMPANY"/> | | |
| Form: <input checked="" type="radio"/> Individual <input type="radio"/> Limited liability company <input type="radio"/> Partnership <input type="radio"/> Trust <input type="radio"/> Publicly-traded corporation <input type="radio"/> Condominium Board of Managers <input type="radio"/> Association <input type="radio"/> Other Cor | | |
| Relation to property: <input checked="" type="radio"/> Owner of record <input type="radio"/> Lessee of entire property <input type="radio"/> Buyer <input type="radio"/> Condominium Board of Managers <input type="radio"/> Other | | |
| Property owners (if taxpayer is not sole owner): <input type="text" value=""/> | | |

6. Next, enter Roll year, Assessed value, Requested assessment and Requested reduction for at least one roll year and fill in the parts highlighted in red in Property Information section.

At least one Requested Assessments entry must be submitted (Roll Year, Assessed value, Requested assessment, Requested reduction)

| Requested Assessments (for discussion purposes only) | | | |
|--|----------------------|----------------------|----------------------|
| Roll Year | Assessed value | Requested assessment | Requested reduction |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

A selection is required for: Is property offered for sale or under contract?

A selection is required for: Has any construction or alteration been started or completed in the past 3 years?

A selection is required for: Have you expanded the rentable floor area by building up or out, or by converting mechanical or common areas?

A selection is required for: Is part of the property rented or offered for rent (other than to the applicant or related individuals or businesses)?

A selection is required for: Is any commercial space leased for a term of a year or more?

A value of 0 or greater is required for: Number of new leases in past 3 years

A selection is required for: Is the property used by the taxpayer's family or business?

A selection is required for: Has new or additional mortgage debt been placed on the property during the past three years?

Property Information

Year acquired Price Arms-length sale Year built

Is property offered for sale or under contract? Price

Has any construction or alteration been started or completed in the past 3 years? Cost as of Jan 2

Have you expanded the rentable floor area by building up or out, or by converting mechanical or common areas?

Is part of the property rented or offered for rent (other than to the applicant or related individuals or businesses)?

Approximate number of tenants:

Retail Office Industrial Apartments Other

Is any commercial space leased for a term of a year or more? Number of new leases in past 3 years

Is the property used by the taxpayer's family or business?

Describe use by taxpayer, including any trade names

Is there a plan for correction of:

Environmental contamination Structural defects or code violations

Has new or additional mortgage debt been placed on the property during the past three years?

Total Debt Term (months) Rate

Other facts

7. Once the form is completed click on “*Submit AR20 form*”. Attachments can only be added AFTER the AR20 is submitted.

Confirm and Submit

Click the button below to certify the truth of the data on this form and submit this AR20.

AR20 Status

Submit AR20 Form

8. You will see AR20 number and can add attachments by clicking on “*ARC Communications/Attachments*”.

Your AR20 has been submitted with AR20 number: 11111. You may make changes and resubmit, view/add attachments or return

AR20 Economic Unit Number
(EUN)

Return to Home Page

ARC Communications/Attachments

Print Preview

9. Add a new AR20 Attachment, such as lease abstracts, rent roll, etc.

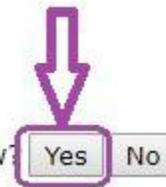
AR20 Document Attachments

AROW Home : File an AR20 : Document Attachments

No documents found for this AR20. Would you like to add one now?

Yes

No



10. A pop up box will appear to Upload the document which states the maximum allowable file size of 100MB.

Upload Document

Please note that maximum allowable file size to upload is 100MB. Any larger files will cause the server to timeout.

CAUTION: Nassau County employs a virus scan tool to prevent the acceptance of files that contain computer viruses. If your uploaded file has a virus, you will receive the following message: "The page cannot be displayed". If you receive this message your file was NOT accepted by Nassau County; you will need to scan your documents for viruses and resubmit them. If an upload is rejected, Nassau County will not receive your documents and will have no record of your attempt to submit them. For purposes of legal deadlines your documents will not be deemed received until they are resubmitted and accepted.

*** Once a Document Type is selected and the resulting required field values are entered, you will be able to Select a File for Upload ***

Type of Document

11. You must choose the type of document from the list.

Floor area and use breakdown for entirely owner-occupied or vacant property
Rent roll (commercial property)
Lease abstracts (commercial tenants)
Lease abstract (applicant-lessee)
Rent roll (apartments)
ETPA Annual Registration Summary
Coop/condo prospectus, last amendment
Coop/condo sponsor rent roll
Financial statements (coop/condo)
Financial statements (rental property)
Financial statements (business use)
Gross receipts (store, theater, restaurant)
Gallons of gasoline sold
Construction costs and permit application
Plan for major repairs or environmental cleanup
Mortgage note
Contract of Sale
Closing Statement
Listing Agreement

12. Once a type is selected fill in any additional requested information and click on “*Find Attachment*”.

Upload Document

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*** Once a Document Type is selected and the resulting required field values are entered, you will be able to Select a File for Upload ***

| | | |
|------------------|--|-----------------|
| Type of Document | Lease abstracts (commercial tenants) ▼ | Change Doc Type |
| Start Month* | ▼ | Start Year* ▼ |
| End Month ▼ | End Year ▼ | |
| Find Attachment | | |

13. Click on "Choose file" then "Submit Attachment".

Upload Document

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*** Once a Document Type is selected and the resulting required field values are entered, you will be able to Select a File for Upload ***

Type of Document: Lease abstracts (commercial tenants) Change Doc Type

Start Month*: [Month] Start Year*: [Year]

End Month: [Month] End Year: [Year]

File To Submit: Choose File No file chosen Submit Attachment

14. This will bring you back to the screen to upload more documents, delete the document you uploaded or return to the AR20.

| Documents for AR20: | | EUN: | | Upload New Document | Return to AR20 Form |
|--------------------------|--------------------------------------|------------|----------|----------------------------------|----------------------------------|
| File Name | Document Type | Start Date | End Date | | |
| test.pdf | Lease abstracts (commercial tenants) | 01/01/2017 | | Delete Document | |

15. Once complete you can Return to list, View/Add Attachments or Print Preview.

Edit AR20 Number: For Tax Year:

AROW Home : Change or File an AR20 Online : Edit AR20 Number:

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| AR20 Economic Unit Number (EUN) | |
|---------------------------------|--|
| Return to List | ARC Communications/Attachments Print Preview |
| Economic Unit Number (EUN): | <input type="text"/> |
| ARC Information Due Date: | <input type="text"/> <input type="checkbox"/> Request a Conference |

16. If Return to list is selected, the options are to Search for AR20 or file a new AR20.

Change or File an AR20 Online

AROW Home : Change or File an AR20 Online

| AR20 Search | | Search for AR20 | File A New AR20 | Clear | | | | |
|---|--|-------------------------------------|---|---------------------------------|--------|---------------------|----------|-------|
| Please enter some selection criteria below and click the search button to find AR20 applications you have entered. Then click on the AR20 number on the list to edit the form online. To file a new AR20, click the 'File a new AR20' button above. | | | | | | | | |
| AR20 Number [?] | <input type="text"/> To <input type="text"/> | Parcel ID | <input type="text"/> | File a New AR20 | | | | |
| EUN [?] | <input type="text"/> | Tax Year | <input type="text"/> | | | | | |
| Info Due Date on or after [?] | <input type="text"/> <input type="text"/> | Info Due Date before [?] | <input type="text"/> <input type="text"/> | | | | | |
| Conference Date on or after [?] | <input type="text"/> <input type="text"/> | Conference Date before [?] | <input type="text"/> <input type="text"/> | | | | | |
| AR20 Found | | | | | | | | |
| AR20 Number | EUN | Tax Year | AR20 Status | Taxpayer Applicant Name | Rep No | Low-Level Parcel ID | #Parcels | #Docs |

17. Once you are done filing your AR20(s) you can logout.

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AROW HOME : File an AR20

To view AR20 Form Instructions in

Your AR20 has been submitted

AR20 Economic Unit Number (EUN)

Economic Unit Number (EUN):

ARC Information Due Date:

Parcels for this AR20

| Parcel Number | Address |
|---------------|---------|
|---------------|---------|