



**COUNTY OF NASSAU
OFFICE OF CONSUMER AFFAIRS**
200 COUNTY SEAT DRIVE
MINEOLA, NEW YORK 11501-4807
(516) 571-2600

*****ATM SAFETY ACT REGISTRATION*****

GENERAL INSTRUCTIONS

Nassau County Law requires all merchants who operate an Automated Teller Machine (ATM) in any location other than a bank must register each ATM with the Office of Consumer Affairs. The purpose of this program is twofold: to ensure the safety of your customers transacting business at the machines and to assist law enforcement with their investigation if a crime does occur.

1. The enclosed **ATM REGISTRATION FORM** must be completed by both the owner of the ATM machine and by the owner of the business where the ATM is located. (Falsification of a government document is punishable to the fullest extent of the law.)
2. A copy of the current lease or operating agreement for each ATM must also be submitted.
3. NY State law requires ALL businesses to have a Federal and NY State Employers Identification Number. You must list these numbers on your application or it will NOT be accepted. You can obtain these numbers by calling 1(800) 829-3676 for Federal and (518) 473-2492 for NY State Bureau of Corporations.
4. Under the “**ATM INFORMATION**” section of the form, you must provide the name and address of the EFT Network where the ATM is registered. An EFT network is the institution which handles the electronic transfer of funds and can be described as follows: Electronic banking, also known as electronic funds transfer (EFT), uses computer and electronic technology as a substitute for checks and other paper transactions. Automated Teller Machines or 24-hour Tellers are electronic terminals that let consumers bank any time. EFTs are initiated through devices like cards or codes that let consumers, or those they authorize, access their account. Many merchants and financial institutions use ATMs or debit cards and Personal Identification Numbers (PINs) for this purpose. Electronic Fund Transfers are mostly used to withdraw cash, make deposits, or transfer funds between accounts, in which the consumer generally inserts an ATM card and enters their PIN.
5. The **ATM REGISTRATION FORM** requires the business owner to list the Servicing Agent. The Servicing Agent is contracted to deal with customer service issues, financial record keeping, repairs and service to the ATM. If there is more than one Servicing Agent, please provide the additional information on a separate sheet, indicating the service that it provides.

(SEE REVERSE SIDE)

ALL PAYMENTS MUST BE MADE BY **CERTIFIED CHECK OR MONEY ORDER**
PAYABLE TO:
THE COUNTY OF NASSAU.

Nassau County ATM Registration fees are as follows:

1. Registration Fee for an new/never register ATM: \$100.00
2. Renewal Fee for an ATM previously registered: \$ 50.00
3. Duplicate copy of Registration Sticker (ONLY if lost or damaged): \$ 10.00

Please be advised, you must immediately notify this office of ANY change in location or service function with the registered ATM.

This Office will provide a registration sticker for each ATM which must be affixed in a conspicuous place on the front of the machine in its registered business location. In addition, the law requires that the following safety measures must be taken by each business owner with an ATM:

- (A) Adequate lighting which allows the user to see all other persons within the vicinity of the machine must be provided.
- (B) A reflective mirror that allows the user to see behind them while using the ATM must be provided.

ALL FORMS ARE TO BE COMPLETED **LEGIBLY** IN BLUE OR BLACK INK OR TYPED.

ATM REGISTRATION STICKERS WILL BE MAILED TO ALL APPLICANTS AFTER PROCESSING OF INITIAL PAPERS AND ALL REQUIRED DOCUMENTATION IS RECEIVED.

Failure to comply with the law or falsification of any of the registration forms may result in a violation punishable by a fine up to \$5000.00. Each period of fifteen days that such violation remains uncorrected shall constitute a separate offense and will result in a separate violation.

REFUNDS WILL NOT BE CONSIDERED.

05/14/10 KMH