

NOTICE OF INTENTION TO APPEAL SUSPENSION FORM

INSTRUCTIONS: Please complete this form if you wish to appeal a proposed suspension from the MTA New York City Transit Access-A-Ride (AAR) paratransit service due to violations of the No-Show/Late Cancellation Policy. *The appeal must be postmarked within 14 calendar days of the date the notice of suspension was issued.* Information on the appeal process is listed on the attached sheet.

CONTACT INFORMATION *(Please print clearly):*

Name: _____ AAR ID#: _____

Address: _____

Date of Birth: ____ / ____ / ____ Telephone #: (____) _____

YOU MUST CHOOSE ONE OF THE FOLLOWING:

- APPEAL IN WRITING.** *If you choose to appeal in writing, please submit either the "Statement of Appeal Form" on the reverse side or a letter documenting why you believe that the violations were charged in error and/or should be excused. Please include all supporting documentation with your appeal.*
- APPEAL IN PERSON.** *If you choose to appeal in person, you will be contacted by MTA NYC Transit to schedule an appeal hearing. You must be available to attend the scheduled hearing. Please note that walk-ins will not be seen.*

CUSTOMER'S SIGNATURE:

_____ Date: _____
(This form will be returned if it is not signed and dated.)

RETURN THE COMPLETED FORM(S) TO: AAR Suspension Appeals Board
NYC Transit – Paratransit
130 Livingston Street
Brooklyn, NY 11201

STATEMENT OF APPEAL FORM

CONTACT INFORMATION *(Please print clearly):*

Name: _____ AAR ID#: _____
Address: _____ Date of Birth: ____ / ____ / ____
_____ Telephone #: _____

SUSPENSION/VIOLATION INFORMATION

Date/s of Scheduled Suspension: _____

Date/s of Violations: _____

BASIS FOR YOUR APPEAL *(I am appealing my suspension from AAR because):*

CUSTOMER'S SIGNATURE:

_____ Date: _____
(This form will be returned if it is not signed and dated.)

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NYC Transit – Paratransit
130 Livingston Street
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ACCESS-A-RIDE

NO-SHOW/LATE CANCELLATION APPEAL INFORMATION

- ❖ Customers who have received a notice of suspension are entitled to an appeal.
- ❖ Customers may appeal in person or in writing.
- ❖ **To appeal in writing**, customers must submit the completed “*Notice of Intention to Appeal Suspension Form*” and either the “*Statement of Appeal Form*” or a letter documenting why they believe that the violations were charged in error and/or should be excused, including any supporting documentation. These documents must be postmarked within **14 calendar days** of the date the notice of suspension was issued.
- ❖ **To appeal in person**, customers must submit the completed “*Notice of Intention to Appeal Suspension Form*”, postmarked within **14 calendar days** of the date the notice of suspension was issued. Customers must be available to attend the scheduled hearing. Customers may also bring a representative.
- ❖ In person appeal hearings will take place at **33-00 Northern Boulevard, 8th Floor, Long Island City, NY**.
- ❖ If you speak a language other than English, we will provide interpretation services. We will also provide voice amplification or sign language interpretation if you make a request a minimum of two weeks or 14 days prior to the scheduled hearing by calling 1-877-337-2017 and pressing 1 for Eligibility.
- ❖ The Paratransit Appeals Board shall consist of an individual or panel.
- ❖ Persons behaving in an aggressive, threatening and/or overtly rude manner may be asked to leave. As a result, the scheduled in person appeal hearing will be handled as a written appeal.
- ❖ Trip requests that are made for trips that would occur after the date the suspension is scheduled to begin will not be honored unless New York City Transit (NYCT) has received the completed “*Notice of Intention to Appeal Suspension Form*” in a timely manner and the appeal is pending.
- ❖ Failure to submit a timely appeal will result in a default suspension against the customer.
- ❖ Notification of appeal decisions will be made to customers in writing.
- ❖ Should you have any questions, please call a Paratransit Representative at 1-877-337-2017 between the hours of 9:00 A.M. and 5:00 P.M., Monday through Friday. Customers who are deaf/hard of hearing should call through the relay. For assistance in English, Spanish, or any other language follow the recorded instructions.