

STATE OF NEW YORK

DIVISION OF TAX APPEALS

In the Matter of the Petition	:	
of	:	
DANE E. CLAYTON	:	DETERMINATION DTA NO. 826469
for Redetermination of a Deficiency or for Refund of Personal Income Tax under Article 22 of the Tax Law for the Year 2012.	:	

Petitioner, Dane E. Clayton, filed a petition for redetermination of a deficiency or for refund of personal income tax under Article 22 of the Tax Law for the year 2012.

On November 4, 2014, the Division of Tax Appeals issued to petitioner a Notice of Intent to Dismiss Petition pursuant to 20 NYCRR 3000.9(a)(4). In response to a request for additional time, the parties were granted until January 20, 2015 to respond to the proposed dismissal. On January 19, 2015, petitioner, appearing pro se, submitted correspondence in opposition to dismissal. On January 16, 2015, the Division of Taxation, by Amanda Hiller, Esq. (Leo Gabovich, Esq., of counsel), submitted documents in support of dismissal. Pursuant to 20 NYCRR 3000.5(d) and 3000.9(a)(4), the 90-day period for issuance of this determination commenced January 20, 2015. After due consideration of the documents submitted, Barbara J. Russo, Administrative Law Judge, renders the following determination.

ISSUE

Whether petitioner filed a timely petition with the Division of Tax Appeals following the issuance of a Notice of Deficiency.

FINDINGS OF FACT

1. On August 19, 2014, petitioner, Dane E. Clayton, filed a petition with the Division of Tax Appeals. The petition was filed in protest of a Notice of Deficiency (notice number L-040187688), issued by the Division of Taxation (Division), dated January 3, 2014.¹

2. On November 4, 2014, the Petition Intake Unit of the Division of Tax Appeals issued a Notice of Intent to Dismiss Petition to petitioner. The Notice of Intent indicates that the relevant Notice of Deficiency was issued on January 3, 2014, but that the petition was not filed until August 19, 2014, or 228 days later.

3. In response to the issuance of the Notice of Intent to Dismiss Petition, the Division submitted, among other documents, (i) an affidavit of Leo Gabovich, an employee in the Office of Counsel of the Division, dated January 15, 2015; (ii) an affidavit, dated January 6, 2015, of Mary Ellen Nagengast, a Tax Audit Administrator 1 and Director of the Division's Management Analysis and Project Services Bureau (MAPS); (iii) a "Certified Record for Presort Mail - Assessments Receivable" (CMR) postmarked January 3, 2014; (iv) an affidavit, dated January 9, 2015, of Bruce Peltier, a mail and supply supervisor in the Division's mail room; (v) petitioner's resident income tax return for the year 2012, filed jointly with Deborah Francis Clayton on April 6, 2013, which lists a Willmohr Street, Brooklyn, New York, address for petitioner and Deborah Francis Clayton, which is the same address as that listed on the subject notice. The 2012 return was the last return filed with the Division by petitioner before the notice was issued; and (vi) printouts from the Division's e-Managed Process for an Integrated Revenue Enterprise that indicates Deborah Francis Clayton updated her address with the Division on September 3, 2013

¹ The subject Notice of Deficiency was issued to both petitioner and petitioner's spouse, Deborah Francis Clayton. The petition in this matter was filed by petitioner, Dane E. Clayton, only.

to an address on 96th Street, Brooklyn, New York. A copy of the subject notice was also issued to petitioner and Deborah Francis Clayton at this Brooklyn, New York, address.

4. The affidavit of Mary Ellen Nagengast, who has been in her current position since October 2005, sets forth the Division's general practice and procedure for processing statutory notices. Ms. Nagengast is the Director of MAPS, which is responsible for the receipt and storage of CMRs, and is familiar with the Division's Case and Resource Tracking System (CARTS) and the Division's past and present procedures as they relate to statutory notices. Statutory notices are generated from CARTS and are predated with the anticipated date of mailing. Each page of the CMR lists an initial date that is approximately 10 days in advance of the anticipated date of mailing. Following the Division's general practice, this date was manually changed on the first and last page of the CMR in the present case to the actual mailing date of "1/3/14." In addition, as described by Ms. Nagengast, generally all pages of the CMR are banded together when the documents are delivered into possession of the USPS and remain so when returned to the Division. The pages of the CMR stay banded together unless otherwise ordered. The page numbers of the CMR run consecutively, starting with "PAGE: 1," and are noted in the upper right corner of each page.

5. All notices are assigned a certified control number. The certified control number of each notice is listed on a separate one-page mailing cover sheet, which also bears a bar code, the mailing address and the Departmental return address on the front, and taxpayer assistance information on the back. The certified control number is also listed on the CMR under the heading entitled "Certified No." The CMR lists each notice in the order the notices are generated in the batch. The assessment numbers are listed under the heading "Reference No." The names and addresses of the recipients are listed under "Name of Addressee, Street, and PO Address."

6. The CMR in the present matter consists of 55 pages and lists 603 certified control numbers along with corresponding assessment numbers, names and addresses. Each page of the CMR includes 11 such entries with the exception of page 55, which contains 9 entries. Ms. Nagengast notes that the copy of the CMR that is attached to her affidavit has been redacted to preserve the confidentiality of information relating to taxpayers who are not involved in this proceeding. A USPS representative affixed a postmark dated January 3, 2014 to each page of the CMR, wrote and circled the number "603" on page 55 next to the heading "Total Pieces Received at Post Office" and initialed or signed page 55. Ms. Nagengast adds that the total number of statutory notices mailed pursuant to the CMR was 603.

7. Page 22 of the CMR indicates that a Notice of Deficiency with certified control number 7104 1002 9730 0113 2843 and reference number L-040187688 was mailed to "FRANCISCLAYTON-DEBORAH" at the 96th Street, Brooklyn, New York, address listed on the subject Notice of Deficiency. The corresponding mailing cover sheet, attached to the Nagengast affidavit as exhibit "B," bears this certified control number and the names "FRANCISCLAYTON-DEBORAH" and "CLAYTON-DANE E" and address as noted. Page 22 of the CMR also indicates that the subject Notice of Deficiency with certified control number 7104 1002 9730 0113 2850 and reference number L-040187688 was additionally mailed to "CLAYTON-DANE E" at the Willmohr Street, Brooklyn, New York, address listed on the subject notice. The corresponding mailing cover sheet, attached to the Nagengast affidavit as exhibit "B," bears this certified control number and the names "CLAYTON-DANE E" and "FRANCISCLAYTON-DEBORAH" and address as noted.

8. The affidavit of Bruce Peltier, a supervisor in the mail room since 1999 and currently a mail and supply supervisor, describes the mail room's general operations and procedures. The

mail room receives the notices and places them in an “Outgoing Certified Mail” area. Mr. Peltier confirms that a mailing cover sheet precedes each notice. A staff member retrieves the notices and mailing cover sheets and operates a machine that puts each notice and mailing cover sheet into a windowed envelope. Staff members then weigh, seal and place postage on each envelope. The first and last pieces listed on the CMR are checked against the information contained on the CMR. A clerk then performs a random review of 30 or fewer pieces listed on the CMR by checking those envelopes against the information contained on the CMR. A staff member then delivers the envelopes and the CMR to one of the various USPS branches located in the Albany, New York, area. A USPS employee affixes a postmark and also places his or her initials or signature on the CMR, indicating receipt by the post office. Here, as noted, the USPS employee initialed page 55 and affixed a postmark dated January 3, 2014 to each page of the CMR. The Center further requests that the USPS either circle the total number of pieces received or indicate the total number of pieces received by writing the number on the CMR. Here, the USPS employee complied with this request by writing and circling the number “603” on the last page next to the heading “Total Pieces Received at Post Office.”

9. According to the Peltier affidavit, copies of the subject notice were mailed to petitioner on January 3, 2014, as claimed, to both the 96th Street address and the Willmohr Street address. Mr. Peltier notes that the names of both petitioner and Deborah Francis Clayton and their address would have been displayed in the windows of the envelopes containing the statutory notices.

CONCLUSIONS OF LAW

A. There is a 90-day statutory time limit for filing a petition following the issuance of a Notice of Deficiency (Tax Law §§ 681[b]; 689[b]). The Division of Tax Appeals lacks jurisdiction to consider the merits of any petition filed beyond the 90-day time limit (*Matter of Voelker*, Tax Appeals Tribunal, August 31, 2006).

B. Where, as here, the timeliness of a taxpayer's protest against a notice or conciliation order is in question, the initial inquiry is on the mailing of the notice or conciliation order because a properly mailed notice or conciliation order creates a presumption that such document was delivered in the normal course of the mail (*see Matter of Katz*, Tax Appeals Tribunal, November 14, 1991). However, the "presumption of delivery" does not arise unless or until sufficient evidence of mailing has been produced and the burden of demonstrating proper mailing rests with the Division (*see id.*). The Division may meet this burden by evidence of its standard mailing procedure, corroborated by direct testimony or documentary evidence of mailing (*see Matter of Accardo*, Tax Appeals Tribunal, August 12, 1993). Where a notice of deficiency has been properly mailed, Tax Law § 681(a) does not require actual receipt by the taxpayer (*see Matter of Malpica*, Tax Appeals Tribunal, July 19, 1990).

C. The evidence required of the Division in order to establish proper mailing is two-fold: first, there must be proof of a standard procedure used by the Division for the issuance of statutory notices by one with knowledge of the relevant procedures, and second, there must be proof that the standard procedure was followed in this particular instance (*see Matter of Katz; Matter of Novar TV & Air Conditioner Sales & Serv.*, Tax Appeals Tribunal, May 23, 1991).

D. In this case, the Division has met its burden of establishing proper mailing. Specifically, the Division was required to mail the statutory notice to petitioner at his last known

address (*see Matter of Wilson*, Tax Appeals Tribunal, July 13, 1989). As indicated by the CMR and the affidavits of Ms. Nagengast and Mr. Peltier, Division employees involved in and possessing knowledge of the process of generating, reviewing and issuing (mailing) statutory notices, the Division has offered adequate proof to establish the fact that the notice at issue was actually mailed to petitioner at his last known address by certified mail on January 3, 2014, the date appearing on the CMR. The affidavits described the various stages of producing and mailing notices and attested to the authenticity and accuracy of the copies of the notice and the CMR submitted as evidence of actual mailing. These documents established that the general mailing procedures described in the Nagengast and Peltier affidavits were followed with respect to the notice issued to petitioner. Petitioner's name and address, as well as the numerical information on the face of the notice, appear on the CMR, which bears a USPS date stamp of January 3, 2014. There are 603 certified mail control numbers listed on the CMR, and the USPS employee who initialed the CMR indicated, by writing and circling the number "603" on the line stating "total pieces received at post office," that the post office received 603 items for mailing. In short, the Division established that it mailed the notice to petitioner by certified mail on January 3, 2014 (*see Matter of Auto Parts Center*, Tax Appeals Tribunal, February 9, 1995). Additionally, the Division established that the notice was mailed to petitioner's last known address, being the same address as that reported on petitioner's 2012 resident income tax return, which was the last return filed with the Division before the subject notice was issued. The Division has also established that it mailed a copy of the subject notice to the additional address provided by petitioner's spouse at 96th Street, in Brooklyn, New York.

E. A notice is issued when it is properly mailed, and it is properly mailed when it is delivered into the custody of the USPS, as described above (*Matter of Air Flex Custom*

Furniture, Tax Appeals Tribunal, November 25, 1992). In this case, the notice was properly mailed when it was delivered into the custody of the USPS on January 3, 2014, and it is this date that commenced the 90-day period within which a protest had to have been filed. Petitioner's protest was not filed until August 19, 2014, or 228 days later. As a matter of law, the Division of Tax Appeals lacks jurisdiction to address the merits of petitioner's protest (*Matter of Sak Smoke Shop*, Tax Appeals Tribunal, January 6, 1989).

F. This determination, made pursuant to the notice of intent to dismiss petition and the evidence and arguments submitted by the parties, is the equivalent of an order in favor of the Division on a motion for summary determination for failure to timely file a petition, and precludes petitioner from having a hearing on the substantive issues of the assessment. As provided in 20 NYCRR 3000.9(b)(1), addressing motions for summary determination, such a motion "shall be granted if, upon all the papers and proof submitted, the administrative law judge finds that it has been established sufficiently that no material and triable issue of fact is presented."

Petitioner submitted no evidence that the petition was filed within the time frame required, i.e., within 90 days from the date the statutory notice was issued. Moreover, petitioner has failed to challenge the Division's proof of mailing of the notice with any evidence. The proper mailing of a statutory notice, as in the present matter, gives rise to a presumption of receipt (*see Matter of Sugranes*, Tax Appeals Tribunal, October 3, 2002) and petitioner has failed to present any evidence to overcome this presumption (*see Matter of 3410 Pons Food Corp.*, Tax Appeals Tribunal, September 7, 1995). Petitioner merely raises legal arguments based on 28 USC § 1658 regarding time limitations on the commencement of civil actions arising under Acts of Congress, which are inapplicable to this proceeding.

G. Without a timely filed petition, this agency does not have the jurisdiction to entertain the substantive issues presented in the petition. Therefore, it must be concluded that petitioner has failed to meet his burden of proof.

H. The petition of Dane E. Clayton is dismissed.

DATED: Albany, New York
March 19, 2015

/s/ Barbara J. Russo
ADMINISTRATIVE LAW JUDGE