## WELCOME TO THE ERIE COUNTY CIVIL SERVICE EXAMS PAYMENT SITE.

## PLEASE CAREFULLY READ THE INFORMATION RELATED TO PAYMENT OF YOUR CIVIL SERVICE EXAM(S).

Consult the exam announcement for the correct filing fee.

Exam fees are a processing fee and are non-refundable.

## To Submit A Waiver:

• Follow the instructions to complete the "Request for Application Fee Waiver and Certification" form provided at the Application Fee Waiver link (see left column) and submit your application(s) to the Erie County Department of Personnel (Room 604), 95 Franklin Street, Buffalo, NY 14202.

## To Pay by Mail:

Exam application filing fees are payable by check or money order to the Erie County
Department of Personnel. Consult the exam announcement for the correct processing/filing fee. No bank convenience/service fee is required. There are NO refunds.

<u>To Pay in Person</u> at the Personnel Department, Room 604, on the Sixth Floor in the Rath Building (located at 95 Franklin Street, Buffalo, NY):

• Exam application filing fee payments made with a check or money order **(payable to the Erie County Department of Personnel)** will NOT require any additional bank convenience/service fee. Consult the exam announcement for the correct processing/filing fee.

<u>Also Pay in Person</u> at the Personnel Department, Room 604, on the Sixth Floor in the Rath Building (located at 95 Franklin Street, Buffalo, NY):

• Exam application filing fee payments may be accepted via credit or debit card and can be made with either MASTERCARD or DISCOVER. Paying in this form will add a bank convenience/ service fee of \$1.50 per exam application in addition to the filing fee payment. All convenience fees are funded by the payer and collected directly and automatically by J. P. Morgan Chase, N.A.

For further information please contact us at 716-858-8484 or fax us at 716-858-8445.

Thank you,

Commissioner David Palmer Department of Personnel