



# JANUARY 2025 BULLETIN

## SCHOLARSHIP & RAFFLE WINNERS

Thank you to all that participated in our annual raffle to help fund the Micheal J. Innella Scholarship Award. The winner of the 2024 Scholarship Award is Tommy Margie who is attending University of Miami. Congratulations Tommy and good luck with your studies.

Congratulations to this year's \$500 raffle drawing winners:

C & A Auto Service, Mahopac, NY  
Dowey Auto Inc., Pawling, NY  
J & J Presto's Service Center, North White Plains, NY  
MG Martin's Auto, Pelham, NY  
Mike's Automotive, Pawling, NY  
North Broadway Automotive Services, White Plains, NY  
Powers Auto Care, Ossining, NY  
Sal's Auto Service, Scarsdale, NY

*Congratulations winners and thank you for your support!*

## ASSOCIATION CONTEST

**CONGRATULATIONS TO THE DECEMBER 2024 TRIVIA CONTEST WINNER STAR AUTOBODY, MOUNT VERNON, NY.** Please read through this bulletin for your chance to win!!! Call the office or email [ssdgny@ssdgny.org](mailto:ssdgny@ssdgny.org) with the correct answer to the trivia question to be entered in the monthly drawing for a chance to receive a free month's dues; a \$45 value.

## ATTORNEY'S CORNER

Vincent P. Nesci, Esq., General Counsel for SSDGNY

This month's column is devoted to invoices, how to write them, what you must keep and how to protect yourself for work done and for work recommended but not done.

### **Written Estimate**

The customer has the right to ask for a written estimate as to the vehicle repair. If a written estimate is requested by the customer, the repair shop must give an estimate of the parts and labor necessary for each specific repair. The shop may charge a reasonable fee for developing a written estimate, but the labor charge for an estimate may not exceed the shop's usual hourly labor charge.

The estimate must list each part and its cost, and show what parts, if any, are either used, after-market or OEM. It must show the labor charges for each repair and by what method they are calculated. The shop may not charge more than the estimated price without the customer's permission.

### **Authorizing Work**

A shop may not perform any services unless the customer gives permission. If the shop prepares a written work order, it must give the customer a copy. A copy of the written work order should be attached to the invoice. Some Regions feel that it is mandatory to do this. Better practice is to attach.

**If work is authorized verbally or by telephone, the invoice must show the date, time, and name of the person giving authorization.** *This is usually the subject of the complaints so the shop should do everything to protect itself including recording the calls, after informing the customer, "for training and quality assurance."*

[When you call into a company and hear this, you don't really believe it, do you?]

### **Parts**

The customer is entitled to the return of all replaced parts, except warranty and exchange parts, but they must ask for them in writing before any work is done. Remind the customer.

The work is authorized by phone, the shop must keep any replaced parts and make them available to the customer when the customer picks up the vehicle.

### **Invoice**

When repairs are completed, the shop must give the customer a *detailed invoice* listing each repair done, each part replaced, the cost for each, and the cost of labor. The invoice must show which replacement parts, if any, are used, after-market or OEM. It *must show the odometer reading* at the time the vehicle was left for repair *and* when the invoice was prepared. If the shop promised a delivery date, that must be listed on the repair order.

The invoice also needs to contain a listing of recommended repairs which were declined by the customer. You need to do this to protect your shop.

For example, on an inspection, you cannot fail a vehicle for bad ball joints. We all know that if one is driving a vehicle and they break you can lose steering and cause a catastrophic outcome. However, bad ball joints are not considered a failure. As a repair shop owner and technician, you cannot let the consumer leave the shop without explaining what can happen. Therefore, make sure you put in your job estimate the





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recommendation of replacing the ball joints. This way the customer chooses not to, and something happens while they are driving you are not liable.

## Inspection After Repair

The customer has the right to inspect the vehicle at the shop before paying for repairs. However, this does not give the customer the right to remove the vehicle from the shop without paying for the repairs, or to inspect it in areas where only authorized employees are allowed.

## Guarantees

A shop is not required to guarantee its work, but a shop, if it wants to get and keep customers, usually voluntarily guarantees repairs. If the shop does give a guarantee, the terms and time limit of the guarantee must be listed on the invoice.

Any questions you can call the Association, and they will transmit your question to me to answer.

## BOI UPDATE

On December 23, 2024, the U.S. Court of Appeals for the Fifth Circuit granted a stay of the district court’s preliminary injunction enjoining the Corporate Transparency Act (CTA) entered in the case of *Texas Top Cop Shop, Inc. v. Garland*, pending the outcome of the Department of the Treasury’s ongoing appeal of the district court’s order.

- Reporting companies that were created or registered prior to January 1, 2024 have until January 13, 2025 to file their initial beneficial ownership information reports with FinCEN. (These companies would otherwise have been required to report by January 1, 2025.)
- Reporting companies created or registered in the United States on or after September 4, 2024 that had a filing deadline between December 3, 2024 and December 23, 2024 have until January 13, 2025 to file their initial beneficial ownership information reports with FinCEN.
- Reporting companies created or registered in the United States on or after December 3, 2024 and on or before December 23, 2024 have an additional 21 days from their original filing deadline to file their initial beneficial ownership information reports with FinCEN.

## WE ARE YOUR DOL



## NEW YORK MINIMUM WAGE

The state minimum wage will increase on January 1, 2025, to \$16.50 for New York City, Long Island and Westchester. The remainder of New York State will increase to \$15.50.

Overtime after 56 hours for New York City, Long Island and Westchester will increase to \$24.50, and \$23.25 for the remainder of New York State.

If you have questions or need more information, please visit [www.labor.ny.gov/minimumwage](http://www.labor.ny.gov/minimumwage) or call 888-469-7365.



## MADE PAYABLE TO....

Effective immediately, we ask that you please make your monthly payments as follows:

- Membership dues and legal fees payable to Service Station Dealers
- Health Insurance and DBL premiums be made payable to Inter-City Insurance Fund.

Automatic monthly payments will be processed accordingly.

To avoid sending a monthly payment for your membership dues you may now send your dues payment in increments of 3 months (\$135), 6 months (\$270) or annually (\$495 for a \$45 savings). We also offer automatic monthly payments by ACH. If you are interested, please contact the association to enroll.

We appreciate your cooperation and understand that this may be a small inconvenience and will take some getting used to.





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## ARE YOU READY FOR 2025!

ARE YOUR PERMITS, LICENSES (INCLUDING YOUR OWN AND YOUR EMPLOYEE'S DRIVER'S LICENSES VALID)?

ARE YOU DISPLAYING SIGNS MANDATED BY D.M.V. AND OTHER GOVERNMENT AGENCIES INCLUDING POSTING OF LICENSED INSPECTORS AT INSPECTION STATIONS?

ARE YOU COMPLETING AND FILING THE IMMIGRATION FORMS FOR ALL NEW EMPLOYEES, "I-9"? ARE YOU COMPLETING AND FILING THE N.Y.S. "NEWLY HIRED EMPLOYEES" FORM?

ARE YOU CHECKING YOUR VAPOR RECOVERY EQUIP. & COMPLYING WITH THE NEEDED **5 YEAR** TEST?

ARE YOU PROPERLY DISPLAYING THE OPERATING INSTRUCTIONS FOR NOZZLES USED IN THE VAPOR RECOVERY SYSTEM?

ARE YOU PREPARED TO MAINTAIN DAILY, ACCURATE, GASOLINE INVENTORY RECORDS AS REQUIRED BY LAW (**DIP BOOKS** ARE AVAILABLE FROM YOUR ASSOCIATION)?

ARE YOU MAINTAINING THE PROPER **COLOR CODE** ON YOUR GASOLINE FILL LINES?

ARE YOU DISPLAYING THE OIL SIGN: "**WE ACCEPT WASTE OIL FOR RECYCLING**"? ARE YOU HANDLING USED OIL FILTERS PROPERLY?

ARE YOU DISPLAYING THE SIGN: "**WE MUST ACCEPT VEHICLE BATTERIES FOR RECYCLING**"?

ARE YOU MAINTAINING THE FILE OF **MATERIAL SAFETY DATA SHEETS (MSDS)**?

ARE YOU AND YOUR EMPLOYEES AWARE OF THE POSSIBLE HEALTH HAZARDS ASSOCIATED WITH THE VARIOUS CHEMICALS AND THE PRECAUTIONS THAT SHOULD BE TAKEN?

HAVE YOU FILED YOUR "**COMMUNITY RIGHT TO KNOW**" FORM ON STORED SUBSTANCES IN N.Y.C.? THE DEADLINE IS **MARCH 1<sup>ST</sup>**.

ARE YOU A PARTICIPANT IN YOUR ASSOCIATION'S HEALTH INSURANCE PLAN?

ARE YOU MAINTAINING A SAFE WORKING ENVIRONMENT? ARE ALL YOUR FIRE EXTINGUISHERS AND SUPPRESSION SYSTEMS PROPERLY CHARGED AND WORKING? **SAFETY IS FREE! USE IT GENEROUSLY.**

ARE YOU USING APPROVED REPAIR ORDER FORMS? ARE YOU PROVIDING **ALL** INFORMATION REQUIRED ON THE ORDER FORM BY D.M.V.?

ARE YOU A MEMBER OF YOUR ASSOCIATION SPONSORED **WORKER'S COMPENSATION** GROUP? THOSE WHO ARE RECEIVED DIVIDENDS FOR OVER **30** YEARS. ARE YOU ALSO PROVIDING **DISABILITY** INSURANCE FOR YOUR EMPLOYEES AS REQUIRED BY N.Y.S. AS WELL AS THE **NY PAID FAMILY LEAVE**?

ARE YOU IN COMPLIANCE WITH YOUR COMPANY'S **SEXUAL HARASSMENT POLICY AND TRAINING PROCEDURES**?

ARE YOU PROVIDING QUALITY REPAIRS? ARE YOU USING QUALITY PARTS? DON'T CREATE FUTURE PROBLEMS WITH A FALSE ECONOMY?

ARE YOU AND YOUR TECHNICIANS MAKING TIME FOR EDUCATION (**WORK SMARTER NOT HARDER**)?

ARE YOU MAINTAINING A CLEAN, ATTRACTIVE LOCATION? LOOK AROUND, YOU MAY BE SURPRISED. ARE YOU MAINTAINING A SENSIBLE PROFIT MARGIN? YOU **CANNOT** SURVIVE WITHOUT IT. ARE YOU PREPARED TO SIT DOWN WITH THE ACCOUNTANT AND REVIEW YOUR OPERATIONS?

ARE YOU PERFORMING INSPECTIONS PROPERLY? **DO IT RIGHT OR DON'T DO IT AT ALL!** ARE YOU GIVING **WRITTEN INSPECTION APPOINTMENTS**? WRITTEN APPOINTMENTS MUST BE ON YOUR LETTERHEAD.

IN N.Y.C., HAVE YOU APPLIED FOR A RETAIL **CIGARETTE LICENSE** WITH CONSUMER AFFAIRS? AND EVERYWHERE, DO YOU **CARD** FOR CIGARETTES AND ALCOHOLIC BEVERAGES?

IF YOU HAVE DUAL ISLANDS WITH **SELF SERVE/FULL SERVE**, IS THE "**HANDICAP**" SIGN POSTED?

**ARE YOU READY?** ONLY **YOU** KNOW THE ANSWER. IF YOU'RE UNSURE, CALL YOUR AREA REP. OR THE ASSOCIATION FOR HELP.





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## NYS DISABILITY BENEFITS (DBL) & PAID FAMILY LEAVE (NYPFL)

NY is one of a handful of states that require employers to provide disability benefits coverage to employees for an off-the-job injury or illness.

Disability benefits are temporary cash benefits paid to an eligible wage earner. It provides weekly cash benefits to replace, in part, wages lost due to injuries or illness that do not arise out of or in the course of employment. Disability benefits are also paid to an unemployed worker to replace unemployment insurance benefits lost because of illness or injury.

NYPFL provides employees with job-protected, paid time off to bond with a newly born, adopted, or fostered child; care for a family member with a serious health condition; or assist loved ones when a family member is deployed abroad on active military service.

Employees pay for these benefits through a small payroll deduction, which is a percentage of their wages up to a cap set annually. The 2025 payroll contribution is 0.388% of an employees wages each pay period and is capped at an annual maximum \$354.53. Employees earning less than the NYS Average Weekly Wage (\$1,757.19 per week), will have an annual contribution amount less than the cap of \$354.53, consistent with their actual wages.

NYPFL is self-billed and paid annually. In past years, we billed monthly for the disability coverage however, effective January 2025, DBL will also be self-billed and paid annually. The cost per employee for DBL coverage is \$2.44 per month.

If you have DBL coverage through SSDGNY with Shelterpoint the DBL and NYPFL annual billing forms and payment instructions were emailed to you. Both annual billing forms and payments must be received by January 15, 2025. Please make checks payable to Inter-City Insurance Fund.

If you have any questions or need the annual billing forms, please call the Association at 914-698-5188 or email [ssdgnny@ssdgnny.org](mailto:ssdgnny@ssdgnny.org).

## NYVIP MESSAGE NO. 312

**SUBJECT: 2025 OPUS STICKER STOCK RETURN**

**\*\*DO NOT SEND ANY STICKER STOCK TO DMV\*\***

The message reads in part....

Per Commissioner’s Regulation Part 79.10©, “Every inspection station owner must return to Opus all unused inspection sticker stock inventory from the previous year.” As such, if you have any unused 2025 inspection sticker stock, regulation requires that you **return them by March 1, 2025.**

**NYVIP sticker stock which has been VOIDED as DAMAGED, MISPRINTED, or STOCK CHANGE ALIGNMENT during use must be kept in a safe location at your station for auditing by NYS DMV personnel.**

To return unused sticker stock:

- Please use secure and durable shipping containers (e.g., cardboard boxes or reinforced envelopes). We recommend you mail all packages with tracking.
- Include the completed “Return Form” for Print on Demand Sticker Stock to be returned to Opus Inspection Inc.

You may have to use more than one form to completely list all your returns.

**IMPORTANT: Prior to performing inspections in 2025, you must install your 2026 GRAY sticker stock into the sticker printer. If the individual that would normally perform this will be unavailable, you need to plan ahead to ensure a seamless transition into the new year.**

Questions regarding this procedure for OPUS “Print on Demand” sticker stock return can be directed to OPUS Inspection at 866-623-8378.

You can find a copy of the Return Form on the last page of this bulletin.





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## JANUARY TRAINING



WTI continues to serve your training needs with live virtual webinars, interactive instructor-led classes, pre-recorded class videos, and more! These innovative training solutions are part of the recently launched WPAC Technical Lunchtime Training brought to you by the Worldpac Training Institute (WTI).

Click the QR Code for more information and course details



Our nationwide automotive technical training events in the U.S., Canada, and Mexico are created for working service professionals to stay ahead in the automotive industry. Our events catalog includes special in-person technical training led by industry experts, providing hands-on experience and in-depth knowledge to keep working professionals updated with the latest advancements. Whether you're looking for beginner auto mechanical training or specific in-person training events, we have resources tailored to your needs.

Click on the QR Code for more information and courses details



## REFERRALS

If you know of a station that needs our services and is interested in becoming a member, refer them to us and upon signing you will receive a \$50.00 Amazon gift card. If you know of someone interested, please contact our Sales Representative Bill Griese at 914-227-0144.

## CLASSIFIEDS

To place a for sale, for rent or wanted items classified ad please email the specifics to [ssdgnny@ssdgnny.org](mailto:ssdgnny@ssdgnny.org) or call us at 914-698-5188. This service is free for all Association members.

SSDGNy is a member of TST. Because you are members of SSDGNy, you are automatically able to receive certain benefits from that organization.

This means:

- Discount - Live Seminars
- Discount - Yearly Big Event & Trade Show
- Discount - Live Simulcast / Webcasts
- Discount - On-Line Videos
- Watch Members Only Videos
- Discount - Tools and Equipment
- Access to Members only Store
- Discount - Training Materials (Books)

To receive the discount, you must call the association prior to registering for a seminar.

## TRIVIA QUESITON

What is the new 2025 minimum wage for NYC, Long Island & Westchester?

Call the office at 914-698-5188 or email us at [ssdgnny@ssdgnny.org](mailto:ssdgnny@ssdgnny.org) with your answer for a chance to win a free month's dues.

We hope you enjoyed reading this month's bulletin. If you have any questions, feel free to call the association. We are here to help you and your industry.

Best Regards,

*Service Station Dealers & Automotive Services  
of Greater NY, Inc.*



**\*\*THIS FORM IS FOR NYVIP3 PRINT ON DEMAND STICKER STOCK RETURNS ONLY\*\***

Please complete all sections of this form and return it and any unused sticker stock in a secure, durable shipping container (e.g. reinforced envelope, cardboard box, etc.) to the address below.

Seven (7) Digit DMV Facility Number:                                                    

*If returning stickers for multiple facilities, please use a separate form and separate shipping containers.*

Inspection Station Name: \_\_\_\_\_

Inspection Station Address: \_\_\_\_\_

\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Please Print

Contact Phone Number: \_\_\_\_\_

Reason for Return (mark with X):     Not Used     Out of Business     Wrong Type     Other

STICKER TYPE (Interior/Exterior)	YEAR	BEGINNING NUMBER	ENDING NUMBER	TOTAL # UNUSED STICKERS

**Return only unused NYVIP3 sticker stock to: Opus Inspection**

**\*\*\*IMPORTANT\*\*\***

**All stock VOIDED as DAMAGED, MISPRINTED, or STOCK CHANGE ALIGNMENT must be retained at the facility for DMV**

**Review**

**7 Kripes Road  
East Granby, CT 06026  
Attn: Sticker Fulfillment**