

New Application Checklist for an E-HAIL Pilot Participant

Please call the TLC Business Unit at 718-391-5641 for an appointment to file this application once you have all required documents available.

Application - You must answer every question. Incomplete applications will not be accepted. All required documents must be submitted with the application. Please refer to the application instructions for additional information.	<input type="checkbox"/>
Zero outstanding judgments to the TLC, Department of Finance (DOF) Parking Violations and or to any other federal, state or local governmental jurisdiction.	<input type="checkbox"/>
Memorandum of Understanding (MOU) – Signed original.	<input type="checkbox"/>
E-HAIL Software Application Fee Schedule - A list of all fees and rates inclusive of any variable or surge pricing.	<input type="checkbox"/>
System Specifications – A detailed system design document consisting of (1) a functional system description; (2) a description of how the app will interconnect with the application programming interfaces provided by TPEP providers; (3) a description of the features and operation of the app from the end user's perspective (both passenger and driver); and (4) if the app enables passengers to pay for a taxi trip, a description of how the app will ensure that payments are appropriately paired with drivers.	<input type="checkbox"/>
User Agreements – E-HAIL Software Application User Agreements for both Drivers and Passengers.	<input type="checkbox"/>
Certificate of Workers Compensation Insurance or an exemption from coverage letter is required. (A) C-105.2 Certificate of Workers' Compensation Insurance; (B) U-26.3 State Insurance Fund Certificate of Workers' Compensation Insurance; (C) Request for WC/DB Exemption (Form CE-200) or approved exemption letter; (D) Equivalent or successor forms used by the New York State Workers' Compensation Board; or (E) Other proof of insurance in a form acceptable to the Commission	<input type="checkbox"/>
Commercial General Liability Insurance: Applicant coverage should have at least five million (\$5,000,000) per occurrence.	<input type="checkbox"/>
Professional Liability Insurance: Applicant coverage should have at least one million (\$1,000,000) per occurrence.	<input type="checkbox"/>
Crime Insurance: Applicant coverage should have at least one million (\$1,000,000) per occurrence.	<input type="checkbox"/>
Proof of Business Status - If a <u>corporation</u> , you must produce a Certificate of Incorporation and a filing receipt. If a <u>partnership</u> , you must produce a Partnership Certificate. If a <u>sole proprietor</u> , you must produce a Business Certificate.	<input type="checkbox"/>
Proof of EIN / Social Security No. – If a <u>corporation or partnership</u> , you must submit an IRS issued CP-575 Notice or a 145-C letter (provided as a replacement or verification letter to business). If a <u>sole proprietor</u> , you must submit proof of social security number.	<input type="checkbox"/>
Original Surety Bond of \$50,000 for the benefit of the City of New York (Note: you MUST bring in the original; a copy will not be accepted)	<input type="checkbox"/>
Certification By Insurance Company – must be completely filled-out and notarized.	<input type="checkbox"/>

Please note: Accord forms are not acceptable for proof of insurance coverage.

All required insurances **MUST** submitted to: *NYC Taxi and Limousine Commission*. The Certificate or Insurance Declaration Page(s) **MUST** name the "*NYC Taxi and Limousine Commission*" as the certificate holder. Finally, the name and address on the certificate **MUST** match **EXACTLY** with the name and address on your application.

Application for an E-HAIL App Pilot Participant

Business Type (please check one):

Individual/Sole Proprietorship

Corporation

Partnership

LLC

I. BACKGROUND INFORMATION ON BUSINESS (All fields in this section must be filled-out completely for your application to be processed)

Business Name:

D/B/A:

Address:

City:

State:

Zip Code:

E-Mail:

Website Address:

Telephone #:

24 Hour Phone #:

Fax #:

EIN #:

or

SSN#:

Proof of EIN / Social Security No. – If a corporation or partnership, you must submit an IRS issued 145-C letter/notice. If a sole proprietor, you must submit proof of social security number.

TLC Use only
Pilot Participant #:

TLC Office Use Only

Initials of Person Assigned to Application: _____

Date of Intake: _____ / _____ / _____



II. BACKGROUND QUESTIONNAIRE

Below are some background questions about criminal and/or civil charges. A conviction does not, by itself, mean you will not get a license/permit/authorization. Factors such as the nature and seriousness of the offense, the amount of time that has passed since the conviction, and your age at the time of the conviction will be considered. However, your application may be denied if you fail to disclose a conviction in response to the questions.

1. Has the applicant ever been licensed by the New York City Taxi and Limousine Commission?

YES NO

If YES, provide the following information:

a. name of the business or individual involved	
b. business or home address associated with the license/permit/authorization	
c. TLC license/permit/authorization number	

2. Has the applicant ever had a TLC license/permit/authorization denied, suspended, or revoked?

YES NO

If YES, provide the following information:

a. name of the business or individual involved	
b. business or home address associated with the license/permit/authorization	
c. TLC license/permit/authorization number	

3. Has the applicant ever been found guilty of a crime, offense, or violation within the last five (5) years?

YES NO

If YES, please provide a description of the crime, offense, or violation.

If you answer YES for any of the following questions, please include the requested description and attach all relevant documents to this application. NOTE: Description should include the date of conviction, the nature of the incident, persons involved, and the outcome. Please include convictions for which you might have been imprisoned or fined even if, in fact, you only had to perform community service or were put on probation. You may omit parking violations and offenses that resulted in a finding of juvenile delinquency, youthful offender, wayward minor, or person in need of supervision.

4. Is there any kind of criminal charge whatsoever pending against the applicant?

YES NO

If YES, please provide a description of the circumstances of the arrest.

5. Is there any TLC issued Notice of Violation, Notice of Hearing, Summons, Padlock Order, or other order now in effect and/or pending against the applicant or any business operated by the applicant?

YES NO

If YES, please provide a description of the order, including all TLC imposed obligations to pay fines or restitution that have not been satisfied in full.

"I hereby affirm and acknowledge, under penalty of law, that I have examined and reviewed the information in the submitted form(s) or application(s), including any supplemental form(s) and/ or document(s) and that these document(s) and or statement(s) do not contain any untrue statement(s) nor are they missing any material information and/ or fact(s). If any of the information in this Application changes, the applicant must inform the NYC Taxi and Limousine Commission of those changes. I also understand that the applicant must comply with all relevant laws and rules if granted a license/permit/authorization to operate. I also acknowledge and understand that any false statement(s) submitted is punishable under the law and may result in a denial of an application or the suspension or revocation of an existing license/permit/authorization. I also acknowledge and affirm that I am an owner, officer, partner of the business entity filing this application and that I am authorized and empowered to enter into binding agreements on behalf of the business entity for the purposes of this application and all related business with TLC."

Name: _____

Signature: _____

Title: _____

Date: _____