



GRANT DOCUMENT DROP-OFF

Please visit our website for more information at: www.nyc.gov/tlc, or our office at 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101 or contact our Call Center at 718-391-5501.

Form is accepted only at the Long Island City Office, 31-00 47th Avenue, 3rd Floor, LIC, NY 11101

Instructions: If you are submitting a grant application or if you have been contacted by the Grant Unit to submit additional and/or updated documentation, you must fill out this form and attach the requested documentation. If you are submitting a Bill Of Sale or a Lease Agreement, please make sure the photocopies are clear in order for them to be processed.

NOTE: You must submit the ORIGINAL Grant Application, Grant Agreement, Payment Assignment Agreement(s), and Substitute W-9(s), in order for your Grant application to be processed.

NOTICE TO ALL ASSIGNEES: If you have received confirmation that you are the assignee, you can drop off a Substitute W-9 for yourself Only.

Document Type:

- Original Bill of Sale or Original Title
- Lease Agreement (NOTARIZED)
- Substitute W-9 (GRANTEE)
- Payment Assignment Agreement (NOTARIZED ORIGINAL)
- Grant Application Package
- Substitute W-9 (ASSIGNEE)
- Other: _____
(i.e., Meeting Minutes, Corporation Papers, etc.)

SHL PERMIT NO. _____

NAME OF SHL PERMIT OWNER or ASSIGNEE (If Assignee is submitting W9 ONLY) _____

DAYTIME CONTACT TELEPHONE # _____ EMAIL ADDRESS _____

TOTAL # OF DROP OFFS SUBMITTED _____ DATE OF SUBMITTED DOCUMENTS _____

PRINT NAME _____ SIGNATURE _____

PLEASE NOTE: All correspondence and communication regarding this Street Hail Livery Permit (SHL) will be made only with the actual permit holder.

DO NOT LEAVE WITHOUT A RECEIPT OF THE ATTACHED DOCUMENT(S)

TLC USE ONLY (DO NOT WRITE BELOW THIS AREA)

RECEIVED BY: _____ DATE RECEIVED: _____
(TLC REPRESENTATIVE INITIALS)

PROCESSED BY: _____ DATE PROCESSED: _____
(TLC REPRESENTATIVE INITIALS)