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**Important Notice about Improvement Surcharge  
Payment Process for Street Hail Livery Permit Owners  
and Medallion Owners and Agents**

The New York City Taxi and Limousine Commission (TLC) wishes to inform licensees that on January 1, 2015, a \$0.30 per trip Improvement Surcharge went into effect and taxicabs and Street Hail Liveries (SHLs) were automatically updated to charge the new rate for all hailed trips. This surcharge will help fund an increase in the number of wheelchair accessible vehicles (WAVs) on the road to assist in achieving the City's goal of a 50% wheelchair accessible taxi fleet by the year 2020. Medallion owners/agents and SHL permit owners are responsible for sending the surcharges to the New York City Taxi & Limousine Commission (TLC) each quarter which will be placed into a Vehicle Fund and a Driver Fund. The TLC will then issue payments to WAV owners and drivers starting in 2016.

Payment for the first quarter of 2015 is due by **May 1, 2015**. Failure to submit your payment by that date may result in the issuance of a summons which could result in fines and/or possible suspension of your license until compliance.

Each SHL permit owner, medallion owner, and/or medallion agent will receive a quarterly statement from their TPEP or LPEP provider. The TLC will provide further guidance in an upcoming Industry Notice on how to access statements through TPEP and LPEP Provider web portals. For the first quarter the surcharges will be due on **May 1, 2015** and will follow the timeline below:

- **April 5, 2015** – 5<sup>th</sup> day after quarter end. Improvement Surcharge statements will be available on the TPEP and LPEP Provider web portals. Do not access the statements before April 5th to ensure that all trips are included in the statement.
- **April 5 – April 20, 2015** – Challenge Period starts. Owners and agents will be able to review their Improvement Surcharge statements and raise any discrepancies to their TPEP or LPEP Providers during the 15-day Challenge Period.
- **April 20, 2015** – Challenge Period ends. Amounts due are finalized.

- **May 1, 2015** – Payment is due to the TLC. Payments may only be made using the NYC Taxi & Limousine Commission’s License Applications, Renewals & Summonses (LARS) system which can be found at: [www1.nyc.gov/lars/](http://www1.nyc.gov/lars/)

Subsequent quarters will follow the same timeline. Improvement Surcharge statements will be available on the 5<sup>th</sup> of the month following the quarter’s end. The 15-day Challenge Period for the quarter will end on the 20<sup>th</sup> of that month, and payments will be due to the TLC on the first day of the subsequent month.

Statements will include detailed payment instructions that will clearly outline how to make a payment using LARS. The quarterly statements will separately list the amounts owed for the Vehicle Fund and the Driver Fund, as well as the total amount owed to both funds. You will only need to make one payment to cover the total amount owed for both funds. Please be aware that you will not be able to pay an amount other than what is listed on your final invoice, nor will you be able to make any payments outside of the LARS system. No partial payments will be accepted. Also, a new quarter cannot be paid if previous quarters have not been paid. To pay you must have a valid checking account, credit card, or debit card, and e-mail address. American Express, Discover, MasterCard, and Visa are accepted.

Questions regarding amounts owed should be directed to your TPEP or LPEP Provider for resolution during the 15-day Challenge Period so that a new amount owed can be provided and a revised statement printed.