



Meera Joshi
Commissioner/Chair

Allan J. Fromberg
Public Affairs
press@tlc.nyc.gov

33 Beaver Street
22nd Floor
New York, NY 10004

TLC TECHNOLOGY OFFERS AN EASIER WAY TO SUBMIT TRIP RECORDS & GET A RECEIPT

New Affidavit System Avoids the Need for a Notary

The New York City Taxi and Limousine Commission (TLC) would like to remind base operators that the following trip record submission deadlines are approaching:

Due June 30, 2015

Wave 1 and 2 bases: May 2015 trip records
Wave 3 bases: April and May 2015 trip records

Due July 31, 2015

Wave 1, 2 and 3 bases: June 2015 trip records

Due August 31, 2015

Wave 1, 2 and 3 bases: July 2015 trip records

Please note that monthly submissions will continue to be required in this manner until the TLC notifies you that weekly submissions are required. If you do not know what Wave your base is in, please visit www.nyc.gov/triprecords and find the "List of Wave Assignments."

In addition, beginning with the June 30 submission, all bases will be required to electronically sign an affidavit stating that they have either:

- 1) Submitted a true and accurate trip record report; or
- 2) That the base didn't dispatch any trips during the reporting period.

To make trip record submissions as easy as possible for you, the TLC has created a new "Files Drop" service that is specifically-customized for each base. It will make submitting your records as simple as "1, 2, 3" and will even provide an email receipt of your submission when you are done.

(MORE)

New York City Taxi and Limousine Commission

Files Drop

1. In the first box labeled "From", enter the date of the earliest trip included in the Trip Record File you are submitting.
2. In the second box labeled "To", enter the date of the most recent trip included in the Trip Record File you are submitting.
3. Click the "Upload File" button and select the file you want to submit.
4. If you are also submitting Driver and Vehicle converter files, repeat steps 1, 2, and 3 for each converter file and make sure to include the word "driver" in the name of your driver converter file and the word "vehicle" in the name of vehicle converter file.
 - o Example of Driver Converter File Name: B00000_drivers
 - o Example of Vehicle Converter File Name: B00000_vehicles

FROM:

2015-06-02

TO:

2015-06-15

Upload file

max. 2 MB

Uploaded files:

FOO11111_vehicles_20150601-20150618.xlsx
FOO11111_20150601-20150618.xlsx
FOO11111_drivers_20150601-20150618.xlsx
FOO11111_20150602-20150615.xlsx

The TLC has also made the Trip Sheet Affidavit process far easier by enabling bases to use Electronic Affidavits and Electronic Signatures.

A detailed email will be sent to all bases over the next few days that will provide clear instructions on how to use these two new systems, so **please watch for a TLC email from:**

[TLC_Record Submission_Link](#)

With the Subject: [TLC Technology Offers an Easier Way to Submit Trip Records & Get a Receipt](#)

It will contain the link that was specifically-created just for your base, as well as the detailed submission information that you will need.

Please Note: As before, the two submission options that had already been available (SFTP and the Drive Mount options) will *remain* available for those who still wish to use them.