



Medallion Renewal Procedure For Licensed Agents

Please visit our website for more information at: www.nyc.gov/tlc.

How To Renew:

RENEWAL PAYMENTS: You can pay by E-check or credit and debit cards on-line (see below). Payments will not be accepted in person or by mail.

- **ONLINE:** You can make your renewal payment online on our website at: <https://www.nyc.gov/lars/>.

Insurance documents must be submitted in one of two ways:

(1) drop off in person to: 31-00 47th Avenue, 3rd Floor, LIC, NY 11101

or

(2) email to: medallionrenewals@tlc.nyc.gov.

RENEWAL FEE for a Medallion: You are required to pay a two (2) year fee of **\$1,650** which includes the following: \$1,100 license renewal fee (\$550 x2); \$540 (\$270 x2) for six (6) Safety & Emissions inspections; \$10 for a replacement tin.

RENEWAL FEE for an SBV: You are required to pay a two (2) year fee of **\$1,640** which includes the following: \$1,100 license renewal fee (\$550 x2); \$540 (\$270 x2) for six (6) Safety & Emissions inspections.

To get your Medallion renewal on time you need to complete all requirements before your Medallions expires.

*****All payments must be received no later than April 30, 2017*****

Important Notes:

1. If we supplied you with a form for a medallion that you **DO NOT OPERATE**, please return the form to us immediately.
2. If you did not receive a form for a medallion that you operate, please have the owner complete and sign an Agent Designation Form for each medallion renewal form that you are requesting and file the form with us. We will promptly forward you the requested forms.
3. The medallion cannot have any outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF), Parking Violations and DOF Red Light Bureau (i.e., unpaid tickets) and Commercial Motor Vehicle Tax (CMVT) and in NYS Department of Taxation and Finance (NYS DTF) for the MTA tax.
4. **ALL FEES ARE NON REFUNDABLE.**
5. **IF YOU FAIL TO PAY THE MEDALLION RENEWAL FEE BY APRIL 30TH** the license is not valid and cannot be used. If you then operate the medallion, you may be subject to additional fines and penalties.

ALL RENEWAL REQUIREMENTS ARE DUE BY APRIL 30, 2017