



INSTRUCTIONS FOR FILING AN APPLICATION TO CHANGE OF CORPORATE AND/OR D/B/A NAME OF A BUSINESS

General Instructions

Please visit www.nyc.gov/tlcsselfscheduling to schedule an appointment to submit your completed application, required documentation and fees via appointment. Please visit our website for more information at: www.nyc.gov/tlc.

If your base license is suspended, you cannot dispatch vehicles. If you dispatch vehicles while your Base license is suspended you can be issued a summons which could result in the imposition of fines or other penalties, including revocation of your Base license. Note: If a vehicle is dispatched from your base while the base license is suspended, the vehicle may be subject to seizure for unlicensed operation and may be subject to fines and penalties.

Section I. Background Information

This basic background information is necessary to process your base station application. Please completely fill this section out taking care to provide us with accurate information. Inaccurate information may result in a delay in processing your application.

- **Business Name:** Refers to the name of the business entity associated with the base station application.
- **D/B/A: Doing Business As:** A D/B/A name is a company name, also commonly called "trade name" or "assumed name". A D/B/A is a secondary name for your business, an officially sanctioned "alias". Leave the D/B/A section blank if you plan to conduct business under one name if that name is the same as the company name.
- **Address:** The **proposed** address of the new FHV base station location.
- **E-Mail:** Each FHV base station is **required** to maintain a working E-mail address on file at the TLC to receive TLC updates and other important information.
- **Website Address:** It is **required** to provide your business website address.
- **Telephone #:** Contact numbers for ALL individuals, officers, partners, principals or stockholders responsible for all inquiries related to this application.
- **EIN/SS#:** Please provide either Social Security number or "EIN", Employer Identification Number, which is defined as a nine digit number that the Internal Revenue Service (IRS) assigns to organizations. EIN's are used by employers, sole proprietors, corporations, and partnerships.
- **Base License Number:** This is your FHV Base License number on file with the TLC.
- **FCC License #:** Federal Communications Commission (FCC) license number, which permits the applicant to operate a radio communication system for the purpose of communication between base stations and their licensed vehicles. For more information on FCC business radio licensing see: <http://wireless.fcc.gov/services/ind&bus/index.html>.

**If you are not using a radio system with a FCC regulated frequency please provide the type of communication system you will be using at your base station.

Type of Business: There are **three** basic **types** of business.

1. **Sole Proprietorship** – The business is owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it. They also assume complete responsibility for any of its liabilities or debts.

2. **Partnership** - Two or more people share ownership of a single business. The Partners should have a legal agreement that sets forth how decisions will be made, profits will be shared, disputes will be resolved, how future partners will be admitted to the partnership, how partners can be bought out, or what steps will be taken to dissolve the partnership when needed.
3. **Corporation** - It is considered by law to be a unique entity, separate and apart from those who own it. It is chartered by the state in which it is headquartered. A corporation can be taxed. It can be sued. It can enter into contractual agreements. The owners of a corporation are its shareholders. The shareholders elect a board of directors to oversee the major policies and decisions. The corporation has a life of its own and does not dissolve when ownership changes.
4. **LLC** - is a company where the owners are called members not partners or shareholders. Number of members are unlimited and may be individuals, corporations, or other LLC's.

***Please **check** the business type applicable to your new FHV base station application.

Please note - If you are a Corporation you must disclose the number of shares authorized and the number of shares outstanding/issued: Please provide **raw numbers** rather than percentages. Percentages **will not** be accepted and your application will be deemed incomplete. The difference between authorized and issued shares is as follows: At the time of incorporation, the incorporation documents specify the total number of shares that the corporation can issue. These are called the "**Authorized**" shares. The Board of Directors is responsible for deciding if and when to issue the authorized shares. When shares are actually given to the shareholders, they become "**Issued/ Outstanding**" shares.

Section III. Change of Information

1. **(Black Car & Luxury Limousine, Commuter Vans, Livery Base Station, Paratransit and Taxi Meter) Application to Change Status of Base/Authority:** Completely filled out and signed.
2. **(Agent and Broker, Black Car & Luxury Limousine, Commuter Vans, Livery Base Station, Paratransit and Taxi Meter) Zero Outstanding Judgments:** Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau – If any outstanding judgment (i.e., unpaid tickets) are discovered, your application will not be processed.
3. **(Agent and Broker, Black Car & Luxury Limousine, Commuter Vans, Livery Base Station, Paratransit and Taxi Meter)** You are required to maintain a working 24-hour contact number for the purposes of 24/7/365 contact with the New York City Taxi and Limousine Commission.

Section VI. Dispatch App information

Each base is required to disclose the use of mobile or internet-based electronic dispatch software and its origin. Answer the questions in this section if the App is base owned or fill out the Dispatch App Disclosure if the App is contracted by a Third party vendor.

Attachments A and B

- A. **(Agent and Broker, Black Car & Luxury Limousine, Commuter Vans, Livery Base Station, Paratransit and Taxi Meter) Name Inquiry / Name Reservation Request:** Copy of approved Name Inquiry Form.

B. (Black Car & Luxury Limousine, Livery Base Station) Dispatch App Disclosure: Under Chapter 77 of the TLC rules, an app that contracts with licensed bases can only dispatch vehicles affiliated with those bases and must obey all TLC rules governing them, including but not limited to dispatching only to licensed drivers and vehicles, charging rates in compliance with the rates that each base it is dispatching through has on file with the TLC, and disclosing all pertinent base, vehicle, and driver license numbers to passengers in a conspicuous manner. Apps that do not have their own base license, but have contracts with licensed bases, in effect dispatch or refer jobs on behalf of those bases. Use of these apps must not result in violation of TLC rules by bases, vehicles, or drivers.

Additional Requirements

Agent and Broker

- **Change of Business Name:** Please provide copy of filing receipt and corporation certificate.
- **Change of D/B/A Name:** Please provide copy of filing receipt and corporation certificate.
- **Change of Address (Brokers only):** Please provide location information.
- **(Agents only):** Please provide a Certificate of Occupancy for the proposed location by the Dept. of Buildings stamped or dated no more than two years before the date of this application. In lieu of this, you must submit a "Letter of No Objection" from the Dept. of Buildings stating that said Department has no objection to the operation of this type of business at the subject premises.
- **Change of Address (Brokers only):** Please provide location information. **(Agents only) -** Please provide a Certificate of Occupancy for the proposed location by the Dept. of Buildings stamped or dated no more than two years before the date of this application. In lieu of this, you must submit a "Letter of No Objection" from the Dept. of Buildings stating that said Department has no objection to the operation of this type of business at the subject premises.
- **Proof of "Active" Status with the N.Y. Department of State:** You may verify your status via the NYS Department of State website at <https://www.dos.ny.gov/>. Please attach a copy of the on screen printout.
- **Original Surety Bond of \$5,000 for benefit of the City of New York:** This bond must reflect the name change. (Note - you **MUST** bring in the original; a copy will not be accepted).
- **Change of Off Street Parking Location (Agents Only): Proof of available sufficient off-street parking at new location or near business premises to store the lesser of twenty-five vehicles or the following: 50% of the taxicabs leased on a daily basis, and 5% of the taxicabs leased for longer than a day.** Copy of lease or contract that must include the # of spaces leased, the start date and expiration date of the lease / contract and must be signed by the provider of parking (if not owned by agent). If you own the parking location, please bring in a letter affirming you own the parking location (include # of spaces the lot holds, or you plan to use).
- **Removal of an owner, officer, partner, or stockholder:** List all remaining individuals with ownership interests and affirmed business records to disclose the distribution or sale of interest.
- **Addition of owner(s), officer(s), partner(s), and stockholder(s) of company:**
Two forms of identification for each person being added: A valid government issued identification and a Social Security card

Examples: Certificate of Citizenship, Certificate of Naturalization, a Medicaid card, a NYS Food Stamp Card, professional license, State issued Driver License, US marriage document, a US divorce document, or a court-issued name change document, School ID Cards, health insurance card or a medical prescription card, ATM card or a debit card, or a valid Credit Card.
- **Background Questionnaire:** Required for new owner, partner, officer or stockholder of company holding 10% or more shares of the corporate shares or a title (e.g. President, Vice President, Secretary, Treasurer or Member).

- **Resume (Brokers Only):** Resumes of any new individuals, partners, officers, principals and stockholders, together with a cover letter demonstrating ability to assume the duties of a taxicab broker.

Black Car and Luxury Limousine

- **Proof of “Active” Status with the N.Y. Department of State:** You may verify your status via the NYS Department of State website at <http://www.dos.state.ny.us/>. Please attach a copy of the on screen printout.
- **Proof of Membership in the New York Black Car Operators’ Injury Compensation Fund, Inc. (“Fund”)** if the **base owns LESS than fifty (50%) percent of the vehicles it dispatches.**

Or

Proof of Workers Compensation Insurance if the **base owns fifty (50%) percent or more of the vehicles it dispatches.**

- **Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair accessible service on demand).** Must provide either a signed contract with provider—including start and expiration date of contract—or proof of ownership of vehicle that can provide accessible service.
- **Statement and Business Records:** To disclose all individuals, partners, managers, officers, principals and stockholders. Please ensure that the # of shares per person is indicated. You may bring in a current affirmed minutes of the meeting.
- **Original Surety Bond of \$5,000 for benefit of the City of New York:** This bond must reflect the name change. (note - you **MUST** bring in the original; a copy will not be accepted).

Commuter Vans

- **Copy of the most recent phone bill for your van authority telephone number:** Please make sure the address on the phone bill is the same address as your van authority.
- **Proof of business status:** If a corporation, you must produce a Certificate of Incorporation and a filing receipt. If a partnership, you must produce a Partnership Certificate. If a sole proprietor, you must produce a Business Certificate.
- **Proof of “Active” Status with the N.Y. Department of State:** You may verify your status via the NYS Department of State website at <https://www.dos.ny.gov/>. Please attach a copy of the on screen printout.
- **Certificate of Workers’ Compensation Insurance:** Authorities are required to maintain Workers’ Compensation Insurance Coverage.
- **Proof of EIN/Social Security No.:** If a corporation or partnership, you must submit an IRS 145-C Letter/Notice. If a sole proprietor, you must submit proof of social security number.
- **A copy of a written arrangement and or a lease agreement** that you have with the operator of a wheelchair accessible van, which the operator will supply for compliance with the American with Disabilities Act (ADA) 42 U.S.C. Section 12101 et seq.

Livery Base Station

- **Application fee of \$500:** Money Order, Company Check, Certified Check or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders, Company Checks and Certified Checks are made payable to: **NYC Taxi & Limousine Commission**.
- **Proof of business status:** If a corporation, you must produce a Certificate of Incorporation and a filing receipt. If a partnership, you must produce a Partnership Certificate. If a sole proprietor, you must produce a Business Certificate.
- **A business corporation:** May be voluntarily dissolved by filing a **Certificate of Dissolution** pursuant to Section 1003 of the Business Corporation Law with the New York State Department of State.
- **Proof of compliance with Rule §59B-17(c) (ability to provide wheelchair accessible service on demand):** Must provide either a signed contract with provider—including start and expiration date of contract—or proof of ownership of vehicle that can provide accessible service.
- **Certificate of Workers Compensation Insurance:** Bases are required to provide documentation reflecting Workers' Compensation Insurance Coverage or exemption from providing this coverage.
- **Original Surety Bond of \$5,000 for benefit of the City of New York:** This bond must reflect the name change. (note - you **MUST** bring in the original; a copy will not be accepted).
- **Lease or statement by a landlord:** to lease office space with a start and expiration date. Lessor's and Lessee's printed name and signature. Contact information must be signed by both parties.
- **Proof of "Active" Status with the N.Y. Department of State:** You may verify your status via the NYS Department of State website at: <https://www.dos.ny.gov/>. Please attach a copy of the on screen print-out.

Paratransit

- **If seller is a sole proprietor or a partnership,** you must produce a Certificate of Discontinuation of Business from the County clerk. If a corporation, you must produce a Certificate of Discontinuance of Business and a filing receipt from the Dept of State.
- **Proof of business status:** If a corporation, you must produce a Certificate of Incorporation and a filing receipt. If a partnership, you must produce a Partnership Certificate. If a sole proprietor, you must produce a Business Certificate.
- **Certificate of Workers' Compensation Insurance:** Bases are required to provide documentation reflecting Workers' Compensation Insurance Coverage or exemption from providing this coverage.
- **Proof of EIN / Social Security No.:** If a corporation or partnership, you must submit an IRS 145-C letter /Notice. If a sole proprietor, you must submit proof of social security number.
- **Statement and Business Records:** To disclose all individuals, partners, managers, officers, principals and stockholders. Please ensure that the # of shares per person is indicated. You may bring in a current affirmed minutes of the meeting.
- **Proof of "Active" Status with the N.Y. Department of State:** You may verify your status via the NYS Department of State website at <https://www.dos.ny.gov/>. Please attach a copy of the on screen printout.