



MEDALLION STORAGE RECEIPT

This completed form may be submitted by e-mail to operationsm@tlc.nyc.gov. Please visit our website for more information www.nyc.gov/tlc or our office located at 31-00 47th Avenue, 3rd floor, Long Island City NY 11101 or contact our Call Center at 718-391-5501.

Name of Medallion Owner: _____ Medallion No: _____

Date placed into storage: Medallion ___/___/___ Rate Card ___/___/___

Section 19-504(g) of the Administrative Code allows for the revocation of any license that has not been operating for sixty (60) consecutive days. If your credentials remain in storage for more than 60 consecutive days, the Agency can move to revoke your medallion unless you can show that the medallion cannot be used due to reasons beyond your control.

Note: This form cannot be used to surrender a driver/operator's license.

Reason for placing credentials in Storage:

Placed in Storage by: _____

Storage Entry By: _____ (TLC Employee) Date: ___/___/___
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Signature: _____

Print Name: _____ Date: ___/___/___

NOTICE TO AGENTS:

- 1) You must submit a statement that you are still the Agent for the above medallion owner on your own letterhead when placing a medallion you manage into storage;
- 2) If you are no longer the Agent when turning in the medallion, you must submit a statement to that effect, on your letterhead. The medallion Owner's home address; telephone number; and email address must be provided within that statement.

TO REMOVE CREDENTIALS FROM STORAGE YOU MUST SUBMIT THE FOLLOWING:

- Power of Attorney (if you are not the Medallion Owner)
- Original FH1 Insurance card and Original Registration
- Current Vehicle Inspection Report (if vehicle was not inspected in the last inspection cycle)
- Workers' Compensation Certificate or Exemption Letter (New Medallion Owners only)

Medallion and / or Rate Card removed from storage by: _____

Signature

Print Name

Date

TLC Use Only

Medallion Removal Date: ___/___/___ Removed by: _____

Rate Card Removal Date: ___/___/___ Removed by: _____