

## MEDALLION DROP-OFF / PICK-UP FORM

Please visit our website for more information at: [www.nyc.gov/tlc](http://www.nyc.gov/tlc)

**Drop-off:** Monday – Friday between 8:30am – 10:30am at window 24. Applications will not be accepted after 10:30am.

**Pick-up:** You will be notified by email within 1-2 business days to pick up all completed applications between 2:30pm - 3:30pm.

Agent License #: **A**

Documents Needed for Certification / Plate Transfer (TLC):	Documents Needed for a Plate Transfer ONLY (DMV):	Documents Needed for Vehicle Transfer OR Original Registration (DMV)
<ul style="list-style-type: none"> <li>○ Certificate of Origin / Original Title</li> <li>○ Bill of Sale</li> <li>○ FH-1 Insurance</li> <li>○ Certificate of Liability</li> <li>○ Workers' Compensation</li> <li>○ Vehicle Modification Form <i>-required for ALL wheelchair vehicles</i></li> <li>○ Proof of Corporation</li> <li>○ Rate-card <i>(if applicable)</i></li> <li>○ Storage receipt <i>(if applicable)</i></li> <li>○ POA w/ ID <i>(if applicable)</i></li> <li>○ Money orders / Corporate Check (Agent) for TLC payments: <ul style="list-style-type: none"> <li>- \$50.00 vehicle transfers within inspection cycle</li> <li>- \$140.00 vehicle transfers outside of inspection cycle</li> <li>- \$25 plate transfer <i>(not needed for new owners)</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ Completed DMV Application</li> <li>○ Proof of vehicle (previous registration / FS6T / <b>**copy of title (both sides)</b></li> <li>○ FH-1 Insurance</li> <li>○ POA w/ ID</li> <li>○ DMV Authorization Form-completed</li> <li>○ Copy of front and back of credit card to be used for transaction</li> </ul> <p><b>**Needed only if your registration has expired or if your plates were previously revoked or suspended.</b></p>	<ul style="list-style-type: none"> <li>○ Completed DMV Application</li> <li>○ Certificate of Origin / Original Title</li> <li>○ EMV-50</li> <li>○ Bill of Sale w/ DTF802 OR DTF803 (Sales Tax or Sales Tax Exemption Form)</li> <li>○ FH-1 Insurance</li> <li>○ Proof of Corporation <i>(if applicable)</i></li> <li>○ POA w/ Government ID <i>(if applicable)</i></li> <li>○ DMV Authorization Form-completed for payment</li> <li>○ Copy of front and back of credit card to be used for transaction for payment</li> </ul>

\*\*\*DO NOT WRITE IN SHADED AREA\*\*\*

### INSTRUCTIONS:

1. In addition to the original required documents (noted above), **you must submit clear photocopies of ALL required documents** in order for your applications to be processed.
2. Include signed checks or money orders made out to **NYCTLC** with the correct amounts to be charged (DO NOT LEAVE BLANK) attached to each application. **Personal checks are NOT acceptable, corporate checks for Medallion Owners or Agent accepted.**
3. Please type or print the medallion number on each check or money order.
4. Complete the **DMV Credit Card Authorization Payment form** for **each** application with a copy of the front and back of the credit card to be used for these transactions *(only one copy of the credit card is needed)*
5. An email will be sent to the email address listed below with the date to pick up your receipts / plates / registrations.

Total number of TLC Checks:		Total number of checks for DMV (if applicable):		Name of Person submitting Drop-off form:			Telephone # & e-mail address of Agents / POA contact person submitting form:	
MEDALLION #:	Remove from Storage	Place in Storage	Need new plates	New Vehicle	New Owner	New Vehicle Identification No (VIN) last 6	Check# / Amt	Comments – TLC ONLY
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Received by / Date:				Processed by / Date:			Picked up by / Date:	