

31-00 47th Avenue, 3rd floor Long Island City, NY 11101 (718) 391-5501

Email: MedallionBulk@tlc.nyc.gov

MEDALLION DROP-OFF / PICK-UP FORM

Please visit our website for more information at: 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

Transfer (TLC): Certificate of Origin / Original Title Bill of Sale FH-1 Insurance Certificate of Liability Workers' Compensation Vehicle Modification Form -required for ALL wheelchair vehicles Proof of Corporation Rate-card (if applicable) Storage receipt (if applicable) Money orders / Corporate Check (Agent) for TLC payments: Certificate of Original Title Completed DMV Application (DMV): Completed DMV Application (both sides) FH-1 Insurance (completed DMV Completed DMV DTF803 (Sales T Exemption Form) Copy of front and back of credit card to be used for transaction POA w/ Governm applicable) DMV Authorized or if your plates were previously completed for particular completed for pa	-
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TLC novements: completed for no	ation Form-
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- \$50.00 vehicle transfers within inspection o Copy of front and	
cycle card to be used	for transaction
- \$140.00 vehicle transfers outside of for payment	
inspection cycle	
- \$25 plate transfer (not needed for new	
owners)	

DO NOT WRITE IN SHADED AREA

INSTRUCTIONS:

- 1. In addition to the original required documents (noted above), <u>you must submit clear photocopies of ALL required documents</u> 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 <u>each</u> 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	Storage	Need new plates	New Vehicle	New Owner	New Vehicle Identification No (VIN) last 6	Check# / Amt	Comments – TLC ONLY
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
Received by / Date:				Processed by / Date:			Picked up by / Date:	