



August 01, 2023

TIF/SHLIF Payment At Risk

Dear Accessible Driver:

The TLC notified you in May, June, and July that your TIF/SHLIF payment is at risk if you have not signed up for PayPal and updated your email address in TLC UP and LARS. You can disregard this email if you have completed all three steps below. You **MUST** complete these three steps **as soon as possible**:

1. You will be required to open a PayPal account if you do not already have one (see below for the steps to open a PayPal account).
2. It is critical that your mailing and email addresses in the [TLC UP](#) system are up-to-date. Please visit [LARS](#) to make any updates to this information. Your email address **MUST be the same** one that is linked to your PayPal account.
3. Once you have signed up for PayPal, complete the attached [form](#) to provide your hack or TLC license number and your consent for TIF driver payments to be disbursed through your PayPal account.

**If you do not complete the above three steps, you will stop receiving TIF driver payments until completed.**

**Here's how to sign up for a PayPal account:**

1. Go to [www.PayPal.com](http://www.PayPal.com) and click Sign Up at the top of the page.
2. Choose your account type and click Next.
3. Please enter a phone number.
4. Enter the 6-digit code sent to your phone number.
5. If you didn't receive the code, you can resend it or choose "Call me with a code".
6. Enter your email address and create a password. (You **MUST** use the same email address that is in [TLC UP](#) )
7. Click Next.
8. Enter the required information.
9. Read and accept PayPal's User Agreement, Privacy Statement, and Electronic Communications Delivery Policy.
10. Click Agree and Create Account.

Should you have any questions, please email [driverpayment@tlc.nyc.gov](mailto:driverpayment@tlc.nyc.gov) If your TIF/SHLIF payment is missed because you were unable to complete the steps above, the TLC will work with you to make up the payment(s).

Thank you,  
The TIF Team