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:

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: __________________________________________