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**TLC LAUNCHES EXCEL PROCESS FOR
FOR-HIRE VEHICLE TRIP RECORD SUBMISSION**

The New York City Taxi and Limousine Commission (TLC) released today the Excel Template and Instruction Guides for For-Hire Vehicle (FHV) bases to submit routine trip records, pursuant to the FHV accountability rules that went into effect on December 31, 2014. To access the Excel Templates along with corresponding Instruction Guides, please visit <http://www.nyc.gov/triprecords>. Materials are also available for those bases who will submit trip records using Comma Separated Values (CSV) files.

TLC will notify all FHV bases when the Instruction Guides for uploading CSV and Excel files becomes available. Please frequently visit the above TLC website for updates.

As a reminder, all FHV bases are required to submit trip records on a monthly basis until July 31, 2015. After July 31, 2015, every base must transition to weekly submissions, so bases are strongly advised to use the launch period to prepare for weekly submissions.

To facilitate an orderly transition to a routine trip record submission process, the launch will be done in three waves.

To find:

- **a base's assigned wave,**
- **the required trip record format,**
- **detailed instructions on how to submit the trip records, and**
- **deadline for submission, visit:**

<http://www.nyc.gov/triprecords>

If you have questions about this Industry Notice or how to submit trip records, please contact the TLC at 718-391-5501 or e-mail triprecords@tlc.nyc.gov .