



PARATRANSIT CHANGE OF STATUS CHECKLIST

Please email at: Businessunit@tlc.nyc.gov to schedule an appointment to submit your application and supporting documents. Completed application, required documentation and fees can be submitted in person at: 31-00 47th Avenue, 3rd Floor, Long Island City, NY 11101, between the hours of 8:00 am to 3:30 pm, Monday-Friday. Please visit our website for more information at: www.nyc.gov/tlc, or contact our Call Center at 718-391-5501. Please ensure all of following items are submitted together. Please be advised that if your application is not complete upon submission, it will not be accepted.

Change of Ownership, Change of Address, Change of Corporate and/or D/B/A name and Change of Corporate Officers

Application to Change Status of a Paratransit Base – Completely filled out and signed.	<input type="checkbox"/>
Zero outstanding judgments to the TLC, NYS DMV Traffic Violations Bureau (TVB), Department of Finance (DOF) Parking Violations and DOF Red Light Bureau – (i.e., unpaid tickets)	<input type="checkbox"/>
Application Fee of \$500 – Money Order, Company Check, Certified Check or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders, Company Checks and Certified Checks are made payable to: NYC Taxi & Limousine Commission .	<input type="checkbox"/>
Proof of “Active” Status with the N.Y. Department of State -You may verify your status via the NYS Department of State website at http://www.dos.state.ny.us/ . Please bring in the on-screen printout.	<input type="checkbox"/>

Change of Ownership

Two forms of identification for each person listed on the application - a valid government issued identification and a social security card.	<input type="checkbox"/>
Seventy-five dollar (\$75) – Money Order PER Individual required to be fingerprinted or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders are made payable to: NYC Taxi & Limousine Commission . Please note: Any individual that holds 10% or more of the shares OR a title (e.g. President, Vice President, Secretary, Treasurer, or Member) must be fingerprinted.	<input type="checkbox"/>
Bill of Sale – Please note: If applicable, The Bill of Sale needs to include how many shares were transferred, as well as signature of seller.	<input type="checkbox"/>
Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders. You can bring in a current affirmed minutes of the meeting.	<input type="checkbox"/>
Certificate of Workers’ Compensation Insurance – Bases are required to provide documentation reflecting Workers’ Compensation Insurance Coverage or exemption from providing this coverage.	<input type="checkbox"/>
Proof of EIN / Social Security No. – If a <u>corporation or partnership</u> , you must submit an IRS 145-C letter /Notice. If a <u>sole proprietor</u> , you must submit proof of social security number.	<input type="checkbox"/>
Required Electronic Record System Contract – Process and Information Fact sheet. See <i>Paratransit Electronic Record System Instruction sheets</i> .	<input type="checkbox"/>
Proof of business status - If a <u>corporation</u> , you must produce a Certificate of Incorporation and a filing receipt. If a <u>partnership</u> , you must produce a Partnership Certificate. If a <u>sole proprietor</u> , you must produce a Business Certificate.	<input type="checkbox"/>
Updated contracts for Off Street Parking (OSP)	<input type="checkbox"/>

Change of Address

Lease or statement by a landlord to lease office space <u>with a start and expiration date</u> . Lessor’s and Lessee’s printed name and signature. Contact information must be signed by both parties.	<input type="checkbox"/>
Address Verification - If dispatching five (5) or more vehicles, applicant <u>must</u> submit, a Certificate of Occupancy (must have from the Dept. of Buildings stamped or dated no more than two years before the date of this application). If four (4) or less vehicles, applicant <u>must</u> submit two (2) proofs of address. Example: Utility Bills.	<input type="checkbox"/>
Certificate of Convenience – (with the new address) You may obtain this information from the Department of Transportation in Albany.	<input type="checkbox"/>

PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS

Change of Corporate and/or D/B/A name

Name Inquiry / Name Reservation Request: Copy of approved Name Inquiry Form.	<input type="checkbox"/>
If seller is a sole proprietor or a partnership , you must produce a Certificate of Discontinuation of Business from the County clerk. If a corporation , you must produce a Certificate of Discontinuance of Business and a filing receipt from the Dept of State.	<input type="checkbox"/>
Proof of business status - If a corporation , you must produce a Certificate of Incorporation and a filing receipt. If a partnership , you must produce a Partnership Certificate. If a sole proprietor , you must produce a Business Certificate.	<input type="checkbox"/>
Certificate of Workers' Compensation Insurance – Bases are required to provide documentation reflecting Workers' Compensation Insurance Coverage or exemption from providing this coverage	<input type="checkbox"/>
Proof of EIN / Social Security No. – If a corporation or partnership , you must submit an IRS 145-C letter /Notice. If a sole proprietor , you must submit proof of social security number.	<input type="checkbox"/>

Change of Corporate Officers

Seventy-five dollar (\$75) – Money Order PER Individual required to be fingerprinted or Credit Card (Master Card, Visa, AMEX and Discover). Money Orders are made payable to: NYC Taxi & Limousine Commission . Please note: Any individual that holds 10% or more of the shares OR a title (e.g. President, Vice President, Secretary, Treasurer, or Member) must be fingerprinted.	<input type="checkbox"/>
Two forms of identification for each person listed on the application - a valid government issued identification and a social security card.	<input type="checkbox"/>
Bill of Sale – Please note: If applicable, The Bill of Sale needs to include how many shares were transferred, as well as signature of seller.	<input type="checkbox"/>
Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders. You can bring in a current affirmed minutes of the meeting.	<input type="checkbox"/>
Required Electronic Record System Contract – Process and Information Fact sheet. See <i>Paratransit Electronic Record System Instruction sheets</i>.	<input type="checkbox"/>
Proof of business status - If a corporation , you must produce a Certificate of Incorporation and a filing receipt. If a partnership , you must produce a Partnership Certificate. If a sole proprietor , you must produce a Business Certificate.	<input type="checkbox"/>