



COMMUTER VAN AUTHORITY 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. If you would like to change ownership, Corporate Name, DBA name and / or relocate, you must submit all of the appropriate requirements listed below. Please ensure all of following items are submitted together. 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 Commuter Van Authority – Must be completely filled-out & 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"/>

Change of Ownership

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"/>
Copy of the most recent phone bill for your van authority telephone number – Please make sure the address on the phone bill is the same address as your van authority.	<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 and buyer .	<input type="checkbox"/>
Certificate of Workers’ Compensation Insurance – Authorities are required to maintain Workers’ Compensation Insurance 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"/>
Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the # of shares per person is indicated. <u>You may</u> bring in a current affirmed minutes of the meeting.	<input type="checkbox"/>
Proof of “Active” Status with the N.Y. Department of State – You may verify your status via the NYS Department of website at: http://www.dos.state.ny.us/ . Please bring in a screen printout.	<input type="checkbox"/>
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"/>
Updated contracts for Off Street Parking (OSP)	<input type="checkbox"/>
Original letters of no objection from City Council Member, Community Board and Local Police Precinct OR copies of the <u>letters requesting the “Letter of No Objection” along with the original signed certified mail receipts for the three (3) entities</u> . Please make sure you are reaching out to the <u>correct entities</u> .	<input type="checkbox"/>

PLEASE TURN OVER FOR ADDITIONAL REQUIREMENTS

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"/>
Form E Uniform Motor Carrier Bodily Injury and Property Damage Liability Certificate of Insurance – This form is an attachment to the Certificate of Liability that must be requested through the insurance company providing insurance. The original of this form must be submitted to the the TLC.	<input type="checkbox"/>
Commuter Van Authority License for the NYC Department of Transportation Bureau of Traffic Operations Application – Must be completely filled-out. (Note: Application will be forwarded to NYC DOT for approval).	<input type="checkbox"/>

Corporate Officer Change Checklist

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 . <u>Please note</u> : 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"/>
Statements and business records to disclose all individuals, partners, managers, officers, principals, and stockholders. Please ensure that the # of shares per person is indicated. You may bring in affirmed minutes of the meeting.	<input type="checkbox"/>

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

Proof of "Active" Status with the N.Y. Department of State – You may verify your status via the NYS Department of website at: http://www.dos.state.ny.us/ . Please bring in a screen printout.	<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"/>
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"/>