



INSTRUCTIONS FOR FILING A TAXI METER MANUFACTURER LICENSE

Please visit www.nyc.gov/tlcselfscheduling to schedule an appointment to submit your completed application, required documentation and fees via appointment.

Please visit our website for more information at: www.nyc.gov/tlc.

All items are required for the license type you are applying for must be submitted when you submit your application. Applications are valid for ninety (90) days. If you do not complete all requirements from the date you submit your application to the TLC, your application will be denied. Renewal applications must be submitted thirty (30) days before expiration date. If a required item is missing, your application will not be accepted.

FEE FOR TAXI METER MANUFACTURER LICENSE

Fee for Taxi Meter Manufacturer License:

Application fee of \$500 – payable to: **NYC Taxi and Limousine Commission** (money order from the U.S. Postal Service or Certified Check only).

Business Entity:

Sole Proprietorship

is owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it. They also assume complete responsibility for any of its liabilities or debts.

Partnership

is where two or more people share ownership of a single business. The Partners should have a legal agreement that sets forth how decisions will be made, profits will be shared, disputes will be resolved, how future partners will be admitted into the partnership, how partners can be bought out, or what steps will be taken to dissolve the partnership when needed.

Corporation

is chartered by the state in which it is headquartered, and is considered by law to be a unique entity, separate and apart from those who own it. A corporation can be taxed. It can be sued. It can enter into contractual agreements. The owners of a corporation are its shareholders. The shareholders elect a board of directors to oversee the major policies and decisions. The corporation has a life of its own and does not dissolve when ownership changes.

Please **check** the business type applicable to your Taxi Meter Manufacturer license application.

ALL FEES ARE NON-REFUNDABLE