

## **Procedures for Requesting a Taxicab Change of Equipment, Association, or Equipment Owner (T-10)**

All changes of equipment, association or owner "T-10" will be completed by the applicable Taxicab Association online and all original paperwork will be filed by the association either by courier or mail. Permit holders are not permitted to come to the Transportation Division office for these transactions.

To request a T-10 transaction, the Taxicab Association representative will access the on-line "Taxicab Association Automated System" with the permit holder at the respective taxicab association's office. After the association representative enters their username and password, they will enter the permit number and permit holder's password. If there are no outstanding issues, an online T-10 application form will appear on the screen to begin the process. If there are outstanding issues with the permit or permit holder, the process will be halted and a message will appear on the screen indicating the reason why the request cannot be processed. Problems include unpaid For-Hire Driving Services Enforcement Fund assessments (\$40 per permit), open citations, and open complaints (payment of the Commission's annual revenue assessment must be verified by having a receipt for payment from the Fiscal Section).

If everything is okay to proceed, a T-10 form will appear on the screen with the permit holder information already filled in. The association representative will enter information regarding the worker's compensation requirement, vehicle identification number, etc. and will print the T-10 form on the proper color paper for the permit's jurisdiction. The form should be reviewed by both the association representative and permit holder for accuracy before printing.

After the form is printed, the permit holder and association representative will sign the form and compile the required documents (Certificate of Insurance, current Maryland State Inspection Certificate, verification of removal of taxicab markings and equipment, letter of acceptance into the association, receipt indicating payment of Commission's annual revenue assessment and appropriate MVA title/tag documents).

All documents must be proofed for accuracy and the itemized, signed checklist attached to the entire packet.

The association representative will place the T-10 and required documents in an envelope and will hand deliver or mail the packet to the Transportation Division. A drop box is located outside of Regina Gee's office for receiving T-10 packets; as well as pick-up trays for each association to collect completed paperwork.

As packets arrive, the secretary will date stamp the envelope and place it in the "received" box. Staff will collect T-10 packets from the box each morning and log each packet on the log sheet, then date stamp each item received.

T-10 requests will be processed each day by the Administrative Specialists responsible for their workload. An email will be sent to the association representative informing them that the T-10 paperwork has either been approved or rejected and is ready to be picked up by the association.

The Administrative Specialist will then log the completed T-10 information on the log sheet, place approved documents and inspection voucher in a sealed envelope, with the permit holder's name and permit number on the front of the envelope, and place in association's pick-up tray. If work is incorrect or incomplete, it will be returned in the same manner.

The association representative must sign and date the log book whenever paperwork is picked up. In addition, the association is responsible for notifying the permit holder that they can pick up their approved paperwork at the association's office or need to return to their office to make corrections.