



Taxi License Toolkit



CHICAGO TAXI LICENSE TOOL KIT

August 30, 2023

Congratulations! You now hold a City of Chicago taxicab medallion license and own a transportation business. Save and use this toolkit to familiarize yourself with the basics of operating a licensed City of Chicago taxicab business.

The Chicago Department of Business Affairs and Consumer Protection (BACP) created this tool kit to provide information and resources to support your business. This tool kit contains basic information only. Refer to the laws and rules on how to legally operate your business and keep the license in compliance.

1. **Save the e-mail address BACPPV@cityofchicago.org**

- E-mail your questions directly to BACP. Be sure to include your full name and the license number that relates to your question.
- E-mail BACPPV@cityofchicago.org to
 - Request a Change of Inspection Date
 - Start a Change of Meter Process
 - Start a Change of Equipment Process

2. **Keep connected to BACP for up-to-date information and news.**



- Keep your current address, phone number and e-mail address on file with BACP.
- Check your e-mail regularly for BACP communications.
- Scan this QR code with your phone camera to sign up for BACP Public Vehicle notices regarding news, laws, and events which impact your industry.

3. **Go to the source! Check the BACP website for current information that affects your business: [Chicago.gov/PublicVehicles](https://chicago.gov/PublicVehicles)**



- BACP updates its webpages regularly to ensure the public is educated and informed on current BACP processes and policies.
- Use the appointment link at this webpage to schedule appointments for the BACP Public Vehicle Licensing Facility.
- Scan this QR code with your phone camera to directly schedule an appointment:

4. Take Advantage of BACP Remote Services

- Submit questions, comments, requests and documents for the following services via email to BACPPV@CITYOFCHICAGO.ORG.
- Forms are available on the BACP: Chicago.gov/PublicVehicles
- Renew Taxicab License (form)
- Report Legal Name Change (form)
- Request Letter to Operate
- Report Lost License (form)
- Report Change of Address (form)
- Request Inspection Date Change
- Submit Change of Equipment (form)
- Submit Change of Affiliation (form)
- Submit Change of Meter (form)
- Submit Change of Safety Device (form)
- Submit WAV Subsidy Application (form)
- Submit Insurance Certificates

5. The Department of Finance (Chicago.gov/Finance) manages and collects City of Chicago taxes, fines, and fees.

- Connect with the Department of Finance at (312) 747-4747 or by sending an e-mail to RevenueDatabase@cityofchicago.org
- Accessibility Fund Fee for non-wheelchair vehicle accessible (WAV) taxis is \$22 per month per taxicab.
- Ground Transportation Tax (GTT) rate is \$98 per month per taxicab.
 - **Annual taxicab license taxpayer with only 1 medallion:** Payment due on July 15th
 - **Quarterly taxicab license taxpayer (taxpayers with 2 or more medallions)** payment due dates and quarters as follows:
 - Oct 15th for quarter July - September
 - Jan 15th for quarter October – December
 - April 15th for quarter January – March
 - July 15th for quarter April – June
- Waiver of Accessibility Fund Fee and GTT may only be requested if the taxicab vehicle is surrendered for a full calendar month. Surrender of the taxicab vehicle must follow BACP protocols to qualify for waiver of fee or taxes.

6. Pay your City of Chicago taxes and WAV fund fees online through the Chicago Business Direct web portal: Chicago.gov/ChicagoBusinessDirect

- If you do not already have a personal User Profile in Chicago Business Direct, you must first register and create a User Profile.
- There are detailed instructions regarding the steps that you must follow to register and create a User Profile.

7. **Vehicle inspection dates are available on the City of Chicago Data Portal:**

data.cityofchicago.org

- Check the inspection dates scheduled for your taxicab vehicles on the Data Portal.
- View and explore interactive scheduled taxi vehicle inspection dates in an on-line format which allows searches by license/vehicle number, by company, or by affiliation.
- The on-line format inspection schedule is updated daily and will display current inspection dates.
- Options to view and search a vehicle inspection date and time:

1) Start at the City of Chicago data portal website: data.cityofchicago.org



➤ In search box, type **“Public Passenger Vehicle Inspection Schedule”** and hit enter

2) Click and bookmark this direct weblink to the Public Passenger Vehicle Inspection Schedule: <https://data.cityofchicago.org/Community-Economic-Development/Public-Passenger-Vehicle-Inspection-Schedule/kxfh-a6zz>

3) For taxi vehicle inspections, these two views were specifically created to facilitate searches. Click and bookmark:

View 1: <https://data.cityofchicago.org/d/y2qr-n86v/data>

View 2: <https://data.cityofchicago.org/d/6574-e3j9/explore>

8. **Know the laws which govern and regulate your business.**

- The Municipal Code of Chicago (MCC) is available at [amlegal.com](https://www.amlegal.com). Know the laws:
 - MCC Chapter 9-112 titled “TAXICABS”
 - MCC Chapter 9-104 is titled “PUBLIC CHAUFFEURS”
 - MCC Chapter 3-46 is titled “CHICAGO GROUND TRANSPORTATION TAX”
- Know the “Taxicab Medallion License Holder Rules” posted on the BACP website at [Chicago.gov/PublicVehicles](https://www.chicago.gov/PublicVehicles) for more laws all taxicab license holders must follow.
- Know the insurance requirements (auto liability and worker’s compensation) requirements which must be maintained on taxicabs and the reporting requirements.
- Know the electronic equipment (meters, payment processing, security camera) requirements listed in the Rules.
- Know the public vehicle advertising permit requirements. The public vehicle advertising permit web portal is at [Chicago.gov/PublicVehicles](https://www.chicago.gov/PublicVehicles).
- Know the triggers which will automatically suspend your taxicab license (example: lapse of insurance and missed inspection).
- Know that material representations or false statements to the City of Chicago could result in license revocation and/or fines up to \$10,000 per day.

9. The Taxicab License Holder is responsible for paying for and installing the required electronic equipment in its taxicab vehicle.

- Electronic equipment includes the top light, security camera, taxi meter, dispatch system, and payment processing equipment.
- Make sure the equipment is approved by BACP BEFORE buying and installing.
- A taxicab may not operate until its taxicab meter has been inspected and sealed by the BACP Public Vehicle Inspection Facility. This ensures both that passengers are charged correctly and that taxi drivers are accurately compensated.
- A taxicab found with an unregistered/unsealed taxicab meter will be removed from service and cited for violating City of Chicago laws.
- Questions or to schedule a taxicab meter inspection, e-mail BACPPV@cityofchicago.org

10. PACE's Taxi Access Program (T.A.P.)

- Chicago laws require every taxicab owner, affiliation, and taxi driver to participate in and comply with PACE's T.A.P. program which provides increased access to taxicab service for persons with disabilities.
- T.A.P. is PACE's Taxi Access Program which allows ADA Paratransit-eligible riders to use a Chicago taxi for their transportation needs. Compliance with T.A.P. includes accepting and processing T.A.P. forms of payment, such as the T.A.P. swipe card.
- In order to process T.A.P. payments, you must enter into a contract with PACE or process your TAP payments through your BACP-Licensed affiliation. If you do not have a contract with PACE, you will not get paid. To start this process, contact:

Desiree Barron, PACE Paratransit Operations
Desiree.Barron@Pacebus.com
312-341-8071 – phone 312.341.8050 – fax

11. For wheelchair accessible medallion owners:

- BACP has contracted with Curb Mobility, LLC (CURB) for CURB to manage the City's Centralized Wheelchair Accessible Vehicle (WAV) Taxicab Dispatch Service.
- Passengers can request a WAV taxicab ride by calling 1-888-WAV-CABS (1-888-928-2227) or by downloading the CURB app.
- To set up an account with CURB to receive requests for wheelchair accessible taxi service please contact:

Pascale Selig, CURB's Centralized WAV Dispatch Program Manager
217.718.4533 - phone
pascales@gocurb.com
chicagowav@gocurb.com

- Visit BACP’s “Chicago Wheelchair Accessible Taxicabs (WAV)” webpage at www.Chicago.gov/PublicVehicles to access current information and forms on the various WAV taxicab industry financial incentives BACP offers to increase and maintain WAV taxicab service.
- Make an appointment to submit your WAV maintenance application using the Schedule an Intake Appointment button from the WAV webpage.

12. Keep your taxicab license in legal compliance.

- The taxi license renewal fee is \$500 for a two-year license term.
 - EVEN numbered taxi licenses are renewed in EVEN numbered years.
 - ODD numbered taxi licenses are renewed in ODD numbered years.
- A taxi license must be renewed BEFORE the last business day in February in its renewal year.
- **Expired Public Vehicle and Public Chauffeur licenses are not permitted to operate for hire. Citations for unlicensed operation will be issued.**
- Public Vehicle and Public Chauffeur license holders who have not renewed for the current licensing term must:
 - Surrender any expired public passenger vehicle license to BACP
 - Complete license renewal for current license term.

13. Verify license status and steps to correct license status.

- Check the [license status and information](#) for your license at the City of Chicago open data portal at data.cityofchicago.org.
- Any Public Vehicle or Public Chauffeur license operating in expired, or violation status may be subject to enforcement action including citations, license/medallion confiscation, vehicle impoundment and/or revocation.
- If status is expired or in violation, review the license renewal information and checklist at the BACP Web site (Chicago.Gov/PublicVehicles).
- Resolve outstanding debt (ground tax, WAV fees) by contacting the Dept. of Finance at (312) 747-4747 or RevenueDatabase@cityofchicago.org. The Department of Finance web site is Chicago.gov/Finance and can be used to identify outstanding tickets, fees, and taxes.
- Visit ilsos.gov for business entity verification that entity is in good standing with the Illinois Secretary of State’s webpage by performing a Corporation/LLC Search.
 - In search box, type “**Corporation/LLC Search**” and hit enter.
- Email BACPPV@cityofchicago.org to request forms or ask questions. You may also submit completed renewal applications with required supporting documentation.

14. BACP staff are not able to provide licensees administrative, accounting, or legal services.

- BACP staff will not be able to complete forms on your behalf.
- BACP staff will not be able to compile your license application or renewal packet.
- BACP recommends all businesses discuss succession planning with an attorney – a plan which considers illness or circumstances which disable capacity to operate your license and business. Make sure that your business succession plan takes into account BACP laws.
- The transfer of a taxi license is regulated by BACP laws.
- [Visit Chicago.gov/BACP for resources for small businesses.](https://www.chicago.gov/BACP)



PUBLIC VEHICLE INDUSTRY NOTICE



**Make a Tax Payment,
File a Tax Return or Pay WAV Fees
Online at CHICAGO BUSINESS DIRECT**

1. Start at Chicago.gov/ChicagoBusinessDirect
2. If you are already an established Chicago Business Direct user, with valid User Id and Password, click the “Sign in” button.
3. If you are using Chicago Business Direct for the first time, you must first register and establish a personal user profile, which consists of a User Id and Password. The blue “register today” is a link that will route you to the page and through process. You only need to register once.
4. Once you log in, you may view all the Business Accounts to which you are linked, in your “MY BUSINESS ACCOUNTS” page. If you are not linked to your Business Account, please send an email to: ChicagoBusinessDirect@cityofchicago.org for assistance.
5. **PAY WAV FUND FEES ONLINE**
 - Log into the Chicago Business Direct web portal Chicago.gov/ChicagoBusinessDirect
 - Click on tile labeled “Make a Tax Payment”
 - Select the Business Account from the list
 - Select the Tax Form Code 7595
 - Select the WAV Fund Fees you wish to pay by entering a payment amount
 - Click “Continue” button at bottom of page when done

For payment plans or tax payment issues, contact the Chicago Department of Finance:
revenuedatabase@cityofchicago.org or (312)747-4747.

The City of Chicago’s Department of Business Affairs and Consumer Protection (BACP) ensures Chicago’s public passenger vehicles are safe, reliable and provide residents and visitors positive transportation options. BACP is committed to providing accessibility for all individuals, including people with disabilities.

Public Vehicle Division Operations:

- Schedule an appointment for service at the BACP Public Vehicle Licensing Facility at Chicago.gov/PublicVehicles
- Resolve an Administrative Notice of Violation (citation) remotely by emailing the ANOV number to BACP-AdministrativeHearings@CityofChicago.org
- Rules governing City of Chicago public vehicles and public chauffeurs are available at Chicago.gov/PublicVehicles



Secretary of State
Vehicle Services Department
Alexi Giannoulis

Secretary of State

Vehicle Services Department

Special Plates Division

5401 N Elston Ave, Room M-6

Chicago, IL 60630

(773)794-5848

Livery & Taxi Plate Requirements:

Proof of ownership of the vehicle (Original title or Registration card) If the title will be processed electronically by the dealer, please verify they have done so prior to coming in as we must be able to see the electronic file in our database.

Certificate of liability Insurance with the Secretary of State listed as the certificate holder.

Lease agreement if applicable: 2 copies needed

(Example: Car is registered to an individual and plate is issued to a company)

Power of Attorney needed if vehicle will be registered under a name or company other than your own.

Documents pertaining to the City of Chicago:

The following documents are needed in addition to the above requirements:

Taxis: Change of Equipment receipt for plate transfers. Release of interest and closing documents for medallion purchases.

Livery: City of Chicago Plate Issuance Letter for new plates

Please bring printed versions of all documents as digital versions are not accepted.