



PUBLIC VEHICLE INDUSTRY NOTICE

January 19, 2023

Notice No. 23-002

STEPS TO TIMELY RENEW TAXI MEDALLION LICENSE

Visit Chicago.Gov/PublicVehicles for the following documents posted on the "[Chicago Taxicab Medallion License Information](#)" webpage:

- [2023 Taxicab Medallion License Renewal Instructions and Checklist](#)
- [Taxicab Vehicle Inspection Schedule for Year 2023](#)
- [Taxicab Medallion License Renewal Schedule for 2023](#)

STEP 1: RESOLVE DEBT AND LICENSE HOLDS PRIOR TO RENEWAL APPOINTMENT, use below contact information to apply for payment plans or pay fees online.

- Ground Tax Payment Plans: E-mail revenuedatabase@cityofchicago.org (in the subject line write "Payment Plan for (period) for Account #/(Medallion#)")
- No-Tax Payment Plans: 312-747-4747
- Administrative Hearing/Fine Debt Relief: www.chicago.gov/adr or 312-742-3317
- **Save time by paying ground tax and WAV fees online at chicagobusinessdirect.org**
 - 1) For first time Chicago Business Direct users, 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 must only register once. Save your login information.
 - 2) Once logged in, 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.
 - 3) **PAY WAV FUND FEES ONLINE:** Click on tile labeled "Make a Tax Payment"
 - 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

STEP 2: VISIT ilsos.gov TO OBTAIN the Corporation or LLC FILE DETAIL REPORT or a CERTIFICATE OF GOOD STANDING for the company.

STEP 3: VERIFY LICENSE OWNERSHIP INFORMATION ON FILE WITH BACP

STEP 4: CONFIRM CURRENT CERTIFICATE OF INSURANCE FILED WITH BACP

STEP 5: ARRIVE AT SCHEDULED TAXI MEDALLION LICENSE RENEWAL APPOINTMENT WITH REQUIRED COMPLETED DOCUMENTS

- Licensees with scheduled appointments will be prioritized over walk-ins
- BACP encourages taxi medallion licensees to complete license renewal as soon as possible. BACP anticipates increased customer flow the last 2 weeks in February 2023 – every walk-in applicant may not be accommodated if customer flow reaches capacity.

STEP 6: PAY THE LICENSE RENEWAL FEE: \$500.00 for a two-year license term.

ODD-Numbered Taxicab Medallion Licenses EXPIRE on February 28, 2023.

Expired licenses are subject to license revocation and license holder may lose ownership rights to an expired license. To ensure your ODD-numbered taxicab medallion license is renewed and in good standing before March 1, 2023, submit all renewal documents and all required payments **before** the due date of February 28, 2023.

Renew early to avoid wait times. Expired and uninsured licenses may not be operated for hire. Note that City of Chicago BACP Offices will be closed on February 13, 2023 and February 20, 2023.