



Municipal Licensing and Standards
Fiona Chapman
Director, Business Licensing and Regulatory
Services

Marcia Stoltz
Manager, Vehicle for Hire

850 Coxwell Ave 3rd Floor
Toronto, Ontario, M4C 5R1
Fax: (416) 392-4515
accessibilityfundprogram@toronto.ca
www.toronto.ca/licensing

2022 ACCESSIBILITY FUND PROGRAM: DECLARATION FORM

Taxicab Owner

Applicant Information

Date: _____

Taxicab Owner Name: _____
(plate owner first and last name or Corporation)

Officer/Director Name (if corporate owner): _____
(first and last name)

I, _____, declare the following (or on behalf of
(first and last name)
my corporation):

1. Did **not** provide service under the Toronto Transit Commission Wheel-Trans Taxicab Service Contract in 2022.
2. MLS Licence Number: V_____ - _____
3. MLS Plate Number: _____
4. VIN: _____
5. Mailing Address: _____
- 5a. Contact email and/or phone number: _____
6. Type of Conversion (**please circle one**): Side-entry or Rear-Entry
7. Drivers who have received accessibility training approved by MLS, and are affiliated with this taxicab:
 - Driver #1;
First and Last Name: _____
MLS Licence No. (D01/D05): _____
 - Driver #2;
First and Last Name: _____
MLS Licence No. (D01/D05): _____
 - Driver #3;
First and Last Name: _____
MLS Licence No. (D01/D05): _____



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8. Brokerage Name _____

8a. Brokerage Officer Signature: _____

Brokerage Officer First and Last Name: _____

Position Held: _____

Service Standards — Incentive Grants

9. Number of hours the taxicab was operating and available for hire:

_____ in 2022

10. I have taxicab operator logs for the past 12 months that may be audited by MLS

(Circle one): YES or NO

11. Wireless Point of Sale (POS) machine is available in 2022

(Circle one): YES or NO

Declaration:

I, (first and last name) _____ declare that the information provided in this Form is true, accurate and complete and that, if I am submitting this declaration on behalf of a corporation, I have authority to do so. I am aware that Municipal Licensing and Standards may refuse or cancel funding if the taxicab owner does not meet the eligibility criteria or service standards as set out, if false or misleading information is provided, or if funding was granted due to an technological or clerical error. If funding was granted due to incomplete or inaccurate information or due to a technological or clerical error, then Municipal Licensing and Standards may recover any funds disbursed or require repayment of funds before any licence may be issued or renewed in future. If the taxicab owner was not properly eligible and received funds based on incomplete or inaccurate information provided, **then the taxicab owner will not be eligible to reapply to the Accessibility Fund Program for two years.**

Signature of Applicant: _____

This form can only be signed by a corporate officer or director. Signing authorities for corporations **cannot** sign this form.



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INSTRUCTION SHEET *(please read thoroughly)* **Accessibility Fund Declaration – Taxicab Owner**

What is this form for?

This is the form you fill in to obtain your grant cheque, to help support the costs of your accessible taxicab. If this form is not filled in properly, MLS will not release funds. If you hold both an owner and vehicle- for-hire driver licence, you can submit two separate applications if you meet the requirements for each licence type.

What is Applicant Information?

This is the corporation or individual vehicle owner applying for the grant.

1. Toronto Transit Commission Wheel-Trans Taxicab Service Contract in 2022.

Taxicabs contracted to the TTC Wheel-Trans Taxicab Service contract **are not eligible to apply**. The TTC provides MLS with a list of all contracted taxicabs in 2022. If you are on this list, you are not eligible. If you are not on the list, proceed to the next question.

2. MLS Licence Number

This is the number on your Taxicab Owner's licence that begins with V00 or V02. For example; V00-1234987. More information on all current licensing requirements for taxicab vehicles is available at: <https://www.toronto.ca/services-payments/permits-licences-bylaws/taxis/>

3. MLS Plate Number

This is the number on the plate that is affixed to your taxicab (MLS plate number).

4. VIN

This is the vehicle identification number (VIN) that can be found on your taxicab ownership documents issued by the Ministry of Transportation. It has 17 numbers.

5. Mailing Address

This is your current address. This must match the address on file for your taxicab licence. If you have changed your address, you must update before submitting this application by emailing mlstaxilimo@toronto.ca with your updated Provincial Drivers Licence and Vehicle Ownership. This also applies to a corporate head office address change. This will be the address we send funds to.

5a. Contact email and/or phone number

Please indicate your contact email address and/or your phone number. This is how you will be notified if your application has been rejected.



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6. Type of Conversion (please circle one): Side-entry or Rear-Entry

Circle if your taxicab has side-entry or rear-entry access for accessible customers. The city may request the conversion document as part of the application review or audits. A wheelchair accessible conversion document will not be requested if your vehicle is a purpose built wheelchair accessible vehicle.

7. Drivers who have received accessibility training approved by MLS, and are affiliated with this taxicab

Information on the accessibly-trained drivers driving the taxicab in 2022 should include first and last name and vehicle-for-hire driver licence number. This information will be used to match accessible driver grant requests.

8/8a. Brokerage Name and Signature

Please indicate the name of the brokerage that you are providing service for. The brokerage officer **MUST** sign this form and provide their first and last name and position with the brokerage. This information will be used to confirm that the accessible taxicab is available for dispatch with a licensed brokerage.

Service Standards – Incentive Grants

What is this for?

This information will help determine how much of the incentive grant you will receive.

9. Number of hours the taxicab was operating and available for hire

This is where you indicate that your taxicab was available for wheelchair accessible service for at least **432** hours in 2022. This is worth 95% of the incentive grant. A higher number of hours will not mean more funds, but a lower amount will disqualify your application.

10. Taxicab operator logs for the past 12 months.

Circle yes or no if you have operator logs from 2022. These logs should be kept for 12 months and could be reviewed as part of an audit.

11. Wireless Point of Sale (POS) machine.

Circle yes or no if you had a Wireless Point of Sale (POS) machine available for customers in 2022. This is worth 5% of the incentive grant as it provides a convenient payment option for customers.

Declaration

This is where you put in your first and last name and your signature telling us that everything in the



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form is true and complete.

Everything completed?

Be sure to check that all of the information is provided and that you have also obtained the brokerage signature. Incomplete or unclear forms will not be considered and will be rejected.

Where do I send this form?

The completed form must be sent electronically by email to **accessibilityfundprogram@toronto.ca** or by fax to 416-392-4515 by **May 31, 2023**. In any email correspondence with MLS, please put the VFH licence number and/or MLS plate number (if applicable) in the subject line, e.g. V00-1234987– 4000. This makes it easier to respond to your email.

How much are the grants?

The maximum funds available to eligible taxicab owners under the Accessibility Fund Program are:

Side Entry Vehicle

Grant – up to \$2,898.21

Incentive – up to \$1,898.21

Total maximum funds - \$4,796.42

Rear Entry Vehicle

Grant – up to \$2,312.71

Incentive – up to \$1,312.71

Total maximum funds - \$3,625.42

Not every owner may receive the maximum incentive, depending on responses to questions 9 and 11 on the declaration form.

When will I hear about my grant?

MLS will email all applicants in mid-June to advise if they have been denied funding under the program. If a taxicab owner has been denied, they have 10 days to appeal this decision.

Cheques will be sent to successful applicants in late-June.

I am a taxicab owner with multiple accessible vehicles. Do I need to apply for each vehicle?
Yes

I am a licensed accessible taxicab owner and accessible taxicab driver. Can I apply for both grants?

Yes. If you hold both an owner and vehicle- for-hire driver licence, you must submit two separate applications if you meet the requirements for each licence type.



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SAMPLE

2022 ACCESSIBILITY FUND PROGRAM – DECLARATION: Taxicab Owner

Applicant Information

Date: **April 12, 2023**

Taxicab Owner Name: **Fiona Chapman OR TaxicabOwner Inc.**
(plate owner first and last name or if corporation, write Corporation name)

Officer/Director Name (if corporate owner): **Fiona Chapman**
(first and last name)

I, **Fiona Chapman**, declare the following (or on behalf of my corporation):
(first and last name)

1. Did **not** provide service under the Toronto Transit Commission Wheel-Trans Taxicab Service Contract in 2022.

2. MLS Licence Number: **V00-1234987**

3. MLS Plate Number: **1234**

4. VIN: **1HGBH41JXMN109186**

5. Mailing Address: **123 Main St., #4, Toronto, ON M6H 1M4**

5a. Contact email and/or phone number: **FC111@gmail.com; 416 123-4567**

6. Type of Conversion (please circle one): Side-entry or **Rear-Entry**

7. Drivers who have received accessibility training approved by MLS, and are affiliated with this taxicab:

Driver #1;
First and Last Name: **Jamil Elannan**

MLS Licence No. (D01/D05): **D01-4567123**

Driver #2;
First and Last Name: **Lesley Borg**

MLS Licence No. (D01/D05): **D01-5678123**

8. Brokerage Name: **Best Taxicab**

8a. Brokerage Signature: *George Best*

First and Last Name: **George Best**

Position Held: **Manager**



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Service Standards — Incentive Grants

9. Number of hours the taxicab was operating and available for hire:

432 in 2022

10. I have taxicab operator logs for the past 12 months that may be audited by MLS

(Circle one): ☒ YES or ☐ NO

11. Wireless Point of Sale (POS) machine was available in 2022

(Circle one): ☒ YES or ☐ NO

Declaration:

I, (first and last name) Fiona Chapman declare that the information provided in this Form is true, accurate and complete and that, if I am submitting this declaration on behalf of a corporation, I have authority to do so. I am aware that Municipal Licensing and Standards may refuse or cancel funding if the taxicab owner does not meet the eligibility criteria or service standards as set out, if false or misleading information is provided, or if funding was granted due to a technological or clerical error. If funding was granted due to incomplete or inaccurate information or due to a technological or clerical error, then Municipal Licensing and Standards may recover any funds disbursed or require repayment of funds before any licence may be issued or renewed in future. If the taxicab owner was not properly eligible and received funds based on incomplete or inaccurate information provided, **then the taxicab owner will not be eligible to reapply to the Accessibility Fund Program for two years.**

Signature of Applicant: *Fiona Chapman*

This form can only be signed by a corporate officer or director. Signing authorities for corporations **cannot** sign this form.