



Municipal Licensing and Standards
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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 must 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 2024.

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 2024. 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 digits.

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 phone number

Please indicate your contact email address and your phone number. This is how you will be



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notified if your application has been refused.

6. Type of Conversion (please indicate): 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 2024 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/Director **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 2024. 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 2024. 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 2024. This is worth 5% of the incentive grant as it provides a convenient payment option for customers.



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Declaration

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

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 **July 4, 2025**. 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 \$3014.14

Incentive – up to \$1,974.14

Total maximum funds \$-4,988.25

Rear Entry Vehicle

Grant – up to \$2,405.22

Incentive – up to \$1,365.22

Total maximum funds \$3,770.44

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-September to advise if they have been refused funding under the program. If a taxicab owner has been refused, they have 10 days to appeal this decision.

Cheques will be sent to successful applicants in September.

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.