



**CHECKLIST FOR TTNC (TRANSPORTATION/TAXICAB NETWORK COMPANY)**

Company and driver requirements stipulated below must be completed for all new and renewal of business license. It is the responsibility of the company and the driver to renew their business license annually. Failure to renew will result in monetary penalties and regulatory action. (Reference 16 GCA Chapter 28)

#	COMPANY REQUIREMENTS	EMPLOYED DRIVER REQUIREMENTS		
<b>Business License Requirement</b>				
1	Company must register for a business license at the General Licensing/Business License Branch at the Department of Revenue and Taxation. Company must get clearances from three (3) Regulatory Branches (Weights and Measures; Insurance, Banking, Securities & Real Estate; and Business License).	Driver must register for a business license at the General Licensing/Business License Branch at the Department of Revenue and Taxation. Company must get clearances from three (3) Regulatory Branches (Weights and Measures; Insurance, Banking, Securities & Real Estate; and Business License).		
<b>Business License Fees</b>				
2	10 drivers or fewer	\$ 100		
	11-21 drivers	\$ 500		
	22-40 drivers	\$ 1,000		
	41+ drivers	\$ 1,500		
<b>Insurance Coverage Requirements</b>				
3	Company must acquire Commercial Automobile Insurance.	Driver must acquire Private Automobile Insurance.		
<b>Required Clearances</b>				
4	Company must screen drivers prior to proceeding to get their business license in step 1. Company must obtain Tax Clearances at the Department of Revenue and Taxation at Business Privilege Tax/Gross Revenue Tax Branch, Income Tax Branch, and Collection Branch.	1. Tax Clearances	Driver must obtain Court, Police, Traffic Court, and Tax Clearances. Tax Clearances must be cleared at the Department of Revenue and Taxation at Business Privilege Tax/Gross Revenue Tax Branch, Income Tax Branch, and Collection Branch.	1. Court Clearance
		a. Business Privilege Tax/Gross Revenue Tax Branch		2. Police Clearance
		b. Business License Branch		3. Traffic Court Clearance
		c. Income Tax Branch		4. Tax Clearances
		d. Collection Branch		a. Business Privilege Tax/Gross Revenue Tax Branch
		b. Income Tax Branch		
		c. Collection Branch		
<b>Driver's License and Vehicle Registration Requirements</b>				
5	Company must ensure all drivers have a Chauffeurs (B) License Endorsement prior to employment.	Driver must have a Chauffeurs (B) License Endorsement.		
6	Company must screen drivers' type of vehicles and ensure that vehicles are properly registered with Vehicle Registration Branch of the Department of Revenue and Taxation by providing copies of drivers' vehicle registration certificates.*	Driver's vehicle must be registered at Vehicle Registration Branch of the Department of Revenue and Taxation.*		
	*Vehicle Registration Branch of the Department of Revenue and Taxation is located at the Department of Public Works building in Upper Tumon.			
7	Company must ensure company marking or logo is displayed on vehicle at all times during operational hours.	Driver must ensure company marking or logo is displayed on vehicle at all times during operational hours.		
8	<b>Company Requirement Only:</b> Company must maintain records of active and cancelled drivers for periodic submission upon request of the Department of Revenue and Taxation. See attached <b>DRIVERS LOG FOR TTNC - Form WAM-8</b>			
<b>Web-based Application Requirement</b>				
9	<b>Company Requirement Only:</b> Company must have a web-based application. A web-based application is any program that is stored on a remote server and accessed over a network connection through a web browser.			
<b>***TTNC APPLICATION WILL NOT BE ACCEPTED UNTIL ALL THE ABOVE REQUIREMENTS HAVE BEEN FULFILLED.***</b>				

# DRIVERS LOG FOR TTNC (TRANSPORTATION/TAXICAB NETWORK COMPANY)

Company Name: \_\_\_\_\_  
 Month: \_\_\_\_\_

NEW BUSINESS LICENSES					
#	Name	Business License Account No.	Original License Date	Expiration Date	Comments/Notations

RENEWED BUSINESS LICENSES					
#	Name	Business License Account No.	Original License Date	Expiration Date	Comments/Notations

CANCELLED BUSINESS LICENSES					
#	Name	Business License Account No.	Expiration Date	Cancelled Date	Comments/Notations

**SUMMARY**

Total New: \_\_\_\_\_  
 Total Renewed: \_\_\_\_\_  
 Total Cancelled: \_\_\_\_\_

**PREPARED BY**

Print Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_