



Taxicab or For-Hire Vehicle Medallion Transfer Form

Vehicle Information

Vehicle Name: _____ Medallion Number: _____

Medallion Type(s): City only County only Dual (City and County)

Medallion Seller Information

Medallion Owner Name (Seller): _____

City Business License Number (Seller): _____

Medallion Owner Type: Individual Partnership Corporation LLC

State of

County of

Signed or attested before me on (date) by (name(s) of individuals).

....

(Signature of notary public)

(Stamp)

....

(Title of office)

My commission expires:

....

(date)

Lien Information

Are there any liens on the medallion number(s) listed above? No Yes (please list below)

Lienholder Name(s)	Lien Filing Date

I (We) hereby swear that any and all liens have been listed or that there are no liens on above medallion(s).

Printed Name(s) of Individual or All Members/Officers	Signature(s)

Medallion Buyer Information

Medallion Owner Name (Buyer): _____

City Business License Number (Buyer): _____

Medallion Owner Type: Individual Partnership Corporation LLC

State of

County of

Signed or attested before me on (date) by (name(s) of individuals).

....

(Signature of notary public)

(Stamp)

....

(Title of office)

My commission expires:

....

(date)

Expected date to issue new medallion certificate: _____

Acknowledgement

I acknowledge that I understand the requirements of a medallion transfer want to complete the process. I further acknowledge that the above medallion(s) is subject to Seattle Municipal Code (SMC) Chapter 6.311 and King County Code (KCC) Chapter 6.65, including but not limited to waivers by a medallion owner in SMC 6.311.190.F and KCC 6.65.190.F of any liability or damages resulting directly or indirectly from any act or omission of the City of Seattle or King County regarding the valuation or devaluation of this medallion.

Printed Name(s) of Individual or All Members/Officers	Signature(s)

TO BE COMPLETED BY CONSUMER PROTECTION DIVISION STAFF ONLY

Form received by: _____ Date form accepted: _____

Step	Staff Initials	Date Completed
1. Verify photo IDs, if applicable, and original paperwork and accept, if applicable, medallion plate(s) or decal(s)		
2. Confirm no outstanding balances due and no reason to deny transfer		

3.	Post notice of intent to transfer medallion(s) online (within two business days of receiving form)		
4.	Review FAS records for any lienholder(s) on file		
5.	Receive all appropriate fee and surcharge payments and issue permanent medallion certificate		

SMC 6.311.230 and KCC 6.65.230 – Taxicab and for-hire vehicle medallion transfer

Except for an owner subject to the minimum operating requirements in subsection 6.311.200.G, a taxicab or for-hire vehicle medallion may be transferred subject to the following restrictions and conditions:

- A. The medallion and medallion reciprocity endorsement are inseparable and must be transferred together;
- B. There are no pending enforcement actions or penalties, fees, or surcharges owed, that were issued under this Chapter 6.311, no unexpired vehicle lease agreements, and no unexpired medallion lease agreements;
- C. Transfers of medallions with liens filed with the Director will not be approved unless the medallion owner provides proof that the lien is paid or the lienholder provides written approval of the transfer. Only liens filed with the Director according to subsection 6.311.190.C will be considered in the transfer review;
- D. The medallion owner and proposed transferee shall submit a notice of transfer on a form or in a format prescribed by the Director;
- E. The proposed transferee shall meet all requirements in Section 6.311.260. A transfer shall not become effective, and the proposed transferee may not operate the taxicab or for-hire vehicle, until the proposed transferee receives the medallion plate or medallion decal; and
- F. Upon the final order of revocation, when all appellate proceedings, if any, have been concluded, a medallion owner shall immediately surrender the taxicab or for-hire vehicle medallion plate or decal to the Director. Effective September 1, 2024, except for revocation according to subsection 6.311.200.G, the medallion owner has 60 days from the final order of revocation to transfer the medallion; however, medallions subject to a lien as evidenced by the filing requirement in subsection 6.311.190.C cannot transfer unless the medallion owner provides proof that the lien is paid or the lienholder provides written approval of the transfer. If the medallion is not transferred within the 60 days, the medallion shall be deemed permanently retired, the lien, if any, is removed, and the Director shall not reissue the medallion.

A buyer and seller should carefully review the following steps to successfully transfer a taxicab or for-hire vehicle medallion. The endorsement of a transportation network company (TNC) vehicle is not transferrable.

Before Initiating the Transfer Process

The Director shall only accept a transfer form after the seller (i.e., the medallion owner) and buyer have completed the following steps:

1. The buyer (or medallion lessee) possesses a vehicle to be placed into service;
2. The vehicle has passed a vehicle safety inspection within the last 180 calendar days (please refer to the Director’s Rule on vehicle safety inspections for more information);
3. The buyer has purchased insurance for the vehicle and the buyer’s insurance broker has sent insurance documentation to vehicleinsurance@seattle.gov;
4. The buyer and seller possess original copies of all paperwork (e.g., vehicle registration, medallion lease agreement, etc.) needed to prove they have satisfied these requirements;
5. If an alleged lien exists against the medallion(s), the seller must either provide proof that the alleged lien has been paid or submit written approval of the transfer from the lienholder; and
6. The seller is prepared to surrender the taxicab or for-hire vehicle medallion plate(s) or decal(s) to the City at the time of submitting the transfer form.

Steps to Complete the Transfer Process

1. The transfer process may be completed in person or online.
2. All outstanding Wheelchair Accessible Services surcharges (prorated), fines, and penalties against the current medallion owner and all for-hire drivers of the taxicab or for-hire vehicle must be paid or satisfied and all pending administrative matters must be resolved.¹
3. The Director shall not complete a medallion transfer if any of the following conditions exist:
 - a. The medallion is not valid for the current license year or there is a pending administrative matter, such as an outstanding violation or the denial, suspension, or revocation of the medallion.
 - b. There are unexpired driver lease and/or medallion lease agreements.
 - c. The original taxicab license or medallion was issued after December 31, 2007, and less than three years have elapsed since issuance.²
 - d. The buyer does not meet all licensing requirements.³
4. Each seller and buyer must complete the transfer form provided by the Director. Incomplete transfer forms shall not be accepted.
5. If not completing the transfer process online, then each seller and each buyer must be physically present and provide photographic identification on the day the transfer form, accompanying documentation and, if applicable, taxicab or for-hire vehicle medallion license plate(s) or decal(s) are submitted to the Director. FAS staff shall review the state issued driver’s license and regional for-hire driver’s license, if applicable, of each buyer and each seller to confirm that the names and license numbers match the information listed on the transfer form. The Department Director may require notarization of the transfer form in exceptional cases; e.g., the seller is out of the state or country.
6. Within two business days of receipt of the completed transfer form, the medallion number and transfer date shall be published at <http://www.seattle.gov/business-regulations/taxis-for-hires-and-tncs/medallions>. This webpage shall include instructions on how interested parties can receive automated updates when medallions are added to the list.
7. In the transfer form, the seller shall disclose any alleged lien and security interest recorded against the medallion being transferred.⁴ At the time the transfer form is filed, the Director shall search Department records for any lienholder records on file. The transfer form shall state whether the Department Director identified any alleged lien through this search.
8. For any alleged lien disclosed by the seller or identified by the Director, the seller must either provide proof that the alleged lien has been paid or submit written approval from the lienholder(s). Payment and approval documentation must include the lienholder’s name and contact information. If neither of these two conditions is met, then the Director shall consider the transfer form to be incomplete and not accept it.
9. Following the Director’s review and processing of the completed transfer form, the Director shall issue the new medallion certificate to the buyer. If the buyer is not physically present to receive the printed certificate on that day, then the Director shall mail a copy to the buyer’s mailing address as recorded.
10. The medallion transfer shall be final when a new medallion certificate has been issued, which demonstrates that the interest of the medallion was transferred, and either the medallion plate or decal has been affixed to the vehicle.

Other Notes

- In providing these steps to sellers and buyers, neither the City nor County conclude that a medallion has a particular present or future value or any value.
- A taxicab or for-hire vehicle medallion is intangible property and may be used as collateral to secure loans; however, the medallion owner is solely responsible for satisfying all liens for debts.
- The buyer is responsible for determining whether a medallion is encumbered by an alleged lien prior to transfer. The City and County are operating in their regulatory capacity and assume no fiduciary relationship, duty, or role in any act or omission under this transfer process.
- The City of Seattle or King County, its officials, officers, employees, and agents assume no liability for any and all claims, loss or damages related to the transfer of a medallion.
- The owner of a medallion on which the Director has issued a notice of retirement, or the owner of a revoked medallion has 60 days to transfer the medallion before the Director permanently retires the medallion subject to the outcome of any appeal filed.⁵

¹ Please see SMC 6.311.230.B and KCC 6.65.230.B and the Director’s Rule on collection of the wheelchair accessible services surcharge.

² Please see SMC 6.311.200.G and KCC 6.65.200.G.

³ Please see SMC 6.311.260 and KCC 6.65.260.

⁴ Per SMC 6.311.190.C and KCC 6.65.190.C, a medallion owner must file the name(s) of any and all lienholders with the Director.

⁵ Please see SMC 6.311.210.E and KCC 6.65.210.E and SMC 6.311.230.F and KCC 6.65.230.F.