

## THE CENTRAL BUSINESS DISTRICT TOLLING PROGRAM COMMUTER BUS EXEMPTION PLAN APPLICATION

Please indicate your application type by placing ✓

☐ **New Application**

☐ **Recertification**

☐ **Appeal Application**

### GENERAL INSTRUCTIONS

1. The Commuter Bus Exemption Plan (CoBEP) for the Central Business District Tolling Program (CBDTP) in the Central Business District (CBD), popularly named the Congestion Relief Zone (CRZ), is available for qualifying authorized commuter, transit, and intercity bus services on a schedule that have fixed routes and are open to the public; commuter vans licensed and authorized by the New York City Taxi and Limousine Commission (NYC TLC); and school buses contracted with the New York City Department of Education (NYC DOE) to transport students between their school of attendance and their homes. **This exemption only applies to tolls incurred in the CRZ.**
2. Enrollment in the CoBEP requires a valid E-ZPass NY Business account. New E-ZPass NY customers must establish an E-ZPass NY account before submitting the CoBEP application. Existing E-ZPass NY customers will be required to provide a valid E-ZPass NY Business account number.
3. For the fastest processing of your application, please complete it online by visiting [crzexemptions.mta.info](http://crzexemptions.mta.info). If mailing the application, see *General Instructions 6 below*.
4. Do not submit this application without the required credentialing documents, or your application may be rejected.
5. Applicants will receive a formal decision once their application is processed. If denied, the decision notice will inform the applicant of the reason(s) for the denial, their right to appeal, and the deadline for appealing. You may appeal by providing a written statement to the New York Customer Service Center (NYCSC) responding to the reason(s) for the denial, including any supporting documents, along with a re-completed Application, checking the Appeal Application box above (*See General Instructions 6*).
6. Mail Applications or Appeals to: Customer Account Correspondence  
  

Attention: CoBEP Application Processing  
 PO Box 15188  
 Albany, NY 12212-5103
7. Annual recertification is required for the CoBEP based on the date the plan was added to the customer's E-ZPass NY account. Your organization will be notified when the CoBEP approaches the expiration date.
8. More information is available on the E-ZPass NY website ([e-zpassny.com](http://e-zpassny.com)); if you have questions, please call the NYCSC at 1-800-333-TOLL (8655).

***Please note: This Application is subject to review and verification; TBTA may request additional proof of eligibility at any time.***

## SECTION I - GENERAL INFORMATION

**A. Name of Organization** *(provide full legal name and d/b/a, if applicable):*

\_\_\_\_\_

d/b/a: \_\_\_\_\_

Principal Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Organization Web Address (URL): \_\_\_\_\_

Organization Social Media Accounts: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Mobile: \_\_\_\_\_

Work Email: \_\_\_\_\_

**B. Select from the list below the type of vehicles your organization operates.**

*choose only one by placing ✓*

\_\_\_ Commuter, Transit, and Intercity Buses ***(Go to Section II-A)***

\_\_\_ NYC TLC licensed & authorized Commuter Vans ***(Go to Section II-B)***

\_\_\_ School Buses contracted with the NYC DOE ***(Go to Section II-C)***

## SECTION II - REQUIRED CREDENTIAL(S)

Fill out only the applicable section according to your selection in Section I(B) above.

### A. Commuter, Transit and Intercity Buses

1. This exemption is available for commuter, transit, and intercity bus services on a schedule that have fixed routes and are open to the public. Please indicate from which State or federal authority your organization has the authorization to provide such bus services (*choose only one by placing ✓*).
  - a. New York \_\_\_\_  
Please provide a copy of your Common Carrier Certificate/Permit issued by the New York State Department of Transportation authorizing your organization to provide such bus services *[Upload/Attach Documents]*.
  - b. Other State \_\_\_\_ Please Indicate which State: \_\_\_\_  
Please provide a copy of your state-issued documentation authorizing your organization to provide such bus services *[Upload/Attach Documents]*.
  - c. Federal Authority \_\_\_\_  
Please provide a copy of your federal government-issued documentation authorizing your organization to provide such bus services *[Upload/Attach Documents]*.
2. Please provide supporting documentation showing that your organization operates bus services on a schedule and fixed route *[Upload/Attach Documents]*.

***Go to Section III***

### B. NYC TLC licensed & authorized Commuter Vans

1. Please provide all the following Credentialing documents: (1) Copy of TLC vehicle license, (2) TLC authorization, **and** (3) vehicle registration for each applicable vehicle *[Upload/Attach Documents]*.

***Go to Section III***

**C. School Buses contracted with the New York City Department of Education (NYC DOE)**

1. This exemption is only available for organizations contracted with the NYC DOE to transport students between their school of attendance and their homes.

- a. Please provide the contract number and expiration date of your contract with the NYC DOE:

Contract number: \_\_\_\_\_

Contract expiration date: \_\_\_\_\_

- b. Please provide information about your organization's primary contact at NYC DOE:

NYC DOE Contact Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Mobile: \_\_\_\_\_

Work Email: \_\_\_\_\_

***Go to Section III***

### SECTION III – E-ZPASS ACCOUNT NUMBER

*To be eligible for CoBEP, the Organization must have an active E-ZPass NY account, and **ALL** vehicle(s) listed on the account must meet the requirements for CoBEP to be added to the account. Do not submit this application without providing an active E-ZPass NY account number, or your application will be rejected.*

*If the Organization already has an E-ZPass NY account but one or more vehicles do not meet the requirements for CoBEP or the Organization does not have an E-ZPass NY account, the Organization needs to establish a new E-ZPass NY account for the vehicle designated for CoBEP.*

*For more information on how to apply for an E-ZPass NY business account, visit [www.e-zpassny.com](http://www.e-zpassny.com)*

**Please provide your E-ZPass NY Account Number:**

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**Complete Sections IV and V**

## SECTION IV – ATTESTATION

By applying for the Commuter Bus Exemption Plan, I certify that I am authorized to apply on behalf of my Organization and that all the vehicles listed on this application will be used in the Central Business District (CBD), popularly named the Congestion Relief Zone (CRZ), to provide qualifying and authorized transportation services as described above (*See General Instructions 1*). I understand that TBTA reserves the right to terminate any Organization from the program that submits falsified documents or does not abide by program rules.

If supporting documentation provided as part of this Application is determined by TBTA to be insufficient, my Organization may be required to provide additional information or documentation to certify proof of eligibility for the Commuter Bus Exemption Plan.

The completion of this Application and my signature below on behalf of the Organization constitute the Organization's agreement to use E-ZPass NY subject to all applicable terms and conditions. Along with the Terms and Conditions included in this application, the E-ZPass NY Account Terms and Conditions for Business Accounts will apply. The Organization understands and agrees that by using E-ZPass NY at any non-CRZ facilities, applicable charges will be deducted from its E-ZPass NY account.

On behalf of my Organization, I hereby certify that I understand and accept the Terms and Conditions accompanying this Application and set forth in this form, all of which are part of the Commuter Bus Exemption Plan Agreement and, if accepted into the Commuter Bus Exemption Plan, also become part of the E-ZPass NY Agreement.

By my signature below, I certify that I am authorized by my Organization to apply for the Commuter Bus Exemption Plan.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Mobile: \_\_\_\_\_






Work Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(e-signature accepted)

## SECTION V – QUALIFIED VEHICLES

Organizations applying for this exemption must list only the vehicles providing qualifying and authorized transportation services for use in the CRZ. Please list all vehicles to be added to your E-ZPass NY account with CoBEP in the table below and attach proof of vehicle(s) registration. The vehicle must be registered in the name of the Organization operating the eligible bus service. Please select the vehicle class from the CBDTP Vehicle Reference Chart below (page 8). This page may be replicated if additional rows are needed. **If any license plate number information changes, please contact the New York Customer Service Center at 1-800-333-TOLL (8655) to update your Organization’s list of vehicles, otherwise your Organization may incur CRZ toll charges.**

License Plate Number		State/ Province of Registration	Vehicle Class*	Vehicle Type**	Vehicle Registration Attached? (Yes or No)
Vehicle 1					
Vehicle 2					
Vehicle 3					
Vehicle 4					
Vehicle 5					
Vehicle 6					
Vehicle 7					
Vehicle 8					
Vehicle 9					
Vehicle 10					
Vehicle 11					
Vehicle 12					
Vehicle 13					
Vehicle 14					
Vehicle 15					

CBDTP VEHICLE REFERENCE CHART		
Use this chart to determine the appropriate vehicle class and vehicle type required to be entered above for each vehicle listed.		
Vehicle Class*	Vehicle Type**	Description
Class 1	Passenger vehicles <i>(Cars, Vans &amp; Pickups)</i> 	Passenger and other vehicles, including sedans, sport utility vehicles, station wagons, hearses, limousines, pickup trucks with factory beds, pickup trucks with caps below the roofline and not extending over the sides, and vans without an extended roof above the windshield.
Class 2	Single-unit trucks 	Single-unit trucks, including non-articulated trucks, pickup trucks with modified beds, vans with modified body behind the drivers cab, pickup trucks with cabs above the roofline or extending over the sides, and vans with an extended roof above the windshield.
Class 3	Multi-unit trucks 	Multi-unit trucks, including articulated trucks where a power unit is carrying one or more trailers.
Class 4	Buses 	Buses, including vehicles registered with the DMV and plated as a bus, omnibus, or have other designated official plates.
Class 5	Motorcycles 	Motorcycles

**Note:** Vehicle classes that are grayed out above may not be eligible for this exemption plan.



## **CBDTP COMMUTER BUS EXEMPTION PLAN: TERMS AND CONDITIONS**

These Terms and Conditions, along with your Application for the Commuter Bus Exemption Plan, constitute the Commuter Bus Exemption Plan Agreement (“Agreement”). When you submit this Application, you agree to the following Terms and Conditions:

1. To maintain eligibility for the Commuter Bus Exemption Plan, you must maintain a valid E-ZPass NY Account in good standing and resolve any unpaid toll violations you may owe to the Triborough Bridge and Tunnel Authority (TBTA). Instructions for resolving toll violations are available at [e-zpassny.com](http://e-zpassny.com).
2. The Exemption Plan provides exemptions for tolls incurred only in the Central Business District (CBD), popularly known as the Congestion Relief Zone (CRZ), for eligible vehicles that qualify and are listed on the exemption plan.
3. All E-ZPass NY Account Terms and Conditions and your E-ZPass NY Application, which together constitute your E-ZPass Agreement, fully apply to this Agreement and are incorporated herein by reference. All terms used herein carry the same definitions as those set forth in the E-ZPass NY Account Terms and Conditions for Business Accounts (*visit [E-ZPass® New York - Terms & Conditions - Business Accounts](#)*).
4. You acknowledge that by applying for the Commuter Bus Exemption Plan, you are certifying that each vehicle listed on your E-ZPass NY Account with CoBEP will be used in the CRZ to provide qualifying and authorized transportation services. Each vehicle must be registered in the name of the Organization operating the eligible bus service.
5. Once the plan has been added to your Organization’s E-ZPass NY Account, you will be required to manage the addition and removal of vehicles on your Organization’s Account by contacting the New York Customer Service Center at 1-800-333-TOLL (8655). Your Organization must maintain a separate E-ZPass NY Account for vehicles not eligible for the Commuter Bus Exemption Plan.
6. Your Organization may only use the E-ZPass NY Tag on a vehicle that corresponds to the class classification of Tag provided to you by E-ZPass NY.
7. You acknowledge that your Organization’s Application is subject to review and verification. Additional proof of eligibility for the Commuter Bus Exemption Plan may be requested at any time.
8. We reserve the right to request documentation from your Organization to verify that the trips taken were in accordance with the Commuter Bus Exemption Plan Agreement.
9. Failure to comply with these Terms and Conditions or your E-ZPass Agreement may result in the removal of your Organization’s Commuter Bus Exemption Plan, revocation of your Organization’s E-ZPass NY Account(s), and/or penalties for violations as outlined in the E-ZPass Account Terms and Conditions.
10. Fraud or misuse in connection with the Commuter Bus Exemption Plan is strictly prohibited and may result in the permanent termination and removal of your Organization’s Commuter Bus Exemption Plan, revocation of your Organization’s E-ZPass Account(s), and/or penalties for violations as outlined in the E-ZPass Account Terms and Conditions. Any person or organization who, in connection with any eligibility process for or use of toll credits, discounts, or exemptions, knowingly makes a false statement or falsifies or permits to be falsified any record or records for the purpose of fraudulently obtaining a credit, discount, or exemption from a toll, may be subject to additional penalties.