

# Policy Guidance to Split Dual Medallion

City of Seattle – Consumer Protection Division

King County – Records and Licensing Services Division



## Steps to split your dual medallion:

- Beginning **September 1, 2024**, the owner of a dual medallion may split the medallion into one City-issued medallion (with a County medallion reciprocity endorsement) and one County-issued medallion (with a City medallion reciprocity endorsement) by completing and submitting this form.
- Fill out the attached form and submit it via email to [taxicab@seattle.gov](mailto:taxicab@seattle.gov) or by mail to Consumer Protection Division, PO Box 94380, Seattle, WA, 98124-6680.

## Additional guidance:

- Splitting a dual medallion is optional.
- Splitting a dual medallion is permanent – once a dual medallion has been split, it may not be recombined again to create a dual medallion.
- After the split, both medallions are permitted to operate in and pick up passengers in both Seattle and King County.
- After splitting a dual medallion, the owner may place a second vehicle into service or may transfer one of the medallions to another party.
- There is no separate fee to split a medallion. However, any applicable medallion renewal fees and medallion reciprocity endorsement fees will be charged at the time the medallion is split.
- The second medallion's renewal date will be the anniversary of the date of the split.
- The City-issued medallion will retain the medallion's existing number and the County-issued medallion will be issued a new medallion number.
- It is the medallion owner's sole responsibility to evaluate any impacts splitting a dual medallion may have on any contracts to which the medallion owner is a party, or any impacts on liens where the medallion is collateral.
- For more information regarding dual medallion splitting, please refer to the City and County rule (<https://tinyurl.com/2f2j73hk>).

# Application to Split Dual Medallion

City of Seattle – Consumer Protection Division  
King County – Records and Licensing Services Division



Medallion Number: \_\_\_\_\_

Is there a lien on this medallion?  Yes  No

If Yes, please check this box to acknowledge that it is the medallion owner's responsibility to update the lien records with the Director and with the lien holder.

Do you plan to activate the second medallion and place a vehicle into service within the next 60 days\*?  Yes  No

Do you plan to sell or transfer the second medallion to another owner within the next 60 days\*?  Yes  No

\*Please note that a medallion owner is required to temporarily deactivate their medallion if it will not be operated for 60 days or more. More information about temporarily deactivating your medallion is available at <https://tinyurl.com/4szz6mjs>.

## Medallion Owner:

Name	Email address	Phone
Street address	City	State Zip

## Second Medallion Owner (if applicable):

Name	Email address	Phone
Street address	City	State Zip

## LLC/Corporation Information (if applicable):

LLC/corporation name			
Street address	City	State	Zip

By checking this box and signing this document, I acknowledge and confirm that, as the medallion owner, it is my sole responsibility to evaluate any impacts splitting a dual medallion may have on any contracts to which I am a party, or any impacts on liens where the medallion is collateral.

## Medallion Owner

Name (please print)	Signature	Date
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## Second Medallion Owner

Name (please print)	Signature	Date
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