

Temporary Medallion Deactivation Form

City of Seattle – Consumer Protection Division

King County – Records and Licensing Services Division



Temporary Medallion Deactivation Guidance and Instructions

- A medallion owner is required to temporarily deactivate their medallion and submit this form if the associated taxicab or for-hire vehicle will not be operated for **60 days or more**. This form is not required for any periods of non-operation less than 60 days.
- The maximum duration of a temporary deactivation is one year. If the medallion owner fails to reactivate the medallion within one year, the medallion will be subject to retirement by the Director.
- Medallion owners are limited to a maximum of two temporary deactivations per medallion per calendar year.
- After a medallion has been reactivated, the owner must wait at least 120 days before temporarily deactivating the medallion again. Medallion owners may request a waiver of this requirement using this form.
- To temporarily deactivate your medallion:
 - Complete this form and submit it via email to taxicab@seattle.gov or by mail to Consumer Protection Division, PO Box 94380, Seattle, WA 98124-6680.
 - Surrender the medallion plate or decal at 805 S Dearborn St, Seattle, after receiving confirmation that your form has been received and approved.

Temporary Medallion Deactivation Form

Medallion No.: _____	License Plate of Associated Vehicle (if any): _____
Deactivation Start Date: (i.e., the first day medallion is taken out of service) _____	
Anticipated Return to Active Date: (i.e., date you intend to return medallion to service) _____	

Has this medallion been temporarily deactivated before? <input type="radio"/> Yes <input type="radio"/> No
If yes, what was the date of the last day of the most recent temporary deactivation? (i.e., the day before the medallion was reactivated and returned to service) _____
Have at least 120 days passed since the last day of the most recent temporary deactivation? <input type="radio"/> Yes <input type="radio"/> No

PLEASE NOTE: The City and County rule on temporary deactivations (<https://tinyurl.com/2fxpa53t>) requires at least 120 days between the last day of one temporary deactivation and the first day of a subsequent temporary deactivation. The Director may approve a request to waive this requirement.

<input type="checkbox"/>	Check this box if you are requesting to waive this requirement. (i.e., if you are requesting to temporarily deactivate your medallion again when fewer than 120 days have passed since the last day of the most recent temporary deactivation)
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Please explain why you are requesting to waive this requirement:

Medallion Owner:

Name	Email address	Phone
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Street address	City	State	Zip
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Second Medallion Owner (if applicable):

Name	Email address	Phone
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Street address	City	State	Zip
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LLC/Corporation Information (if applicable):

LLC/corporation name

Street address	City	State	Zip
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By signing this document, I acknowledge and confirm the following:

- I must reactivate my medallion by or before the one-year anniversary of the deactivation start date;
- If I do not reactivate my medallion within one year, I understand my medallion will be subject to retirement by the Director;
- I am limited to a maximum of two temporary deactivations per medallion per year; and
- I understand and will comply with the requirement to surrender my medallion plate or decal as described at the top of this form.

Medallion Owner

Name (please print)	Signature	Date
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Second Medallion Owner

Name (please print)	Signature	Date
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