



ADMINISTRATIVE ISSUANCE

Title: Surcharge Collection and Reconciliation

Series/Number: AI-2018-01

Approved: March 9, 2018

Replaces: N/A

Effective: March 13, 2018

I. BACKGROUND AND PURPOSE

A passenger surcharge in the amount of twenty-five cents (\$0.25) must be assessed for each trip provided by a taxicab licensed by the Department of For-Hire Vehicles (“DFHV”). See 31 DCMR § 602.18. DFHV is responsible for ensuring the timely, accurate and complete collection and remittance of passenger surcharge payments from DTS providers to the DC Treasurer. This administrative issuance (“AI”) provides guidance to DTS providers regarding the collection and reconciliation of the passenger surcharge.

II. DEFINITIONS

“Cancelled trip” – a trip that is not completed due to cancellation by the operator or passenger and for which more than 0.1 mile is reported in a surcharge reconciliation report.

III. AUTHORITY

D.C. OFFICIAL CODE § 50-301.07(c) (3), (5), and (19); § 50-301.20; § 50-301.26; 31 DCMR § 602.

IV. PROCEDURES

DTS Surcharge Collection and Reconciliation Report

Each DTS provider shall submit all surcharges owed to the District by the tenth calendar day of the following month. If the tenth day falls on a Saturday, Sunday or District holiday, surcharges must be submitted by the next business day.

Each DTS provider is responsible for paying the passenger surcharge on all trips reported to DFHV’s data systems of record. The total count of trips for which each DTS provider is responsible for paying surcharge includes all completed trips and of all payment types (cash, credit, DDS and other). In addition, each DTS provider is responsible for paying surcharge for all cancelled trips. Furthermore, each DTS provider shall report all cancelled trips and reason for cancellation. Any exceptions to the counts of completed or cancelled trips must be approved by DFHV.

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Each DTS provider shall submit monthly surcharge reconciliation reports to DFHV in a format provided by DFHV. DFHV will notify DTS providers of the manner for submission of the surcharge reports. The monthly surcharge reports shall be due by the tenth calendar day of the following month. If the tenth day falls on a Saturday, Sunday or District holiday, the surcharge reconciliation report must be submitted by the next business day.

SO ORDERED:

DEPARTMENT OF FOR-HIRE VEHICLES

BY: *Ernest Chrappa*
ERNEST CHRAPPAH
Director