



TAP-601 (5/2005)

APPLICATION BOOKLET FOR OPENING A NEW YORK STATE THRUWAY COMMERCIAL CHARGE ACCOUNT

FEATURING



Commercial Services
1-800-468-9946
www.thruway.state.ny.us

The New York State Thruway Authority Commercial Charge Account Program has two components – a Post-Paid Account for travel on the Thruway and a Pre-Paid Account for travel on other toll roads offering E-ZPass. The New York State Thruway Authority (“Authority”) administers the Post-Paid Account. The E-ZPass New York Customer Service Center (“NYCSC”), pursuant to a contract with the Authority, administers the Pre-Paid Account. Establishment of both the Post-Paid and Pre-Paid Accounts is required to enroll in the Commercial Charge Account Program.

A key feature of this Program is E-ZPass, an electronic system that offers non-stop travel when using E-ZPass only lanes. As your commercial vehicle passes through a toll plaza, E-ZPass equipment reads information from your E-ZPass Transponder (“Tag”) and records transaction information. On the Thruway, the Authority computes the proper toll and charges it to your Post-Paid Account. When traveling on other toll roads offering E-ZPass, the proper charge is deducted from your Pre-Paid Account. Consequently, enrollees of the Commercial Charge Account Program will receive a monthly invoice for activity on the Post-Paid Account and a monthly statement for activity on the Pre-Paid Account.

BENEFITS OF THE POST-PAID ACCOUNT

- Commercial vehicle operators do not need to carry cash to pay for tolls.
- E-ZPass Discount – Commercial vehicles 5%; Passenger vehicles 10%.
- Volume discount based on travel on the Thruway.
- Electronic Trip Registers (“E-Trips”) – E-Trips provides a Commercial Charge Account customer with an electronic copy (e-mail) of the monthly Commercial Charge Account invoice. An E-Trip invoice includes an invoice summary, trip detail data and special hauling permit data in a format that provides for easy electronic data searching and sorting. Each E-Trip customer will also receive a paper copy of the invoice summary document in the mail. E-Trips is a free service and the preferred statement delivery method for Commercial Charge Account customers.
- Multiple Accounts - Wholly owned subsidiaries or divisions of a parent company may combine accounts to maximize discounts. Consult a Commercial Services Representative for more information regarding this option.
- Thruway Over-Dimensional Permit System (“TOPS”) – Allows commercial vehicle companies to electronically (via Website) fill out a Special Hauling Permit (“SHP”) application for loads that exceed either weight or dimension limits for travel on the Thruway. SHP fees will be charged directly to your Post-Paid Account.

- Minimal costs to open a Post-Paid Commercial Charge Account.

BENEFITS OF THE PRE-PAID ACCOUNT

- E-ZPass is currently accepted on toll roads and bridges in New York, New Jersey, Massachusetts, Pennsylvania, Maryland, Delaware, Maine, Virginia and West Virginia, and wherever you see the E-ZPass logo. For an updated listing of states, visit www.e-zpassny.com
- Discounts on commercial tolls when using the Port Authority of New York & New Jersey's bridges and tunnels.
- Non-stop travel through E-ZPass only lanes on all toll roads offering E-ZPass.
- Three methods to open and replenish the Pre-Paid portion of your Commercial Charge Account (credit card, cash or check).
- Monthly statement of usage.

MINIMUM QUALIFICATIONS

- Commercial vehicle (with at least 2 axles, 6 tires).
- Minimum charges of \$50 per month (average) or \$600 annually. SHP fees that are charged to your Commercial Charge Account are included when computing the \$600 annual minimum requirement. However, SHP fees are not included when computing toll volume discounts.
- A Surety, in the form of a Bond or Cash Deposit, in the amount of three times your anticipated monthly charges for tolls and Tag and SHP fees, or as determined by the Authority (see Estimated Surety Worksheet (TA-W5105) to determine estimated Surety amount).

WHAT YOU NEED TO DO TO OPEN A COMMERCIAL CHARGE ACCOUNT

If you are opening a Commercial Charge Account with a Bond, you must complete and return the following documents:

- 2 – Credit Agreements (TA-W51312)
- 1 – Bond Form (TA-W5181)
- 1 – E-ZPass Tag Order Form (TA-W68161)
- 1 – Estimated Surety Worksheet (TA-W5105)
- 1 – Pre-Paid Plan Application (TA-W68167) – To be submitted after your Post-Paid Account is opened

If you are opening a Commercial Charge Account with a Cash Deposit, you must complete and return the following documents:

- 2 – Credit Agreements (TA-W51312)
- 2 – Cash Surety Deposit Forms (TA-W5106) – submit with a certified or bank check made payable to "New York State Thruway Authority Surety Account"
- 1 – W-9 if U.S. company **OR** 1 – W-8BEN if foreign company
- 1 – E-ZPass Tag Order Form (TA-W68161)
- 1 – Estimated Surety Worksheet (TA-W5105)
- 1 – Pre-Paid Plan Application (TA-W68167) – To be submitted after your Post-Paid Account is opened

IMPORTANT TIPS FOR COMPLETING A COMMERCIAL CHARGE ACCOUNT APPLICATION

A. CREDIT AGREEMENT (TA-W51312)

Read, complete and sign 2 identical copies of the Credit Agreement (TA-W51312). An authorized representative of the company must provide an original signature on page 2 of both copies of the Agreement.

On page 2 of the Credit Agreement, you must indicate for your Post-Paid Account: the type of mailing preferred - either E-Trip (preferred) or U.S. mail; and the type of billing preferred - Subtotal by Date or Subtotal by Tag.

Subtotal by Date - groups Tag usage by date, beginning with the 1st day of the month and ending with the last day of the month.

Subtotal by Tag - lists individual Tag usage for the month beginning with the lowest Tag number and ending with the highest Tag number.

B. SURETY FORMS (CHOOSE EITHER THE BOND OR CASH DEPOSIT BUT NOT BOTH)

When calculating the dollar amount for either the Bond or Cash Surety Deposit Form, use three times your anticipated monthly charges for tolls and Tag and SHP fees. The required minimum Surety amount will be as determined by the Authority .

1. ESTIMATED SURETY WORKSHEET (TA-W5105)

Complete the Estimated Surety Worksheet (TA-W5105) to determine the estimated Surety amount.

AND

2. BOND (TA-W5181)

Complete the Bond form (TA-W5181). Your insurance company must include original signatures and the insurance company seal (imprint). Your insurance company must also provide a Power of Attorney.

OR

3. CASH SURETY DEPOSIT FORM (TA-W5106) With W -9 (US) or W-8BEN (Foreign)

- Complete two (2) identical copies of the Cash Surety Deposit Form, including the original signature of an authorized company representative on both copies.
- Include a certified or bank check made payable to: NEW YORK STATE THRUWAY AUTHORITY SURETY ACCOUNT.
- Complete W-9 (U.S.) or W-8BEN (Foreign) form, including an original signature.

On the Cash Surety Deposit Form, the following information is required:

"Federal Tax ID#" - enter the Federal Identification Number assigned to your company (foreign companies may leave this blank).

"Depositor Name" - enter the name of your company and the company address including city, state (province) and zip code (postal code).

Before *"Dollars"* - After "\$" enter the amount in numbers then enter the amount in words.

"By" - requires an original signature of an authorized representative of your company (on both copies of the Cash Surety Deposit Form).

After review and acceptance of the Cash Surety Deposit Form, an authorized representative of the Authority will sign both copies of the Cash Surety Deposit Form. The Authority will deposit the certified or bank check in the New York State Thruway Authority Surety Account. The Authority will return one copy of the Cash Surety Deposit

Form to the Customer. Interest will be paid to the Customer annually at the rate of interest set by the bank, which may vary from time to time.

OR

4. SURETY WAIVER

Federal, State and local government agencies need not post Surety. For more information regarding opening an Account with a Surety Waiver, contact Commercial Services at 1-800-468-9946.

C. E-ZPASS TAG ORDER FORM (TA-W68161)

Complete all sections of the E-ZPass Tag Order Form (TA-W68161). Of particular note:

- In Part 1, Customer Information, be sure to leave the Thruway Authority Commercial Charge Account number blank if opening a new account.
- In Part 4 of the Vehicle Identification Record/Tag Order, you must list all vehicles using E-ZPass. Refer to the Vehicle Reference Chart (TA-W68162), attached, for Vehicle Reference Codes. You must list a vehicle for every Tag requested. A vehicle may not be registered for use under more than one Account. If you would like to submit an electronic listing of vehicles, please call 1-800-468-9946 for instructions.

For the Mounting Location, choose one of the following:

- **Windshield Tags** – These Tags are mounted on the interior of the windshield. In commercial vehicles, they are mounted in the lower center of the windshield; in passenger vehicles, they are mounted on the windshield next to the rear view mirror. These Tags are not waterproof.
- **Waterproof Windshield Tags** - These Tags are the same as the regular Windshield Tags, except that they have been treated with a sealant to make them waterproof. These Tags are recommended for vehicles that are routinely steam cleaned on the inside. Tags for buses (Vehicle Reference Code ["VRC"] 392 through 403) are only available in the waterproof type.

- **Roofmount Tags** - These Tags are designed to be mounted on the exterior of the vehicle on the front, center portion of the roof. These Tags are waterproof and are provided in a mounting bracket that may be attached to the vehicle with either screws or rivets.

- **Fusion Tags** – These Tags are the same as the regular Windshield Tags, except that they have dual technology that allows the Tag to also be used for commercial weigh station bypass.

Note: Some vehicles are not able to have a Tag mounted in any of the locations noted above due to vehicle design. For example, auto carriers (Vehicle Reference Codes 591 through 671) will only be issued a license plate tag ("LPT"). Refer to enclosure on Special Tag Mounting (TA-W63221) for vehicles requiring special Tag mounting and contact Commercial Services at 1-800-468-9946 prior to ordering a Tag for such vehicle(s).

The monthly fee for each type of Tag is as follows:

- \$0.50 per month - Windshield, Waterproof Windshield and Exterior (e.g., roofmount) Tags
- \$1.00 per month - Fusion Tags

D. PRE-PAID PLAN APPLICATION (TA-W68167)

- In Part 2, the initial payment must be at least one month's tolls or \$100.00, whichever is greater.
- You must fully complete the form, including an original signature of an authorized representative of your company.

ENCLOSURES

- 2 – Credit Agreements (TA-W51312)
- 1 – Terms and Conditions of the Post-Paid Commercial Charge Account Program (TA-W51312A)
- 1 – Estimated Surety Worksheet (TA-W5105)
- 1 – Bond Form (TA-W5181)
- 2 – Cash Surety Deposit Forms (TA-W5106)
- 1 – W-9
- 1 – W-8BEN (foreign)
- 1 – E-ZPass Tag Order Form (TA-W68161)
- 1 – Vehicle Reference Codes (TA-W68162)
- 1 – Special Tag Mounting (TA-W63221)
- 1 – Pre-Paid Plan Application (TA-W68167)
- 1 – Terms and Conditions of the Pre-Paid Commercial Charge Account Program (TA-W68167A)

SEND COMPLETED COMMERCIAL CHARGE ACCOUNT FORMS AND SURETY TO:

Commercial Services
PO Box 189
Albany, NY 12201-0189

Overnight Mail -
NYS Thruway Authority
Commercial Services
200 Southern Boulevard
Albany, NY 12209

FAX 1-518-471-5879



**FOR CUSTOMER SERVICE CALL
1-800-468-9946**

Take this giant step toward reducing your operating costs by opening a Thruway Authority Commercial Charge Account.

IMPORTANT

It is advisable to retain for your files a copy of all documents mailed to the Thruway Authority and the NYCSC.

Please remember that all documents require an original signature.