



TAP-601 (10/2011)

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

FEATURING

E-ZPass[®]



Commercial Services

(800) 468-9946

www.thruway.ny.gov

The New York State Thruway Authority's ("Authority") Commercial Charge Account Program has two components: 1) a Post-Paid Account for travel on the Thruway System and 2) a Pre-Paid Account for travel on other toll roads offering E-ZPass. The 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 System, the Authority computes the proper toll and charges it to your Post-Paid Account. When using other facilities that accept E-ZPass, the proper charge is deducted from your Pre-Paid Account's balance. 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.
- 5% E-ZPass Discount for Commercial and Passenger vehicles.
- Volume discount based on travel on the Thruway System.
- 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 System.

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 by multiple agencies in several states, including toll roads and bridges in New York, New Jersey, Massachusetts, Pennsylvania, Maryland, Delaware, New Hampshire, Maine, Virginia, Ohio, Indiana, Illinois, Rhode Island and West Virginia. For the most up to date listing of states accepting E-ZPass, visit www.e-zpassny.com.
- Discounts on tolls when using some Metropolitan Transportation Authority (MTA) and Port Authority of New York & New Jersey's (PANY/NJ) 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. The Authority shall have the right, at any time, in its sole discretion, to change the monthly and annual minimum charges required to participate in the Commercial Charge Account Program. If you are opening a Commercial Charge Account, contact Commercial Services at (800) 468-9946 to find out the current monthly and annual minimum charges to participate in this program. If you already have a Commercial Charge Account, the Authority will notify you of any changes in the monthly and annual minimum charges.
- A Surety, in the form of a Bond (Option 1) or Cash Surety Deposit (Option 2), in the amount of three times your anticipated monthly charges for tolls, 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

Option 1: Bond

You must complete and return the following documents:

- 2 – Credit Agreement (TA-W51312)
- 1 – Bond (TA-W5181) – This form, along with Power of Attorney attachment, to be completed by an insurance company
- 1 – Estimated Surety Worksheet (TA-W5105)
- 1 – E-ZPass Tag Order – Commercial Charge Account Customer (TA-W68161)
- 1 – Pre-Paid Plan Application – Thruway Authority Commercial Charge Account Customers (TA-W68167)

Option 2: Cash Surety Deposit

You must complete and return the following documents:

- 2 – Credit Agreement (TA-W51312)
- 2 – Cash Surety Deposit (TA-W5106) – To be submitted with a certified or bank check made payable to "New York State Thruway Authority Escrow Master - CAPS"
- 1 – Estimated Surety Worksheet (TA-W5105)
- 1 – W-9, if U.S. company OR 1 – W-8BEN, if foreign company
- 1 – E-ZPass Tag Order – Commercial Charge Account Customer (TA-W68161)
- 1 – Pre-Paid Plan Application - Thruway Authority Commercial Charge Account Customers (TA-W68167)

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:

- 1) The type of mailing you prefer - either E-Trip or U.S. mail.
- 2) The preferred billing format - Subtotal by Date or Subtotal by Tag.

Subtotal by Date - shows all usage in date order, 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. ESTIMATED SURETY WORKSHEET (TA-W5105)

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

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

Note: The adequacy of your Surety is closely monitored by the Authority. To avoid being required to increase your Surety shortly after opening your account, do not intentionally underestimate your anticipated monthly tolls.

C. OPTION 1: BOND (TA-W5181) OR OPTION 2: CASH SURETY DEPOSIT (TA-5106)

OPTION 1: BOND (TA-W5181)

Submit the Bond form (TA-W5181) to your insurance company for completion. Your insurance company must include original signatures, the insurance company seal (imprint) and also provide a Power of Attorney.

OR

OPTION 2: CASH SURETY DEPOSIT (TA-W5106) With W-9 (U.S.) 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 ESCROW MASTER - CAPS.
- Complete W-9 (U.S.) or W-8BEN (foreign), 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 Escrow Master - CAPS. 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.

D. SURETY WAIVER FOR MUNICIPALITIES

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 (800) 468-9946.

E. E-ZPASS TAG ORDER – COMMERCIAL CHARGE ACCOUNT CUSTOMER (TA-W68161)

Complete all sections of the E-ZPass Tag Order – Commercial Charge Account Customer (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, 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 (800) 468-9946 for instructions.

For the Mounting Location, choose one of the following:

INTERIOR

- **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 roughly 1" above the dashboard; in passenger vehicles, they are mounted on the windshield next to the rear view mirror. These Tags are not waterproof.
- **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.

EXTERIOR

- **Front Mounted Exterior (FME) License Plate and Roofmount Tags** - The FME transponder is an option for all trucks, buses, coach, RVs and other classes of large commercial vehicles. FME transponders can be permanently mounted. You must choose either License Plate or Roofmount. FME are only programmed for one mounting location (License Plate or Rooftop), and may not be transferred between the two.

Special Note: Exterior tags should only be considered if an Interior Tag cannot be read in your vehicle.

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

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

F. PRE-PAID PLAN APPLICATION – THRUWAY AUTHORITY COMMERCIAL CHARGE ACCOUNT CUSTOMERS (TA-W68167)

- In Section II, the initial payment must be equal to one month's non-Thruway 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 Agreement (TA-W51312)
- 1 – Terms and Conditions of the Post-Paid Commercial Charge Account Program (TA-W51312A)
- 1 – Estimated Surety Worksheet (TA-W5105)
- 1 – Bond (TA-W5181)
- 2 – Cash Surety Deposit (TA-W5106)
- 1 – W-9 (U.S. company)
- 1 – W-8BEN (foreign company)
- 1 – E-ZPass Tag Order – Commercial Charge Account Customer (TA-W68161)
- 1 – Vehicle Reference Codes (TA-W68162)
- 1 – Pre-Paid Plan Application – Thruway Authority Commercial Charge Account Customers (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:

Standard Mail

NYS Thruway Authority
Commercial Services
P.O. Box 189
Albany, NY 12201-0189

Overnight Mail

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



**FOR CUSTOMER SERVICE CALL
(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.