



# BACP PUBLIC VEHICLE INDUSTRY NOTICE

January 6, 2025

Notice No. 25-004

## 2025 Taxi License Renewals: Steps and Information

The license renewal period for **ODD-numbered Taxi Licenses** begins in January 2025.

Visit [Chicago.Gov/PublicVehicles](https://www.chicago.gov/publicvehicles) for the following documents posted on the "[Chicago Taxicab Medallion License Information](#)" webpage:

1. [2025 Taxi License Renewal Instructions and Checklist](#)
2. [Dates and times of taxicab medallion license renewal appointments](#)
3. [Dates and times of taxicab vehicle inspections](#)
4. [Tool Kit for Taxi Medallion License Holders](#)

**Current ODD-Numbered TAXI Vehicle Licenses expire on February 28, 2025.** Please carefully read the following and the 2025 Taxi License Renewal Instructions and Checklist to timely renew your Taxi License. Failure to follow instructions or checklists will result in delays for license renewals.

- ✓ BACP recommends submitting application before February 14, 2025 to ensure timely renewal.
- ✓ Only an individual licensee, a registered corporate officer or LLC member, or an Illinois-licensed attorney authorized by the licensee may renew on behalf of the licensee.
- ✓ A license must be renewed before the expiration date in order to continue licensed operations. Refer to Chapter 9-112 of the Chicago Municipal Code at [amlegal.com](https://www.amlegal.com).
- ✓ The license will not be issued until renewal application is completed and the \$500 license fee is paid.
- ✓ **NEW:** Pay online at [ChiPay.Chicago.gov](https://chipay.chicago.gov) - obtain IRIS and Charge ID numbers from payment coupon

### STEPS TO TIMELY RENEW EARLY YOUR TAXI LICENSE

#### **STEP 1: RESOLVE DEBT AND LICENSE HOLDS**

- Ground Tax Payment Plans: E-mail [revenuatabase@cityofchicago.org](mailto:revenuatabase@cityofchicago.org) (in the subject line write "Payment Plan for (period) for Account #/(Medallion#)")
- Other Payment Plans: 312-747-4747
- **Save time by paying ground tax and WAV fees online at [chicagobusinessdirect.org](https://chicagobusinessdirect.org)**
- For first time Chicago Business Direct users, register and establish a personal user profile, which consists of a User Id and Password. The blue "register today" is a link that will route you to the page and through process. You must only register once. Save your login information.
- Once logged in, view all the Business Accounts to which you are linked in your "MY BUSINESS ACCOUNTS" page. If you are not linked to your Business Account, please send an email to: [ChicagoBusinessDirect@cityofchicago.org](mailto:ChicagoBusinessDirect@cityofchicago.org).
- PAY WAV FUND FEES ONLINE: Click on tile labeled "Make a Tax Payment"
  - Select the Tax Form Code 7595
  - Select the WAV Fund Fees you wish to pay by entering a payment amount
  - Click "Continue" button at bottom of page when done

#### **STEP 2: OBTAIN [ILSOS.gov](https://ilsos.gov) LLC FILE DETAIL REPORT or CERTIFICATE OF GOOD STANDING**

#### **STEP 3: VERIFY LICENSE OWNERSHIP INFORMATION ON FILE WITH BACP**

#### **STEP 4: CONFIRM CURRENT CERTIFICATE OF INSURANCE FILED WITH BACP**

#### **STEP 5: ARRIVE AT TAXI LICENSE RENEWAL APPOINTMENT WITH REQUIRED DOCUMENTS**

**STEP 6: PAY THE LICENSE RENEWAL FEE:** \$500.00 for a two-year license term in person at a City of Chicago cashing station or online at [ChiPay.Chicago.gov](https://chipay.chicago.gov).

Email questions to [BACPPV@cityofchicago.org](mailto:BACPPV@cityofchicago.org). Include licensee name, license number, and/or IRIS number in all emails and communications with BACP and other City of Chicago departments.