



35 N. 8th Street
Philadelphia, PA 19106

Dear Contractor:

Welcome to the new Contractor Virtual Parking Placard Program. A contractor virtual placard is active once your application is approved and payment is received. You will receive a letter indicating approval/denial. PPA is no longer issuing placards to place in your vehicle. Your virtual placard is assigned to the vehicle license plate you provided on the vehicle registration. Please be mindful, you must still abide by the parking privileges and restrictions.

Enclosed is an application for the Contractor Virtual Parking Placard program, a fact sheet detailing the rules/regulations and forms required by the City of Philadelphia, Revenue Department.

You must complete and return ALL ENCLOSED FORMS, along with a copy of the following document(s), within two weeks of receiving this letter.

- *Tax Clearance form
- *Philadelphia Business Privilege License for your company
- *Trade or Occupation License
- *Vehicle Registration for EACH vehicle; must be in same name as applicant.
- *Private Contractor - Letter from the company indicating you are a subcontractor, working under their business license.

In order to process your application all applicable documents and fees must be completed and submitted. If you submit an application/documents via email contractorparking@philapark.org or fax 215-683-9974, please be advised the application/documents will be reviewed for approval but not processed. **Applications will only be processed when payment is received.** If you have any questions, please call 215-683-9745 or email contractorparking@philapark.org

Regards,
Contractor Parking
Customer Service

Enclosures

**PHILADELPHIA PARKING AUTHORITY
CONTRACTOR VIRTUAL PARKING PLACARD APPLICATION**

35 N. 8th Street; Philadelphia, PA 19106
215-683-9745 (Office) 215-683-9974 (fax)
contractorparking@philapark.org (email)

MONEY ORDERS/CHECKS SHOULD BE MADE PAYABLE TO PPA

Fee: \$150.00 per virtual placard (APPLICATIONS WILL ONLY BE PROCESSED WHEN PAYMENT IS RECEIVED)

TIME PERIOD REQUESTING: must check ONLY one

_____ *April 16 to October 15*

_____ *October 16 to April 15*

Company Name: _____

Address: _____

City, State, Zip: _____

Contact Person: _____ Telephone: _____

State in which your company is incorporated and Federal Employer ID Number: _____

Is your company (A) sole proprietorship, (B) partnership, (C) registered under a fictitious name? _____

Philadelphia Business Privilege License Number (please attach photocopy of your license): _____

Please list all company vehicles you are applying for contractor parking virtual placard(s). Attach a copy of vehicle registration for each vehicle. Add additional list if necessary.

State	License plate Commercial or Truck Tags only	Make	Model	Year

PLEASE DO NOT WRITE BELOW THIS LINE

Approved: YES / NO Date Received: _____ Date approved: _____

Virtual Placards Requested: _____ Issued: _____

Date Called: _____ Date Letter sent: _____

Check/Money Order #: _____ Amount: \$ _____

Reviewer's Signature/Date: _____ Comments: _____

PHILADELPHIA TAX STATUS CERTIFICATION REQUEST
CITY OF PHILADELPHIA
DEPARTMENT OF REVENUE

REQUESTER: PHA PHDC PIDC PPA RDA OTHER _____

Taxpayer Name: _____ Date: _____

Taxpayer Trading As: _____

Home Address: _____

Business Address: _____ Business Phone # _____

1. Are you a Registered Taxpayer? Yes No
If so, provide your Federal Employer Identification Number here: _____
If so, provide your Philadelphia Business Tax Account Number here: _____
If so, provide your Social Security Number here: _____

2. Are you presently delinquent in any City of Philadelphia or Philadelphia School District Taxes? Yes No
If so, what tax and amount owed: _____

3. Are you presently delinquent in Water and Sewer charges? Yes No
If so, amount owed: \$ _____

4. Have you ever been sued by the City of Philadelphia or the Philadelphia School District? Yes No
have you declared bankruptcy?
If so, list date and nature of law suite or filing date of bankruptcy petition: _____

5. Are you involved in any other business activity? Yes No
If so, list company name(s) and account number(s) here: _____

6. Do you own real estate? Yes No
If so, list address(es) here or on the back of this form. _____

I hereby affirm that the information provided above is true and correct to the best of my knowledge, information and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C.S.A. Sec. 4904 relating to unsworn falsification to authorities.

Name: (Please Print) _____ Title: _____

Signature: _____ Date: _____

