

Nevada Transportation Authority Process to Apply for a CPCN to Transport Passengers or Household Goods

Determine your Transportation Authority

Review NRS 706 and NAC 706 definitions to determine which authority applies to your business model. The statutes and regulations are available at http://nta.nv.gov/About/Regulations_Page/

Complete the Checklist

Complete this checklist if applying for the following transportation authorities:

- Airport transfer, charter limousine, contract carrier, household goods mover, non-emergency medical, scenic tour, and special services traveling within the State of Nevada.
- Taxi service traveling outside of Clark County, Nevada and within the State of Nevada.

Reviewed/audited financial statements prepared by a CPA will expedite the process for these authorities.

If applying for charter bus service or transportation network company (TNC) authorities, these applications are available at http://nta.nv.gov/Forms/New_Applicant_Forms/. No financials are required.

Exemptions - review NRS 706.735-745 to apply for an exemption. The application is available at <http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/RequestforExemption.pdf> and there is no fee.

Follow NAC 706.3949 and NAC 706.1325 to request confidentiality of documents.

Call our office at 702-486-3303 option 5 to set up an appointment with staff to review your documents. Documents must be completed correctly for staff to accept payment.

Provide Copies and Payment

Once staff determines your documents are complete, staff will request:

Copies:

- An original and 2 copies (3 collated copies total) of the application (Item #1 of the checklist)
- An original and 1 copy (2 collated copies total) of the financials (Items #2 through #7 of the checklist)
- Copy only on one side of the paper and separate each collated copy with a binder clip or rubber band.

Payment:

- Checks, money orders (made payable to Nevada Transportation Authority), and credit cards are accepted. The fee schedule is at http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/FilingFee_PublicationCost-Schedule.pdf

Additional costs may include paying additional noticing costs, hiring a court reporter, attorney, accountant or CPA.

A completed application can be purchased and used as an example. The request form is available at <http://nta.nv.gov/uploadedFiles/ntanvgov/content/Forms/RequestForPublicInformationCopies-ADA.pdf>.

Procedure	Completed	Notes
1. Complete the application starting on page 4. When completing the application:		
Ensure the tabs and your documents are prepared according to the directions listed in the application.		
Exhibit H - <ul style="list-style-type: none"> • Use the tariff template available at http://nta.nv.gov/Forms/New_Applicant_Forms/ Review NAC 706.138 through NAC 706.139. • For all authorities, include NAC 706.333. • For household goods authority, include NACs 706.312, 706.334, and 706.335. • For charter limousine authority, you may charge a fuel surcharge. Use the model tariff page available at http://nta.nv.gov/Forms/Fuel_Surcharge_Model/ • For all authorities, except for airport transfer, you may charge a 3% Passenger Transportation Tax. Use the model tariff page available at: http://nta.nv.gov/Forms/Passenger_Transportation_Tax_Forms/ • Review tariffs from other certificated carriers as an example available at http://nta.nv.gov/Carriers/Tariffs-Certificates/ 		
Exhibit I - add the following counts in the exhibit that are applicable: # of new (proposed) vehicles + # of existing vehicles = Total # of vehicles. <i>(Note: do not purchase any vehicles during this process)</i>		
Exhibit M - New certificates or expansion of existing certificates for: airport transfer, charter limousine, special services, non-emergency medical, and special services: provide letters of intent, supporting documentation and contact information. What's quantified in the letter/documentation must be used to project revenues and expenses in the pro forma income statement in d below.		
Exhibit Q - pro forma income statement - separate projected monthly revenues and expenses from existing ones if the applicant is an ongoing operation.		
2. Provide a pro forma balance sheet ("PFBS") on an accrual basis for the Applicant. Use the balance sheet included in the Authority's Annual Report and follow its instructions. <i>(Note: an updated PFBS may be requested by staff)</i> . When completing the PFBS:		
<ul style="list-style-type: none"> • Total assets must equal total liabilities plus equity. • Do not include projected sales. • Include all new vehicles in the asset and liability sections. • Ensure it has, at a minimum, 20% equity (total equity/total assets). • Ensure it has, at a minimum, a 1 to 1 current ratio (current assets/current liabilities). • Ensure the cash balance can cover 90-days' worth of fixed expenses in addition to the equity and current ratio requirements. • Review NAC 706.208 if vehicles will be leased. Charter limousines must be either financed or under a capital lease. • Include existing assets and liabilities if the applicant is an ongoing operation. 		\$_____ 90-day expenses _____% current ratio _____% equity ratio
3. Provide documentation to support each balance on the PFBS.		
a. When compiling the documentation, use the following method to mark the documentation: label each balance on the PFBS with a letter (a, b, c, etc.) and label the related documents with the same letter.		
b. When compiling the documentation for the vehicles: <ul style="list-style-type: none"> • Provide vehicle quotes and loan amortization schedules for new vehicles. 		

Procedure	Completed	Notes
<ul style="list-style-type: none"> • Provide bills of sale, finance/lease agreements, loan amortization schedules, and loan bank statements for existing vehicles. • Provide a lead schedule for all new and existing liabilities. Include the last 4 of the VIN #s for existing vehicles. • Provide a depreciation schedule that includes all new and existing assets. Include the last 4 of the VIN #s for existing vehicles. • Use the depreciation schedule included in the Authority's Annual Report and follow its instructions. Charter limousine is required to be depreciated on a straight-line basis over 5 years with no salvage value. All others require straight line basis. 		
4. Provide narratives to the pro forma income statement ("PFIS") that was submitted in Exhibit Q. <i>(Note: An updated PFIS may be requested by staff).</i> When completing the narratives:		
<ul style="list-style-type: none"> • Ensure there is a narrative for every revenue and expense line item. • Projected revenues and expenses—include sufficient calculations and supporting documents for staff to follow how the amounts were projected. • Projected revenues—include calculations that tie the projected revenues to Exhibit M. • If the applicant is an ongoing operation, narratives can state "based on historical data" for existing revenues and expenses. 		
5. Provide the following if the Applicant is an ongoing operation: <i>(Items marked with a "***" are the only documents required if reviewed or audited financial statements are provided.)</i> <ul style="list-style-type: none"> • All business bank statements for the previous calendar year. • Actual balance sheet used to prepare the PFBS. • Income statement for the previous calendar year. <i>(Note: updated financials may be requested by staff)</i> • Tax returns and schedules for the 2 most recent years. • IRS transcripts for the 2 most recent years from the IRS' website. • The number of drivers that are currently employed by the applicant** 		
6. Provide the following for each owner of the Applicant if the Applicant is a start-up company. For all other Applicants, Staff will determine during the review process if this information is required. <ul style="list-style-type: none"> • All personal bank statements for the previous calendar year. • Tax returns and schedules for the 2 most recent years. • Credit report authorization form (form included in application in #1). • IRS transcripts for the 2 most recent years from the IRS' website. • Net worth statement and documentation supporting each balance. Label the documentation using the same method used for the documentation to the PFBS. 		

Include the following revenues and expenses in the PFIS (Exhibit Q):

Revenues	Drug Testing	Office Supplies	Telephone
Advertising	Fuel	Payroll ¹	Utilities
Bank Charges	Fuel Surcharge Revenues	Payroll Taxes	Vehicle Insurance ² <u>provide a quote</u>
Broker Fees	General Liability Insur.	Professional Fees	Vehicle Registration
Claims	Interest	Repairs/Maint.	Workman's Compensation, <u>provide a quote</u>
Credit Card Fees	Internet	Rent	
Depreciation	Licenses (business, etc.)	Storage	

¹ Separate payroll for drivers, dispatch, management, etc. and list the number of employees that are and will be employed in each category.

² Refer to NAC 706.191 for vehicle insurance minimum requirements.

State of Nevada
Department of Business and Industry
Nevada Transportation Authority

Application to Transfer Common Stock

In the joint matter of the application of _____

Db _____

for authority to sell and transfer; and _____

dba _____

to purchase and acquire _____ shares of common stock of _____

_____, operating under the authority of

Certificate of Public Convenience and Necessity, (CPCN) number _____.

All exhibits attached with labels and tabs hereto, are to be in accordance with
NAC 706.1375(2) a - u.

Name of Seller (print or type)

Name of Buyer (print or type)

Address

Address

City, State, Zip

City, State, Zip

Phone Fax

Phone Fax

Email

Email

Filing Instructions:

Make certain your application is complete and accurate. Incomplete applications or those with illegible text may be rejected.

Do not enclose original or copies within binders, folders, or other devices. Preferred methods are a single staple, or binder clips.

Be certain to insert labeled tabs between exhibits. If an exhibit does not apply to you, insert a page explaining that the exhibit is not applicable.

When complete, file your original and 2 copies of this application along with the required filing fee and estimated publication costs to:

Nevada Transportation Authority		
3300 W. Sahara Ave.		1755 E Plumb Lane
Suite 200	or	Suite 229
Las Vegas, NV 89102		Reno, NV 89502

We accept checks, cash, and money orders.

Our office hours are 8:00 am to 5:00 pm Monday through Friday, excluding holidays.

If you have any questions, please contact us at 702-486-3303.

General information	Extension 66546
Application and docket status	Extension 66403
Tariff information	Extension 66401 or 66557
Fax number	702-486-2590

Website: <http://nta.nv.gov>

OATH

STATE OF _____}

COUNTY OF _____}

I, _____, being duly sworn,
state that I file this application as (indicate relationship to applicant, i.e. owner,
title as officer, etc.) _____;
that, in such capacity, I am qualified and authorized to file and verify such
application; that I have carefully examined all the statements and matters
contained in the application; and that all such statements made and matters set
forth therein are true and correct to the best of my knowledge, information, and
belief. Affiant further states that the application is made in good faith, and
presents evidence in support of said application on every particular requested by
the Nevada Transportation Authority.

Signature of Affiant

Subscribed to and sworn before me on this

_____ day of _____, 20____.

Notary Public

Signature of Attorney, if any

Therefore, the joint applicants request the Nevada Transportation Authority enter its order granting the transfer of common stock.

Dated the _____ day of _____, 20____.

Signature of Seller

Signature of Buyer

Name of Seller (print or type)

Name of Buyer (print or type)

Physical Address

Physical Address

Mailing Address

Mailing Address

City, State, Zip

City, State, Zip

Phone

Fax

Phone

Fax

Applicants' Attorney (if any)

Signature of Attorney

Name of Attorney (print or type)

Address

City, State, Zip

Phone

Fax

OATH OF SELLER

STATE OF _____)
) SS
COUNTY OF _____)

_____, being duly sworn, state that I file this application as (indicate relationship to seller, that is, owner or proprietor, title as officer of applicant corporation or association, partner of applicant partnership or other authorized representative of applicant) _____; that in such capacity I am qualified and authorized to file and verify such application; that I have carefully examined all the statements and matters contained in the application; and that all such statements made and matters set forth therein are true and correct to the best of my knowledge, information and belief. Affiant further states the application is made in good faith, with the intention of presenting evidence in support thereof in every particular requested by the NTA.

Signature of Affiant

Subscribed and sworn to before me, a
Notary Public, in and for the state and
county above named, this _____ day of
_____, 20____.

Notary Public (Seal)

OATH OF BUYER

STATE OF _____)
) SS
COUNTY OF _____)

_____, being duly sworn, state that I file this application as (indicate relationship to buyer, that is, owner or proprietor, title as officer of applicant corporation or association, partner of applicant partnership or other authorized representative of applicant) _____; that in such capacity I am qualified and authorized to file and verify such application; that I have carefully examined all the statements and matters contained in the application; and that all such statements made and matters set forth therein are true and correct to the best of my knowledge, information and belief. Affiant further states the application is made in good faith, with the intention of presenting evidence in support thereof in every particular requested by the NTA.

Signature of Affiant

Subscribed and sworn to before me, a
Notary Public, in and for the state and
county above named, this _____ day of
_____, 20____.

Notary Public (Seal)

LABEL AND TAB AS EXHIBIT #1

Attach a copy of the Certificate of Public Convenience and Necessity to be transferred.

LABEL AND TAB AS EXHIBIT # 2

Attach a written agreement covering the sale of said Certificate, signed by both the Seller and the Buyer. This should include all the terms and conditions for the sale and transfer and shall not have a dollar value assigned to the Certificate.

LABEL AND TAB AS EXHIBIT # 3

A statement by the Seller of activities conducted under the Certificate or Permit for the 90-day period preceding submission of this application.

NEVADA TRANSPORTATION AUTHORITY
Credit Report Authorization Form

Authorization is hereby granted to the Nevada Transportation Authority (hereinafter "NTA") to obtain a consumer credit report through a credit reporting agency chosen by the NTA. I understand and agree that the NTA intends to use the consumer credit report for the purpose of evaluating my financial readiness to obtain a Certificate of Public Convenience and Necessity as a non-emergency medical transportation service designated as Docket No. _____.

My signature below authorizes the release to the credit-reporting agency of financial information which I have supplied to the NTA in connection with such evaluation. Authorization is further granted to the credit reporting agency to use a photostatic reproduction of this form if required to obtain any information necessary to complete my consumer credit report.

Social Security Number

Social Security Number

Applicant's Name (Print)

Applicant's Name (Print)

Applicant's Signature

Applicant's Signature

Address:

Address:

Number Street

Number Street

City State Zip Code

City State Zip Code

Date

Date