

Tennessee Vans Program Application

Please return completed application by mail or fax to Tennessee Vans, UT Center for Transportation Research, 309 Conference Center Building, Knoxville, TN 37996-4133. Phone: (865) 974-5255 Fax: (865) 974-3889.

Date: _____

Agency Name: _____

Agency Address: _____

Mailing Address: _____

Agency Phone(s): _____

Agency Website: _____

Agency Email: _____

Agency Federal I.D. or Employer I.D.: _____

Director's Name: _____

1. Describe your agency and the population/persons served by your program and estimate approximate numbers served:

2. Why does your agency need this vehicle? Explain. _____

3. What kinds of trips are planned for the vehicle? Explain. _____

4. Number of years your agency has been in operation: _____

5. Type of vehicle requested (check one): Passenger Van (1 driver, 14 riders) Minivan (1 driver, 6 riders)
 Sedan (1 driver, 4 riders)

Tennessee Vans Program Application (continued)

6. Please list three program references including telephone numbers. Program references include persons who are familiar with your program and your need for vans.

- a. _____
- b. _____
- c. _____

7. Please list three credit references. Credit references should be able to provide information indicating that your agency meets its financial obligations (i.e. pay accounts on time and account current).

- a. _____
- b. _____
- c. _____

8. Name and phone number of chief financial officer for invoicing and accounting:

Name: _____

Phone Number: _____

9. What source(s) of revenue will you use to pay for the vehicle:

- Rider Fares Grant Funds Donations Other (please state below):

10. Insurance Agent Name and Phone Number:

Name: _____

Phone Number: _____

11. Attach a copy of current Tennessee Sales Tax Exemption Certificate.

12. Attach a statement from your accountant, auditor, or other authorized person which indicates that your agency is in good financial standing and follows acceptable accounting and business practices.

13. Attach the list of corporate board members and officer phone numbers.

14. Attach a signed corporate board resolution approving application for vehicle.