

# Updating Your Account?

**MoDOT Carrier Express** is available 24/7 to request many these changes.

Click on the option below that best describes the change you need, for the list of required documents to support the account changes.

Send your supporting documents:

**email:** [contactmcs@modot.mo.gov](mailto:contactmcs@modot.mo.gov)

**fax:** (573) 751-0916

**or mail to:**

MoDOT Motor Carrier Services

830 MODOT DRIVE

PO Box 270

Jefferson City, MO 65102

[A. New account or new fleet](#)

[B. Add a vehicle](#)

[C. Cab card correction \(non-fee related changes\)](#)

[D. Amend vehicle \(fee related changes\)](#)

[E. Add vehicle and transfer \(transfer license plate from one unit to another\)](#)

[F. Add jurisdiction](#)

[G. Add vehicle and transfer at a different weight](#)

[H. Delete vehicle](#)

[I. Replace plate](#)

[J. Fleet-to-fleet transfer \(move a vehicle from one fleet to another fleet\)](#)

A. New account or new fleet

*\* Not available through MoDOT Carrier Express, submit request by fax, email, or mail*

- Completed equipment registration form
- Completed mileage registration form (if vehicle(s) were operated during reporting period – actual mileage is required).
- Completed IFTA application form
- Title or validated titling receipt
- Lease agreement, if leased
- Payment of heavy highway vehicle use tax (IRS-Form 2290/schedule 1) for power units being licensed at 55,000 lbs. or more must be filed by the last day of the month following the month of first use. submit: Receipted form 2290/schedule 1 returned from IRS listing vin, or form 2290/schedule 1 listing vin with copy of cancelled check
- Current Missouri county personal property tax receipt or tax waiver
- Proof of Residence – 3 forms required
  - MO driver's license
  - MO personal/real estate tax receipt
  - MO corporation papers
  - Federal income tax filed from an address in Missouri
  - Utility bills
  - MO title or title application

[Back up](#)

B. Add a vehicle

- Completed equipment registration form
- Title or validated titling receipt

- Lease agreement, if leased
- Payment of heavy highway vehicles use tax (IRS-Form 2290/schedule 1) for power units being licensed at 55,000 lbs. or more must be filed by the last day of the month following the month of first use. submit:
- Receipted form 2290/schedule 1 returned from IRS listing vin, or
- Form 2290/schedule 1 listing vin with copy of cancelled check

[Back up](#)

C. Cab card correction (Misc. change of information)

- Completed equipment registration form listing the type of change being made
- Title or validated titling receipt (if applicable)
- Lease agreement (if applicable)
- Original cab card

[Back up](#)

D. Amend vehicle (increasing or decreasing the weight on one vehicle)

*\* Not available through MoDOT Carrier Express.*

- Completed equipment registration form
- Original cab card
- License plate if changing Missouri weight
- Payment of heavy highway vehicle use tax (IRS-Form 2290/schedule 1) for power units being licensed at 55,000 lbs. or more must be filed by the last day of the month following the month of first use. Submit: Receipted form 2290/schedule 1 returned from IRS listing vin, or form 2290/schedule 1 listing vin with copy of cancelled check

[Back up](#)

E. Add vehicle and transfer (transferring the plate from one vehicle to another)

- Completed equipment registration form
- Title or validated titling receipt
- Lease agreement, if leased
- Payment of heavy highway vehicle use tax (IRS-Form 2290/schedule 1) for power units being licensed at 55,000 lbs. or more must be filed by the last day of the month following the month of first use. submit:
- Receipted form 2290/schedule 1 returned from IRS listing vin, or
- Form 2290/schedule 1 listing vin with copy of cancelled check
- Original cab card on deleted unit or plate if the original cab card is lost

[Back up](#)

F. Add jurisdiction

- Completed equipment registration form listing all active power units under the addition section
- Original cab card(s)
- Indicate new jurisdictional weights

[Back up](#)

G. Add vehicle and transfer (Adding a vehicle with a weight different than the vehicle being deleted)

- Completed equipment registration form
- Title or validated titling receipt
- Lease agreement, if leased
- Payment of heavy highway vehicle use tax (IRS-Form 2290/schedule 1) for power units being licensed at 55,000 lbs. or more must be filed by the last day of the month following the month of first use. Submit: Receipted form 2290/schedule 1 returned from IRS listing vin, or Form 2290/schedule 1 listing vin with copy of cancelled check
- Original cab card on deleted unit
- License plate on deleted unit

[Back up](#)

H. Delete vehicle

*\* Not available through MoDOT Carrier Express.*

- Completed equipment registration form
- Original cab card
- License plate

[Back up](#)

I. Replace plate

Completed equipment registration form listing all the vehicle information under the addition section  
Notarized affidavit of lost plate

[Back up](#)

J. Fleet-to-fleet transfer (Moving a vehicle from one fleet to another)

*\* Not available through MoDOT Carrier Express.*

- Completed equipment registration form for the fleet you are adding to
- Completed equipment registration form for the fleet you are deleting from
- Original cab card
- Surrender license plate only if changing combined gross weight or when adding a different vehicle

The documents are provided in Acrobat Reader format. [Free Acrobat Reader download](#) 