

List of Acceptable Documents

New IRP/IFTA Account

Applicants must present valid documentation for proof of selected base jurisdiction as a resident or established place of business.

Missouri Residency

Three (3) proofs of residency with Missouri physical addresses are required.

You must provide the following two (2) documents:

- Valid resident driver's license, or non-driver jurisdiction issued identification
- Personal Property Tax Receipt or Waiver

Choose from the list below. Proofs must show a Missouri physical address:

- Current utility bill
- Title
- Tax filing document
- Voter registration card
- Bank statement
- EIN papers

Missouri Established Place of Business

You must meet the following requirements:

Physical structure located within the Base Jurisdiction that is owned or leased, such lease agreements shall be for no less than 12 months by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. The physical structure shall have clear company signage and hours of operation posted, be open for business and shall be staffed a minimum of 20 hours per week by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries).

Virtual or shared office spaces do not qualify.

Required Documents

- Title or title receipt
- Equipment lease agreement, *required if titled owner is any name other than account name*
Lease must include:
 - VIN
 - Make
 - Vehicle year
 - Lessor name, lessee name
 - Signatures of both parties
- Personal property tax receipt or waiver
- IRS form 2290

Submit for all units over 55,000 lbs., must be watermarked or stamped by IRS office

If you have an active DOR plate registered in the same legal name, you **may be eligible to receive a credit towards an apportioned plate. The plate registration document must be uploaded at the time of application.*

Before Applying for an MCE Account:

- ✓ Ensure business name is properly registered with the Missouri Secretary of State
- ✓ Motor Carrier USDOT number must be active and in good standing
- ✓ File and pay Unified Carrier Registration for USDOT Number if applicable

