

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 provide the following proof/documentation:

- Lease paperwork listing applicant, no less than 12-month duration, or other ownership documentation
- Posted hours of operation
- Open for business a minimum of 20 hours per week on a permanent basis.
- Staffed by an employee, *may be verified by employee's pay stub.*

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

