

Acceptable Supporting Documents

External procedure

Overview

The supporting documents which are acceptable, and the verifications needed, to obtain a MO apportioned plate registration.

Regulation

7 CSR 10-25.030 (12) The commission shall require the following prerequisite documentation to support an application for apportioned registration:

(A) Personal Property Tax Receipt Required. (B) Federal Heavy Vehicle Use Tax Receipt Required. (D) Lease Agreement. A copy of all lease agreement(s), if applicable, will be required for all vehicles under the control and possession of the registrant. (E) Titles. Proof of certificate of ownership is required for all vehicles.

IRP Plan – Section 305 Selection of Base Jurisdiction:

(a) An Applicant may elect as its Base Jurisdiction any Member Jurisdiction (i) where the Applicant has an Established Place of Business, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Records of the Fleet are maintained or can be made available. (b) An Applicant that does not have an Established Place of Business in any Jurisdiction may designate as a Base Jurisdiction any Member Jurisdiction (i) where the Applicant can demonstrate Residence, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Records of the Fleet are maintained or can be made available. (c) To establish Residence in a Member Jurisdiction, an Applicant must demonstrate to the satisfaction of the Member Jurisdiction at least three of the following: (i) if the Applicant is an individual, that his or her driver's license is issued by that Jurisdiction, (ii) if the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that Jurisdiction, (iii) if the Applicant is a corporation, that the principal owner is a resident of that Jurisdiction, (iv) that the Applicant's federal income tax returns have been filed from an address in that Jurisdiction, (v) that the Applicant has paid personal income taxes to that Jurisdiction, (vi) that the Applicant has paid real estate or personal property taxes to that Jurisdiction, (vii) that the Applicant receives utility bills in that Jurisdiction in its name, (viii) that the Applicant has a Vehicle titled in that Jurisdiction in its name, or 29 (ix) that other factors clearly evidence the Applicant's legal Residence in that Jurisdiction.

IRP Plan – Section 268 Established Place of Business

"Established Place of Business" means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours 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). The Applicant or Registrant need not have land line telephone service at the physical structure. Records concerning the Fleet

shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

RSMo Section 301.025

Personal property taxes and federal heavy vehicle use tax, paid when — tax receipt forms — failure to pay personal property tax, effect of, notification requirements, reinstatement fee, appeals — rulemaking, procedure.

Acceptable Supporting Documents

Personal Property Tax Receipt

A copy of the preceding year's tax receipt in the name of the titled owner or registrant for all power units (owned and leased) must be submitted.

- Whether a vehicle will be listed or not on the preceding year's tax receipt is determined by the Purchase or Lease date.
 - If the purchase or lease date of the vehicle is older than Jan 1st of the previous year, then it is required.
- A county issued waiver may be submitted if the carrier has not been assessed any property tax.
- An affidavit affirming no Missouri distance traveled may be submitted as well.
- Generally, the tax receipt is in the name of the registrant/applicant who applies for or renews license plates, the account holder. However, in some cases when the unit is leased and the owner is a Missouri resident, the tax receipt will be under the unit owner's name and a copy of the owner's Missouri county personal property tax receipt may be submitted.
- If the property tax receipt doesn't contain complete vehicle information, at a minimum of year and make, then a detailed vehicle listing may be requested to uniquely identify the vehicle.

Heavy Vehicle Use Tax Receipt (IRS Form 2290)

Proof of payment of Federal Heavy Vehicle Use Tax, or that such tax is not owed, for every qualifying vehicle that has a taxable gross weight of fifty-five thousand pounds (55,000 lbs.) or more.

- A copy of the electronic filing (E-File) showing all VIN's and the watermark.
- A stamped copy of the Schedule 1.
- A front and back copy of the cancelled check (the bank acct number must be blacked out) along with the Schedule 1 listing the VIN's.
- Trailers not applicable.
- No proof of payment is required for newly purchased vehicles if the purchase date is within the last 60 days.

Category A is 55,000	Category B is 55,001 to 56,000
Category C is 56,001 to 57,000	Category D is 57,001 to 58,000
Category E is 58,001 to 59,000	Category F is 59,001 to 60,000

Category G is 60,001 to 61,000	Category H is 61,001 to 62,000
Category I is 62,001 to 63,000	Category J is 63,001 to 64,000
Category K is 64,001 to 65,000	Category L is 65,001 to 66,000
Category M is 66,001 to 67,000	Category N is 67,001 to 68,000
Category O is 68,001 to 69,000	Category P is 69,001 to 70,000
Category Q is 70,001 to 71,000	Category R is 71,001 to 72,000
Category S is 72,001 to 73,000	Category T is 73,001 to 74,000
Category U is 74,001 to 75,000	Category V is over 75,000
Category W is a tax-suspended vehicle	

Lease Agreement

- If the vehicle is leased (not titled to registrant/motor carrier), a lease agreement between the parties involved must be submitted with the following information for MCS verification.
 - Must identify the parties in agreement,
 - Must identify units by year, make, and VIN, and
 - Both parties must sign the lease
 - In some cases, there may be a third party (or more) involved. In this case, an additional lease agreement may be required.

There must be a full connection of lease agreements from the owner on the title to the registrant/motor carrier purchasing the license plate.

Title or Validated Titling Receipt

A copy of the current owner's title or validated title receipt is required.

- If power units are owned by the registrant/motor carrier, they must submit a Missouri title or title receipt in their name indicating they have applied for title in their name. The title or title receipt information should be identical to the registrant/motor carrier information.
- If the vehicle is leased, a copy of the current owner's title must be submitted, and this may be an out of state title. An out of state validated title receipt can be used if the validation can be determined.

In no case will MCS accept a signed over (assigned) title; the new owner must apply for title in their name prior to being licensed. Salvage titles or title receipts are not acceptable. Bill of Sales are not acceptable.

FMCSA Biennial Update

- Biennial Updates are made through the FMCSA; however, we must verify information.
- Carriers who have a USDOT number will need to update their information in accordance with FMCSA's regulations for biennial update.
- Biennial update requirements are determined by that last 2 digits of the DOT number and need to be completed by the year and the month that is determined by those numbers.

If the USDOT number ends in 1 then it must be filed by the last day of January.
If the USDOT number ends in 2 then it must be filed by the last day of February.

If the USDOT number ends in 3 then it must be filed by the last day of March.
If the USDOT number ends in 4 then it must be filed by the last day of April.
If the USDOT number ends in 5 then it must be filed by the last day of May.
If the USDOT number ends in 6 then it must be filed by the last day of June.
If the USDOT number ends in 7 then it must be filed by the last day of July.
If the USDOT number ends in 8 then it must be filed by the last day of August.
If the USDOT number ends in 9 then it must be filed by the last day of September.
If the USDOT number ends in 0 then it must be filed by the last day of October.

- If the next to last digit of the USDOT is odd, the motor carrier shall file the update in every odd numbered calendar year. If the next to last digit of the USDOT is even, the motor carrier shall file the update in every even numbered calendar year.

Missouri Motor Vehicle Bureau Registration Receipt

When surrendering a MO license plate for plate credit towards the purchase of an apportioned license plate or applying for an IFTA only account.

- The MVB registration receipt will indicate the legal name, plate number, plate type (BL, L, or possibly F), licensed weight, and expiration date.
 - The Missouri BL, L, or F plate must be issued in the same registrant/motor carrier name applying for the apportioned license plate. (It cannot be issued in any other name to obtain credit of the unused portion of the fees paid.)
 - Credit will be given from the current month the plate is surrendered until it expires at the end of the calendar year 12/31/XXXX. (I.e., surrender BL, L, or F plate in June, get 7 months credit)
 - The MO MVB plate must be surrendered to MCS.

3 Proofs of Residency – P.O. Box not acceptable

- Secretary of State Registration
- Federal Income Tax returns
- State Income Tax returns
- Personal or Real Estate Property Tax returns
- Utility bill
- MO Title
- MO Drivers License
- Passport
 - The 3 documents do not have to be 3 matching Missouri addresses but providing different MO addresses does demonstrate residency issues and MCS has the prerogative to request additional proofs.