

## CLOSING YOUR IRP ACCOUNT

If you plan to close your account and no longer need apportioned plates, send the license plates and a letter that states you intent to close your account to:

### **Physical/Shipping Address**

MoDOT Motor Carrier Services  
830 MODOT Drive  
Jefferson City, MO 65109

### **U.S. Mail Address**

MoDOT Motor Carrier Services  
P.O. Box 270  
Jefferson City, MO 65102

- If you are closing your business, you must notify our office. Also update your USDOT number at [www.safersys.org](http://www.safersys.org), marking the Out-of-Business notification. If the MCS-150 is not updated, your company will be assessed registration fees until the account is properly closed.
- If you plan to operate only and wholly within Missouri, update your company's USDOT number registration to "Intrastate Operations Only" at [www.safersys.org](http://www.safersys.org).
- If you plan to operate under a lease agreement and no longer need a license plate, update your USDOT number by selecting the Out-of-Business notification to deactivate the USDOT number at [www.safersys.org](http://www.safersys.org). You will operate under the motor carrier responsible for safety of a different USDOT number.
- If you plan to continue interstate operations using a non-apportioned license plate, contact our office. Though you will no longer use apportioned license plates, you are still responsible for Unified Carrier Registration fees and permitting fees in the states you operate.
- Depending on your situation, other programs, such as IFTA and Missouri Operating Authority, might need to be inactivated to end your financial and reporting responsibilities.

If you have any questions, please call MoDOT Motor Carrier Services toll-free at 1-866-831-6277.

Documents can be faxed to (573) 751-0916, emailed to [contactmcs@modot.mo.gov](mailto:contactmcs@modot.mo.gov), or mailed to the address above.