

# Closing a MoDOT MCS Fleet or Account

## External Procedure

### Overview:

This process explains what to do when closing a fleet or account for IRP, IFTA, OPA, and OSOW. If you have any questions, please call MoDOT Motor Carrier Services toll-free at 866-831-6277 or email us at: [contactmcs@modot.mo.gov](mailto:contactmcs@modot.mo.gov).

### Regulations:

7 CSR 10-25.030  
7 CSR 10-25.071  
7 CSR 10-25.072

### Mailing Address:

Motor Carrier Services  
830 MoDOT Dr, PO Box 270  
Jefferson City, MO 65102-0207

### Closing an account process:

#### IRP:

##### Required Documents

- Mail the IRP plate(s) to MCS; or
- A Notarized Affidavit with vehicle specific information and the reason why the plate is unable to be returned, **and**
  - A copy of the police report or insurance claim, **and**
  - If the notarized affidavit doesn't clearly indicate the vehicle should be removed from service, then an additional statement may be requested.

#### IFTA:

##### Required Documents

- Final IFTA Quarterly Return – This is a timely filed return. If the return is a late filing, then it will not be considered a final return and the carrier must file the remaining quarterly filings for the period the IFTA license was active.
- Cancel license checkbox is marked on the final return or submit a written request to close the account. Cancelling an IFTA license should not be requested if only a fleet needs to be cancelled.
- All fees have been paid on the return(s).

#### OPA:

##### Required Documents

- Email a request to close the OPA account; or
- Application to Discontinue Service

#### OSOW:

##### Required Documents

- Email a request to inactivate your OSOW account and request the escrow balance to be refunded.