

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

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

