

MOTOR CARRIER SERVICES



Opening an IRP Account

REQUIRED ACTIONS BEFORE OPENING AN ACCOUNT

- Register with Secretary of State (www.sos.mo.gov) IF:**
 - You have formed a business in Missouri as a
 - Corporation (including as a for profit, non-profit or professional corporation),
 - Limited Liability Company (LLC.),
 - Limited Partnership (LP)
 - Limited Liability Partnership (LLP), or
 - Doing Business As (DBA)
 - Ensure the USDOT number is active and in good standing IF:**
 - You have your own USDOT number (One in pending status is acceptable) www.fmcsa.dot.gov/registration
 - File and pay Unified Carrier Registration IF:**
 - You have your own USDOT number - www.ucr.gov
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REQUIRED FORMS

- Customer Information Form-** www.modot.org/media/19449
 - IRP Registration Application** – www.modot.org/media/17376
 - IFTA Application** www.modot.org/media/4442
This form is required when one of the following apply:
 - You apply for the International Registration Plan program, the vehicle is plated for 26,001 lbs. or more **AND** you hold your own USDOT number.
 - You are leased to another carrier's USDOT number **AND** you will provide your own International Fuel Tax Agreement license.
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REQUIRED DOCUMENTS

- Submit titles or title receipts for:**
 - ALL vehicles registered (title work is completed at a Missouri Department of Revenue Motor Vehicle office (www.dor.mo.gov/motor-vehicle))
- Equipment lease agreement IF:**
 - The titled owner is any name other than the legal name on the forms. Submit a copy of the lease between the titled owner and the legal name on the forms. The lease must include the signature of both parties; and for each vehicle, the following information:
 - The VIN(s),
 - The vehicle make(s), and
 - The vehicle year(s).
- Personal property receipt or waiver**
This must be in the account holder's name or the titled owner's name, if leased. It must be issued by the County Collector's Office in the county where the carrier is based.
- IRS Form 2290 [E-File](#)**
 - Heavy vehicles use Tax Schedule 1 - Submit this for all vehicles over 55,000 lbs.
 - The 2290 Form must be watermarked or stamped by an IRS office.

- Provide three forms of proof of Missouri residency.** Choose from the list below. Proofs must show a physical address – PO boxes or virtual addresses are not acceptable.

- Missouri driver's license
- Missouri personal/real estate tax receipt
- Missouri corporation papers
- Federal income tax filed from a Missouri address
- A utility bill for the physical address
- Missouri title or title receipt

- Department of Revenue plate credit**

If you currently operate using a Local, Beyond Local or Farm license plate and request credit for unused months, you must submit a copy of the registration.

When your apportioned plate account becomes active, mail the former license plate to the address listed below. Credit is issued only when the former plate is received by MoDOT Motor Carrier Services.

MoDOT MCS
830 MoDOT Dr.
P.O. Box 270
Jefferson City, MO 65109