

## International Registration Plan

### When do I need apportioned plates (IRP)?

You are required to have apportioned plates if you operate in two or more jurisdictions and your vehicle(s) meet one or more of the following requirements:

- the power unit licensing weight is 26,001 lbs., or higher;
- the power unit has more than two axles regardless of licensed weight;
- the power unit is used in combination and the said combination is 26,001 lbs. or higher; or
- the power unit performs commercial intrastate movements in another jurisdiction other than Missouri, regardless of licensed weight.

### What forms and supporting documents are required to get an apportioned plate?

- Motor Carrier Application (can be found at [www.modot.org/mcs](http://www.modot.org/mcs))
- Secretary of State Corporation or Fictitious Name papers (if applicable)
- Title or validated titling receipt
- Lease agreement, if leased
- Heavy highway vehicle use tax receipt (IRS-form 2290) for power units being licensed at 55,000 lbs. or higher
- Missouri county personal property tax receipt or tax waiver for the current year
- Actual miles traveled in each jurisdiction, during current reporting period, with an apportioned plate regardless of the base jurisdiction.

### How may I apply for apportioned plates?

- by mail – MoDOT Motor Carrier Services, PO Box 270, Jefferson City, MO 65102-0270
- by fax – (573) 751-0916
- in person – 830 MoDOT Dr , Jefferson City, MO 65102
- by email – [contactmcs@modot.mo.gov](mailto:contactmcs@modot.mo.gov)

### How long is an apportioned plate good?

Missouri's apportioned plates must be renewed every year.

A license plate's renewal date depends on when the plate was issued. The registration period is listed on the cab card. There are four:

January 1 – December 31*
April 1 – March 31*
July 1 – June 30*
October 1 – September 30*
*last business day of the month

### When do I need papers from the Secretary of State Office?

Before applying for plates under a corporation name or business name, the same name must be registered with the Missouri Secretary of State Office at [www.sos.mo.gov](http://www.sos.mo.gov)

**What is acceptable as proof of ownership (title)?**

We can accept a copy of the validated title receipt (DOR-108) that proves an application for title was made at the Department of Motor Vehicles or a license fee office. We can also accept a copy of the issued title.

MoDOT Motor Carrier Services will not accept a title that is signed over on the back.

**When do I need to supply a copy of a lease agreement?**

Any time the name on the title differs from the name of the registrant who is applying for license plate(s), a lease agreement that identifies the unit(s) involved by year, make, and vehicle identification number (VIN) must be submitted. It must bear both parties' signatures.

**When do I need a paid Heavy Highway Vehicle Use Tax Receipt (IRS-Form 2290)?**

Any time you license or renew the license of a power unit with a weight of 55,000 lbs. or more.

**What is acceptable as a paid Heavy Highway Vehicle Use Tax Receipt (IRS-Form 2290)?**

MoDOT accepts:

- a copy of the “IRS-Form/2290 Schedule I” that lists all VIN’s stamped "Received" by the IRS;
- a copy of the “IRS-Form/2290 Schedule I” that lists all VIN’s AND a copy of the front and back of the cancelled check;
- a copy of the electronic filing (e-File) that lists all VINs and the IRS watermark; or
- proof that the unit in question was purchased within the last 60 days

**What is considered a “current year” county personal property tax receipt and/or tax waiver for Missouri?**

A current year tax receipt is usually one year prior to the current license year. (e.g. the 2014 license year requires a 2013 personal property tax receipt or tax waiver)

**Whose Missouri county personal property tax receipt is required?**

Generally, the required tax receipt is in the name of the registrant/applicant who is applies for or renews license plates. However, in some cases when the unit is leased and the owner is a Missouri resident, the tax receipt will be under the owner’s name and a copy of the owner’s Missouri county personal property tax receipt must be submitted.

**What forms of payment are acceptable for an apportioned plate?**

Personal or company check, e-check, cashier’s check, debit card, credit card, money order, and bank-to bank transfers are accepted. The companies that process e-check and debit and credit card transactions charge a processing fee.

**How do I receive my plate(s) and cab card(s)?**

After all requirements have been satisfied, including payment for the registration, all plates and cab cards will be shipped through a commercial delivery service.

If you apply for registration in person and you have met all requirements, you may pick up your plate(s) and cab card(s) as you leave the office.

### How and when do I renew my plate(s) and cab card(s)?

Missouri has permanent plates, so a new cab card is generally all that is issued during the annual renewal.

Carriers receive a renewal postcard in the mail every year. It is a reminder to renew license plate registration. MoDOT encourages carriers to use MoDOT Carrier Express ([www.modot.org/mce](http://www.modot.org/mce)), available 24/7 to file a renewal application.

Application (including supporting documents) and payment deadlines differ by two months. Penalties apply to carriers who file and/or pay for renewal after the deadline passes. Save time and money by renewing and paying on time.

Registration Period	File By	Pay By	Plate Expires
January 1 to December 31	October 1*	December 1*	December 31
April 1 to March 31	January 1*	March 1*	March 31
July 1 to June 30	April 1*	June 1*	June 30
October 1 to September 30	August 1*	September 1*	September 30
	Late filing penalty = \$100	Late Payment penalty =\$50 per truck, to a maximum of \$150 *First business day of the month	

### How do I add, transfer, delete, and make changes, etc. to my established account?

Refer to the IRP tab on the [MoDOT.org/mcs](http://MoDOT.org/mcs) under User Guides for filing – Online Instructions. Look for links to the appropriate topic. When you wish to delete a vehicle, the apportioned plate must be returned to our office. If surrendering at 60,001 lbs. or more, MoDOT refunds any remaining Missouri quarters of registration. When returning an apportioned plate to our office for any reason, please include a cover sheet with the account number and the reason you are sending the plate. There are many reasons why plates are sent to our office, so without clear direction we will call you.

### Who is authorized to conduct business with Motor Carrier Services for me?

Business conducted with MoDOT Motor Carrier Services by phone, mail, or electronically may only be transacted by authorized individuals.

If an individual transacting business with Motor Carrier Services is not the listed owner, they may transact business if they are:

- Listed as a contact in the MoDOT Carrier Express system, or
- Listed as a company officer of a corporation with the Secretary of State, or
- Listed as a member or manager of a Limited Liability Corporation (LLC) with the Secretary of State, or
- Authorized on US Department of Transportation documentation, or
- Provide written proof of Power of Attorney

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