Морот

EQUIPMENT REGISTRATION FORM - INSTRUCTIONS

General Information Section

Application Number - This number is issued by Motor Carrier Services.

Tax ID Number (FEIN/SSN) - Enter the registrant/ motor carrier Federal Identification Number or Social Security Number

Type of Transaction - Indicate add, transfer, deletion, etc. (See back of form for other transaction types and documents required).

<u>Type of Operation</u> – Enter "X" in the boxes that describe the registrant's business.

Commodity Class - Enter "X" in the boxes that describe the commodity(s) being transported.

Registration Year - Enter all four digits of the registration year

Account Number - Enter the number assigned by Motor Carrier Services (If new, leave blank).

<u>Fleet Number</u> - Enter the number assigned by Motor Carrier Services.(If new, leave blank).

<u>U.S. Department of Transportation (U.S. DOT) Number</u> – Enter the registrant/motor carrier U.S. DOT number. If you do not have a U. S. DOT Number, you must complete a MCS-150 form. (To obtain immediately: http://www.safer.fmcsa.dot.gov)

International Fuel Tax Agreement (IFTA) License Number - Enter your IFTA license number. If leased, indicate, "leased" in box.

Federal Motor Carrier Safety Administration (FMCSA) Number - Enter your FMCSA MC number. If leased, indicate, "leased" in box.

Name of Registrant/Motor Carrier – Enter the name in which you are applying for plates. This name must be identical to the name listed with the FMCSA and Missouri Secretary of State.

Doing Business As – If applicable, enter the name in which the registrant/motor carrier does business.

Business Address - Enter the Missouri address where the registrant/motor carrier has an established place of business.

County - Enter the county in which the business address is located

Business Phone Number - Enter the Missouri telephone number of the registrant/motor carrier. Service Agent telephone numbers and toll free numbers are not acceptable.

<u>Mailing Address</u> – Enter the address where the registrant desires his/her registration credentials mailed. **This cannot be a post office box number.**

County - Enter the county in which the mailing address is located.

<u>Person to Contact</u> – Indicate the individual responsible for the completion of the forms and who is familiar with the requirements of the application.

Contact Phone Number – Enter the area code and phone number of the contact person.

Fax Number – Enter the area code and facsimile number.

Email Address – Enter the email address of the person responsible for processing/completing the applications.

International Fuel Tax Agreement (IFTA) Decal Request Section - Complete this section when adding additional qualified vehicles to the apportioned fleet and you need to obtain decals.

IFTA License Number - Enter your IFTA license number.

<u>Number of Decals Requested</u> - Enter the number of decal sets you are requesting. (The number of decals issued must reconcile with the number of trucks licensed, and will be subject to audit.)

MO 605-0346 (7-08)

Equipment Addition Section

Equipment Number - Enter the equipment number or unit number you have assigned to each power unit or trailer.

Model Year & Make - Enter the four digits of the model year and the make of the power unit or trailer.

<u>Vehicle Identification Number (VIN)</u> – Enter the complete VIN as listed on the title or the application for title.

<u>Vehicle Type/ Axles</u> – Enter the type of vehicle - TK= Straight Truck, TR= Tractor, TT=Truck Tractor, RT=Road Tractor, ST=Semi-Trailer, FT=Full Trailer, BS=Bus, CG=Converter Gear. Enter the number of axles under each power unit and each trailer (each axle in a tandem group is one axle). (When prorating with Quebec, the combination of both tractor and trailer axles will be shown on the cab card.)

<u>Fuel Type/Seats</u> – Enter the type of fuel being used by the power unit (If trailer, leave blank.) Enter the actual seating capacity for buses.

<u>Unladen Weight</u> – Enter the empty weight of the power unit or trailer.

Weight Group – (Combined Gross Weight)– Enter the weight classification in which the vehicle is being licensed. (Use the Comparable Weight Chart for assistance)

<u>Unit Price</u> – Latest purchase price is the actual purchase price of the vehicle paid by the current owner, including accessories or modifications attached to the vehicle. The factory price is ninety percent (90%) of the manufacturer's retail price, including accessories or modifications attached to the vehicle, but excludes trade-in and sales tax.

Date of Purchase – Enter the month, day and year the vehicle was purchased by the current owner.

<u>Leased</u> – If the vehicle is leased, enter "X" for yes and submit a copy of the lease with the application. If not leased, enter "X" for no.

Name of Lessee and/or Lessor – Enter the name of the owner-operator, service representative, or lessee.

<u>Title State/Title Number</u> – Enter the state abbreviation the title was issued in. Enter the number shown on the **registrant/motor carrier Missouri title**.

<u>Safety Indicator</u> - Will the control and responsibility for the safety of this vehicle be assigned to a different motor carrier during the registration year by lease? Enter an "X" in the appropriate box.

<u>US DOT Number</u> – If you are a registrant (no operating authority is held) and hold the responsibility of safety for your vehicles or the vehicle is being rented or leased for 30 days or less to an interstate motor carrier, enter **your** U.S. DOT number. If the vehicle is being leased for more than thirty days to an interstate motor carrier, enter the U.S. DOT number of the **motor carrier** responsible for the safety of the vehicle.

Plate Number - Enter the plate number (if any) issued by Motor Carrier Services that has not expired.

Equipment Deletion Section

Equipment Number - Enter the equipment number or unit number you have assigned to each power unit or trailer that is being removed from service.

Model Year & Make - Enter the four digits of the model year and the make of the power unit or trailer.

<u>Vehicle Identification Number (VIN).</u> – Enter the complete VIN as listed on the title or the application for title.

<u>Plate Number</u> Enter the plate number issued by Motor Carrier Services that has not expired.

Weight Group - (Combined Gross Weight) - Enter the weight classification in which the vehicle is licensed.

Jurisdictional Weights Section

Refer to the Motor Carrier Services Comparable Weight Chart. List <u>only</u> the weights for the IRP jurisdictions that will be different than the Missouri combined gross weight. If adding a new jurisdiction, enter the weights next to the new jurisdiction(s) being added.

Refund Request Section

If you are removing a power unit that is registered for more than 54,000 pounds, you may request the <u>remaining Missouri</u> portion of the fees as a refund by marking the appropriate box and signing the form. **No photocopy of a signature will be accepted.**

MO 605-0346 (7-08)

MISSOURI DEPARTMENT OF TRANSPORTATION MOTOR CARRIER SERVICES 1320 CREEK TRAIL DRIVE, PO. BOX 893 JEFFERSON CITY, MO 65102-0893 PHONE: (866) 831-6277 OR (573) 751-7100

PHONE: (866) 831-6277 OR (573) 751-7100

FAX: (573) 751-0916 WEB ADDRESS: www.modot.org/mcs

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CHECK LIST: Below are the documents, which need to be submitted to our office for each type of transaction. Each transaction type must be completed on a separate equipment registration form. Please submit "copies" of supporting documents unless otherwise noted.

NEW ACCOUNT OR NEW FLEET	ADD VEHICLE	ADD VEHICLE & TRANSFER	DELETE VEHICLE
TITLE OR VALIDATED TITLING RECEIPT LEASE AGREEMENT, IF LEASED PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRSFORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT: RECEIPTED FORM 2290/SCHEDULE I RETURNED FROM IRS LISTING VIN, OR FORM 2290/SCHEDULE I LISTING VIN WITH COPY OF CANCELLED CHECK	□ COMPLETED EQUIPMENT REGISTRATION FORM □ TITLE OR VALIDATED TITLING RECEIPT □ LEASE AGREEMENT, IF LEASED □ PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRSFORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT: • RECEIPTED FORM 2290/SCHEDULE I RETURNED FROM IRS LISTING VIN, OR • FORM 2290/SCHEDULE I LISTING VIN WITH COPY OF CANCELLED CHECK.	(Transferring the plate from one vehicle to another) COMPLETED EQUIPMENT REGISTRATION FORM TITLE OR VALIDATED TITLING RECEIPT LEASE AGREEMENT, IF LEASED PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRSFORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT: • RECEIPTED FORM 2290/SCHEDULE I RETURNED FROM IRS LISTING VIN, OR • FORM 2290/SCHEDULE I LISTING VIN WITH COPY OF CANCELLED CHECK. ORIGINAL CAB CARD ON DELETED UNIT OR PLATE IF THE ORIGINAL CAB CARD IS LOST	□ COMPLETED EQUIPMENT REGISTRATION FORM □ ORIGINAL CAB CARD □ LICENSE PLATE
ADD JURISDICTION COMPLETED EQUIPMENT REGISTRATION FORM LISTING "ALL" ACTIVE POWER UNITS UNDER THE ADDITION SECTION ORIGINAL CAB CARD(S) INDICATE NEW JURISDICTIONAL WEIGHTS	AMEND VEHICLE (Increasing or decreasing the weight on one vehicle) COMPLETED EQUIPMENT REGISTRATION FORM ORIGINAL CAB CARD LICENSE PLATE IF CHANGING MISSOURI WEIGHT PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRSFORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT: • RECEIPTED FORM 2290/SCHEDULE I RETURNED FROM IRS LISTING VIN, OR • FORM 2290/SCHEDULE I LISTING VIN WITH COPY OF CANCELLED CHECK	ADD VEHICLE AND TRANSFER (Adding a vehicle with a weight different than the vehicle being deleted) COMPLETED EQUIPMENT REGISTRATION FORM TITLE OR VALIDATED TITLING RECEIPT LEASE AGREEMENT, IF LEASED PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRSFORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT: • RECEIPT FORM 2290/SCHEDULE I RETURNED FROM IRS LISTING VIN, OR • FORM 2290/SCHEDULE I LISTING VIN WITH COPY OF CANCELLED CHECK ORIGINAL CAB CARD ON DELETED UNIT	FLEET-TO-FLEET TRANSFER (Moving a vehicle from one fleet to another) COMPLETED EQUIPMENT REGISTRATION FORM FOR THE FLEET YOU ARE ADDING TO COMPLETED EQUIPMENT REGISTRATION FORM FOR THE FLEET YOU ARE DELETING FROM ORIGINAL CAB CARD SURRENDER LICENSE PLATE ONLY IF CHANGING COMBINED GROSS WEIGHT OR WHEN ADDING A DIFFERENT VEHICLE
REPLACE CAB CARD COMPLETED EQUIPMENT REGISTRATION FORM LISTING ALL THE VEHICLE INFORMATION UNDER THE ADDITION SECTION	REPLACE PLATE COMPLETED EQUIPMENT REGISTRATION FORM LISTING ALL THE VEHICLE INFORMATION UNDER THE ADDITION SECTION NOTARIZED AFFIDAVIT OF LOST PLATE	CAB CARD CORRECTION (MISC. CHANGE OF INFORMATION) COMPLETED EQUIPMENT REGISTRATION FORM LISTING THE TYPE OF CHANGE BEING MADE TITLE OR VALIDATED TITLING RECEIPT (IF APPLICABLE) LEASE AGREEMENT (IF APPLICABLE) ORIGINAL CAB CARD	WEIGHT GROUP CHANGE (Weight changes within a particular weight group) □ COMPLETED EQUIPMENT REGISTRATION FORM LISTING ALL THE VEHICLE INFORMATION UNDER THE ADDITION SECTION AND JURISDICTIONAL WEIGHTS TO BE CHANGED UNDER THE JURISDICTIONAL WEIGHT SECTION

MO 605-0345 (8-05) (0344)

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MO 605-0344 (7-08)			