New Account Information for IFTA, IRP, and UCR (over 10,000 pounds)

IFTA = International Fuel Tax Association
IRP = International Registration Plan
UCR = Unified Carrier Registration

Below is information for carriers conducting business with MDT for IFTA, IRP and UCR (for anything over 10,000 pounds) when operating in Interstate commerce.

A **Federal ID # or FEIN** will be needed. Either may be obtained by calling 800-829-4933 or online at www.irs.gov/businesses. If you have any questions on what your FEIN is, please visit the IRS web site for your Local IRS office. http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1

If a FMCSA TIN/EIN change is needed: Inquiries need to be directed to the FMCSA Customer Insurance and Registration Information Support (CIRIS) Contact Center at 1-800-832-5660 from 8AM to 8PM, est., or on-line at https://ask.fmcsa.dot.gov/. **Requests to make changes must also include updated, signed, and dated MCS-150 from the carrier.** Go to the "Send Us a Ticket" section and attach the MCS-150.

A **U.S. DOT** number is required. To obtain a U.S. DOT number you may either call 800-832-5660 or 406-449-5304 or go online to http://www.fmcsa.dot.gov and go to the Registration section.

After you have obtained your Interstate USDOT number, you can pay for the **UCR**.

- You may complete your UCR registration and pay online with a credit card at https://www.ucr.gov (Chrome, Firefox, Safari, and/or Edge is recommended)

Your new business may also need to be registered with the **Montana Secretary of State's office**. You can call them at 406-444-3665 or visit their website at https://sosmt.gov/ and go to the Business Tab. To ensure you use the correct form, we encourage you to call them to see which form you need for your business/organizational structure.

The **Heavy Highway Vehicle Use Tax Return**, Form 2290, can be found at https://www.irs.gov/pub/irs-pdf/i2290.pdf and is for any unit at and above 55,000 pounds. MCS must have proof of payment on the Form 2290 to process your application. You have several options to pay this federal tax.

- You can pay by credit card online at www.irs.gov, which is the quickest way for processing.
- You also have the option of filling out the forms and sending them in to the MDT / MCS office at:
    - MDT / MCS
    - P.O. Box 4639
    - Helena MT 59604

    - Include a check made payable to the IRS Department of Treasury
    - Include a self-addressed stamped envelope.
        - MCS will then copy the Form 2290 and forward this to the IRS for you.
- Another option is to mail the forms directly to the IRS, which may take up to 45 days to process.

More information from MDT can be found in the MCS Section for HVUT at https://www.mdt.mt.gov/business/mcs/hvut.shtml

Please be sure to visit the MDT Licenses Web Page for Information on IFTA, IRP, UCR

The IFTA web page goes over many things. Reminder, you must fill out

- IFTA Forms to get your IFTA account processed. Make sure that three types of proof of residency are provided.
- The MT-IFTA-Guidelines will provide further information.

The MCS IRP Manual goes over the forms mentioned below, and so much more.

On the MDT Forms Page you will also find information on IRP.

- The IRP Checklist will help get you started and make sure you have all of the necessary documents.
- For new accounts or making changes users can/will fill out the IRP Schedule A&C
  - Proof of Purchase (copy of the bill of sale) must be included when adding units on to their fleet(s). MCS has a generic Bill of Sale for customers use.
- Read about the Schedule B that is needed regarding your operation.
  - **IRP - for All Accounts - Carriers with actual miles in the prior 18 months** Schedule B - Actual Miles
  - **IRP - for All Accounts - New accounts with no actual miles in the prior 18 months** Schedule B - AVPD

The information that pertains to All MT IRP Customers.

- The Schedule C-T is for adding trailers.
- The Signature Page is needed as MCS requires a signature (electronic signatures permitted) on the original application and/or renewal applications.
- Power of Attorney form. A new POA form is required every year. An electronic signature is not allowed.
- Other State Fees-What they mean document goes over the "other" states who have specific charges.
- The Lease Agreement Certificate is essential to making sure that the information is input correctly.

The MT PRISM Brochure goes into depth regarding the Motor Carrier Responsible for Safety (MCRS) which must be provided. The MCRS ties in with the Lease Agreement Certificate.

A Registrant is the entity that is the IRP Account Holder.

- The Registrant may own or lease the vehicle and is responsible for obtaining the registration
- If the Registrant is ***not*** a motor carrier and strictly leases, they may not have a USDOT Number and TIN. The USDOT Number and TIN of the MCRS for each vehicle must be provided.

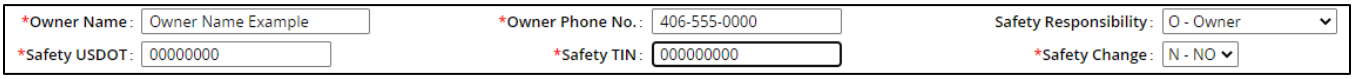
MT is sharing IRP / Prorate information with all states.

How does this help you?

- Enforcement personnel in other states can tell if you are prorated and current on your registration by running your plate number, VIN number, and/or USDOT number.
- If an accident occurs, the vehicle owner name and phone number are passed onto Enforcement personnel.

Motor Carrier Responsible for the Safety (MCRS) in IRP

The Owner Name and Phone Number of the Vehicle does not pertain to the motor carrier responsible for the safety of the vehicle.



The diagram above shows the layout of the IRP Screen

There are three different choices accepted for the Motor Carrier Responsible for the Safety (MCRS) of the vehicle. Also known as **Safety Responsibility** in the screen shot above.

Owner (O): Registrant and MCRS are the same and not expected to change (no lease; or if a lease is submitted it will show the MCRS is the owner).

- The USDOT Number and TIN of the Registrant is recorded at the vehicle level.
- USDOT Number of the MCRS must be an Active Interstate Carrier

Short term lease (S): (less than 30 days):

- This is when the MCRS is expected to change.
- The USDOT Number and TIN of the Registrant is recorded at the vehicle level.
- A lease agreement must be submitted with the application.
- No safety information will be displayed on the cab card.

Long term lease (L): (greater than 29 days):

- The USDOT Number and TIN of the actual motor carrier responsible for safety must be identified and recorded at the vehicle level.
- A lease agreement must be submitted with the application. The lease must identify who is responsible for the safety of the vehicle(s).
  - Example: a vehicle is leased, but the safety of the vehicle is still up to the registrant/carrier. Remember to verify this on the lease.
    - In this situation, the safety responsibility on the vehicle will be listed as Owner (of the company)
    - The Owner of the vehicle will be listed as the actual owner's name on the vehicle, which may not be the same as the Legal Name on the account

If the motor carrier responsible for safety changes during the registration year, the carrier is required to inform the IRP office of the change on the Schedule A & C IRP form. A copy of the lease agreement, if applicable, must be provided to the MCS IRP office to keep the carrier's vehicle records up to date. Updated cab cards will be issued accordingly.

Please review the cab card language:

- The Registrant should notify the Helena IRP Office within 10 days of any Legal Name, FEIN/TIN and/or Addresses Changes. This information should also be updated on your MCMIS / MCS-150 on the FMCSA web site.
- The Registrant must notify the Helena IRP Office within 10 business days if the Motor Carrier Responsible for Safety changes on a vehicles long term lease.
- It is the carrier's responsibility to maintain an active USDOT number, even if the carrier is leased on with another company.

New to IFTA and / or IRP:

Visit for IFTA and IRP information and how to process the forms. If you would like to get an IFTA or IRP account in MT, the business requirements must be met that are noted on the IFTA Application and the IRP Checklist which can be found on the MDT Forms page.

Contact Information

If you have any questions or concerns, please feel free to contact our office and the first available License & Permit Technician will gladly assist you in any way that they can. We are available Monday through Friday, 8:00 am to 5:00 pm.

If further assistance is needed, please see the contact information noted below.

- IRP / IFTA: 406-444-2998; mdtmcsirpcontact@mt.gov
- IFTA Filing and Fuel Tax: 406-444-7664; mdtiftatax@mt.gov
- For all other questions: 406-444-6130; mdtmcscontact@mt.gov
- More contact information

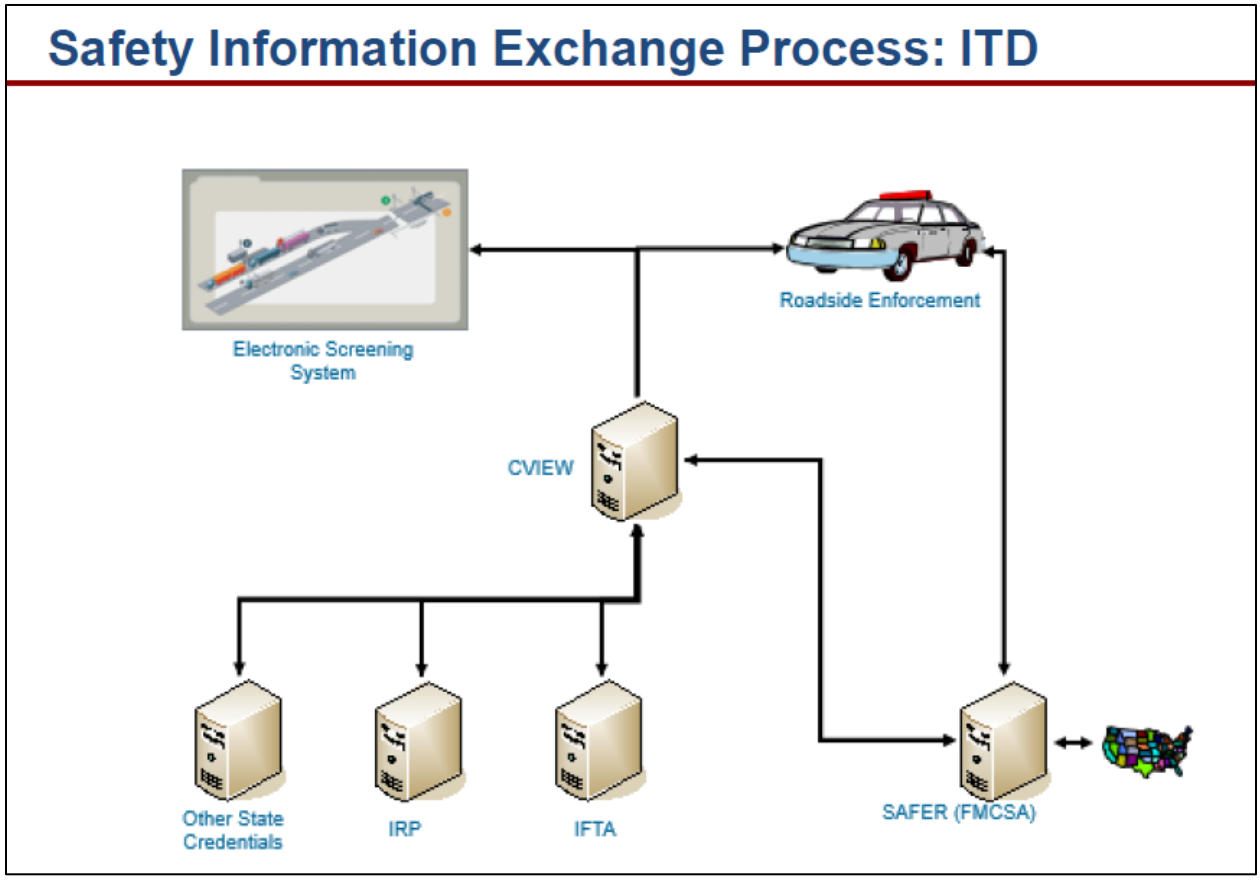
Computer Issues

Our ePART Helpful Tips document will help you if you are having computer issues.

Safety Information Exchange Process Flow

Below is how MT's and other state credentials (IRP and IFTA) flows into the States CVIEW's, and this is passed onto FMCSA, to other jurisdictions, to Roadside Enforcement and Electronic Screening Systems.

This helps to speed up the roadside enforcement and to keep our highways safer.



Alternative accessible formats of this document will be provided upon request. Please contact Motor Carrier Services at 406-444-6130 / Montana Relay 711, to request this document in a different format.