

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

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](http://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>

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 must also 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 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](http://www.irs.gov), which is 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
  - PO 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 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** here for customers use.
- Read about the Schedule B that is needed regarding your operation.

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 an original signature on the original application and/or renewal applications
- [Power of Attorney](#) form
- [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 is passed onto Enforcement personnel.

***In IRP, the screen section below***

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

*Owner Name: <input type="text" value="Owner Name Example"/>	*Owner Phone No.: <input type="text" value="406-555-0000"/>	Safety Responsibility: <input type="text" value="O - Owner"/>
*Safety USDOT: <input type="text" value="00000000"/>	*Safety TIN: <input type="text" value="00000000"/>	*Safety Change: <input type="text" value="N - NO"/>

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.

The cab card language was updated in September 2020 to include the following.

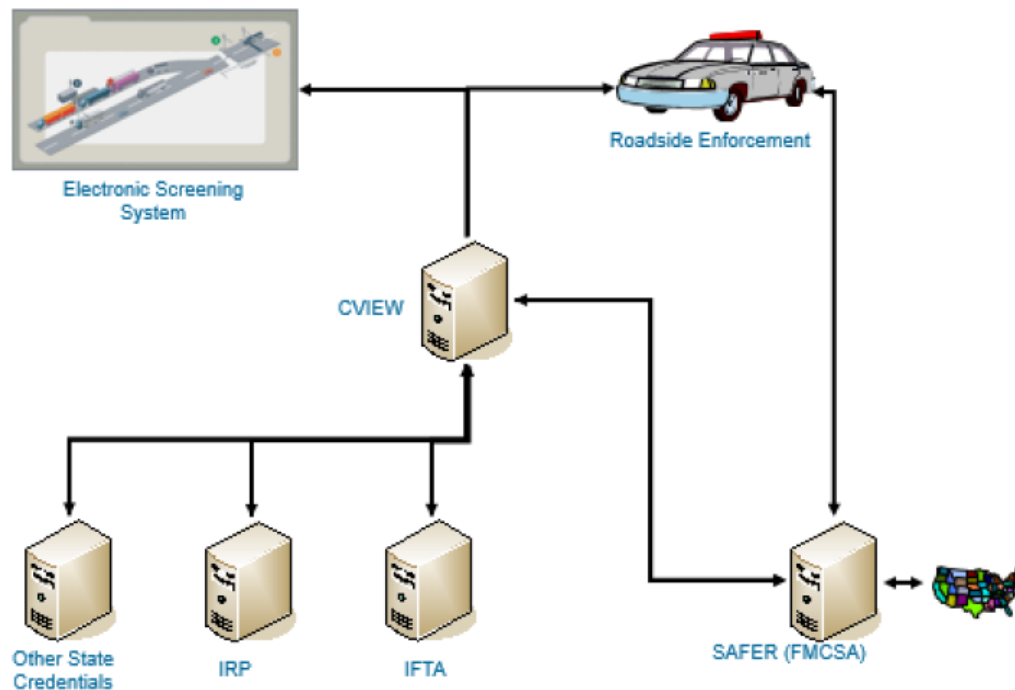
- The Registrant must notify the Helena IRP Office within 10 business days if the Motor Carrier Responsible for Safety changes on a vehicles long term lease.

## Safety Information Exchange Process Flow

- Below is how MT's data flows from our Applications to other sites.

## Safety Information Exchange Process: ITD

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### Online Account

To request an **online account**, you may apply through [I Permit](#). This will only provide you access into your ePART account once the ePART account has been created and all the paperwork above has been submitted and approved.

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### Computer Issues

Our [ePART Helpful Tips](#) document will help you if you are having computer issues.

### Contact Information

If you have any questions or concerns, please feel free to contact our office at (406) 444-2998 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. You may also contact a License & Permit Technician by email at [mdtmcsirpcontact@mt.gov](mailto:mdtmcsirpcontact@mt.gov).

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.