MONTANA Department of Transportation

MDT-MCS-020 Rev. 07/2026

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Montana Department of Transportation
Motor Carrier Services Division
IRP New Account Checklist

The expected turnaround time is 7 -10 business days

PO Box 4639
Helena, MT 59604
Voice: (406) 444-2998
TTY: (800) 335-7592
Fax: (406) 444-9263

1.	☐	**USDOT Number** • Updated USDOT number current with the year in which the IRP account starts. • If you are prorated in Montana, the USDOT MCS-150 (safety report) must be updated annually. On-line may be accessed at https://www.fmcsa.dot.gov/registration (if you have your PIN number) otherwise call 406-449-5304 to get a new PIN. USDOT Number : _____
2.	☐	**FEIN / TIN** • A federal ID (FEIN) or TIN will be needed. (Not a SSN.) If you do not have a FEIN / TIN, you may call (800)829.4933 or go on-line to https://www.irs.gov/businesses to obtain this. If you have any questions on what your FEIN is, please visit the IRS web site or your Local IRS office. • Web Address is: https://www.irs.gov/help-resources/contact-your-local-irs-office • FEIN/TIN Number = _____
3.	☐	**FMCSA TIN/EIN Changes:** Contact 1-800-832-5660 or on-line at https://ask.fmcsa.dot.gov/ Requests to make changes must also include a signed and dated MCS-150 from the carrier.
4.	Yes ◯ No ◯	**UCR** • Verify that UCR has been completed. This can be done at https://www.ucr.gov. • UCR Registration Date: _____
5.	☐	**Form(s) / Scope / Justification** • Complete Forms Schedule A & C, Schedule B & Schedule C-T (if adding trailers). • If your new account is started between January to June, you must accrue MT miles by June 30th to qualify for renewal for the next year. • Include a detailed Scope of Operation including: what you haul, where you go, routes used, how you get your loads, etc. • Justification is required when more than a 10% weight variance is requested within the jurisdictions.
6.	☐	**Signature Page or Power of Attorney** (Must have a carrier signature) • **Signature page listing all** persons authorized to request account activity. • For new accounts, a signature Page and/or Power of Attorney Page is required • A copy of this may be submitted by scanning in the document(s) and emailing this in to get the IRP account started. A new carrier may go on-line and submit this electronically through the ePART process. • **Note:** If a third party provider (prorate service) is employed by the registrant to request account changes, the **signature sheet must include the owner and/or registrant in addition to the prorate service personnel AND a Power of Attorney form will be required each year.**
7.	☐	**Proof of Purchase** • Proof of Purchase showing purchase cost (in US currency) on each power unit & trailer. • Proof of Purchase is the price of the vehicle without Federal Excise Tax, add-ons or trade-ins. • MSO OR MCO (Manufacturer's Statement of Origin) must be included if a new vehicle.
8.	Yes ◯ No ◯	**Wyoming Intrastate Operating Authority** certificate is based off of the USDOT number. • The certificate must be provided when requesting this. • Details can be found on the IRP document, "Other State Fees - What They Mean." **https://www.mdt.mt.gov/publications/forms.aspx#category-motor-carrier-services**

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9.	◯ ◯ ◯	**Operation Classification** Select the Radio Button in the left field as to which type of operation classification is applicable as shown with the USDOT. 1. Operation Classification of Authorized for Hire - Carrier must have operating authority and insurance. 2. Operation Classification of Exempt for Hire - Carrier must have insurance and does not need operating authority. 3. Operation Classification of Private Property - Carrier must have standard insurance and does not need operating authority.
10.	☐	**Montana Title and Registration Process** The MT Department of Justice (DOJ) is requiring that carriers interested in IRP, go through the IRP registration process with MDT before completing title work through DOJ. This will help to eliminate duplicated registrations. The DOJ asks that the carrier shows proof of registration (Temporary Authority and/or a Cab Card from IRP) to process title work.
11.	☐	**Established Place of Business:** An Applicant may elect as its Base Jurisdiction any Member Jurisdiction (i) where the Applicant has an Established Place of Business, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Records of the Fleet are maintained or can be made available. (iv) The business is a physical structure located in MT, owned, leased, or rented by the Registrant. The lease agreement or rental agreement must be for a minimum of 12 months. This must be open and staffed during regular business hours by one or more persons employed by the Registrant for the purpose of the Registrant's trucking-related business. Addresses associated with third-party licensing agents, virtual offices, rent-an-address services, etc. do not qualify. (v) Company signage and hours of operation must be posted. Company to provide documentation on this.
		Please choose either number 11 or 12.
12.	☐	**Proof of Residency (Three Types)** To establish Residency in a Member Jurisdiction, an Applicant must not have an established place of business in any jurisdiction. The applicant must demonstrate to the satisfaction of the Member Jurisdiction at least three of the following from numbers 1 to 9 (one of the three must come from #5, 6, or 7 below). (i) where the Applicant can demonstrate Residence, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Records of the Fleet are maintained or can be made available. 1. A Montana driver's license if the applicant is an individual. 2. If the Applicant is a corporation registered to conduct business as a foreign corporation in Montana. 3. If the Applicant is a corporation & the principal owner is a Montana resident. 4. Proof the Applicant's federal income tax returns have been filed from an address in Montana. 5. Proof the Applicant has paid personal income taxes in Montana. 6. Proof the Applicant has paid real estate or personal property taxes in Montana. 7. Copy of a Montana utility bill and/or a Montana internet bill in the applicants name. 8. A vehicle titled in Montana in the applicant's name. 9. That other factors clearly evidence the Applicant's legal Residence in Montana. Examples of this are: Rental Agreement, and other examples demonstrating residency as determined by MDT.

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13.	☐	**Form 2290 / Heavy Vehicle Use Tax (HVUT)** • Required for any vehicles with a gross weight of 55,000 pounds or more. • VIN verification page marked paid from IRS. • Check made payable to IRS along with a stamped envelope made out to the IRS with the 2290 form submitted to MCS for forwarding. • Receipted & IRS stamped current year 2290 in the name of the owner of the vehicle, **OR** • A copy of a canceled check (both sides) payable to IRS along with a stamped envelope made out to the IRS with the 2290 form submitted to MCS for forwarding. • A bank statement indicating the amount of tax paid and an electronic acknowledgment indicating tax payment. • An IRS printout of the taxpayer's account showing the amount of tax paid. • Web address is: https://www.irs.gov/forms-pubs/about-form-2290
14.	Yes ◯ No ◯	**Lease Agreement** • If leased with another company, the lease must define the responsible entity for safety. o Enter USDOT# _____ • Input the page number showing who is responsible for safety of the vehicle(s) on the lease: _____ • It must also be defined in the lease agreement as to who is responsible for UCR and IFTA (if applicable) _____
15.	Yes ◯ No ◯	**Per Vehicle " Lease Agreement Certificate"** • If leased with another company, the lease must define the responsible entity for safety. o Enter USDOT# _____ • MDT Lease Agreement Certificate Form can be found at https://www.mdt.mt.gov/publications/forms.shtml#com • A current lease agreement must be on file or submitted at the time of renewal for the Power Unit Fleet(s). The lease agreement must be in effect for the duration of the renewal period.
16.	Yes ◯ No ◯	**Temporary Authority on IRP** If you receive a Temporary Authority for up to 60 days in lieu of registration, please pay your invoice in adequate time so you have your credentials in place before your temporary expires. Deposit Amount Required: 1 to 4 vehicles = $250.00 or 5 or more vehicles = $500.00
17.	Yes ◯ No ◯	**IFTA** • International Fuel Tax Agreement (IFTA) Application (if necessary). • If using Established Place of Business for IRP, the three types of Proof of Residency found on page two of the IFTA New Carrier Application must still be provided.
18.	Yes ◯ No ◯	**IFTA** Is a temporary authority needed?

To request an alternative accessible format of this document, please contact MDT's ADA Coordinator at 406-444-5416, Montana Relay Service at 711, or by email at mdtaccessibilityrequest@mt.gov.