

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

Below is information for MCS to process a new UCR (for anything over 10,000 pounds), IFTA and IRP account.

A **federal ID # or FEIN** will be needed. If you do not have this, you may call 800-829-4933 or go online to www.irs.gov/businesses to obtain this. 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 **USDOT** number is required. If you do not have this, 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 to accomplish this.

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

- You may fill out this information and pay for it online with a credit card at www.ucr.in.gov . If choosing the online service, you will have to wait up to 48 hours before you can access the UCR for the first time.
- Or you may obtain a UCR form on the web site listed above. Fill out and return the form with a check payable to MDT to:

MDT / MCS
PO Box 4639
Helena MT 59604

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 <http://app.mt.gov/bes/>. To ensure you use the correct form, we encourage you call them to see which particular 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 over 55,000 pounds. MCS must have proof of payment on the Form 2290 in order 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 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 can take 4-6 weeks.

Once you have completed this process, fill out the enclosed IRP and IFTA forms. Each section must be completed in its entirety on all forms. Any area left blank will increase the processing time for your application. Instructions to fill out the forms are contained inside the instruction manuals.

- [MT IRP Instruction Manual](#)
- [MT IFTA Guidelines](#)

Please be sure to visit the MDT web site at <http://www.mdt.mt.gov/business/mcs/licenses.shtml> for additional information.

If you have any questions or concerns, please feel free to contact our office at (406) 444-2998 and the first available technician will gladly assist you in any way that they can. We are available Monday through Friday, 8:00 am to 5:00 pm.