New Apportioned Account Checklist

Account (Fleet) Name:	Account # Issued by PennDOT
Verified by: *(TA Agent and Agent # or ARP Service Rep.)*	**Account Established Date**

➢ **Names and addresses must match on all 3 credentials.**

➢ **An individual must provide a front & back copy of their driver's license.**

➢ **A business must provide verification the business entity is filed with the Pennsylvania Department of State.**

(P.O. Boxes are not acceptable)

(Copies of all identifying documents are required to be submitted along with the application. Any personal information may be blocked out)

_____ **Pennsylvania Driver's License / Business name verification**
   (This verification <u>must</u> be one of the three identifying documents)

_____ **Utility bill(s)** *(electric, gas, water or cable)*

_____ **Federal or State tax filing / IRS HVUT Receipt**

_____ **Current Real Estate or Personal Property Tax**

_____ **Current Pennsylvania Registration Card** *(only one vehicle per application)*

_____ **Valid Government Issued Identification** *(must have name and address)*

_____ **Valid IFTA License Cab Card**

_____ **FMCSA Compliance or Biennial Update Notice** *(must be a recent notice, 6 months or less)*

Additional documentation may be required to meet the satisfaction of PennDOT.

Additional information identified below may be required to be submitted as part of the application process.

_____ **Apportioned application** *(MV-550, MV-551, MV-550A or MV-552A)*

_____ **Valid IRS HVUT receipt** *(Vehicles weighing 55,000 lbs. or higher)*

_____ **Proof of Full Liability Insurance** *(non-trucking, deadhead or bobtail insurance is unacceptable)*

_____ **USDOT number & Taxpayer Identification Number (TIN)** *(Motor Carrier responsible for safety validated through FMCSA)*

_____ **Valid ICC / PUC Authority**

_____ **Working Lease Agreement** *(lease must be of a term of at least 30 days and preferably renewable. Names, signatures of both lessee and lessor, VIN(s), starting and ending dates)*

_____ **Verification of vehicle weights if vehicle is coming from out of state** *(Title & MV-41 application)*

_____ **Provide applicant with Title 67, Chapter 63, regulations.**