

**CHECKLIST: Below are the documents, which need to be submitted to our office for each type of transaction. Each transaction type must be completed on a separate equipment registration form. Please submit “copies” of supporting documents unless otherwise noted.**

<p align="center"><b>NEW ACCOUNT OR NEW FLEET</b></p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM</p> <p><input type="checkbox"/> COMPLETED MILEAGE REGISTRATION FORM IF VEHICLE (S) WERE OPERATED DURING REPORTING PERIOD – ACTUAL MILEAGE IS REQUIRED.</p> <p><input type="checkbox"/> COMPLETED IFTA FORM</p> <p><input type="checkbox"/> TITLE OR VALIDATED TITLING RECEIPT</p> <p><input type="checkbox"/> LEASE AGREEMENT, IF LEASED</p> <p><input type="checkbox"/> PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRS-FORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT:</p> <ul style="list-style-type: none"> <li>• RECEIPTED FORM 2290/SCHEDULE 1 RETURNED FROM IRS LISTING VIN, OR</li> <li>• FORM 2290/SCHEDULE 1 LISTING VIN WITH COPY OF CANCELLED CHECK</li> </ul> <p><input type="checkbox"/> CURRENT MISSOURI COUNTY PERSONAL PROPERTY TAX RECEIPT OR TAX WAIVER</p> <p><input type="checkbox"/> PROOF OF RESIDENCE</p> <ul style="list-style-type: none"> <li>• MO DRIVERS LICENSE</li> <li>• MO PERSONAL/REAL ESTATE TAX RECEIPT</li> <li>• MO CORPORATION PAPERS</li> <li>• FEDERAL INCOME TAX FILED FROM AN ADDRESS IN MISSOURI</li> <li>• UTILITY BILLS</li> <li>• MO TITLE OR TITLE APPLICATION (Must furnish 3 forms for proof of residence)</li> </ul>	<p align="center"><b>ADD VEHICLE</b></p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM</p> <p><input type="checkbox"/> TITLE OR VALIDATED TITLING RECEIPT</p> <p><input type="checkbox"/> LEASE AGREEMENT, IF LEASED</p> <p><input type="checkbox"/> PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRS-FORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT:</p> <ul style="list-style-type: none"> <li>• RECEIPTED FORM 2290/SCHEDULE 1 RETURNED FROM IRS LISTING VIN, OR</li> <li>• FORM 2290/SCHEDULE 1 LISTING VIN WITH COPY OF CANCELLED CHECK</li> </ul>	<p align="center"><b>ADD VEHICLE &amp; TRANSFER</b> (Transferring the plate from one vehicle to another)</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM</p> <p><input type="checkbox"/> TITLE OR VALIDATED TITLING RECEIPT</p> <p><input type="checkbox"/> LEASE AGREEMENT, IF LEASED</p> <p><input type="checkbox"/> PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRS-FORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT:</p> <ul style="list-style-type: none"> <li>• RECEIPTED FORM 2290/SCHEDULE 1 RETURNED FROM IRS LISTING VIN, OR</li> <li>• FORM 2290/SCHEDULE 1 LISTING VIN WITH COPY OF CANCELLED CHECK</li> </ul> <p><input type="checkbox"/> ORIGINAL CAB CARD ON DELETED UNIT OR PLATE IF THE ORIGINAL CAB CARD IS LOST</p>	<p align="center"><b>DELETE VEHICLE</b></p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM</p> <p><input type="checkbox"/> ORIGINAL CAB CARD</p> <p><input type="checkbox"/> LICENSE PLATE</p>
<p align="center"><b>WEIGHT GROUP CHANGE</b> (Weight changes within a particular weight group)</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM LISTING ALL THE VEHICLE INFORMATION UNDER THE ADDITION SECTION AND JURISDICTIONAL WEIGHTS TO BE CHANGED UNDER THE JURISDICTIONAL WEIGHT SECTION</p>	<p align="center"><b>AMEND VEHICLE</b> (Increasing or decreasing the weight on one vehicle)</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM</p> <p><input type="checkbox"/> ORIGINAL CAB CARD</p> <p><input type="checkbox"/> LICENSE PLATE IF CHANGING MISSOURI WEIGHT</p> <p><input type="checkbox"/> PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRS-FORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT:</p> <ul style="list-style-type: none"> <li>• RECEIPTED FORM 2290/SCHEDULE 1 RETURNED FROM IRS LISTING VIN, OR</li> <li>• FORM 2290/SCHEDULE 1 LISTING VIN WITH COPY OF CANCELLED CHECK</li> </ul>	<p align="center"><b>ADD JURISDICTION</b></p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM LISTING “ALL” ACTIVE POWER UNITS UNDER THE ADDITION SECTION</p> <p><input type="checkbox"/> ORIGINAL CAB CARD(S)</p> <p><input type="checkbox"/> INDICATE NEW JURISDICTIONAL WEIGHTS</p> <p align="center"><b>ADD VEHICLE &amp; TRANSFER</b> (Adding a vehicle with a weight different than the vehicle being deleted)</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM</p> <p><input type="checkbox"/> TITLE OR VALIDATED TITLING RECEIPT</p> <p><input type="checkbox"/> LEASE AGREEMENT, IF LEASED</p> <p><input type="checkbox"/> PAYMENT OF HEAVY HIGHWAY VEHICLE USE TAX (IRS-FORM 2290/SCHEDULE I) FOR POWER UNITS BEING LICENSED AT 55,000 LBS. OR MORE MUST BE FILED BY THE LAST DAY OF THE MONTH FOLLOWING THE MONTH OF FIRST USE. SUBMIT:</p> <ul style="list-style-type: none"> <li>• RECEIPTED FORM 2290/SCHEDULE 1 RETURNED FROM IRS LISTING VIN, OR</li> <li>• FORM 2290/SCHEDULE 1 LISTING VIN WITH COPY OF CANCELLED CHECK</li> </ul> <p><input type="checkbox"/> ORIGINAL CAB CARD ON DELETED UNIT</p> <p><input type="checkbox"/> LICENSE PLATE ON DELETED UNIT</p>	<p align="center"><b>REPLACE CAB CARD</b></p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM LISTING ALL THE VEHICLE INFORMATION UNDER THE ADDITION SECTION</p> <p align="center"><b>REPLACE PLATE</b></p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM LISTING ALL THE VEHICLE INFORMATION UNDER THE ADDITION SECTION</p> <p><input type="checkbox"/> NOTARIZED AFFIDAVIT OF LOST PLATE</p>
			<p align="center"><b>FLEET-TO- FLEET TRANSFER</b> (Moving a vehicle from one fleet to another)</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM FOR THE FLEET YOU ARE ADDING TO</p> <p><input type="checkbox"/> COMPLETED EQUIPMENT REGISTRATION FORM FOR THE FLEET YOU ARE DELETING FROM</p> <p><input type="checkbox"/> ORIGINAL CAB CARD</p> <p><input type="checkbox"/> SURRENDER LICENSE PLATE ONLY IF CHANGING COMBINED GROSS WEIGHT OR WHEN ADDING A DIFFERENT VEHICLE</p>