



GOLD RIVER
INSURANCE BROKERAGE

TRUCKING

PERMIT CHECKLIST

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Trucking Permit Checklist Guide

As a trucker, you'll need to have certain materials and documentation on hand in your truck at all times. This not only helps you keep track of all your important documents, but being organized from the start will show that you have your business in order and do things correctly.

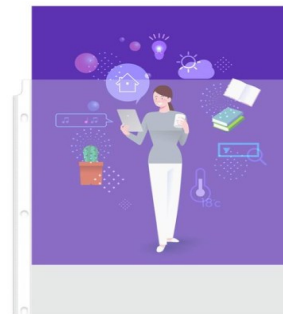
That is very important as you will be **showing these documents to DOT officers. Stay organized and compliant and you'll get along much better with the DOT officers.**

First, you'll want to have a **small binder to keep all of these materials in.** You can find one of these binders in any local Walmart or office supplies store for about \$4.00. You don't want to spend too much on an expensive folder with a different material since spilling something like coffee on it, **would ruin your folder and any documents inside. Keep it simple.**



The **first page of your binder should include your basic Business info such as your Business Name, MC#, DOT#, and Business Location address.** You can download our Business Info Page and fill in the blanks with your own info. Feel free to make your own. Just make sure you have the info in our sheet as well.

Three ring binders are a good way to keep your documents clean and safe as you can insert them into individual sheet protectors (see below). You can get these from the same place you got the binders for about \$5.00 a pack.



It's good business practice to stay organized in every aspect of your business, even something as simple as maintaining your documents in one accessible place.

Check out our checklist on the next page to make sure you have all the correct documents

Trucking Permit Checklist

- FMCSA Authority Letter
- Insurance Card
- Medical Card (*Over 26k GVW or MC # required*)
- Unified Carrier Registration (*UCR*)
- State Permit (*If Applicable*)
- IFTA License & Decals
- Apportion Cab Card (*Over 26k GVW*)
- IRS 2290 Heavy Highway Use Tax (*Over 55k GVW*)
- KYU Permit (*Over 59,999 GVW*)
- NM Mileage Tax Permit (*Over 26k GVW*)
- NY HUT (*Over 18k GVW*)
- OR License & Bond (*Over 26K GVW*)
- Oversize/Overweight Permit (*If Applicable*)
- DOT Annual Inspection
- ELD Reference Card

Intrastate Authority Checklist

Business Structure Formation

(Corporation, LLC, Partnership or Sole Proprietor)

USDOT Number

Drug and Alcohol Consortium Program

(Over 26,000 lbs GVWR)

Combination Plates

(DMV Commercial Vehicle Registration)

Insurance

(State Required Limit)

Heavy Vehicle Use Tax - Form 2290

(Over 26,000lbs GVW)

State Permit

(Call your local DMV for more info. If a state permit is required, the insurance will activate the permit by filing a Form E with the DMV.)

Interstate Authority Checklist

- Business Structure Formation**
(Corporation, LLC, Partnership or Sole Proprietor)
- USDOT Number**
- Motor Carrier Authority (MC)**
- Drug and Alcohol Consortium Program**
(Over 26,000 lbs GVWR)
- State Permit (Depending on the State)**
- Unified Carrier Registration (UCR)**
- BOC-3**
- Insurance**
- Apportioned Plates**
- IFTA Registration**

Trucking Permits Overview

<u>Requirement</u>	<u>Intrastate</u>	<u>Interstate</u>
Business Structure Formation	✓	✓
USDOT Number	✓	✓
Drug & Alcohol Consortium Program (If Over 26,000lbs GVWR)	✓	✓
State Permit	✓	✓
Insurance	✓	✓
Motor Carrier Authority (MC)		✓
Heavy Vehicle Use Tax (Over 26,000 lbs GVW)	✓	
BOC-3		✓
Unified Carrier Registration (UCR)		✓
Apportioned Plates		✓
Combination Plates	✓	
IFTA Registration		✓



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