

WISCONSIN INTERNATIONAL FUEL TAX LICENSE APPLICATION INSTRUCTIONS

Wisconsin Department of Transportation MV2667

- 1. Application Type:**
 - Original** – First application that requests general information about the new licensee and its operations.
 - FEIN Change** – Used when your account changes the FEIN number, or when you change from your social security number to the FEIN number. Requires a new license and \$3 fee. The IRS letter confirming the FEIN must be attached.
 - Address Change** – Used to update the address. Requires a new license and \$3 fee.
 - Additional Decals** – Allows you to order additional decals (\$2 per vehicle).
 - Replacement License** – Used when you lose the original license.
 - Reinstatement** – This restores your account(s) to good standing after revocation of your license.
- 2. Start Operations Date:** The liability date that you intend to start operations. This date holds you accountable for filing requirements.
- 3. Federal Employer Identification Number:** This is the licensee's 9-digit number issued by the Internal Revenue Service. Individuals and corporations can obtain a FEIN. Apply for a FEIN at www.irs.gov or by calling 1-800-829-4933.
OR
Social Security Number: Complete only if you are a sole proprietor with no employees and you are not required to obtain a FEIN. This number will print as your IFTA license number; therefore, a FEIN is recommended.
- 4. US DOT Number:** A number assigned by the Federal U.S. DOT for Commercial Private & For Hire Carriers who operate vehicles over 10,000 lbs. safer.fmcsa.dot.gov or 1-800-832-5660.
- 5. Licensee Legal Name:** The exact full legal name – if a Corporation or LLC/LLP must match how it is registered with the Wisconsin Department of Financial Institutions.
- 6. Base State IRP Account Number:** This is the International Registration Plan account number issued by the jurisdiction in which your vehicles are registered. If no IRP account, list the IRP exemption reason: Bus, Farm Plate, 30- mile, Logging, Municipal, Owner/Operator, Leased, Special Plate or Transporter Plate.
- 7. Business Type:** This is the type of operation for which you are applying. If you are a corporation or LLC, provide the owners, partners, corporation officer or member information. Attached additional sheets if needed.
- 8. Physical Address:** The address where records are kept for the licensee's vehicles.
- 9. Mailing Address:** Complete only if different from the physical address. All letters and reporting forms will be sent here. Your fuel license and decals will be sent to your mailing address.
- 10. Account Phone:** Phone number for any question on the account.
- 11. Account Email:** Email for any questions on the account. This is also where any automated email notices will be send.
- 12. Contact Person:** The name of the individual filing your application in case there are questions regarding your application.
- 13. Contact Person Phone Number and/or Email:** The contact information in case there are questions regarding the application, if different than the account contacts.
- 14. Permit Service Contact Name:** If using a Permit Service, enter the name of the contact person who is providing that service. Power of Attorney is required if a permit service is used.
- 15. Permit Service Contact Information:** Enter the phone number and/or email of the permit service contact.
- 16. Fuel Types:** Indicate the type of fuel your vehicle(s) use. Quarterly reports will be sent for each fuel type marked.
- 17. Bulk Fuel Storage:** Indicate the jurisdictions where you maintain bulk fuel.
- 18. Fee Calculations:**
 - A. Application Fee:** A \$15.00 fee is required on original application, when your account is reopened after being closed, or is renewed late.
 - B. License Fee:** A \$3.00 fee is charged on original application, address change occurs, or when the original license is lost. Make a copy of the original IFTA license to be carried in each vehicle.
 - C. Number of Vehicles Requiring Fuel Decals:** A \$2.00 decal fee will be charged for each vehicle. Refunds are not available for unused decals.
 - D. Additional Decal Order:** A \$2.00 decal fee is charged for additional decal requested.
 - E. Reinstatement Fee:** \$25.00 for IFTA & \$25.00 for each IRP fleet is charged when they have been revoked.
 - F. Total Fee:** Add the amounts A through E and submit along with your application.

Make Check or Money Order Payable to: Registration Fee Trust

Mail Application and Payment to: Wisconsin Department of Transportation
Motor Carrier Registration Unit
P.O. Box 7979
Madison, WI 53707-7979

Email: irp-ifta@dot.wi.gov
Questions: (608) 266-9900



WISCONSIN INTERNATIONAL FUEL TAX LICENSE APPLICATION

Wisconsin Department of Transportation
MV2667 8/2020 s.341.45 Wis. Stats.



1. Application Type – <i>Check All That Apply</i> <input type="checkbox"/> Original <input type="checkbox"/> FEIN Change <input type="checkbox"/> Address Change <input type="checkbox"/> Additional Decals <input type="checkbox"/> Replacement License <input type="checkbox"/> Reinstatement	2. Operation Start Date for Original Application
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3. Federal Employer Identification Number (FEIN) Social Security Number <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> OR <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	4. DOT Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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5. Legal Name

6. IRP Account Number Or IRP Exemption (see list of exemptions on instruction page)
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7. Business Type – *If you are a Corporation or LLC, provide Owners, Partner names or Corporate Officer's names below*
 Corporation Individual Partnership LLC LLP Trust

Name and Title

Name and Title

8. Physical Address – *Street, City, State, Zip Code*

9. Mailing Address – *Street, City, State, Zip Code*

10. Account Phone	11. Account Email
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12. Contact Person	13. Contact Person Phone and/or Email
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14. Permit Service Contact Name	15. Permit Service Phone and/or Email
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16. Fuel Types – Indicate the type of fuel your vehicles use
 (D) Diesel (G) Gasoline (P) Propane (GH) Gasohol (H) Hybrid (E) Electric
 (LNG) Liquid Natural Gas (CNG) Compressed Natural Gas

17. Bulk Fuel Storage
IFTA – Do you have bulk fuel storage? No Yes – If so, in which IFTA jurisdictions?

18. Fee Calculations:
See Instructions

*** Reinstatement fees are required only if the IFTA / IRP are Revoked / Suspended**

A. Application Fee (\$15.00)	_____
B. License Fee (\$3.00)	_____
C. Number of (QMV'S) requiring fuel decals _____ X \$2.00 for new accounts	_____
D. Additional Decal Order _____ X \$2.00	_____
E. Reinstatement Fee* (\$25.00 for IFTA & each IRP Fleet)	_____
F. Total Fee Enclosed	_____

Certification

I certify with my signature that to the best of my knowledge the information and statements on this application are true and correct. I agree to comply with reporting, payment, record keeping and display requirements specified by the Wisconsin Department of Transportation. I also agree that Wisconsin may withhold any refunds if I become delinquent in payment of fuel taxes, whether due Wisconsin or any IFTA member jurisdictions. I understand that failure to comply with these provisions shall be grounds for revocation of my fuel tax license and other licenses in my name and that of my corporation.

X _____
(Signature of Licensee – If Authorized Representative, Permit Service or Attorney-in-Fact attach Power of Attorney)

(Date – m/d/yyyy)