

Motor Carrier Name Change Application – Instructions

Wisconsin Department of Transportation MV2668

- 1. Current Registrant Name:** The exact full legal name as it appears on your current Motor Carrier Credentials (IRP Cab Cards, IFTA License, LC Certificate).
- 2. New Registrant Name:** The exact legal name as registered with Wisconsin Department of Financial Institutions, DFI. This name must also be the name listed on your US DOT Number.
- 3. Contact Person Regarding Application:** The name of the individual completing your application, in case there are questions regarding your application. In addition, a phone number and email address are required to ensure questions regarding application can be answered in a timely manner.
- 4. Physical Address:** The address where records are kept for the licensee's vehicles.
- 5. Mailing Address:** The address where the IFTA credentials will be mailed. IRP requires credentials be mailed to the physical address. If you need IRP credentials mailed to this address, you must request this prior to payment of a transaction.
- 6. Federal Employer Identification Number (FEIN):** This letter is to confirm the new legal name and FEIN (Federal Employee Identifying Number). The legal name on this letter must match exactly with DFI and your DOT and MC numbers. This letter is obtained from the IRS. You can contact them at 1-800-829-4933 or online at www.irs.gov.
- 7. US DOT Number:** You must update your US DOT Number to be the new legal name to match The Department of Financial Institutions, (DFI). You will also need to update the legal name on your MC for any For Hire Carriers. Both the DOT and MC names must match exactly. US DOT and MC Numbers are federal. All updates will be completed through them or their websites. You can update your US DOT Number online at <https://safer.fmcsa.dot.gov/>. You can also contact the Federal Motor Carrier Safety Administration at 1-800-832-5660 for assistance on updating your MC legal name. A copy of the Wisconsin Lease Verification Form MV2852 is required to be submitted prior to completion of the name change, if applicable.
- 8. Operation Type:** For Hire, Exempt For Hire, Private Property, Private Passenger, Owner Operator- If Owner Operator provide a copy of the new Wisconsin Lease Verification Form MV2852.
- 9. Account Number validation:** If one of these numbers does not apply, please indicate NA in that particular field.
 - A. IRP Account Number or IRP Exempt Reason** - The IRP WI account number issued for your vehicle registrations. This can be found on your Cab Cards. If no IRP account, list the IRP exemption reason.
 - B. IFTA Account Number** - The number assigned when your IFTA account was created. This can be found on your IFTA License. If the Lessee files your IFTA, this should be reflected on Form MV2852.
 - C. LC/PC Authority Number** - The Authority number provided for Intrastate hauling of cargo (LC) or passengers (PC).
- 10. Type of Name Change:** If you are going from an Individual to a Corporation you will need to register with Wisconsin DFI. You can reach them by calling 608-261-7577 or online at www.wdfi.org. If you are going from a Corporation to a Corporation, the new corporation can be the only existing entity. You cannot have both legal names registered with DFI. The old legal name must be dissolved and the new legal name would be the survivor. The new legal name can then list the prior names in the history. Name changes will not be completed if you maintain two separate entities.
- 11. Fees:** Name changes must be completed on all of your Motor Carrier products at the same time. In order for name changes to be completed, we require that all the appropriate fees be submitted with this application.

Make your check or money order payable to: **Registration Fee Trust**

To ensure a timely completion of your request, please make sure that all items have been completed prior to the submission of this application. Any items that are missing or incomplete will delay processing. Please allow up to 5 business days for complete applications to be processed.

Mail Application and Payment to: Wisconsin Department of Transportation
Motor Carrier Registration Unit
P.O. Box 7955
Madison, WI 53707

If you have any questions, please contact us at (608) 266-9900 or email irp-ifta@dot.wi.gov.



MOTOR CARRIER NAME CHANGE APPLICATION

Wisconsin Department of Transportation
MV2668 9/2019

Wisconsin Dept. of Transportation
Motor Carrier Registration Unit
PO Box 7955
Madison, WI 53707-7955



1. Current Registrant Name

2. New Registrant Name

3. Contact Person Regarding Application – Name, Phone Number, Email
Name:

Phone:

Email:

4. Physical Address – Street, City, State, Zip Code

5. Mailing Address – Street, City, State, Zip Code

6. Current Federal Employer Identification Number (FEIN)

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New Federal Employer Identification Number (FEIN)

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7. US DOT Number – If you are an Owner/Operator, list the DOT number of whom you operate under

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8. Operation Type as listed with the Federal US DOT – If Owner/Operator provide a copy of the new Wisconsin Lease Verification Form MV2852

For Hire Exempt For Hire Private Property Private Passenger Owner/Operator Other- List: _____

9.

A. IRP Account Number or IRP Exempt Reason: **W I** - □□□□□□□□ or Exemption: _____

B. IFTA Account Number: □□□□□□□□□□□□□□

C. LC/PC Authority Number: □□□□□□□□□□

10. Type of Name Change
 Individual to Corporation Corporation to Corporation Other- Provide details: _____

11. Fees

A. IRP – New cab cards for each vehicle (\$3.00 each IRP Vehicle) _____

B. IFTA – New license (\$3.00) _____

C. LC/PC – No Fee **N/A** _____

D. Total _____

I certify that with my signature, under penalty of perjury, that to the best of my knowledge the information and statements furnished on this application are true, accurate and complete.

X _____ Date: _____
Signature of Licensee- If Authorized Representative, Permit Service, Attorney-in-Fact attach Power of Attorney