



# Application for International Fuel Tax Agreement (IFTA) License Instructions

**Special Instructions:** Please print or type when completing form.

1. Indicate the reason for the application by checking the appropriate box.
2. Enter your federal employer identification number (FEIN). If you are a sole owner enter your Social Security number.\*
- 2a. Indicate the business structure of the entity applying for the IFTA license.
3. Enter the legal name of the entity or person applying for the license. If you are not a sole owner, the legal business name must match the name registered with the Ohio Secretary of State.
4. Enter the name that your company will be using to conduct business (if applicable).
5. Enter the physical address of the business. **Do not use a P.O. Box for the physical address.**
- 5a. Enter the Ohio county where the physical address is located.
6. Enter the mailing address of the business, if different than the physical address.
7. If you are a corporation, LLC, LLP, LP, or partnership, enter the last and first names of the officers/partners.
8. Enter the name of the primary contact person and an alternate contact person (if applicable) for the IFTA account.
9. Enter the business telephone number, fax number and cell number of the contact person. The fax number will be used to send the temporary authority, if requested on line 15.
10. If you are registered with the Federal Motor Carrier Safety Administration (FMCSA), enter the U.S. DOT number that has been assigned to you. If the U.S. DOT number on your application is listed under a different company's name, that company must provide written documentation authorizing you to use their U.S. DOT number.
11. Mark "Yes" if you will be traveling outside the state of Ohio. If you will not cross the Ohio border, mark "No."
12. Mark "Yes" if you have had an IFTA license from a state other than Ohio and list the state(s). If not, mark "No."
13. Mark "Yes" if you have bulk fuel tanks and list the state(s) where the tanks are located. If not, mark "No."
14. Enter the number of IFTA qualified vehicles for the account or the sets of decals you are requesting. One set (two decals) is required for each vehicle.
15. If you need IFTA authority immediately and cannot wait until the decals are mailed, mark "Yes." If you can wait the normal processing time (five to seven business days), mark "No."
16. Please sign and date the application. The application must be signed and dated in order to be processed.

## Fax completed application to 1-206-984-4145.

**Please note:** Acquiring the IFTA license and decals **does not** satisfy all of the necessary federal and state requirements for operating a motor vehicle on the roadways. Prior to operating your vehicle(s), it is the motor carrier's responsibility to know all rules and regulations concerning the International Registration Plan (IRP) and the United States Department of Transportation (USDOT). Failing to obtain the appropriate authority and display the appropriate credentials may subject you and/or your company to citations, penalties and/or fees.

\* Because we require you to provide us with a Social Security number, the *Federal Privacy Act of 1974* requires us to inform you that your providing us your Social Security number is mandatory. Ohio Revised Code sections 5703.05, 5703.057 and 5747.08 authorize us to request this information. We need your Social Security number in order to administer this tax.