



## INSTRUCTIONS

Complete this application in its entirety if you are a person or company based in Kansas operating a qualified motor vehicle. A qualified motor vehicle is a motor vehicle used, designed or maintained for transportation of persons or property and:

1. Having two axles and a gross vehicle weight or registered gross vehicle weight exceeding 26,000 pounds;
2. Having three or more axles regardless of weight; or,
3. Is used in combination when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Qualified motor vehicle does not include recreational vehicles, (unless such vehicle(s) is being used as a business endeavor.)

There is a \$10.00 fee for the first qualified motor vehicle. Additional vehicles will be registered for \$1.00 each.

After completing the registration process, you will automatically receive a master license and decals for each vehicle. The appropriate fee amount must be submitted with the application.

The State of Kansas may require a licensee to post a bond when the licensee has failed to file timely reports, when tax has not been remitted or when an audit indicates a problem. The bond amount must be equal to two quarters tax liability. The minimum bond amount is \$1,000.

**Not furnishing the Federal Identification Number (FEIN) or social security number will prevent a delay in processing this application and future refunds.**

You can obtain a FEIN immediately by calling the Business & Specialty Tax Line at **(800) 829-4933**. The hours of operation are 7:00 a.m. - 10:00 p.m., Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.

**\* USDOT # is mandatory, applications missing this data will be returned. \***

**Completing this application requires filing quarterly IFTA tax returns regardless of out of state travel during the quarter being filed. Failure to file a return will result in penalty and interest and jeopardy of loss of your license.**

This application must be signed by the owner, partner or corporate officer listed on question 8. Persons who are not listed on question 8 but are signing the application must attach a completed Power of Attorney. (POA must include the agent (s) name.)

IFTA Agreement to maintain records (AUD-29) must be completed and accompany the IFTA application (MF-39)

Inquiries concerning this application should be directed to:

Kansas Department of Revenue  
Motor Fuel Tax  
915 SW Harrison St.  
Topeka, Kansas 66625-8000  
Phone Number: (785) 368-8222

KCC-Kansas Corporation Commission  
1500 SW Arrowhead  
Topeka, KS 66604  
785-271-3145 (Select option 3)

IRP-International Registration Plan  
1500 SW Arrowhead  
Topeka, KS 66604  
785-271-3145 (Select option 1)

\*USDOT-Federal Motor Carrier Safety Administration\*  
1303 SW 1<sup>st</sup> American Place Suite 200  
Topeka, Kansas 66604  
(800) 832-5660  
[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

Oversize Permits-Kansas Dept of Transportation  
1500 SW Arrowhead  
Topeka, KS 66603  
785-271-3145 (Select option 2)

**Go to [www.iftach.org](http://www.iftach.org) for exemptions, contact information, etc. on other jurisdictions.**