What’s new? What’s needed? What do you need to know?

3 Proofs of Residency for IFTA

Effective June 1, 2022 Motor Carrier Services will require three Proofs of Residency to be submitted with all new accounts and reinstatements 12 months & older. The three proofs required will follow the same list that is required for IRP.

Three items from the list below are needed to verify the physical address of the established place of business. Documents cannot be more than 12 months old.

• Proof that the registrant is incorporated or registered to conduct business in Iowa at this address.
• Phone bill in the registrant’s name at this address.
• Iowa commercial driver license (CDL) or Iowa driver license, if the principal owner of the corporation is a resident of Iowa.
• Federal income tax return filed in the registrant’s name at this address.
• Personal income tax return filed in the registrant’s name at this address.
• Real estate or personal property tax statements paid to Iowa by the registrant at this address.
• Proof of insurance in the registrant’s name at this address.
• Utility bills paid in the name of the registrant at this address.
• Vehicle titled in Iowa in the registrant’s name at this address.

Bills of Sale

Effective July 1, 2022, Motor Carrier Services will require a bill of sale or equivalent documentation for all title transactions and transactions to add vehicles to an IRP fleet. This change is being made for the following three reasons:

1. To comply with an administrative rule change from the Iowa Department of Revenue to require a bill of sale, or equivalent documentation, to establish purchase price during a title transaction.
2. For consistency with county treasurer title transactions who have already implemented this rule.
3. To combat increased fraud from applications containing false purchase dates to avoid registration fees. Iowa Code 326.25 permits the DOT to require additional information to verify the genuineness, regularity, and legality of every application made under the International Registration Plan.

Virtual Offices

Motor Carrier Services has seen a significant increase of carriers using Virtual Offices as their physical address. IRP defines a virtual office as a flexible workspace or just a PO box and is not a traditional “brick and mortar” building. A virtual office does not meet the definition of an established place of business as defined by the International Registration Plan, Base Jurisdiction as defined by the International Fuel Tax Agreement or Principal Place of Business as defined by FMCSA and therefore is not allowed to be utilized in any member jurisdiction.

New carriers applying for an IRP and/or IFTA account and using a virtual office address may be asked to submit additional documentation or may be denied. If denied, Motor Carrier Services may identify a more appropriate jurisdiction for the customer to apply based on the materials provided.
Reminders

IRP credential information and reporting periods

1. If you have permanent or annual plates, they do not need to be returned during renewal time unless you are storing your unit.

2. If you are deleting a unit anytime during the year other than at renewal time, you must return the annual and permanent plates and delete the vehicle(s). To apply for a refund of Iowa fees paid, complete a claim for refund form, (441021) and send it in with the plate.

3. If you are deleting a unit during your renewal month, but have already paid your renewal, you will need to delete that unit in the current year, and return both the plate and the cab card for a refund.

4. Display 2023 credentials on/before your current credentials expire. If the 2023 credentials are displayed prior to your current credentials expiring, both the 2022 and 2023 cab cards must be carried in the vehicle.

5. Distance reporting period through August 31, 2022 is July 1, 2020 - June 30, 2021.

6. Distance reporting period beginning September 1, 2022 is July 1, 2021 - June 30, 2022.

7. 2290 reporting period: July 1, 2021 through June 30, 2022 or July 1, 2022 through June 30, 2023.
   • If the October renewal is submitted Oct. 1 or after, you must use the July 1, 2022 through June 30, 2023 2290

*For 2290 filing requirements & information visit IRS Trucking Tax Center

IFTA AUDIT TIP:
Don’t zero out miles/gallons or you risk a referral for audit review.
VEHICLE & MOTOR CARRIER SERVICES

IRP credential information and reporting periods

IFTA Quarterly Return Filing/Payment Deadline Dates
- Q1 - April 30
- Q2 - August 1
- Q3 - October 31
- Q4 - January 31

Record Retention Requirements

IFTA RECORD RETENTION REQUIREMENTS
Distance and fuel documents MUST be kept for four years from the tax return due date or filing date, whichever is later, plus current year.

IRP RECORD RETENTION REQUIREMENTS
Distance documents MUST be kept for the distance reporting period of July 1 through June 30 that corresponds to the current registration year, plus the three previous registration years.

New Fluid Milk Product Annual Permit
New Fluid Milk Products Annual Permit went into effect January 1, 2022 that allows vehicles or combinations of vehicles to transport fluid milk products. The load may not exceed 96,000 lbs. The load may travel on the interstate and cannot cross bridges found on the Iowa DOT website under Bridge Embargo Fluid Milk Products Map and Listing https://iowadot.gov/mvd/motorcarriers/maps.

IFTA Quarterly Return Filing/Payment Deadline Dates
- Q1 - April 30
- Q2 - August 1
- Q3 - October 31
- Q4 - January 31
Recognize & Report Human Trafficking

Human trafficking happens every day in Iowa. Our quaint little agricultural state might not seem like the perfect place to buy and sell people for sex, but we have the perfect formula for people who seek to profit off the suffering of others. Our two major interstates intersect the state’s center, making travel in and out quick and efficient. Iowans want to think the best of others and may not recognize the warning signs. But those signs are there and you should trust your instincts. Take the time to recognize them and report what you see. You have the power to make a difference.

There is no single profile for a victim. Recognizing trafficking victims can be hard, even though many are hidden in plain sight. Trafficking happens in Iowa schools, restaurants, neighborhoods, gas stations, event spaces, and more. A common perception of human trafficking is a victim being kidnapped and held hostage. While there are cases like this, it is far from the norm. There is no movement - or kidnapping - required for it to be human trafficking. Victims can still be living in their own home, attending school, and/or participating in activities in their community.

Victims aren’t usually tied up physically, but often held hostage psychologically. Traffickers are adept at identifying potential victims and exploiting their vulnerabilities. They can be individuals or part of a larger criminal network, all with the same intent to exploit people for profit. Just as anyone can be a victim, anyone can be a trafficker. Traffickers can be a parent, relative, boyfriend, girlfriend, or someone else. American culture grooms us to “get used to” the idea of trafficking. The media, pornography, video games, and other hyper-sexualized images and text that we see every day make us numb to the horrors of sexual exploitation.

Iowa Hotline: 800-770-1650 or text IOWAHELP to 20121 | National Hotline: 888-373-7888 or text BEFREE to 233733

Do you need help and looking for resources? Please go to https://iowadot.gov/endslavery

CDL online renewal option gives commercial drivers more time behind the wheel

Commercial drivers are the backbone of our economy. Now more than ever, it’s critical that a driver has options when it comes to quickly and safely renewing a commercial driver’s license. To keep more drivers on the road, a new Iowa law allows certain CDL holders to renew that CDL online.

The renewal process takes just a few minutes. One thing that will help you be successful is to make sure you have a valid medical certificate on file with us if you self-certify as non-excepted interstate. These are drivers who operate a commercial motor vehicle in interstate commerce, where you or your cargo crosses state lines, but you do not operate the vehicle for a city, county, or state government or for specific agricultural purposes.

Eligibility requirements

The standard eligibility criteria for online renewal of non-commercial licenses also applies to CDL holders.

- Must be at least 21 but not yet 70 years of age
- Must have completed a satisfactory vision screening or report at the last renewal
- Must have updated their photo at the last issuance or renewal
- CDL must not have been expired for more than one year (366 days or more)
- Must be an Iowa resident and U.S. citizen
- Must not have a DL marked “valid without photo”
- Must not be changing name, date of birth, sex, endorsements, or restrictions (except that CDL holders switching their self-certification may add or drop a “K” intrastate-only restriction, depending on their self-certification)
- Must not be subject to a pending re-examination
- Must not have restrictions G (no driving when headlights required), J (restrictions on back of card), T (medical report required at renewal), Q (no interstate/freeway driving), or R (max speed 35 mph)

Some exclusions apply

Because of federal requirements, CDL holders who have endorsement H (hazmat) or X (tank/hazmat) or a commercial learner’s permit (CLP Restriction 3) will not be able to renew online.

Where and how to log on to renew our CDL

- To renew your CDL online, go to www.iowadot.gov/onlinerenewal.
- Click on “Commercial Driver’s License.”
- Double check that you meet all the eligibility requirements.

When logging on to the system, make sure that you have your current driver’s license number and a credit card handy.

As part of the process, you will be asked a series of questions including whether you’ve experienced changes to your vision and your residential status and other preferences such as organ donation and other optional designations. You will also be asked to confirm your residential and mailing addresses and the personal information we have on file from your last renewal.

Once you have completed the information, you will see a summary and be able to review, update and confirm the information you provided. If you are not eligible to complete the online renewal, you will receive information about why and how to proceed.
Motor Carrier Responsible for Safety (MCRS)

All IRP commercial motor vehicles (CMVs) registered within a Performance and Registration Information Systems Management (PRISM) state must have a MCRS assigned to it.

If you indicated the MCRS is not going to change during the registration period, the MCRS information will be printed on the cab card.

If the MCRS changes during the registration period or due to a Federal Out of Service Order, you must make the change with our office immediately, on the vehicle(s) affected, and provide a current lease agreement between you and the company with whom you are leasing to receive updated credentials before operating.

Updates are critical to keep information current to allow carriers to operate without interruption.

If you indicated the MCRS is going to change during the registration period, the MCRS information will not be placed on the cab card. This means the driver must have in his or her possession appropriate documentation (a current cab card, lease agreement, and shipping document) to present if stopped at roadside.

You may also submit to our office form 430319: Operational Lease Agreement Certification found on our website in place of the full lease agreement. This form does not take the place of a lease agreement between the lessee and lessor and must be signed and dated by both the lessee and lessor.

Vehicle & Motor Carrier Services Contact Information

Mailing Address: PO Box 10382, Des Moines, Iowa 50306-0382
Physical Address: 6310 SE Convenience Blvd., Ankeny, Iowa 50021 (exit 89 on Interstate 35)
Customer Service Hours: 8:45 AM to 4:30 PM appointment preferred.
To schedule an appointment you can visit our website at https://iowadot.gov/mvd/motorcarriers and scroll to the middle of the page and click on “SCHEDULE AN APPOINTMENT” or you can call our office for assistance.
You can drop off any work in the drop box outside the front office, this will be checked throughout the day every day and processed in the order received
ALL new registrant and reinstatement transaction paperwork must be submitted by mail, fax, email, or dropping it off for review and processing. These transactions will no longer be processed at the counter.

Email: omcs@iowadot.us
Website: https://www.iowadot.gov/mvd/motorcarriers
Motor Carrier Audits ............................................................................................................................................................................ 515-239-1030
.................................................................................................................................................................................................. 515-239-1874 Fax
IFTA, IRP, UCR, TNC, travel authority and commercial vehicle titles ................................................................. 515-237-3225 Fax
IFTA fuel tax, IRP registration, UCR, TNC’S, travel authority, and commercial vehicle titles .......................... 515-237-3225 Fax
OS/OW, fuel & trip permits ......................................................................................................................................................... 515-237-3264
Fuel and trip permits, and oversize/overweight permits ........................................................................................... 515-237-3257 Fax
For questions regarding oversize/overweight, fuel and trip permits, IFTA, IRP, UCR, travel authority, and commercial vehicle titles, visit our website at iowadot.gov. If your questions are not answered you may email us at omcs@iowadot.us or call 515-237-3268.