

FUEL TAX LICENSE APPLICATION INSTRUCTIONS

1. **Application Type:** **Original** – First application that requests general information about the licensee and its operations.
FEIN Change — Used when your account changes the FEIN number due to name change or when you change from your social security number to the FEIN number.
Name Change - Used to update your name.
Additional Decals – Allows you to order additional decals (no application or license fee is required).
Replacement License – Used when you lose the original license.
Reinstatement – This restores your account to good standing after revocation of your license.
2. **Business Type:** This is the type of operation for which you are applying.
3. **Licensee Legal Name:** The legal name of how your operation will be filing.
4. **Trade/DBA Name:** The business name under which you operate. Complete only if different from the legal name.
5. **Telephone Number:** A telephone number where you can be reached if there are questions regarding your application.
6. **Contact Person:** The name of the individual filing your application in case there are questions regarding your application.
7. **Physical Address:** The address where records are kept for the licensee's vehicles.
8. **Mailing Address:** Complete only if different from the physical address. All letters and reporting forms will be sent here.
9. **Federal Employer Identification Number:** This is the licensee's 9-digit number issued by the Internal Revenue Service.
10. **Social Security Number:** Complete only if you are a sole proprietor with no employees and you are not required to obtain a FEIN.
11. **Base State IRP Account Number:** This is the International Registration Plan account number issued by the jurisdiction in which your vehicles are registered.
12. **US DOT Number:** A number assigned by the U.S. government for Private & For Hire Carriers who operate vehicles over 10,000 lbs.
13. **Intended Operations:** Indicate all IFTA member jurisdictions in which you intend to operate this filing year.
14. **Bulk Fuel Storage:** Indicate the jurisdictions where you maintain bulk fuel.
15. **Fuel Type:** Indicate the type of fuel your vehicles use.
16. **Start Operations Date:** The liability date that you intend to start operations. This date holds you accountable for filing requirements.
17. **Fee Calculations:**
 - A. **Application Fee:** A \$15.00 fee is required on original application, and when your account is reopened after being closed.
 - B. **License Fee:** A \$3.00 fee is charged on original application, when a name change occurs, or when the original license is lost.
 - 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 decals requested.
 - E. **Reinstatement Fee:** A \$25.00 fee is charged when you need to reinstate your IFTA account once it has been revoked.
 - F. **Total Fee:** Add the amounts A through E and submit along with your application.

Make check payable to:

Registration Fee Trust

Mail application and payment to:

Wisconsin Department of Transportation
Motor Carrier Registrations
4802 Sheboygan Ave.
PO Box 7979
Madison, WI 53707-7979

Questions?

Telephone: 608-266-9900