



NEW APPORTIONED ACCOUNT CHECKLIST

Bureau of Motor Vehicles - Commercial Registration Section • P.O. Box 68285 • Harrisburg, PA 17106-8285

Please complete this checklist and return to PennDOT with your new apportioned account application (Forms MV-550 & MV-551, Schedules A & B, for multiple vehicles and Form MV-550A for a single vehicle).

Apportioned Account Name			
Street Address	City	State	Zip Code
Account # (Issued by PennDOT)		Date Established	
TA Agent Name	TA Agent #	Telephone #	
ARP Service Rep			

3 Proofs of Residency Required: Physical Address Only (P.O. Boxes are not acceptable)

- **An applicant applying for registration in an individual's name must provide a front and back copy of their Pennsylvania Driver's License along with copies of two of the following** (The below items selected must show the same name and address as the PA Driver's License):

- Utility Bills (Examples: Electric, gas, oil, water or cable. **NOTE:** Cellular bills are not acceptable.)
- HVUT 2290, Schedule 1 (Stamped Paid) Tax Receipt or IRS E-File Receipt
- Federal, State or County Tax Filing
- Mortgage Documents, Residential Lease Agreement
- Pennsylvania Certificate of Title for a Vehicle or Current Registration Card (Except for the vehicle(s) currently being titled or registered)
- Current County Issued Weapons Permit

- **A Company must provide verification that the business is filed with the Pennsylvania Department of State along with copies of three of the following** (All three identifying credentials must show the exact company name and address to be considered acceptable):

- Utility Bills (Examples: Electric, gas, oil, water or cable. **NOTE:** Cellular bills are not acceptable.)
- HVUT 2290, Schedule 1 (Stamped Paid) Tax Receipt or IRS E-File Receipt
- Federal, State or County Tax Filing
- Mortgage Documents, Business Property Lease Agreement
- Pennsylvania Certificate of Title for a Vehicle or Current Registration Card (Except for the vehicle(s) currently being titled or registered)

Additional information identified below must also be submitted with the new account application:

- Apportioned Application (Forms MV-550 & MV-551, Schedules A & B, for multiple vehicles and Form MV-550A for a single vehicle).
- Valid IRS HVUT 2290, Schedule 1 (Stamped Paid) Tax Receipt (for vehicles weighing 55,000 lbs. or greater AND has been owned for more than 60 days of purchase).
- Current Full Liability Insurance (non-trucking, deadhead or bobtail insurance is unacceptable). Copy of insurance information provided must include the name of the Insurance Company/Self Insured Certificate number, policy number, effective and expiration dates.

- USDOT Number & TIN are required of the motor carrier responsible for safety of the vehicle. This (TIN) may be the same as the Account Holder's TIN # if the account holder is also the motor carrier responsible for the safety of the vehicle. If the registrant/account holder is leased to a motor carrier, a copy of the lease agreement must be provided. The term of the lease must be 30 days and renewable, six (6) months or one year. The lease must also include the names & signatures of both lessee and lessor, VIN(s), and starting and ending dates of the lease.
- Power of Attorney (POA) may be required. Please see the "Secure Power of Attorney (MV-POA) and General Power of Attorney Information" Fact Sheet found on our website at www.dmv.pa.gov.
- Acceptable Payment Types: Certified check, cashier's check or money order made payable to the Commonwealth of Pennsylvania.

TITLE WORK

- When using a PA Certificate of Title:
 1. Original Pennsylvania Certificate of Title
 2. Original MV-4ST
 3. Copy of PA Driver's License (front & back)
 4. PUC # or ICC # (if claiming tax exemption). If paying sales tax, include a bill of sale.
 5. Lease Agreement (if leased to a company and using their PUC or ICC number for sales tax exemption)

- When using a Manufacturer's Certificate of Origin (MCO):
 1. Original MCO
 2. Original MV-1
 3. Copy of PA Driver's License (front & back)
 4. Specification Sheet (from the manufacturer to verify the weights)
 5. Second Stage Certification Label (incomplete vehicle)
 6. PUC # or ICC # (if claiming tax exemption). If paying sales tax, include a bill of sale.
 7. Lease Agreement (if leased to a company and using their PUC or ICC number for sales tax exemption)
 8. VIN Verification (Using Form MV-1 or MV-41.)

- When using an Out-of-State Certificate of Title:
 1. Original out-of-state certificate of title
 2. Original MV-1
 3. Copy of PA Driver's License (front & back)
 4. Form MV-41 (completed by a certified inspection mechanic eligible to verify the VINs & weights)
 5. PUC # or ICC # (if claiming tax exemption). If paying sales tax, include a bill of sale.
 6. Lease Agreement (if leased to a company and using their PUC # or ICC # number for sales tax exemption)
 7. VIN Verification (using Form MV-1 or MV-41)

- When using a Non-Negotiable Certificate of Title (out-of-state certificate of title only, no PA Certificate of Title is produced):
 1. Copy of the front and back of the out-of-state certificate of title. **NOTE:** The out-of-state certificate of title does not have to be in the applicant's name, however it cannot be reassigned to another owner on the back of the certificate of title.
 2. Original Form MV-1
 3. Copy of PA Driver's License (front & back)
 4. VIN Verification (using Form MV-1 or MV-41)

The term of the lease must be 30 days and renewable for six (6) months or one year. The lease must also include the names & signatures of both lessee and lessor, VIN(s), and starting and ending dates of the lease.

No refunds will be given once a TEAR (Temporary Evidence of Apportioned Registration) has been issued.

NOTE: Customers must be knowledgeable about the laws and regulations set forth in the apportioned registration regulations of Title 67, Chapter 63.

Visit us at www.dmv.pa.gov or call us at 717-412-5300. TTY callers — please dial 711 to reach us.