



## VEHICLE SCHEDULE INSTRUCTIONS

### REGISTRANT INFORMATION

**RENEWAL MONTH/LICENSE YEAR:** the renewal month and current license year. (Ex. Aug/2014)

**ACCOUNT NUMBER:** the account number assigned by the Motor Vehicle Division.

**FLEET NUMBER:** the two-digit fleet number. (Ex. 01)

**US DOT NUMBER:** the number assigned to the Motor Carrier Responsible for Safety (MCRS) of the vehicle by the FMCSA. (If applicable)

**TAXPAYER IDENTIFICATION NUMBER:** the nine digits FEIN or SSN of the registrant.

**REGISTRANT NAME:** the legal name of the person, firm, or corporation in which the account is registered.

**STREET ADDRESS:** the street or highway and building number, or rural route box number (no P O Boxes) along with the city, state, and zip code of the location where the records are maintained.

**CONTACT PERSON:** name, telephone number, fax number, and e-mail address of the person who is authorized to conduct business on behalf of the registrant.

### WEIGHT GROUP

**WEIGHT GROUP:** Indicate the appropriate combined gross weight in the jurisdiction for which apportioned registration is sought. You can find the maximum weights for all jurisdictions on the IRP website at [www.irponline.org](http://www.irponline.org).

### ADDITIONS

**UNIT NUMBER:** vehicle unit number assigned by the applicant. Be sure to use a different unit number for each vehicle.

**MODEL YEAR:** the model year of the motor vehicle.

**VEHICLE MAKE:** the trade name of the vehicle. (Ex. MACK, FRHT, KW, etc.) A list of Standard Vehicle abbreviations is found in the Alabama Motor Carrier Services Manual on the website at <http://revenue.alabama.gov/motorvehicle/forms.cfm>.

**VEHICLE COLOR:** the color of the vehicle. (Ex. WHI, BLK, BRO, etc.) A list of vehicle color codes may be found in the Alabama Motor Carrier Services Manual on the website at <http://revenue.alabama.gov/motorvehicle/forms.cfm>.

**VEHICLE IDENTIFICATION NUMBER (VIN):** complete serial number reflected on the title or application for title.

The office mailing address is:

ALABAMA DEPARTMENT OF REVENUE  
MOTOR VEHICLE DIVISION  
MOTOR CARRIER SERVICES UNIT  
P.O. BOX 327620  
MONTGOMERY, AL 36132-7620

Website: <http://revenue.alabama.gov/motorvehicle/>

**VEHICLE TYPE:** TR – tractor, TK – truck, TT – truck tractor, BS – bus.

**AXLE/SEATS:** the number of axles on the motor vehicle, including steering axle. Do not include trailer axles. Enter the number of seats for buses.

**FUEL TYPE:** the type of fuel used by the motor vehicle. (Ex. D – diesel, G – gasoline, P – propane, CNG – compressed natural gas, LNG – liquefied natural gas, etc.)

**UNLADEN WEIGHT:** The empty weight of the motor vehicle fully equipped for service.

**COMBINED GROSS WEIGHT:** The weight of the motor vehicle including the heaviest load to be carried on trailing equipment used in combination with the motor vehicle.

**PURCHASE PRICE:** The price of the motor vehicle including trade-ins, but excluding sales or use tax and finance charges. Do not show cents. When payments are "taken-over," the purchase price is equity paid plus the amount of principal still owed.

**PURCHASE/LEASE DATE:** the month, day, and year the motor vehicle was purchased/leased.

**NAME OF OWNER/LESSOR:** the name of the owner or operator as it appears on the Certificate of Title or Alabama Application for Certificate of Title. For vehicles under a lease-purchase plan, show the name of the owner or operator as shown on the Certificate of Title or Alabama Application for Certificate of Title. The name of the lease-purchaser may be shown in addition to the name of the owner.

**TITLE NUMBER:** the number shown on the Certificate of Title or Alabama Application for Certificate of Title. If the vehicle is titled in another state, enter the abbreviation of the state in which the vehicle is titled. The ownership of each vehicle must be supported by a copy of a Certificate of Title or Alabama Application for Certificate of Title.

**US DOT NUMBER & TAXPAYER IDENTIFICATION NUMBER:** the numbers assigned to the Motor Carrier Responsible for Safety (MCRS) of the vehicle by the FMCSA.

**IS THE MCRS EXPECTED TO CHANGE DURING THE REGISTRATION PERIOD?:** circle yes or no

**TAG NUMBER:** the most recent license plate number assigned to the motor vehicle.

**SIGNATURE/TITLE/DATE:** original signature of the owner, partner, corporate officer or person holding power of attorney for the company.

The office is located in the:

ALABAMA TAXPAYER SERVICE CENTER  
2545 TAYLOR ROAD  
MONTGOMERY, AL 36117  
Telephone: (334) 242-2999  
Fax: (334) 242-9073

Email: [mcs@revenue.alabama.gov](mailto:mcs@revenue.alabama.gov)