pennsylvania
DEPARTMENT OF TRANSPORTATION
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NEW PENNSYLVANIA FLEET ACCOUNT CHECKLIST

Bureau of Motor Vehicles - Commercial Registration Section • Harrisburg, PA 17104

Please complete this checklist and return to PennDOT with your new Pennsylvania Fleet account application (Form MV-670).

PA Fleet Account Name:			
Street Address:	City:	State:	Zip Code:
PA Fleet Account # (Issued by PennDOT):		Date Established:	

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3 Proofs of Residency Required: Physical addresses only. P.O. Boxes are **NOT** acceptable.

- **An applicant applying for registration in an <u>individual's</u> name must provide a front and back copy of their Pennsylvania Driver's License along with copies of <u>two</u> 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 (filed income tax/real estate tax document)
  - ❒ 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

- **An applicant applying for registration in a company must provide verification that the business and address is filed with the Pennsylvania Department of State along with copies of <u>two</u> 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:

- ❒ Pennsylvania title(s) already in applicants' name

  - Title application(s) attached
  - Applicant has at least 15 vehicles per fleet requested (except for taxi, limousine, bus & emergency vehicle fleets)
  - Fleet applicant name & address matches title work & Public Utility Commission (PUC)/ Interstate Commerce Commission (ICC) authorities
  - Valid PUC/ICC authority, if applicable
  - Valid USDOT number, if applicable
  - TIN/EIN (Taxpayer Identification Number/Employer Identification Number) for the new account holder
  - Copy of lease agreement for leased PUC/ICC authorities
  - Philadelphia Parking Authority (PPA) stamped application for taxis/limousines regulated by the PPA
  - Valid insurance documentation
  - Copy of school bus contract between school & private contractor for private contractor school bus fleets

❏ 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).

❏ Current full-liability insurance. Copy of insurance information provided must include the name of the insurance company, National Association of Insurance Commissioners (NAIC) number, policy number, and the effective/expiration dates of the policy. Self-insured must provide their self-insured certificate number issued by PennDOT.

❏ When using a PA Certificate of Title
1. Original Pennsylvania Certificate of Title
2. Original Form MV-4ST
3. Copy of PA Driver's License (front & back)
4. If claiming tax exemption, list exemption number.
5. Lease agreement (if leased to a company and using their PUC or ICC number for sales tax exemption)
6. Form MV-1L, "Application for Lessee Information," if required.

❏ When using a Manufacturer's Certificate of Origin (MCO)
1. Original MCO
2. Original Form 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. If claiming tax exemption, list exemption number.
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)
9. Form MV-1L, "Application for Lessee Information," if required.

❏ When using an Out-of-State Certificate of Title
1. Original out-of-state certificate of title
2. Original Form 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. If claiming tax exemption, list exemption number.
6. Lease agreement (if leased to a company and using their PUC # or ICC # for sales tax exemption)
7. VIN verification (using Form MV-1 or MV-41)
8. Form MV-1L, "Application for Lessee Information," if required.

❏ 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)

Lease agreements must list the VIN of the vehicle(s), have the signatures of all parties involved, and the lease is required to have a duration (a date when the lease begins and ends). **EXAMPLE:** 30 days and renewable, 60 days or one (1) year.

NOTE: Customers should be familiar about the regulations set forth in the Fleet Registration Instruction Manual (Pub 479). The name and address on all identifying documents must match applicant data. Please note that additional documentation may be required.