

New IFTA Account Checklist

Same day service is not guaranteed. We must have an original application to proceed. We encourage you to mail the application and all supporting forms to our office, WyDOT – IFTA, 5300 Bishop Blvd Cheyenne WY 82009. Mailing the paperwork gives us the opportunity to review it for completeness and accuracy, and to request additional information if needed. If you are missing a required document, we cannot issue the IFTA license or decals. Please call 307-777-4827 or email MVS@wyo.gov with any questions.

_____ IFTA [application](#)

_____ Proof of Valid EIN (SSN not allowed). Please provide a copy of the letter or email from the IRS which contains your assigned EIN. Please note that a sole proprietor must also have an EIN, a free process that takes minutes to create at: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>

_____ If an LLC or corporation, your account must be in good standing with the Wyoming Secretary of State's office; we will check their website before issuing credentials.
<https://wyobiz.wyo.gov/Business/FilingSearch.aspx>

_____ Your USDOT number must be active and in good standing. We will check with SAFER before issuing credentials: <https://safer.fmcsa.dot.gov/CompanySnapshot.aspx>

_____ The [three annual forms](#) are complete and signed (Proof of Established Place of Business or Residency; Agreement to Prepare and Maintain Records; WyDOT Section 9 Safety Regulations)

Proof of Established Place of Business or Residency. Please note that a resident agent, virtual office, service provider or similar may **not** be used as a location address.

Established Place of Business (Additional proofs may be requested)

_____ Proof of a physical structure owned or leased by the applicant. Examples: copies of lease agreement, property tax bill or receipt, photos of business signage visible to the public.

_____ Utility bill in business's name, showing location address as the service address.

_____ Proof that the office is open and staffed during regular business hours by Wyoming employee(s) who perform(s) duties related to the general management of trucking related business (copies of pay stubs and job description or job posting).

_____ Income tax return for business showing a Wyoming address.

OR

Wyoming Residency (Copy of Wyoming Driver's license and at least two other proofs required; additional proofs may be requested)

_____ Copy of Wyoming Driver's license If registering as individual owner OR if registering as an LLC or Corporation with WY Secretary of State, a copy of Wyoming Driver's license held by a principal owner.

_____ Utility bill in personal name, showing location address as the service address.

_____ Personal vehicle registered in Wyoming in applicant's name.

_____ Property tax bill for personal residence in Wyoming.

_____ For leased properties, a copy of the lease. The lease must contain, at a minimum, the effective date of the lease, names and signatures of the lessee and lessor, the address of the property, and when the lease expires.

_____ Income tax return for individual showing Wyoming address.

_____ Other factors that clearly evidence the Applicant's legal residence in Wyoming.