

# WISCONSIN INTERNATIONAL FUEL TAX LICENSE APPLICATION INSTRUCTIONS

Wisconsin Department of Transportation MV2667

1. **Application Type:** **Original** – Apply for a new IFTA account in Wisconsin.  
**FEIN Change** – Update your FEIN number. Must include an IRS FEIN confirmation letter. Requires a new license and \$3 fee.  
**Address Change** – Update your physical or mailing address. Physical address changes require additional proof of residency to be submitted. Requires a new license and \$3 fee.  
**Additional Decals** – Order additional IFTA decals. Requires a \$2 fee per vehicle.  
**Replacement License** – Order a replacement IFTA license for active accounts.  
**Reinstatement** – Submit reinstatement fees and required items to restore your account to a good standing.
2. **Start Operations Date:** The date you intend to start operation. This is the date in which you will be liable for record keeping and filing quarterly tax returns.
3. **Federal Employer Identification Number:** The tax ID number issued by the Internal Revenue Service. Individuals and corporations can obtain a FEIN at [www.irs.gov](http://www.irs.gov) or by calling 1-800-829-4933.  
**OR**  
**Social Security Number:** Can be used if you are a sole proprietor with no employees and are not required to obtain a FEIN. This number will print as your IFTA license number.
4. **US DOT Number:** The number assigned by the Federal Motor Carrier Safety Administration for Commercial For-Hire & Private carriers who operate vehicles over 10,000 lbs. More information at [safer.fmcsa.dot.gov](http://safer.fmcsa.dot.gov) or 1-800-832-5660.
5. **Licensee Legal Name:** Business names must be registered with the Wisconsin Department of Financial Institutions. Individual names must match the exact name on your Driver's License.
6. **IRP Account Number or Exemption:** The IRP account number issued by the jurisdiction in which your vehicles are registered. If no IRP account, an IRP Exemption must be listed: Bus, Farm Plate, 30-mile, Logging, Municipal, Owner/Operator, Leased, Special Plate or Transporter Plate.
7. **Business Type:** List your operation type. Corporations and businesses must provide the owners, partners, corporation officer or member information. Attached additional sheets if needed.
8. **Physical Address:** The address where records are kept for the licensee's vehicles.
9. **Mailing Address:** If different from the physical address, all IFTA credentials, letters and forms will be mailed to this address.
10. **Account Phone:** Phone number for any question on the account.
11. **Account Email:** Email for questions on the account and where automated email notices will be sent.
12. **Contact Person:** The name of the individual filing your application.
13. **Contact Person Phone Number and/or Email:** The contact information in case there are questions regarding the application, if different than the account contact.
14. **Permit Service Contact Name:** If using a Permit Service, enter the name of the contact person who is providing the service. Power of Attorney is required if a permit service is used.
15. **Permit Service Contact Information:** Enter the phone number and/or email of the Permit Service.
16. **Fuel Types:** Indicate the type of fuel your vehicle(s) use. Quarterly reports are required for each fuel type marked.
17. **Bulk Fuel Storage:** Indicate the jurisdiction(s) where you maintain bulk fuel.
18. **Fee Calculations:**
  - a. **Application Fee:** \$15.00 fee for original applications, reopened accounts and late renewals.
  - b. **License Fee:** \$3.00 fee for an original application, address change, or replacement license.
  - c. **Number of Vehicles Requiring Fuel Decals:** \$2.00 fee for each vehicle. Refunds are not available for unused decals.
  - d. **Additional Decal Order:** \$2.00 fee for additional decals.
  - e. **Reinstatement Fee:** \$25.00 to reinstate IFTA & \$25.00 to unsuspend for each IRP fleet.
  - f. **Total Fee:** Total fees due for your application.

**Make Check or Money Order Payable to:** Registration Fee Trust

**Mail Application and Payment to:**

Motor Carrier Registration Unit

P.O. Box 7979

Madison, WI 53707-7979

**Contact:** [irp-ifta@dot.wi.gov](mailto:irp-ifta@dot.wi.gov) or (608) 266-9900



# WISCONSIN INTERNATIONAL FUEL TAX LICENSE APPLICATION

Wisconsin Department of Transportation  
MV2667 6/2021 s.341.45 Wis. Stats.



1. Application Type – <i>Check All That Apply</i> <input type="checkbox"/> Original <input type="checkbox"/> FEIN Change <input type="checkbox"/> Address Change <input type="checkbox"/> Additional Decals <input type="checkbox"/> Replacement License <input type="checkbox"/> Reinstatement	2. Operation Start Date for Original Application
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3. Federal Employer Identification Number (FEIN)      Social Security Number <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> OR <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	4. DOT Number <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
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5. Legal Name

6. IRP Account Number      Or IRP Exemption (see list of exemptions on instruction page)  
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7. Business Type – *If you are a Corporation or LLC, provide Owners, Partner names or Corporate Officer's names below*  
 Corporation     Individual     Partnership     LLC     LLP     Trust

Name and Title

Name and Title

8. Physical Address – *Street, City, State, Zip Code*

9. Mailing Address – *Street, City, State, Zip Code*

10. Account Phone	11. Account Email
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12. Contact Person	13. Contact Person Phone and/or Email
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14. Permit Service Contact Name	15. Permit Service Phone and/or Email
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16. Fuel Types – Indicate the type of fuel your vehicles use  
 (D) Diesel     (G) Gasoline     (P) Propane     (GH) Gasohol     (H) Hybrid     (E) Electric  
 (LNG) Liquid Natural Gas     (CNG) Compressed Natural Gas

17. Bulk Fuel Storage  
IFTA – Do you have bulk fuel storage?     No     Yes – If so, in which IFTA jurisdictions?

18. Fee Calculations:  
See Instructions

**\* Reinstatement fees are required only if the IFTA / IRP are Revoked / Suspended**

A. Application Fee (\$15.00)	_____
B. License Fee (\$3.00)	_____
C. Number of (QMV'S) requiring fuel decals _____ X \$2.00 for new accounts	_____
D. Additional Decal Order _____ X \$2.00	_____
E. Reinstatement Fee* (\$25.00 for IFTA & each IRP Fleet)	_____
F. Total Fee Enclosed	=====

### Certification

I certify with my signature that to the best of my knowledge the information and statements on this application are true and correct. I agree to comply with reporting, payment, record keeping and display requirements specified by the Wisconsin Department of Transportation. I also agree that Wisconsin may withhold any refunds if I become delinquent in payment of fuel taxes, whether due Wisconsin or any IFTA member jurisdictions. I understand that failure to comply with these provisions shall be grounds for revocation of my fuel tax license and other licenses in my name and that of my corporation.

  X    
(Signature of Licensee – If Authorized Representative, Permit Service or Attorney-in-Fact attach Power of Attorney)

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(Date – m/d/yyyy)