



Trucking Entity Vendor Form (Instructions – see page 2)

Trucking Entity Status:

Not Included in MnDOT’s Vendor System Included in MnDOT’s Vendor System (updating information)

Trucking Entity Type (check MTO or ITO):

MTO (Multiple Truck Owner)/Broker

<input type="checkbox"/> ITO (Independent Truck Owner/Operator) Operator Name: _____ Truck Type: _____ License Plate Number: _____ Truck/Unit Number: _____	(include a COPY of the items below) (CDL) Number: _____ (Insurance Policy) Number: _____ Do you: <input type="checkbox"/> Own Truck (Title) or, <input type="checkbox"/> Lease Truck (Lease Agreement)
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Trucking Entity Identification Numbers:

Federal Tax ID Number: _____ OR (sole owner/proprietor) SSN: _____

Federal USDOT Number: _____

MN SWIFT/Vendor Number: _____

MN Tax ID Number: _____ OR Exempt (refer to [MN Department of Revenue website](#))

MN Secretary of State File Number: _____ OR Exempt (refer to [MN Secretary of State website](#))

MN Unemployment Account Number: _____ OR Exempt (pursuant with [M.S. 268.035, Sub. 20](#))

MN Worker’s Comp. Policy Number: _____ OR Exempt (pursuant with [M.S. 176.041, Sub. 1](#))

Company Type: Corporation LLC Joint Venture Partnership Sole Proprietor/Independent Contractor

Trucking Entity Contact Information:

Company Full Legal Name: _____

Doing Business As (if different): _____

Street Address: _____ PO Box Number: _____ PO Box Zip Code: _____

City: _____ State: _____ Zip Code: _____ County: _____

Telephone Number: _____ Fax Number: _____

Company E-Mail Address: _____

Company Website Address (if applicable): _____

Trucking Entity Officers and Email Addresses: (* = required)

*Owner: _____ Email Address: _____

*Payroll Manager: _____ Email Address: _____

*DBE Compliance Officer: _____ Email Address: _____

*EEO Officer: _____ Email Address: _____

Other (Name & Title): _____ Email Address: _____

Signature:

I the undersigned, attest that the information provided is truthful and accurate and that I’m a legal officer of the aforementioned company.

Name (print): _____ Signature: _____ Date: _____

Instructional Guide for Completing the Trucking Entity Vendor Form

Submission	<p>Electronic: complete all applicable fields, scan and email the form to: lcusupport.dot@state.mn.us</p> <p>Facsimile: complete all applicable fields and fax to (651) 366-4249.</p> <p>US Mail: complete all applicable fields and mail to: MnDOT LCU Support, Mail Stop 650, 395 John Ireland Boulevard, Saint Paul, MN 55155-1899.</p>
Trucking Entity Status	<p>Before checking a box, please search for all or part of the vendor/company name in the MnDOT Contractor (Vendor) Lookup: http://transport.dot.state.mn.us/reference/refvendor.aspx</p> <p>If the search doesn't produce a result, check the "Not Included in MnDOT's Vendor System" box.</p> <p>If the search does produce a result and it matches the vendor/company name, check the "Included in MnDOT's Vendor System (updating information)" box.</p>
Trucking Entity Type	<p>If the vendor/company is a broker or has multiple trucks (units) registered with the Federal Motor Carrier Safety Administration (FMCSA), check the "MTO (Multiple Truck Owner)" box. A vendor/company can access FMCSA account information by visiting: http://www.safersys.org/CompanySnapshot.aspx</p> <p>If the vendor/company is owned by one individual and the truck is operated by that individual, check the "ITO (Independent Truck Owner/Operator)" box.</p>
Trucking Entity Identification Numbers	<p>Federal Tax ID Number or Social Security Number (SSN): A unique number assigned by the Internal Revenue Service (IRS) to an individual, firm or corporation for federal tax withholding purposes. To determine whether or not a federal tax ID number is needed, refer to: https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins. An ITO may use his/her social security number.</p> <p>Federal USDOT Number: A unique number assigned by the US DOT Federal Motor Carrier Safety Administration to a person or business entity that is hauling cargo or passengers in interstate or intrastate commerce. A vendor/company can access FMCSA account information by visiting: http://www.safersys.org/CompanySnapshot.aspx</p> <p>MN SWIFT/Vendor Number: A unique number assigned by Minnesota Management and Budget (MMB) Office to an individual, firm or corporation that provides direct or indirect services to the State. This number is obtained by registering with MMB. Please contact MMB at (651) 201-8106 or by visiting: https://mn.gov/mmb/accounting/swift/vendor-resources/</p> <p>MN Tax ID Number: A unique number assigned by the Minnesota Department of Revenue to an individual, firm or corporation for state tax withholding purposes. If exempt, check the "Exempt (refer to MN Department of Revenue website)" box.</p> <p>MN Secretary of State File Number: A unique number assigned by the Minnesota Secretary of State to a business entity that is conducting business in the state of Minnesota. If exempt, check the "Exempt (refer to MN Secretary of State website)" box.</p> <p>MN Unemployment Account Number: A unique number assigned by the Minnesota Department of Employment and Economic Development (MnDEED) to a business entity that employs workers. Unemployment insurance provides temporary, partial wage replacement to workers who lose their job through no fault of their own. To determine if the company is exempt or excluded, please review Minnesota Statute 268.035, Sub. 20 or contact the MnDEED at (651) 556-8425. If exempt, check the "Exempt (pursuant with M.S. 268.035, Sub. 20)" box.</p> <p>MN Worker's Compensation Policy Number: A unique number assigned by an insurance provider, which is then provided by the vendor/company to the Minnesota Department of Labor and Industry (MnDLI). Worker's Compensation insurance provides benefits, health care costs, lost wages when workers are hurt on the job. To determine if the company is exempt or excluded, please review Minnesota Statute 176.041, Sub. 1 or contact the MnDLI at (651) 284-5032. If exempt, check the "Exempt (pursuant with M.S. 176.041, Sub. 1)" box.</p> <p>Company Type: Check the appropriate box based on the company's filing with the Minnesota Secretary of State.</p>
Trucking Entity Contact Information	Provide all applicable contact information.
Trucking Entity Officers & Email Addresses	At a minimum, provide the Owner, DBE Compliance Officer, EEO Officer and Payroll Manager's name and email address. Other officer contact information is important, but not required.
Signature	Print name, sign and date.