



Minnesota Department of Transportation (MnDOT)
Trucking Company/Vendor Form

Instructions to complete on page 2

Trucking Company/Vendor Status:

[ ] New Trucking Company/Vendor [ ] Existing Trucking Company/Vendor - MnDOT Vendor ID: \_\_\_\_\_

Trucking Company/Vendor Type:

[ ] MTO (Multiple Truck Owners)/Broker

[ ] ITO (Independent Truck Owner/Operator) (All copies must be submitted with form)

Truck Driver Name: \_\_\_\_\_ CDL Number: (Attach COPY of CDL): \_\_\_\_\_

Truck/Unit Number: \_\_\_\_\_

[ ] Own Truck (Attach COPY of Title) OR [ ] Lease Truck (Attach COPY of Lease Agreement)

Truck Proof of Insurance: (Attach a COPY)

Trucking Company/Vendor Identification Numbers:

Federal Tax ID Number: \_\_\_\_\_ MN State Tax ID Number: \_\_\_\_\_ [ ] Mn Revenue Exemption

US DOT Number: \_\_\_\_\_ SWIFT VENDOR ID (instructions on Page 2): \_\_\_\_\_

MN Secretary of State File Number: \_\_\_\_\_

Trucking Company/Vendor Demographics:

Company Full Legal Name: \_\_\_\_\_ Doing Business As (if different): \_\_\_\_\_

Street Address 1: \_\_\_\_\_ Post Office Box Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Post Office Box Zip Code: \_\_\_\_\_

County: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Company E-Mail Address: \_\_\_\_\_ Company Website Address: \_\_\_\_\_

Company Type: [ ] Corporation [ ] LLC [ ] Sole Proprietor [ ] Joint Venture [ ] Partnership

State of Incorporation: \_\_\_\_\_

Trucking Company/Vendor Officers & Email Addresses: (\* = Required)

Owner(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

Partners: \_\_\_\_\_ Email Address: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_ Email Address: \_\_\_\_\_

Chief Financial Officer: \_\_\_\_\_ Email Address: \_\_\_\_\_

President: \_\_\_\_\_ Email Address: \_\_\_\_\_

Vice President(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

Treasure: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*Payroll Manager: \_\_\_\_\_ \*Email Address: \_\_\_\_\_

Payroll Manager (2): \_\_\_\_\_ Email Address: \_\_\_\_\_

Other (Name & Title): \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature:

I the undersigned, verify that I am a legal officer of the company noted above.

Position or Title: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Instruction Guide for Completing the Trucking Vendor Form

<b>Completion</b>	<p><b>Methods of completing and submitting the Vendor Form:</b></p> <p><b>*Preferred method:</b> Electronically: you can obtain an electronic copy of this form at: <a href="http://www.dot.state.mn.us/const/labor/forms.html">http://www.dot.state.mn.us/const/labor/forms.html</a> at the bottom of the web page, select the Trucking Vendor Form. You can select the “Word” document and complete the form on your computer and then email the form to: <a href="mailto:charles.groshens@state.mn.us">charles.groshens@state.mn.us</a></p> <p>Facsimile: you can obtain an electronic copy of this form at: <a href="http://www.dot.state.mn.us/const/labor/forms.html">http://www.dot.state.mn.us/const/labor/forms.html</a> at the bottom of the web page. Or you can call 651-366-4200 to have a Vendor form mailed to you. After completing the form you can fax it to 651-366-4249.</p> <p>US Mail: you can obtain an electronic copy of this form at: <a href="http://www.dot.state.mn.us/const/labor/forms.html">http://www.dot.state.mn.us/const/labor/forms.html</a> at the bottom of the web page. Or you can call 651-366-4200 to have a Vendor form mailed to you. After completing the form you can mail it to the address provided below.</p> <p>MnDOT 395 John Ireland Blvd MS-650 St Paul, MN 55155</p>
<b>Trucking Company /Vendor Status</b>	<p>*If you have never sent your demographic or identifying information to MnDOT before you will check the box that says New Contract Vendor.</p> <p>*If you have worked on Minnesota State Highway projects before, and <i>have</i> submitted your demographic or identifying information to MnDOT before and are just updating your information, then you will check Existing Contractor/Vendor – and then please provided your current Vendor ID #.</p>
<b>Trucking Company /Vendor Type</b>	<p>Please check the box that best describes you legal business type at the time you submit the form. The MTO box is checked if your company is either a multiple truck owner or a broker of trucks. The ITO box is checked if you own and operate your own truck. If the ITO box is checked, all corresponding information in the highlighted box must be submitted with your vendor form for verification purposes.</p>
<b>Trucking Company /Vendor Identification Numbers</b>	<p><b>ALL</b> Identifications or check box are <b>REQUIRED</b> in order for your information to be properly entered into the MnDOT data base. Please see following instructions on how to obtain the required numbers. If you <b>DO NOT</b> provide these identification numbers, your forms <b>WILL</b> be returned and <b>WILL NOT</b> entered into the MnDOT database until proper information is received.</p> <p><b>Federal Tax ID Number:</b> On the internet at the following link, <a href="http://www.irs.gov/Businesses/Small-Businesses-&amp;-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online">http://www.irs.gov/Businesses/Small-Businesses-&amp;-Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online</a></p> <p><b>MN State Tax ID Number:</b> On the internet at the following link, <a href="https://www.mndor.state.mn.us/tp/webreg/#1">https://www.mndor.state.mn.us/tp/webreg/#1</a></p> <p><b>MN Revenue Exemption box:</b> This box is check If your business structure is a Sole Proprietor or a <u>single member</u> LLC with no sales tax obligation or withholding for employees, state tax ID# is not required.</p> <p><b>SWIFT VENDOR ID Number:</b> On the internet at the following link, <a href="http://supplier.swift.state.mn.us">http://supplier.swift.state.mn.us</a> or MN Management and Budget at 651-201-8106.</p> <p><b>MN Secretary of State File Number:</b> Follow the link, <a href="https://mblsportal.sos.state.mn.us/Business/Search">https://mblsportal.sos.state.mn.us/Business/Search</a> search for company name, click details, and the File Number is the second number on the left.</p>
<b>Trucking Company /Vendor Demographics</b>	<p>Please fully complete this portion as it is important to have all information for proper identification and communication.</p>
<b>Trucking Company /Vendor Officers &amp; Email Addresses</b>	<p>Email is becoming more in demand, and by acquiring the different emails for the different roles within your business, we will be able to communicate information with the appropriate contact within your company directly. Please provide all the emails possible along with the person that should be contacted with that address.</p>
<b>Signature</b>	<p>The person submitting this form should have full knowledge of information submitted and can be contacted if there are questions. It is the vendor’s responsibility to notify the department if any of the provided information changes.</p>