



Minnesota Department of Transportation (MnDOT)
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

Form box for ITO (Independent Truck Owner/Operator) with fields for Operator Name, Truck Type, License Plate Number, Truck/Unit Number, and checkboxes for Own Truck or Lease Truck. Includes instruction to include a COPY of items below.

Trucking Entity Identification Numbers:

- Federal Tax ID Number, Federal USDOT Number, MN SWIFT/Vendor Number, MN Tax ID Number, MN Secretary of State File Number, MN Unemployment Account Number, MN Worker's Comp. Policy Number, Company Type (Corporation, LLC, Joint Venture, Partnership, Sole Proprietor/Independent Contractor)

Trucking Entity Contact Information:

Contact information fields: Company Full Legal Name, Doing Business As, 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.

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

Fields for Officer and Email Address: \*Owner, \*Payroll Manager, Other1, Other2, Other3.

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

<b>Submission</b>	<p><b>Electronic:</b> complete all applicable fields, scan and email the form to: <a href="mailto:lcusupport.dot@state.mn.us">lcusupport.dot@state.mn.us</a></p> <p><b>Facsimile:</b> complete all applicable fields and fax to (651) 366-4249.</p> <p><b>US Mail:</b> complete all applicable fields and mail to: MnDOT LCU Support, Mail Stop 650, 395 John Ireland Boulevard, Saint Paul, MN 55155-1899.</p>
<b>Trucking Entity Status</b>	<p>Before checking a box, please search for all or part of the vendor/company name in the MnDOT Contractor (Vendor) Lookup: <a href="http://transport.dot.state.mn.us/reference/refvendor.aspx">http://transport.dot.state.mn.us/reference/refvendor.aspx</a></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>
<b>Trucking Entity Type</b>	<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: <a href="http://www.safersys.org/CompanySnapshot.aspx">http://www.safersys.org/CompanySnapshot.aspx</a></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>
<b>Trucking Entity Identification Numbers</b>	<p><b>Federal Tax ID Number or Social Security Number (SSN):</b> 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: <a href="https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins">https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins</a>. An ITO may use his/her social security number.</p> <p><b>Federal USDOT Number:</b> 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: <a href="http://www.safersys.org/CompanySnapshot.aspx">http://www.safersys.org/CompanySnapshot.aspx</a></p> <p><b>MN SWIFT/Vendor Number:</b> 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: <a href="https://mn.gov/mmb/accounting/swift/vendor-resources/">https://mn.gov/mmb/accounting/swift/vendor-resources/</a></p> <p><b>MN Tax ID Number:</b> 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 <a href="http://www.dor.state.mn.us">MN Department of Revenue</a> website)" box.</p> <p><b>MN Secretary of State File Number:</b> A unique number assigned by the <a href="http://www.sos.state.mn.us">Minnesota Secretary of State</a> to a business entity that is conducting business in the state of Minnesota. If exempt, check the "Exempt (refer to <a href="http://www.sos.state.mn.us">MN Secretary of State website</a>)" box.</p> <p><b>MN Unemployment Account Number:</b> A unique number assigned by the <a href="http://www.dor.state.mn.us">Minnesota Department of Employment and Economic Development</a> (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 <a href="http://www.dor.state.mn.us">Minnesota Statute 268.035, Sub. 20</a> or contact the MnDEED at (651) 556-8425. If exempt, check the "Exempt (pursuant with M.S. 268.035, Sub. 20)" box.</p> <p><b>MN Worker's Compensation Policy Number:</b> A unique number assigned by an insurance provider, which is then provided by the vendor/company to the <a href="http://www.dor.state.mn.us">Minnesota Department of Labor and Industry</a> (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 <a href="http://www.dor.state.mn.us">Minnesota Statute 176.041, Sub. 1</a> or contact the MnDLI at (651) 284-5032. If exempt, check the "Exempt (pursuant with M.S. 176.041, Sub. 1)" box.</p> <p><b>Company Type:</b> Check the appropriate box based on the company's filing with the Minnesota Secretary of State.</p>
<b>Trucking Entity Contact Information</b>	Provide all applicable contact information.
<b>Trucking Entity Officers &amp; Email Addresses</b>	At a minimum, provide the owner and payroll manager's name and email address. Other officer contact information is important but not required.
<b>Signature</b>	Print name, sign and date.