



MOTOR CARRIER DIVISION
555 WRIGHT WAY
CARSON CITY, NV 89711-0600
(775) 684-4711
(775) 684-4619 fax
www.dmvnv.com

RENEWAL INFORMATION

Enclosed you will find your 2009 renewal packet.

Please mail all renewal documents and fees by October 15, 2008, to ensure credentials are received prior to December 31, 2008. Renewals and supporting renewal paperwork must be postmarked on or before **December 1, 2008**, or administrative fines will be assessed. Renewals with missing required paperwork, appropriate documentation or signature will be considered incomplete and assessed penalties and administrative fines. (Please see the fine structure on form MC081 in your renewal packet.)

Carefully review the renewal for accuracy and make necessary corrections by inserting the changes below the incorrect area.

****All of the renewal forms and information may be accessed online at www.dmvnv.com/mcforms.htm. If you are unable to access forms online, you may contact our office and a packet will be mailed to you. If you have any questions or need help with your renewal forms, you may contact the Department at (775) 684-4711, ext 1.**

RENEWAL PROCESSING INSTRUCTIONS

1. Verify all equipment registered to your company/business is listed on the renewal notice.
2. Vehicles with a Gross Vehicle Weight of 10,001 lbs. or greater, running interstate operations must have a US Department of Transportation (USDOT) number. If you do not have a USDOT number, contact the USDOT at 1-800-832-5660 or visit them online at www.fmcsa.dot.gov.
3. If you operate an IFTA Qualified Vehicle and another carrier files your fuel tax return, you must submit a letter signed by that carrier, stating they are responsible for filing your fuel tax returns. The letter must include the jurisdiction in which the tax return is filed with and the fuel tax license number. Additionally, an updated copy of the lease agreement that includes the VIN must be attached.
4. If someone other than the registered owner will be processing the renewal paperwork, please include a Power of Attorney form.
5. Complete the enclosed *Renewal Mileage Schedule*. The mileage-reporting period for the 2009 renewal is July 1, 2007 through June 30, 2008.
 - Include only the miles driven by vehicles that were licensed in this fleet during the mileage reporting period, even if only for a portion of the reporting period.
 - Include any miles for which a temporary trip permit was issued.
 - IRP carriers must estimate mileage for any jurisdictions in which they wish to license, even if there were no actual miles accrued during the mileage-reporting period. If you estimate mileage, you must use Method 1 (Schedule G) or Method 2 (Estimated Mileage Chart) to support your estimates.
 - 100%-based carriers are not required to list miles, but must maintain mileage and fuel records.
6. Vehicles with a combined gross weight of 55,000 lbs. or more (regardless of registered weight) must include proof of payment or exemption of the Federal Heavy Vehicle Use Tax (IRS Form 2290). Agricultural vehicles and Special Mobile Equipment are not exempt from this requirement. The reporting period is July 1, 2008 to June 30, 2009.
 - An IRS stamped copy or e-filed receipt is considered valid proof. The vehicle identification number must be listed with the weight category. Additionally, the weight category must match the registered weight.
 - IRS telephone number is (800) 829-3676, or you can visit them online at www.irs.gov
 - Name and Federal Employer Identification Number (FEIN) on the 2290 form must match the name on Registration.
7. A Farmer/Rancher Affidavit (RD159) and weight certificate is required for all farm vehicles (as defined in NRS 482.036) being registered or renewed for the unladen weight of the motor vehicle or combination of vehicles.

8. An Emission Control Inspection for each gasoline-powered vehicle (1968 or newer) based in Washoe or Clark counties is required, and also for diesel powered vehicles 10,000 lbs. or less. New vehicles are exempt from the Emission Inspection until the third registration year.
9. If paying by credit card for an installment payment or invoice less than \$10,000, please complete and submit the credit card form with the renewal. Credit card payments \$10,000 or more in the aggregate will not be accepted.
10. Installment payments are due **January 1**, April 1, July 1 and October 1 or the first business day thereafter, if the due date falls on a Saturday, Sunday or Holiday. Pursuant to NRS 482.482, if a payment is missed you will be subject to penalties and interest. You may also be assessed administrative fines.
NOTE: The Department is not required to send a reminder notice.
11. **Sign and date the renewal printout and any notices and documents that are required.**
12. **Return 1 copy; keep the 2nd copy for your records.**

ADDING NEW UNITS

1. Complete Vehicle Application – Schedule B
2. Include:
 - Proof of ownership, in the form of at least one of the following:
 - Current Nevada Registration
 - Title
 - Out-of-state title or registrations requires an original VIN (Vehicle Identification Number) inspection
 - Proof of sales tax payment –
 - NOTE:** If proof is not submitted, sales tax will be collected. Acceptable proof of payment:
 - Nevada Dealers Report of Sale,
 - Dealer invoice, showing sales tax has been paid
 - Lease documents (must indicate breakdown of sales tax and lease amount)
 - Nevada Proof of Insurance
 - Insurance company must be licensed to do business in the State of Nevada
 - Policy must be in the same name as the Motor Carrier account
 - Proof of insurance must include:
 - Policy Number, VIN, or must state fleet insurance
 - Beginning and ending dates
 - Proof of payment or exemption of Federal Heavy Vehicle Use Tax (IRS Form 2290)
 - IRS allows 60 days from the date of purchase to file Form 2290
 - Include the vehicle identification number for each vehicle. And weight category filed

DELETING UNIT(S) FROM YOUR RENEWAL

- To avoid billing for the 2009 registration year, return license plates and cab cards to a Motor Carrier office by January 10, 2009.
- License plates and cab cards for vehicles, which will be renewed later in the year, must be surrendered by January 10, 2009 to avoid registration fees.

If you are not renewing your account for the year 2009, please sign and return the renewal print out indicating the account will not be renewed. License plates and cab cards must be returned no later than January 10, 2009 or you will be charged Registration fees for those vehicles.

NEVADA DOES NOT HAVE A GRACE PERIOD