

2018 OREGON TAX RENEWAL INSTRUCTIONS

PLEASE READ

IMPORTANT: ALL VEHICLES NOT RENEWED BY 12/31/2017 WILL BE CANCELLED EFFECTIVE 12/31/2017.

Make sure your vehicles are legal to operate on Oregon Highways in 2018. Return your 2018 Renewal with your payment to ODOT MCTD by November 15, 2017 to allow for processing and mailing time.

Motor carriers who submit their Renewal and requirements, plus payment, on or before December 31, 2017, are eligible for Oregon's grace period for display of 2018 credentials. *Carriers who operate vehicles after January 1st without submitting Renewal requirements and payment may be subject to monetary penalties and possible citations for operating without valid credentials.*

PLEASE complete your Renewal using **blue or black ink only**. If you use a highlighter, use yellow only.

If you have had a change in company name or a change in ownership you must complete and submit an Application for Motor Carrier Account, Form 735-9075 with your Renewal. Now is the time to make changes without incurring extra costs!

If you use a reporting agency to sign your Renewal you must have a Power of Attorney on account with MCTD or submit one with your Renewal.

STEP BY STEP INSTRUCTIONS - To avoid delays in processing please follow the Renewal instructions.

Vehicles to be Renewed List

1. Verify that the following information is correct:
 - ✓ BASE LICENSE PLATE and JURISDICTION; the base plate on the vehicle must match the base plate number on the Oregon Weight Receipt at the time the vehicle enters Oregon.
 - ✓ UNIT number, YEAR, MAKE AND VIN
 - ✓ Tax Declared Weights (include number of axles if over 80,000 pounds)
 - ✓ OWNED or LEASED (provide name of lessor if leased)

Before You Start

You will need:

- Vehicles to be Renewed List
- Vehicles with Temporary Receipts List, if provided
- 2018 Oregon Tax Renewal Summary

USE TRUCKING ONLINE!

If you have a PIN, you can process your Renewal online. If you don't already have a PIN, go to our website

www.oregontruckingonline.com

and get signed up to renew quickly and conveniently online!

MAILING IN YOUR RENEWAL?

Don't forget to include payment.

Checks must be in US funds only.

Postdated checks, guaranteed drafts requiring authorization and credit card information **WILL NOT** be accepted.

2. If any of the information on your vehicle list is incorrect, write the correct information above the printed information on the list. Check the CORRECTED 2017 RECEIPT? box to indicate you need a corrected 2017 Weight Receipt in addition to a renewed 2018 Weight Receipt. You must pay \$8 for each Weight Receipt you request.

If you were provided with a "Vehicles with Temporary Weight Receipts" List, repeat steps 1 and 2. Write "TEMP" in the plate and/or jurisdiction field if the plate hasn't been received yet or write in the plate number and jurisdiction if it has been received.

- ✓ We will issue a 2018 Temporary Oregon Weight Receipt for the vehicles you indicated still operated with "TEMP" registration. You are required to obtain a permanent Weight Receipt and pay an additional \$8.50 when the license plate has been received and is placed on the vehicle.

3. To cancel a vehicle, draw a line through the vehicle. If not renewing any vehicles, please line through all the vehicles and return your Renewal to MCTD.

Tax liability continues for all vehicles and Reports must be filed until all Weight Receipts are officially cancelled by you or MCTD.

4. To renew a vehicle not listed on the Renewal you must complete and return an Oregon Weight Receipt and Tax Identifier Application, Form 735-9076 with your Renewal documents. **NOTE: Renewal Reprints include all vehicles that were active on or before October 4, 2017.**

To add vehicles for 2018 ONLY, complete and return an Oregon Weight Receipt and Tax Identifier Application Form, 735-9076 clearly marked that these additions are for 2018 ONLY with your Renewal documents.

2018 Oregon Tax Renewal Summary

5. Your Tax Renewal Summary Page is pre-printed with company information that you previously reported. Please update and correct information to ensure that it is current and accurate in our system.
6. Calculate the fees owed and complete the payment section.
7. Complete the signature section. An authorized company representative or agent (with power of attorney on file or accompanying) must sign the Renewal form.
8. Return the following to ODOT/MCTD by November 15, 2017:
 - ✓ The completed Vehicles to be Renewed List
 - ✓ The Vehicles with Temporary Receipts List, if one was provided
 - ✓ The 2018 Oregon Tax Renewal Summary Page with your fee calculation and an authorized signature
 - ✓ Payment
Make checks payable to ODOT/MCTD. US Funds ONLY.
 - ✓ Application for Motor Carrier Account, Form 735-9075 if your company has undergone a name change or a change in ownership
 - ✓ Power of Attorney if one needs to be added to your account.

Forms can be found at <http://www.oregon.gov/ODOT/MCT/Pages/FORMS.aspx> or contact MCTD at (503) 378-5849. Staff at this phone number are **NOT** able to answer renewal questions.