

## Starting a Kansas Commercial Motor Vehicle (CMV) Account

These instructions explain who is required and what documents are needed to open a CMV account for vehicles that do not leave Kansas.

If your vehicles meet these definitions, you need to register as a Commercial Motor Vehicle in Kansas and display a Kansas Commercial Vehicle Plate:



### Definition of a Commercial Vehicle:

A commercial vehicle is any self-propelled or towed motor vehicle engaged in commerce

- that is used to transport property or passengers when the vehicle:
- has a gross vehicle weight or gross combination vehicle weight of 10,001 pounds or more or
- is designed or used to transport 15 or more passengers, including the driver or
- is used to transport hazardous materials in a quantity requiring placarding.

**Your vehicles are operating in furtherance of commerce if any of the following apply to you:**

- (1) Money earned is declared as income from a business for tax purposes;
- (2) Costs for the underlying activities are deducted as a business expense for tax purposes;
- (3) Products and/or money is accepted for advertising a sponsor;
- (4) The transport vehicle is being used in the furtherance of a commercial operation.

## Steps to open a Kansas CMV Account?

Apply for a USDOT Number 1-800-832-5660

**You must have a USDOT number for intrastate operations**

**If you already have a USDOT make sure you update the information before applying for a Kansas CMV Account.**

**After applying for a USDOT number, print out the information to take to the CMV Office. Or wait at least 24 hours before applying for a CMV Account. After 24 hours the CMV computer system can verify the USDOT information automatically.**

**Where do I go?**

**There are several Commercial Motor Vehicle Registration offices in Kansas. Refer to the brochure at this link to find the closest one <http://www.truckingks.org> click on Commercial Motor Vehicle Resources**

**What Documents do I need to take to the CMV Office?**

**The CMV account must be in the exact name as registered on the USDOT. A Kansas physical address must be provided to open the account; a PO Box may not be used.**

**If you are applying for your account prior to March 1, you will have the option of making quarterly payments.**

**The person applying for the account must be authorized to do so, or they must have a power of attorney to transact business.**

**The business must be registered with the Kansas Secretary of State to conduct business in Kansas.**

Each vehicle registered for intrastate operations (does not leave KS) must include the "Garage" address, the physical location in Kansas where the vehicles is based, this cannot be a PO Box. The Garage Address is used to distribute the Commercial Motor Vehicle Fee to the correct County.

Trailers used in conjunction with Commercial Vehicles may be registered on your account.

**Vehicle Documents**

**For each currently owned vehicle being registered you must provide:**

- ✓ E-title, County title Receipt, Copy Front and Back of Title that has not been reassigned.
- ✓ Proof of prior registration: provide a copy of the county registration
- ✓ Proof of payment of the Heavy Road Use Tax (HUVT) for any vehicle that is to be registered for a gross weight over 54,000 lbs or more as required by the Internal Revenue Service (IRS). Provide a copy of the 2290 form with payment validation by the IRS.

- ✓ Copy of the certificate of insurance
- ✓ If the vehicle is not owned in the same name as the USDOT, a copy of the lease agreement between the vehicle owner and the Account Holder must be provided.

**For newly purchased vehicles being registered you must provide:**

*Title requirements, please check to see which of these are applicable and provide the documents as indicated:*

- ✓ Signed title application. Signed by owner or person with POA to sign.
  - ✓ Assigned Title or MSO;
  - ✓ Vehicle Identification Inspection (VIN Inspection – MVE-1) documentation is required on all out-of-state titles for Kansas registration and title inspections. When the inspection is performed the vehicle and title must be presented together at the time of the inspection.
  - ✓ Provide a copy of the bill of sale unless this information is provided on the title: date of purchase and purchase price.
  - ✓ Confirm that all existing liens on the title for the previous owner(s) has been released and notarized as required by the title issuing states (WV, WY).
  - ✓ If a vehicle is being registered for over 54,000 and it is past the 60-day period, a copy of the paid Schedule 1, form 2290 must be presented as proof.
  - ✓ Proof of sales tax payment for newly purchased vehicles must be provided.
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- ✓ **The USDOT information will be verified.**
  - ✓ **Documentation for each vehicle being registered will be verified.**
  - ✓ **The agent will set up the account and create an invoice, please verify all information on the invoice before continuing.**
  - ✓ **The invoice includes all Registration Fees along with the new Commercial Vehicle Fee.**
  - ✓ **Remember- Your vehicles will no longer be assessed County Property Tax**
  - ✓ **After paying your invoice, the agent will issue new plates and registration cab cards for your vehicles. Please verify all information is correct before placing the cab cards in your vehicles.**

At the CMV Office