



## MCFT Checklist

To obtain an Indiana Motor Carrier Fuel Tax (MCFT) License, you must:

- Complete a MCFT-1 Registration Application and make sure you have the following:
  - Residency – This is proven by the fact that you have filed income taxes for the last three years (IT-40 for individuals and IT-65, IT-20S or IT-20 for businesses) with the Indiana Department of Revenue OR by proof of a valid Indiana physical address like a lease or mortgage statement.
  - Intrastate DOT number - If you are driving for someone else, you must provide a copy of your DOT Authority Lease and your Registrant DOT number when submitting the MCFT-1.
  - Owner/Officer information – This must be included on the MCFT-1 where you are asked to include your identification numbers.
- Read the Intrastate Motor Carrier Handbook found at [www.in.gov/dor/4437.htm](http://www.in.gov/dor/4437.htm)
- Be sure to put a copy of the MCFT license in each vehicle and stick the decal on the driver's side of any truck that meets the MCFT requirements.
- Keep track of the fuel purchased for and the miles driven by each of your vehicles in Indiana. Make sure all those receipts and trip tickets get back to the office for safe keeping.
- File and pay a quarterly tax return that will be based on the gallons you pumped into your vehicles and all the miles you traveled during the last three months.
- Complete an MCFT license renewal application no later than Sept. 1 to get next year's MCFT license and decals.
- File and pay your tax bills so that your MCFT license isn't revoked.
- Establish an IFTA account for your entire fleet if some of your vehicles will stay in Indiana while others will go out of state. This means you will have only one Fuel Tax registration and only one quarterly return on which to report your fuel tax.
- Learn about the [Proportional Use \(Fuel\) Tax Credit](#) if you have a dump truck, a super sucker, an auxiliary power unit (APU), or other equipment that is operated from the same fuel tank as your engine.

For more information about IFTA, visit [www.in.gov/dor/4437.htm](http://www.in.gov/dor/4437.htm)