



## **Mn/DOT MONTH END TRUCKING REPORT INSTRUCTIONS**

Any contractor that obtains trucking services from Multiple Truck Owners – MTOs (includes Trucking Firms and Brokers) and/or Independent Truck Owner/Operators – ITOs, to perform and/or provide covered hauling activities under a contract that is funded in whole or in part with state funds, must complete and submit the Mn/DOT Month-End Trucking Report. The Report is made up of two components: 1) Statement of Compliance Form; and 2) MTO “Form A” and/or ITO “Form B.”

All required trucking documentation must be submitted in accordance with the provisions found near the bottom of the Mn/DOT Month-End Trucking Report Statement of Compliance form. “Form A” allows the contractor to document the hiring of MTOs. “Form B” allows the contractor to document the hiring of ITOs. Each form allows for the documentation of up to four MTOs and ITOs and must be completed in its entirety; additional sheets may be attached as necessary.

Instructions regarding the completion of the Mn/DOT Month-End Trucking Report can be found below and correlate directly to the letters located on each form. The instructions are separated into three sections: General Form Instructions – “Form A” & “Form B” (A – D); “Form A” – Multiple Truck Owner Form Instructions (E – K); and “Form B” – Independent Truck Owner/Operator Form Instructions (L – R).

*Note: The Minnesota Department of Revenue requires that all entities receiving funds from the state of Minnesota (either directly or indirectly) must complete a Form IC134 (see [www.taxes.state.mn.us/taxes/withholding](http://www.taxes.state.mn.us/taxes/withholding), Fact Sheet 13 or call 651-282-9999).*

### **GENERAL FORM INSTRUCTIONS – “FORM A” & “FORM B” (A – D)**

- A. Each report must be numbered in sequential order. The first report submitted shall be denoted as #1, the second report submitted as #2 and so on. The final report submitted should be labeled “FINAL.”
- B. Specify the month and year for which the report applies.
- C. Specify the state project number. The project number can be obtained from the Prime Contractor’s project/contract proposal or from the Project Engineer. If the contract has multiple project numbers, please provide the lowest project number.
- D. Specify the hiring contractor’s legal company name.

### **“FORM A” – MULTIPLE TRUCK OWNER (MTOs) FORM INSTRUCTIONS (E – K)**

*In accordance with Minnesota Rules 5200.1106, Subpart 10 and the contract provisions, this form shall be completed by the entity that acquires the services of an MTO and is applicable to all MTOs that are hired to provide hauling activities. In addition to the information that is provided by the hiring entity, the MTO is required to submit certified payroll reports and/or month-end trucking reports. If the MTO did not hire other trucks, they should submit, along with the certified payroll information, a Month-End Trucking Report Statement of Compliance Form listing “O” trucks hired. Please refer to Minnesota Rules 5200.1106, Subpart 7(B)(C), for a definition of an MTO (i.e., trucking firm or trucking broker).*

- E. Please note – all fields are required: MTOs legal company name, street address, city, state, zip code, contact name, telephone number, US DOT#, federal tax id number and MN state tax id number.

- F. Indicate the number of trucks provided per day by the MTO.**
- G. Specify the hourly rate paid to the MTO for each applicable truck type during the month reported.**
- H. Please specify the total number of hours charged to the hiring contractor by the MTO, per truck type during the month reported.**
- I. Specify the total amount paid to the MTO per truck type during the reported month.**
- J. Indicate the hourly broker fee assessed if applicable. Please note, Prime Contractors and Subcontractors are not permitted to assess a broker fee. Multiple broker fees may not be charged for the same truck.**
- K. Enter column totals for Column H (total hours charged per truck type) and Column I (total paid (G x H = I)).**

**“FORM B ” – INDEPENDENT TRUCK OWNER/OPERATOR (ITOs) FORM INSTRUCTIONS (L – R)**

*In accordance with Minnesota Rules 5200.1106, Subpart 10 and the contract provisions, this form shall be completed by the entity that acquires the services of an ITO and is applicable to all ITOs that are hired to perform hauling activities. Please note, Minnesota Rules 5200.1106, Subpart 7(A), defines an ITO as an individual, partnership, or principal stockholder of a corporation who owns or holds a vehicle under lease and who contracts that vehicle and the owner's services to an entity which provides construction services to a public works project.*

- L. Please note – all fields are required: ITOs legal company name and/or truck driver's full name, street address, city, state, zip code, telephone number, truck/unit number associated with the truck, USDOT# noted on the truck, the truck's license plate number including all alpha and numeric characters on the plate, federal tax id number and MN state tax id number.**
- M. Indicate the hours charged per day by the ITO.**
- N. Specify the hourly rate paid to the ITO for each applicable truck type during the month reported.**
- O. Please specify the total number of hours charged to the hiring contractor by the ITO during the month reported.**
- P. Specify the total amount paid to the ITO per truck type during the reported month.**
- Q. Check the appropriate box regarding whether or not the ITO owns or leases the truck. The hiring entity shall obtain, review and retain the required information pursuant to *Minnesota Rules 5200.1106, Subpart 9 and Minnesota Rules 5200.1106, Subpart 7(A)(1-6)*.**
- R. Indicate the hourly broker fee assessed if applicable. Please note, Prime Contractors and Subcontractors are not permitted to assess a broker fee. Multiple broker fees may not be charged for the same truck.**