



Minnesota Department of Transportation (MnDOT)
Trucking Company/Vendor Form

Instructions to complete on page 2

Trucking Company/Vendor Status:

[] New Trucking Company/Vendor [] Existing Trucking Company/Vendor - MnDOT Vendor ID: _____

Trucking Company/Vendor Type:

[] MTO (Multiple Truck Owners)/Broker

[] ITO (Independent Truck Owner/Operator) (All copies must be submitted with form)

Truck Driver Name: _____ CDL Number: (Attach COPY of CDL): _____

Truck/Unit Number: _____

[] Own Truck (Attach COPY of Title) OR [] Lease Truck (Attach COPY of Lease Agreement)

Truck Proof of Insurance: (Attach a COPY)

Trucking Company/Vendor Identification Numbers:

Federal Tax ID Number: _____ MN State Tax ID Number: _____ [] Mn Revenue Exemption

US DOT Number: _____ SWIFT VENDOR ID (instructions on Page 2): _____

MN Secretary of State File Number: _____

Trucking Company/Vendor Demographics:

Company Full Legal Name: _____ Doing Business As (if different): _____

Street Address 1: _____ Post Office Box Number: _____

City: _____ State: _____ Zip Code: _____ Post Office Box Zip Code: _____

County: _____ Telephone Number: _____ Fax Number: _____

Company E-Mail Address: _____ Company Website Address: _____

Company Type: [] Corporation [] LLC [] Sole Proprietor [] Joint Venture [] Partnership

State of Incorporation: _____

Trucking Company/Vendor Officers & Email Addresses: (* = Required)

Owner(s): _____ Email Address: _____

Partners: _____ Email Address: _____

Chief Executive Officer: _____ Email Address: _____

Chief Financial Officer: _____ Email Address: _____

President: _____ Email Address: _____

Vice President(s): _____ Email Address: _____

Treasure: _____ Email Address: _____

*Payroll Manager: _____ *Email Address: _____

Payroll Manager (2): _____ Email Address: _____

Other (Name & Title): _____ Email Address: _____

Signature:

I the undersigned, verify that I am a legal officer of the company noted above.

Position or Title: _____ Email address: _____ Phone: _____

Name: _____ Signature: _____ Date: _____

Instruction Guide for Completing the Trucking Vendor Form

Completion	<p>Methods of completing and submitting the Vendor Form:</p> <p>*Preferred method: Electronically: you can obtain an electronic copy of this form at: http://www.dot.state.mn.us/const/labor/forms.html at the bottom of the web page, select the Trucking Vendor Form. You can select the “Word” document and complete the form on your computer and then email the form to: amania.dear@state.mn.us</p> <p>Facsimile: you can obtain an electronic copy of this form at: http://www.dot.state.mn.us/const/labor/forms.html at the bottom of the web page. Or you can call 651-366-4200 to have a Vendor form mailed to you. After completing the form you can fax it to 651-366-4249.</p> <p>US Mail: you can obtain an electronic copy of this form at: http://www.dot.state.mn.us/const/labor/forms.html at the bottom of the web page. Or you can call 651-366-4200 to have a Vendor form mailed to you. After completing the form you can mail it to the address provided below.</p> <p>MnDOT 395 John Ireland Blvd MS-650 St Paul, MN 55155</p>
Trucking Company /Vendor Status	<p>*If you have never sent your demographic or identifying information to MnDOT before you will check the box that says New Contract Vendor.</p> <p>*If you have worked on Minnesota State Highway projects before, and <i>have</i> submitted your demographic or identifying information to MnDOT before and are just updating your information, then you will check Existing Contractor/Vendor – and then please provided your current Vendor ID #.</p>
Trucking Company /Vendor Type	<p>Please check the box that best describes you legal business type at the time you submit the form. The MTO box is checked if your company is either a multiple truck owner or a broker of trucks. The ITO box is checked if you own and operate your own truck. If the ITO box is checked, all corresponding information in the highlighted box must be submitted with your vendor form for verification purposes.</p>
Trucking Company /Vendor Identification Numbers	<p>ALL Identifications or check box are REQUIRED in order for your information to be properly entered into the MnDOT data base. Please see following instructions on how to obtain the required numbers. If you DO NOT provide these identification numbers, your forms WILL be returned and WILL NOT entered into the MnDOT database until proper information is received.</p> <p>Federal Tax ID Number: On the internet at the following link, http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online</p> <p>MN State Tax ID Number: On the internet at the following link, https://www.mndor.state.mn.us/tp/webreg/#1</p> <p>MN Revenue Exemption box: This box is check If your business structure is a Sole Proprietor or a <u>single member</u> LLC with no sales tax obligation or withholding for employees, state tax ID# is not required.</p> <p>SWIFT VENDOR ID Number: On the internet at the following link, http://supplier.swift.state.mn.us or MN Management and Budget at 651-201-8106.</p> <p>MN Secretary of State File Number: Follow the link, https://mblsportal.sos.state.mn.us/Business/Search search for company name, click details, and the File Number is the second number on the left.</p>
Trucking Company /Vendor Demographics	<p>Please fully complete this portion as it is important to have all information for proper identification and communication.</p>
Trucking Company /Vendor Officers & Email Addresses	<p>Email is becoming more in demand, and by acquiring the different emails for the different roles within your business, we will be able to communicate information with the appropriate contact within your company directly. Please provide all the emails possible along with the person that should be contacted with that address.</p>
Signature	<p>The person submitting this form should have full knowledge of information submitted and can be contacted if there are questions. It is the vendor’s responsibility to notify the department if any of the provided information changes.</p>

