pennsylvania
DEPARTMENT OF TRANSPORTATION

ARP (8/2022)

NEW APPORTIONED ACCOUNT REQUIREMENTS

This form must be completed and submitted with the applicable apportioned registration applications, MV-550A (single vehicle), or MV-550 & MV-551 (two or more vehicles) and supporting documents to review determination to establish an apportioned account.

Apportioned Account Name (Including dba if applicable)				
Street Address	City		State	Zip Code
TA Agent Name (If applicable)	TA Agent Number	TA Agent Telephone Number	TA Agent Email Address	

Have you had apportioned registration in another jurisdiction in the past two (2) years? Yes / No
If yes, what jurisdiction _____
What was the account number and Name _____

Applicants applying for apportioned registration must provide sufficient proof of Residency or an Established Place of Business in Pennsylvania that meets the satisfaction of the Bureau. All Proofs of Residency or documents that Establish Place of Business must show the exact name and address listed on the apportioned registration application. All applicants must provide a valid legible front and back copy of their driver license. A post office box, virtual office or campground is not an acceptable place of business.

Choose the requirement that qualifies the applicant to base their apportioned registration in Pennsylvania

Established Place of Business – The applicant maintains a physical structure in Pennsylvania, owned, leased, or rented by the registrant, open for business and staffed during regular business hours by one or more persons employed by the registrant for the purpose of the registrant's trucking-related business.

If the applicant is a business and the principal owner is a resident of Pennsylvania, the applicant must submit a legible front and back copy of their valid Pennsylvania driver license and verification the business is registered with the Pennsylvania Department of State. The applicant must also provide a minimum of three of the following documents that establish their place of business in Pennsylvania.

- ☐ Electric, Gas, Oil, Water or Sewer Utility Bills
- ☐ IRS Heavy Vehicle Use Tax (HVUT) IRS Form 2290, Schedule 1 Payment Receipt
- ☐ Federal, State or County Tax Filing
- ☐ Mortgage Documents
- ☐ A current Municipal Government Certification of Business
- ☐ Pennsylvania Vehicle Certificate of Title or Current Registration Card (Except for the vehicle(s) currently being titled or registered)

If the Applicant is a business and the principal owner is not a resident of Pennsylvania, the applicant must submit a legible front and back copy of their valid out-of-state driver license and verification the business is registered with the Pennsylvania Department of State. The applicant must also provide each of the following documents to establish their place of business in Pennsylvania.

- ☐ Most current business income tax (Federal or State filing)
- ☐ Most current Pennsylvania business property's real estate tax billing/payment
- ☐ A current Municipal Government Certification of Business
- ☐ Gas, Electric, Water or Sewer Utility bill

☐ **Residence** - Applicants applying for registration in the owner's name must submit a legible front and back copy of their valid Pennsylvania driver's license and a minimum of three of the following proofs of residency:

- ☐ Most current Personal Income Tax (Federal or State)
- ☐ Mortgage Document/Residential Lease Agreement
- ☐ Current County Issued Weapons Permit
- ☐ Gas, Electric, Water or Sewer Utility bill
- ☐ Pennsylvania Vehicle Certificate of Title or Current Registration Card (Except for the vehicle(s) currently being titled or registered)
- ☐ IRS Heavy Vehicle Use Tax (HVUT) IRS Form 2290, Schedule 1 Payment Receipt
- ☐ Pennsylvania IFTA Cab Card

Applicants should be aware, additional information may be requested to meet the satisfaction of the Bureau

AT THE TIME OF YOUR VISIT IF YOU DID NOT RECEIVE A COMPUTER GENERATED RECEIPT OR FEEL YOU WERE NOT TREATED WITH PROFESSIONAL COURTESY, PLEASE CONTACT JO NACCARATO OR JULIE SHANNON AT 717-691-6720, MONDAY THROUGH FRIDAY 9AM TO 5 PM.

THANK YOU

UJSPORTAL.PACOURTS.US/CASE SEARCH