



Pennsylvania
Department of Transportation

NEW APPORTIONED ACCOUNT AND CHANGE OF ADDRESS REQUIREMENTS

(The space above is for Department use only)
Bureau of Motor Vehicles - Commercial Registration Section
P.O. Box 68285 • Harrisburg, PA 17106-8285

☐ NEW ACCOUNT ☐ CHANGE OF ADDRESS

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) for new accounts and MV-552A, Apportioned Registration Supplement Application, for change of address requests for existing registrants.

In compliance with the International Registration Plan (IRP), Section 305, Selection of Base Jurisdiction, applicants applying for Pennsylvania apportioned registration or changing their business address must provide sufficient proof of an **Established Place of Business** or **Residency** in Pennsylvania. All Proofs of Residency or documents that Establish Place of Business must show the exact name and address listed on the apportioned registration application. A post office box, virtual office, storage facility or campground is not an acceptable place of business.

A	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 prior apportioned registration in Pennsylvania? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list account number: _____			
	Have you had apportioned registration in another jurisdiction in the past two (2) years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what jurisdiction? _____			
B	Answer the following questions to help determine the applicant's base jurisdiction qualification:			
	1) Does the individual or principal owner of the business have a Pennsylvania driver license? Yes <input type="checkbox"/> No <input type="checkbox"/> 2) Is the applicant registering as an Individual? Yes <input type="checkbox"/> No <input type="checkbox"/> 3) Is the applicant registering as a business? Yes <input type="checkbox"/> No <input type="checkbox"/> 4) Is the applicant's address a physical commercial property located in Pennsylvania? Yes <input type="checkbox"/> No <input type="checkbox"/> Note: <ul style="list-style-type: none"> If you answered "No" to question 1, and "Yes" to question 4, you can only qualify as an Established Place of Business to be based in Pennsylvania, please complete Section C. If you answered "No" to question 1 & 4 you do not qualify to base your apportioned registration in Pennsylvania. If you answered "Yes" to question 1, 3, & 4 you could qualify as an Established Place of Business to be based in Pennsylvania, please complete Section C. If you answered "Yes" to questions 1 & 2, you could qualify for Residence please complete Section D. 			
C	Established Place of Business – The business address is a physical commercial structure in Pennsylvania that is owned or leased by the applicant. This physical structure shall be open for business and staffed during regular business hours by one or more persons employed by the applicant on a permanent basis for the purpose of general management of the applicant's trucking-related business. Fleet records shall be maintained at this physical structure.			
	Applicants must provide each of the following documents to Establish their Place of Business in Pennsylvania: <ul style="list-style-type: none"> <input type="checkbox"/> Front and back copy of principal owner's Driver License. (Interim Driver Licenses are not acceptable) <input type="checkbox"/> Verification that the business is registered with the Pennsylvania Department of State. <input type="checkbox"/> Mortgage Statement, Property Deed, or Property Lease 			
	Section C continued on next page			

Applicants **must also** provide a minimum of **two** of the following documents to Establish their Place of Business in Pennsylvania:

- ☐ Current Electric, Gas, Oil, Water or Sewer Utility Bill Listing Service Address
- ☐ Current Municipal Government Certification of Business or Letter from County or Township
- ☐ Current Business Income Tax (Federal or State Filing)
- ☐ Current Real Estate Tax Receipt or Property Tax Assessment

D **Residence - Applicant can demonstrate the following: (i) evidence that clearly factors the applicant's legal residence in Pennsylvania, (ii) the applicant annually accrues distance in Pennsylvania, and (iii) The vehicle fleet records are maintained in Pennsylvania or can be made available.**

Applicants **must** provide each of the following documents to Establish Residence in Pennsylvania:

- ☐ Front and back copy of principal owner's Pennsylvania Driver License. (Interim Driver Licenses are not acceptable)
- ☐ Mortgage Statement, Property Deed, or Property Lease
- ☐ Verification that the business is registered with the Pennsylvania Department of State (If applying in Business name); or, **N/A**

Applicants **must also** provide a minimum of **two** of the following documents to Establish Residence in Pennsylvania:

- ☐ Current Personal Income Tax (Federal or State Filing)
- ☐ Current County Issued Weapons Permit
- ☐ Current, Electric, Gas, Oil, Water or Sewer Utility Bill Listing Service Address
- ☐ Pennsylvania Vehicle Certificate of Title or Current Registration Card (Except for the vehicle(s) currently being titled or registered)
- ☐ Pennsylvania IFTA Cab Card