



OREGON DEPARTMENT OF TRANSPORTATION  
 MOTOR CARRIER TRANSPORTATION DIVISION  
 550 CAPITOL ST NE  
 SALEM OR 97301-2530  
 VOICE: (503) 378-6699  
 FAX: (503) 378-6880



## OREGON MCTD RENTAL AGENCY APPLICATION AND AGREEMENT

MCTD ACCOUNT NUMBER	NAME OF RENTAL AGENCY		
TELEPHONE NUMBER	DBA (DOING BUSINESS AS)		
FAX NUMBER	AMENDMENTS TO ACCOUNT <input type="checkbox"/> PHONE NUMBER <input type="checkbox"/> MAILING ADDRESS <input type="checkbox"/> LOCATION ADDRESS <input type="checkbox"/> ACCOUNT NAME		
MAILING ADDRESS	CITY	STATE	ZIP CODE
LOCATION ADDRESS	CITY	STATE	ZIP CODE

PROVIDE THE FULL LEGAL NAME AND TITLE OF THE PERSON APPLYING FOR THIS ACCOUNT. APPLICANT MUST BE ONE OF THE FOLLOWING: OWNER, PARTNER-PARTNERSHIP OR LIMITED LIABILITY PARTNERSHIP (LLP), CORPORATE OFFICER, MANAGER/MEMBER OF LIMITED LIABILITY COMPANY (LLC), OR LOCAL MANAGER.

PRINT LAST NAME	PRINT FIRST NAME	PRINT MIDDLE NAME	TITLE - CHECK ONE
			<input type="checkbox"/> Owner; <input type="checkbox"/> Partner; <input type="checkbox"/> Corporate Officer; <input type="checkbox"/> Manager/Member LLC; <input type="checkbox"/> Local Manager; <input type="checkbox"/> Specify Other:

### TRUCKING ONLINE RIN REQUEST

To participate in the program, you must use [Oregontruckingonline.com](http://Oregontruckingonline.com).

BUSINESS EMAIL ADDRESS \_\_\_\_\_ PRINT CONTACT NAME: \_\_\_\_\_

### WHEN YOUR RIN REQUEST IS APPROVED YOU WILL RECEIVE AN EMAILCONFIRMATION

I understand my RIN will be used to conduct transactions with and to obtain credentials for Motor Carriers using the ODOT/MCTD Trucking Online program. I will take steps to protect my RIN from being accessed by unauthorized users. I further understand that if my company issues a credential to the wrong Motor Carrier or finds an error in the Oregon miles reported, it is our responsibility to contact MCTD in writing as soon as the error is discovered.

**CERTIFICATION:** THE INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MY ABILITY TO PARTICIPATE IN THIS PROGRAM MAY BE REVOKED AT ANY TIME BY THE DEPARTMENT. I HAVE READ THE RENTAL PROGRAM AGREEMENT AND AGREE TO COMPLY WITH THE REQUIREMENTS THEREIN.

**SIGNATURE REQUIREMENTS:** OWNER, PARTNER, CORPORATE OFFICER, MANAGER/MEMBER OF LIMITED LIABILITY COMPANY; OR, LOCAL MANAGER. FAXED SIGNATURES ARE ACCEPTABLE. FAX THIS APPLICATION TO 503-378-6880 OR MAIL TO THE ADDRESS SHOWN ABOVE.

SIGNATURE OF APPLICANT	DATE
------------------------	------

AGENCY USE ONLY		
ACCT ISSUE DATE: _____	RIN ISSUE DATE: _____	ENTERED BY: _____
AMEND: _____	AMEND: _____	OFFICE: _____
NAME CHANGE: _____		

**RENTAL PROGRAM AGREEMENT:** You are applying to establish an Account for the purpose of participating in the Rental Pass Program using the Oregon Trucking Online (TOL) program. This program allows the Rental Agency to issue Oregon Rental Passes to Motor Carriers renting or leasing vehicles that exceed 26,000 pounds and are subject to weight-mile tax. You are applying for a Rental Identification Number (RIN) for your Rental Agency. Only one RIN will be issued to each Rental Account and you agree to protect your RIN from being accessed by unauthorized users.

Rental Passes may only be issued to Motor Carriers with established MCTD Accounts and an approved Billing Authorization (Form 735-9734) on file. Rental Passes are vehicle specific and are issued for 10 days including the date of issue. If a vehicle is rented for more than 10 days, a new Rental Pass must be issued. However, before the new Rental Pass can be issued, the first Rental Pass must be settled. Beginning and ending odometer readings are required to settle the Rental Pass.

A Rental Pass must be settled within 14 days of the expiration date of the pass except as provided above. If the Rental Pass is not settled within 14 days, your ability to issue Rental Passes will be suspended until the Rental Pass has been settled. To settle a Rental Pass, you must use the TOL "Settlement" screen and enter the ending odometer reading and enter the number of Oregon miles traveled.

The Motor Carrier receiving the Rental Pass will be billed by MCTD for highway use taxes incurred. It is your responsibility to ensure the Rental Pass was issued to the correct Motor Carrier. If a Rental Pass is issued to the wrong Motor Carrier or an error is discovered in the number of Oregon miles traveled, you must contact MCTD in writing as soon as possible to report the issue. Send a letter/fax to MCTD noting the Rental Pass number, the name of the Motor Carrier, and an explanation of the error.

When a customer that does not have an Established MCTD Account rents/leases a vehicle that exceeds 26,000 pounds, you agree to inform them of the need to contact MCTD to obtain tax credentials prior to operating the vehicle and until such a time the Motor Carrier has obtained an Established Account.

**NEW ACCOUNT:**

1. Enter your Rental Agency Name and your Assumed Business Name if you use one.
2. Enter your complete mailing address and telephone number. Your street address may also be entered if it is different than your mailing address, or if you receive your mail through a post office box.
3. Print the full legal name of the owner or authorized representative. Enter an X to indicate the title of the authorized representative.
4. To complete transactions online, Rental Agencies need a Rental Identification Number (RIN) to access this account and obtain Rental Passes at the Oregon Trucking Online website. Each RIN is a unique identifier assigned by the Oregon Department of Transportation Computer Security Unit. Use of the RIN to conduct transactions via the Internet constitutes your electronic signature. You are required to protect the RIN and give it to only those authorized representatives.
5. The application must be signed by the owner, a partner, a corporate officer, a manager/member of the LLC, or a Local Manager.

**AMENDMENTS TO ACCOUNT:**

1. Enter your Account number, Name, and current mailing address.
2. Complete the section or sections of the application form for which a record change is requested. In the Amendments to Account area, identify the change (i.e., Phone Number, Mailing Address, Location Address or Account Name).
3. To change your email address, you must complete a new Oregon MCTD Rental Agency Application and note the new email address. A new RIN will be issued and sent to your new email address.

**ADDITIONAL INFORMATION MAY BE OBTAINED BY CALLING 503-378-6699**