

STARTING A TRUCKING BUSINESS IN IDAHO

This information is provided by the Idaho Transportation Department, Commercial Vehicle Services, to assist those who may be starting a trucking business in Idaho. While not intended to cover every aspect in detail, it should provide you with enough information to get started.

IDAHO DEPARTMENT OF COMMERCE • (GENERAL BUSINESS INFORMATION)	
ADDRESS	PO Box 83720 Boise, Idaho 83720-0093
PHONE	208-334-2470
WEB	commerce.idaho.gov or business.idaho.gov
INFO TO KNOW	The publication, "Starting a Business in Idaho," can be found on the Idaho Department of Commerce web site.

IDAHO SECRETARY OF STATE • (FILING YOUR BUSINESS NAME)	
ADDRESS	PO Box 83720 Boise, Idaho 83720-0080
PHONE	208-334-2300
WEB	sos.idaho.gov
INFO TO KNOW	File with the Secretary of State if you intend to transact business in Idaho under an assumed business name. A small booklet titled "Idaho Assumed Business Name Act" and Form 229, Certificate of Assumed Business Name, are available.

INTERNAL REVENUE SERVICE • (FEDERAL TAXES)	
PHONE	800-829-1040
WEB	www.irs.gov
INFO TO KNOW	<ul style="list-style-type: none"> To obtain an Employer Identification Number (EIN) online, go to the IRS web site above and look under the "Businesses" tab. Form 2290, Federal Heavy Highway Vehicle Use Tax (HVUT) filings are required for vehicles 55,000 pounds or more combined gross weight. This form is available on the IRS web site. Other business federal tax information is available on the IRS web site.

IDAHO STATE TAX COMMISSION • (STATE TAXES & IFTA LICENSE)	
ADDRESS	PO Box 36 Boise, Idaho 83722
PHONE	208-334-7660 or 800-972-7660
WEB	tax.idaho.gov
INFO TO KNOW	<ul style="list-style-type: none"> • If you operate your commercial vehicle across state lines with a combined gross weight over 26,000 pounds, and you don't purchase a temporary fuel permit for each interstate trip, you will need an IFTA license. This can be obtained from the Idaho State Tax Commission. • Other business state tax information is available on the State Tax Commission web site.

FEDERAL & STATE SAFETY OFFICES • (DOT NUMBERS & OPERATING AUTHORITY)			
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA)		IDAHO STATE POLICE COMMERCIAL VEHICLE SAFETY	
ADDRESS	3050 Lakeharbor Lane Suite 126 Boise, Idaho 83703	ADDRESS	700 South Stratford Road Meridian, Idaho 83642
PHONE	208-334-1842	PHONE	208-884-7220
WEB	www.fmcsa.dot.gov	WEB	isp.state.id.us
INFO TO KNOW	<ul style="list-style-type: none"> • If you operate intrastate (Idaho only) you may need an intrastate DOT number, depending on the scope of your business. Contact the Idaho State Police. • If you operate interstate (crossing state lines) you may be required to have a USDOT number and may require motor carrier operating authority. • The FMCSA recommends using their online registration and assistance guide. Go to their web site above and select Registration and Assistance for USDOT Number and Operating Authority, then select Step-by-Step Registration Guide under Help Me Register. • If you are unable to utilize the online registration guide or have questions about USDOT number requirements, contact the FMCSA listed above. If you have questions about operating authority requirements, call the FMCSA Headquarters office in Washington, DC at 866-637-0635. • If you have determined that you are required to have a USDOT number but are unable to file the application online, you may complete the Motor Carrier Identification Report, Form MCS-150, and submit it to Commercial Vehicle Services – Motor Carrier for issuance of your USDOT number. 		

COMMERCIAL VEHICLE SERVICES • (PERMITS, REGISTRATIONS, PORTS OF ENTRY)	
ADDRESS	Mailing: PO Box 7129 Boise, Idaho 83707 Physical: 3311 West State Street Boise, Idaho 83703
PHONES	Permits: 208-334-8420 • Permits - Toll Free in Idaho: 800-662-7133 Motor Carrier: 208-334-8611 • E-carrier Help Line: 208-334-8255 Port of Entry Headquarters: 208-334-8688
E-MAIL	cvs@itd.idaho.gov
WEB SITES	trucking.idaho.gov and dmv.idaho.gov
PORT OF ENTRY LOCATIONS	<ul style="list-style-type: none"> • Huetter (I-90 near Post Falls & Coeur d'Alene) • Lewiston • East Boise • Hollister (south of Twin Falls) • Cotterel (I-84 near Burley) • Inkom (south of Pocatello) • Sage Junction (north of Idaho Falls on I-15)
INFO TO KNOW	<ul style="list-style-type: none"> • If you are preparing to register/permit your commercial or farm vehicle for the first time in Idaho, you will want to read all of the information contained in the <i>Commercial Vehicle Services Trucker's Guide</i> and the <i>Commercial Vehicle Services Truckers Handbook</i>. The Guide is on a CD and the Handbook is a conveniently-sized booklet that can be carried in the glove box of your vehicle. These publications can be obtained by contacting Commercial Vehicle Services via phone or email. On the CD, pay particular attention to the IRP section on "New Accounts" if you will be registering to travel across the state line. Also, the section on "Audits & Record-Keeping" provides important information regarding the kinds of data and reports you will need to produce once you start operating. In the Handbook, pay particular attention to the pages covering requirements for contractors doing business in Idaho. Also in the Handbook, pay particular attention to the Weight and Dimension information. In general, the maximum width without permit is 8 feet 6 inches; the maximum height without permit is 14 feet; the maximum length for a motor vehicle and one or more trailers is 75 feet. The maximum weight without permit on interstate highways is 80,000 pounds. For reducible loads only, the maximum weight with a permit on interstate highways and without a permit on secondary highways is 105,500 pounds. However, even if you meet these weights and dimensions, double-check with our Permits section to make sure you are operating legally. • Commercial Vehicle Services holds seminars around the state each year and these information-sharing workshops are highly recommended for newly-registered motor carriers. In addition to the seminars, motor carriers can make an appointment at the Boise office to receive individual one-on-one instructions and information.

DRIVER SERVICES • (COMMERCIAL DRIVERS LICENSES)	
ADDRESS	PO Box 7129 Boise, Idaho 83707
PHONE	208-334-8294
WEB	dmv.idaho.gov
INFO TO KNOW	A commercial drivers license (CDL) is required in many cases for drivers of commercial vehicles. To find out more about CDL requirements, go to the web site above or call the phone number above.

IDAHO TRUCKING ASSOCIATION • (PUBLICATIONS & INFORMATION)	
ADDRESS	PO Box 4549 Boise, Idaho 83711
PHONE	208-342-3521
WEB	idtrucking.org
INFO TO KNOW	This private agency has a number of publications & handbooks specific to the trucking industry.