



INSTRUCTIONS FOR RENTING/LEASING A HEAVY TRUCK IN OREGON

IMPORTANT -- Don't get a \$435 citation. PLEASE READ BEFORE YOU DRIVE!

Operators of trucks with a combined weight over 26,000 lbs. must pay a weight-mile tax for road use in Oregon. The vehicle you have rented or leased is subject to this tax. Obtain a TAX CREDENTIAL and place in your vehicle **before** traveling in Oregon. Failure to do so could result in potential delays and a \$435 citation.

HOW TO GET OREGON TAX CREDENTIALS:

- **Use Trucking Online -- Carriers with Established MCTD Accounts Only:**
 - Motor carriers with an Established MCTD Accounts can authorize your Rental Agency to issue a Temporary Rental Pass on your behalf. You must have a Billing Authorization form on file with MCTD. You will receive a Billing Statement from MCTD for the weight-mile tax for all Oregon miles traveled with the rented vehicle and pass fees.
 - Motor Carriers with an Established MCTD Account and Personal Identification Number (PIN) can use a home or office computer to self-issue credentials. You can issue a Temporary Pass for 10 days; or you can issue an Oregon Weight Receipt and Tax Identifier and cancel it when the vehicle is returned to the Rental Agency.
- **All Motor Carriers may call the MCTD Salem Registration Service Center:**
 - **Phone: 503-378-6699.** Open 24 hours a day, 7 days a week. Exception: The MCTD Registration Service Center closes at 5pm on the eve of New Year's Day, Thanksgiving Day, and Christmas Day and reopens at 8am the day following the holiday.

Before calling MCTD for credentials, please be ready with:

- Motor carrier name and/or Oregon MCTD account number,
- Vehicle registration -- base plate number and complete VIN,
- Lease/rental documents,
- Odometer reading,
- Estimated number of miles you will travel within 10 days when obtaining a temporary pass (Note: Motor carriers must provide approval for drivers to obtain Oregon Weight Receipt and Tax Identifier),
- Fax number where credential can be sent; and,
- U.S. DOT Number.

Payment Options: Visa or MasterCard, guaranteed check, or a pre-approved charge to your MCTD account.

What is an Established Motor Carrier Account? A carrier must submit an Application for a Motor Carrier Account, form 735-9075 with the MCTD and receive confirmation their account has been set up.

What is a Billing Authorization Form? MCTD offers a billing program to carriers in good standing who have also fulfilled bond requirements. Once approved by MCTD, this allows any representative or driver of your company to charge fees to your account. By selecting a Rental Agency to issue Temporary Rental Passes on your behalf, you are authorizing them to create a billing for your MCTD Account for Oregon taxable miles and related fees.

OTHER IMPORTANT INFORMATION

The vehicle you rent/lease must have Registration that is valid for Oregon.

Check the registration cab card to make sure the vehicle is current and valid for Oregon. The weight on the registration cab card must be sufficient for the weight you will operate the vehicle. If the vehicle is registered outside Oregon, the registration cab card must have Oregon and the Oregon registration weight listed on it.

OREGON REGISTRATION REQUIREMENTS:

- Call the MCTD Registration Service Center at 503-378-6699 if you have questions about this requirement.

If your vehicle or load is oversize and/or overweight, you must also obtain a Special Transportation Variance Permit prior to travel in Oregon and you carry the permit in the vehicle.

HOW TO GET OREGON VARIANCE PERMITS:

- **Call the Salem Over-Dimensional Permit Unit.**
 - **Phone: 503-373-0000.** Open 8AM to 5PM; Monday through Friday. Exception: The Over-Dimensional Permit Unit is closed on ALL State Observed Holidays* and closed on Wednesdays, noon to 1PM.

*State Observed Holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day.

Forms and additional information about operating in Oregon are available on the MCTD Website at: www.OregonTruckingOnline.com