




NCDOR

NORTH
CAROLINA
DEPARTMENT
OF REVENUE


Motor Carrier License and Decal Renewal






Topics

- Annual Renewal Process
- Form GAS-1274A, Renewal Application
- Online Renewal Process
- Compliance Checks



Annual Renewal Process



- Licenses and decals **expire** on **December 31st**, of each calendar year.
- Annual renewal is required. Complete and submit **Form GAS-1274A, Renewal Application for License and Decals**.
- To ensure your license and decals are issued timely, please submit your application for renewal electronically via the Department's website, by fax, or by mail, starting in September of each year.
- The most efficient way to renew and order license and decals is via our website:

www.ncdor.gov/iftaintrastate-e-file

NCDOR Form Gas 1274A
Renewal Application for License and Decals

The screenshot shows the top portion of a PDF form titled "Form Gas 1274A Renewal Application for License and Decals". The form includes a header with the NCDOR logo and the form number "GAS-1274A". Below the header is a section for "Personal Information" with fields for "Personal Application for Year" and "PERSON ID". There are also fields for "Vehicle Information" and "Renewal Information". The form contains several sections with radio buttons for "Yes" or "No" and checkboxes for "I hereby request". A "Certification" section is at the bottom of the form.

- Provide all requested information
- Enter the Number and Type of decals
- Include your Signature, Title, Date
- License and Decals **cannot** be renewed by telephone request.
- Fax or mail in.

NCDOR Online Renewal Process

• Log into IFTA E-file application: www.ncdor.gov/iftaintrastate-e-file

The screenshot shows a web browser window titled "Main Menu" with a "help" icon. It displays a dropdown menu with "Order Credentials" selected. Below the dropdown is a list of menu items: "Order Credentials", "Querying The Wing", "Request for Renewal or Credentials", "Verify My Personal", "Change My Management", "Update User Information", "Transfer User ID", "Reset Credentials", and "Close Account". At the bottom of the window are buttons for "Logout", "Submit", "Refresh", and "Cancel".

- Choose the Order Credentials option and proceed to the next page by entering Submit.

NCDOR Online Renewal Process Cont'd

- Select the **tax type**, select the **year** and then enter the **number of decals** requested.
- *The number of decals requested should reflect the number of vehicles in operation.

The screenshot shows a web browser window titled "Order Credentials Information" with a "help" icon. It contains a "Select the tax type:" dropdown menu and a "Select the year you are requesting Credentials for:" dropdown menu. Below these is a text input field for "Number of Decals Requested". At the bottom of the window are buttons for "Logout", "Submit", "Refresh", and "Cancel".

- Enter Submit and a Confirmation page will appear to print for your records. The account will then be checked for compliance.



Online Renewal Process Cont'd

Confirmation page will appear



- Decals will then be mailed out to the account address. It is important to keep account updated with accurate information to ensure that decals are mailed to the correct address.
- To change an account address fax in a NC-AC Form.



Compliance Checks

- **General Statute 105-449.47A** allows the Department of Revenue to deny an application for license and decals for failure to file any return and/or failure to pay any tax debt covered by the North Carolina Revenue Laws.
***Applies to any tax schedules administered by the Department of Revenue**
Ex. Individual Income, Withholding, Machinery Equipment, Franchise, Corporate Income and Sales and Use tax.
- **DMV/IRP**- License Plate must be **ACTIVE** and correspond with the type of decal you are requesting.
Ex. **YA, ZB, LE or XM** for Intrastate carriers
or
XY, YB, ND, ZA for IFTA carriers
- Quarterly filings need to be up to date on IFTA Motor Carrier account.
***Must have out of state miles filed for at least 1 of the 4 quarters for the year.**
- If you are organized as a legal entity (LLC, Inc., LLP), it must be in compliance with the Secretary of State.
*** Any Annual fees paid and annual reports filed**



Compliance Checks Cont'd

- If your application is not accepted, a **Non-Compliance** letter will be sent detailing the reasons.
- **The renewal application will also be mailed back with the letter if the application was submitted by mail or fax.**
- Once you have resolved the compliance issues, make sure to:
 - A. Call the Excise Tax Division and verify the issues have been resolved and request decals be mailed, if ordered online.
 - B. Fax the renewal application back to the Excise Tax Division office if it was sent back with the Non-Compliance letter.
- **Decals will then be mailed out to your account address after the Excise Tax Division has confirmed you have come into compliance.**



Contact Information

NC Department of Revenue

Excise Tax Division

Fax number (919) 250-7898

Office Number (919) 707-7500

or

Toll Free

1-877-308-9092



Questions?