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**NORTH
CAROLINA
DEPARTMENT
OF REVENUE**

**Excise Tax Division
North Carolina Department of Revenue
Post Office Box 25000
Raleigh, North Carolina 27640-0001
www.dornc.com**

IMPORTANT NOTICE:

**Expedited Mailing Services for Motor Carrier Licenses and Decals Available
in Certain Situations**

The Department of Revenue, Excise Tax Division has an online system for established Motor Carrier filers for filing and paying Motor Carrier quarterly returns and tax due, and ordering credentials. The system is user-friendly, secure, and can be accessed from any Internet device. By using the online system, taxpayers can receive confirmation of their filings, payments, credential orders, or review their history.

In certain critical situations, taxpayers may need credentials expedited to their place of business. Effective May 1, 2017, the Excise Tax Division is offering a procedure for expedited mail service. The procedures are:

- 1) Taxpayer must call the Excise Tax Division at telephone number (919)707-7500 or toll free at (877) 308-9092 and state his/her intention to request the expedited mailing process.
- 2) Excise Tax employee will review the appropriate information and accounts for an initial compliance review and advise the taxpayer of how to resolve any compliance issues as well as discuss the next steps in the process.
- 3) Once the initial compliance review is completed, taxpayer faxes or emails their new application or renewal form along with a prepaid label from an overnight delivery service, such as FedEx or UPS.
 - a. A new application or renewal form and label must be received by the Excise Tax Division no later than 11:30 am for same day pick up service. Requests received after 11:30 am will need to have pick up scheduled for the next business day between 3:00 pm and 4:30 pm.
- 4) Taxpayer contacts an overnight delivery service to schedule the pick up between 3:00 pm and 4:30 pm from Rock Quarry address: 1429 Rock Quarry Road, Suite 105, Raleigh, NC 27610.

The following situations could result in the delay of processing the application for license and decals:

- 1) The account must be in good standing, meaning if any returns are not filed or any taxes are due from any tax schedule administered by the Department of Revenue, the Department cannot issue a Motor Carrier license and decal(s) until the account is brought into compliance.
- 2) All new applications or renewal forms must be completed in their entirety; an application or renewal form cannot be processed until missing information is received.
- 3) On new accounts, Motor Vehicle license plates must be current and authorized for the license and decals requested.

- 4) All businesses that must register with the Secretary of State must be in good standing with that office.

Non-compliance with any of these situation will result in the delay of processing the application for license and decals and expedited mailing service will not be fulfilled as scheduled.

If you have any questions or need further clarification, please contact the Excise Tax Division at (919) 707-7500 or toll free (877) 308-9092.