

HVUT Checklist

Step No.	Description (Check Yes or No)	YES	NO	Comments (if any)
1	<p>Is vehicle newly purchased within the last 60 days and verified with a copy of the bill of sale.</p> <p>(If No, go to Step No. 2).</p> <p>(If Yes, HVUT and 2290 Schedule 1 not required at time of registration).</p>			
2	<p>Is vehicle less than 55,000 lbs.?</p> <p>(If No, go to Step No. 3).</p> <p>(If Yes, HVUT and 2290 Schedule 1 not required at time of registration).</p>			
3	<p>Does the vehicle meet the definition of an exempt vehicle or a vehicle not considered a highway motor vehicle?</p> <p>(If No, go to Step No. 4).</p> <p>(If Yes, HVUT and 2290 Schedule 1 not required at time of registration.).</p>			
4	<p>Has the registrant declared the vehicle is driven less than 5,000 miles (7,500 miles if agricultural vehicle)?</p> <p>(If No, complete steps 5-9. A properly completed 2290 Schedule 1 is required for this vehicle).</p> <p>(If Yes, HVUT not required. However, 2290 Schedule 1 is required from registrant. Verify registrant has listed vehicle as "Tax Suspended" (Category "W") on 2290 Schedule 1. Complete steps 5-9).</p>			

Step No.	Description (Check Yes or No)	YES	NO	Comments (if any)
5	<p>Does the 2290 Schedule 1 have Name, Address, Employer Identification Number, VIN # and Category clearly written?</p> <p>(If No to any of the above, clarify with registrant before registering or renewing vehicle).</p>			
6	<p>Does the 2290 Schedule 1 have a clearly defined "IRS Date Stamp" or electronically dated "E-file Watermark"? (Handwritten dates are <i>NOT</i> permitted and <i>Will Not</i> be accepted - no exceptions).</p> <p>(If No, obtain other evidence of payment to support 2290 Schedule 1 - e.g. front and back of cancelled check is acceptable proof of payment).</p>			
7	<p>Is there any evidence of copy artifacts? (E.g., notations and markings that might suggest an original IRS stamp or E-file watermark have been used on multiple forms).</p> <p>If Yes, form should not be accepted.</p>			
8	<p>Is there any evidence of whiteout or other modifications to the form?</p> <p>If Yes, form should not be accepted.</p>			
9	<p>If all applicable steps have been satisfactorily completed, check Yes, sign and date the checklist and place a copy of the 2290 Schedule 1 and the checklist in the registrant's file.</p>			