

# MOTOR CARRIER

## FREQUENTLY ASKED QUESTIONS ABOUT INTRASTATE AUTHORITY

**For Questions Not Answered Below Call 717.787.3834**

**EXCEPT**

**Insurance Questions Call 717.787.1227**

**All our forms are located on our website**

**1. When do I need a PUC number?**

When both the origin and destination of your trip are in Pennsylvania and if you are compensated for that trip then you need to apply for a PUC (utility) number. Taxi and Limousine service in the city of Philadelphia are under the jurisdiction of the Philadelphia Parking Authority (PPA). A Federal Department of Transportation (DOT) and / or Federal Motor Carrier number do not authorize you to do intrastate business.

**2. What happens if I do intrastate business without getting the authority from the PUC?**

The fine is \$1000 per violation. STOP OPERATING. APPLY.

**3. Are there exemptions from the PUC authority?**

Yes, there are several exemptions. Find list online or call us.

**4. What different types of authorities are there?**

There are 15 different authority types. Find list online or call us.

**5. How much does it cost?**

Property (Truck) and Group and Party 16+ applications are each \$100. All others are \$350.

**6. Is there an annual fee?**

No, this is a one-time fee.

**7. How can I apply?**

You can request an application in the mail, via email or fax. You can also find it on our PUC website. Or you can file online. **(NO MAIL DURING THIS CRISIS)**

**8. How long does the application process take?**

For property carriers and GP16+ and processing time is about 3 weeks. All other authorities have an estimated processing time of 3 months or longer.

**9. Can I operate as soon as I apply?**

No. An application must be filed, and a certificate must be issued before intrastate transportation service may be provided or advertised.

**10. What type of insurance is required?**

Commercial insurance. Insurance forms must come from an insurance agency or underwriter directly. Cargo waivers must be signed and submitted by the applicant. On hook insurance for towing is not acceptable. For insurance related questions call **717.787.1227** and leave a message to receive a call back.

**11. What is a Form E and a Form H?**

Form E is the only binding proof of bodily injury and property damage insurance. Form H is the only binding proof of evidence of cargo liability insurance. These forms come directly from the underwriter of your insurance. Applicants can never provide their own insurance proof.

**12. What is the PA Bulletin?**

It is the Commonwealth's official gazette for information and rulemaking. Public comment or protests maybe filed. Property and GP16+ applicants are not published.

**13. What is a tariff?**

A document filed with the appropriate government agency that sets forth the rates, charges, and other provisions pertaining to services furnished by a business (as a carrier) or public utility. For HHG Movers and most passenger carrying authorities, an approved tariff must be filed with the Commission.

**14. Is there information about my PUC certificate on the PUC website?**

Yes, you can check most information about your filings with the PUC online. You can use your utility number or search by name.

**15. Will I be taxed?**

Yes, your business is subject for assessment by the PUC. You will receive and must return our assessment report annually. You will be billed for all non-exempt revenue.

**16. Will this PUC number allow for tax exemptions?**

Yes. Please contact the Department of Revenue for all questions related to tax exemptions at 717-787-1064.

**17. I changed my company's name. What do I do?**

Name changes need to be reported immediately. Insurance information needs to be updated. The Certificate of Public Convenience (CPC) needs to match the company name. Call us or go online to find our name change instructions.

**18. Do I need to report an address change to the PUC?**

Address changes due to a move or an added PO Box need to be reported to the PUC in writing immediately. You must submit an address change form.

**19. I am selling my business. What do I do?**

Property and Group and Party 16+ authorities cannot be transferred. A cancellation request must be filed, and a new application must be submitted by the new owner.

All other authorities must file a stock transfer or authority transfer application. Call us or go online to find the appropriate form.

Adding or eliminating a partner of business also needs to be reported to the PUC. Call 717.787.3834 for instructions.

**20. What happens when I do not operate any longer or close my business?**

You must cancel your PUC certificate. An insurance agent cannot cancel your authority for you. Insurance agents can only cancel your insurance policy.

Property and Group and Party 16+ carriers need to submit a cancellation form.

All other authority holders must file an abandonment application.

An authority cannot be put on hold, but it can get reinstated later. If a PUC account is active – it must be insured.

**21. The holder of a Certificate of Public Convenience (CPC) passes. The family needs to do what?**

The estate of the certificate holder must inform the Commission about the passing in writing. CPCs for Property and Group and Party 16+ as well as all CPCs that are in an individual's name must be cancelled. All other authorities may get transferred.