

Motor Carrier Annual Report Form M Instructions

A completed Annual Report Form M is required of all for-hire Class 1 and Class 2 motor carriers of property or household goods that have revenues for three consecutive years exceeding \$3 million dollars (adjusted over base year 1994 by revenue deflators). The governing regulations are in 49 CFR 1420. The data collected is used by carriers, shippers, federal agencies, and industry analysts to measure the economic health and operating characteristics of the motor carrier industry.

Motor Carrier Number (or MC number) — the docket number assigned by the former Interstate Commerce Commission, in the granting of operating authority to the carrier. Operating authority provided a defined listing of the commodities allowed and the geographic territory within which carriers were allowed to operate.

U.S. DOT Number — The number assigned by the U.S. Department of Transportation Federal Motor Carrier Safety Administration (formerly an office of Federal Highway Administration), upon verification that carrier has acquired proper bodily injury, property damage liability, and cargo liability insurance, in compliance with the governing statutes.

Base State — The state in which a carrier is registered for fuel tax reporting purposes, also known as the Single State Registration System (SSRS) state. If not part of the SSRS, then the state where the company is headquartered or does the majority of their business.

Base State Registration Number — The number assigned to the carrier for fuel tax reporting purposes by the base state, or the Single State Registration System number.

Reporting carrier and affiliate(s) — All motor carrier data captured in the Annual Report can be reported on a consolidated basis, consisting of the data of the parent company and all related operating affiliates. The parent or reporting carrier is defined as the highest ranking carrier in the consolidated group. Affiliate motor carriers which maintain their own accounting systems, may file independent reports apart from the parent company. The purpose of the consolidated financial statement is to capture the financial and operating data for the parent and affiliates as if the group were a single company. Companies, which can be included, are those which comprise an integral part of the respondent carrier's operations and whose purpose is to provide transportation service or is supportive to such activity. Affiliates, which comprise integral parts of the carriers operation, are defined as:

- a. any carrier or non-carrier holding company, which is exclusively engaged in providing motor carrier transportation service and controls, through majority stock ownership, one or more carriers.
- b. any carrier subsidiary which is majority owned and controlled by its carrier parent and whose purpose and operations are supportive to the transportation operations of its parent.
- c. any carrier affiliate under common control with the respondent carrier and whose express purpose and operations are supportive to the transportation operations of the respondent carrier.

Not to be included in the report are non-trucking related affiliates such as banks, insurance companies, etc., or affiliated motor carriers, which are subject to regulatory control in another country.

Revenue Commodity Group — Identify the type of operation by the category, which comprises the majority of company revenues. Select one of the following three categories:

1. General Freight — Miscellaneous commodities generally not requiring special handling or revenue equipment.
2. Household Goods
3. Specialty Freight — freight requiring special handling and/or revenue equipment.

NOTE: If the **General Freight** carrier group is selected, then choose one of the four given categories (Less Truckload, Truckload, Parcel or Container). If **Specialty Freight** carrier group is chosen, choose up to "3" sub-categories that define the majority of your operation.

GENERAL INSTRUCTIONS FOR COMPLETING FORM M

Use Generally Accepted Accounting Principles (GAAP). Report dollar values in whole dollars. Totals for amounts reported in supporting schedules must be in agreement with related primary accounts. Respond to each line. Use "0" or "none" or "not applicable" as appropriate. Explain, with footnotes, any unusual line, such as large differences between figures reported in the current report and those for the preceding report. **Indicate negative numbers using parentheses.**

Schedule 100: BALANCE SHEET

State balances at close (column a) and beginning (column b) of reporting year. Total Assets should be equal to Total Liabilities and Equity

Current Assets (Subject to settlement within 1 year or upon demand)

Line 101: Cash and equivalents — Available on demand by company (cash and working funds, special deposits, temporary cash investments, etc.)

Line 102: Accounts receivable — Accounts owed to the business by customers or affiliated companies who have bought "on credit." Include all accounts receivable regardless of source. Exclude long-term accounts receivable of one year or more.

Line 103: Notes receivable — Money owed by customers or affiliated companies who have signed a written promise to pay within one year. Include all notes receivable regardless of source.

Line 104: Other current assets — Include all assets not considered long-term which were not included in lines 101–103 (materials and supplies, prepayments, deferred charges, etc.).

Line 105: Total current assets — The sum of Lines 101 through 104.

Long-term Assets (Assets not readily convertible to cash within one year)

Line 106: Net carrier operating property — Depreciated book value of all tangible operating property (revenue and other operating equipment, land, buildings, garage, furniture and office equipment, and other carrier-owned operating property used by others in motor carrier operations).

Line 107: Other long-term assets — Depreciated book value of all non-operating property, long-term notes and accounts receivables, receivables from affiliates, deferred income tax debits, and other deferred debits. Include intangible assets.

Line 108: Total long-term assets — The sum of lines 106 and 107.

Line 109: TOTAL ASSETS — The sum of lines 105 and 108.

Current Liabilities (Payables, accrued interest, accrued taxes, due within one year)

Line 110: Accounts payable — Accounts payable within one year. Accounts owed to others for goods and services bought on credit. Include interline payables, employee withholding, COD's & other.

Line 111: Notes payable — Promissory notes payable within one year. Include payables to affiliated companies and matured obligations.

Line 112: Taxes payable — Taxes payable within one year (accrued taxes, deferred income tax credits).

Line 113: Current portion of long-term debt — Long-term debt that is due within one year (bonds, equipment obligations, lease obligations, etc.).

Line 114: Other current liabilities — All other liabilities due within one year that are not included in lines 110 through 113. Include salaries and wages payable, accrued bonuses, vacation pay, etc.

Line 115: Total current liabilities — The sum of lines 110 through 114.

Long-term Liabilities (Debts and payables due in more than one year)

Line 116: Long-term debt — All debt and advances payable due after one year. All types of bonds, mortgages, notes, advances, etc. outstanding with more than one year of payments remaining.

Line 117: Other long-term liabilities — Deferred tax credits and any other deferred credits or liabilities of more than one year in duration.

Line 118: Total long-term liabilities — Sum of lines 116 and 117.

Line 119: TOTAL LIABILITIES — Sum of lines 115 and 118.

Owners' Equity or Capital — Owner's share of a firm's assets; amount remaining when liabilities are subtracted from assets

Line 120: Retained earnings (if corporation) — That part of net profit that is kept for use in the business instead of distributed to the owners.

Line 121: Equity and other capital (if corporation) — Include common and preferred capital stock plus additional paid-in capital. Subtract Treasury stock.

Line 122: Proprietary or partnership capital (if not a corporation) — Investments of a sole proprietor or partners in an unincorporated entity.

Line 123: Total owners' equity or capital — Sum of lines 120 through 122.

Line 124: TOTAL LIABILITIES AND EQUITY — Sum of lines 119 and 123.

Schedule 200: INCOME STATEMENT

Operating Revenues — include all revenues from carrier's operations

Line 201: Freight operating revenue (intercity) — Revenue from the transportation of property by motor vehicles. Include revenue from common and contract carriage, and revenue from your portion of interline shipments. Exclude revenue from household goods, compensated inter-corporate hauling, and private carriage.

Line 202: Freight operating revenue (local) — Revenue from local freight carriage. Exclude revenue from household goods operations.

Line 203: Household goods carrier operating revenue — Revenue from intercity and local common and contract carriage of household goods. Exclude revenue from non-carrier activities such as packing and warehousing.

Line 204: Other operating revenue — Operating revenue not included in lines 201 through 203. Include revenue from furnishing vehicles with drivers to other common or contract carriers under lease or similar arrangement. Include revenue received from the lease of operating rights. Include compensated inter-corporate hauling and private carriage. Include commissions for brokerage services, commissions for making payroll deductions, operations of lunchrooms, restaurants, etc.

Line 205: Total operating revenue — Sum of lines 201 through 204.

Wages and Salaries — Include gross earnings paid to employees prior to such deductions as employee Social Security contributions, withholding taxes, group insurance premiums, union dues, savings bonds, etc. Include all miscellaneous paid time off.

Line 206: Driver and helper wages (W-2 employees) — Exclude 1099 owner-operator driver compensation, which are included in equipment rentals with drivers on line 226.

Line 207: Cargo handler wages

Line 208: Officer, supervisor, administrative, and clerical wages and salaries.

Line 209: Other wages and salaries — Include vehicle repair and service wages.

Line 210: Fringe benefits — Include all fringe benefits, whether required by law or not. Include payroll taxes, workman's compensation, group insurance, pension & retirement plans, health, welfare and pension, and other fringes.

Line 211: Commission agent fees (HHG only) — Booking commissions paid to agents.

Line 212: Total wages, salaries, and fringe benefits — Sum of lines 206 through 211.

Operating Supplies

Line 213: Fuel, oil and lubricants — Include cost of gas, propane, diesel, motor oil, grease, lubricants and coolants used by revenue vehicles, terminal vehicles, and maintenance vehicles. Exclude taxes for fuel, which are included in fuel taxes on line 223.

Line 214: Outside maintenance — Maintenance performed by outside vendors. Include total amount paid on invoice—with taxes.

Line 215: Vehicle parts — Cost of supplies and parts used to repair vehicles. Exclude tires and tubes, which are included in line 216.

Line 216: Tires and tubes — Cost of tires and tubes, retread charges and taxes.

Line 217: Other operating supplies — Other operating supplies and expenses used in the operations of vehicles, terminals, and shops.

Line 218: Total operating supplies — Sum of lines 213 through 217.

Insurance Expenses

Line 219: Cargo loss and damage premiums and claims paid — Net cost of commercial insurance to protect the carrier against liability for claims resulting from loss or damage to or delay of property being moved or stored by carrier. Include claims paid.

Line 220: Liability and property damage premiums and claims paid — Cost of commercial insurance to protect carrier from liability due to deaths or injuries to non-employees and damage to other property caused by carrier's equipment. Include claims paid.

Line 221: Other insurance expenses — Commercial insurance for fire, theft, floods, etc. Include insurance for buildings, offices, structures, machinery, etc. Exclude any insurance cost included in fringe benefits (line 210), such as worker's compensation.

Line 222: Total insurance expenses — Sum of lines 219 through 221.

Miscellaneous Expenses

Line 223: Fuel taxes — Federal and state taxes on gas, diesel, and oil consumed by revenue vehicles and terminal and maintenance activities.

Line 224: Operating taxes and licenses (except fuel taxes) — Include Federal, state, and local operating taxes, license and registration fees, tolls, other vehicle use taxes, and real estate and personal property taxes. Exclude income, payroll, sales, and other taxes collected from customers.

Line 225: Depreciation and amortization charges — Depreciation and amortization expenses of revenue equipment, building and improvements, and all other property. Include depreciation on assets rented or leased to others by you under an operating lease agreement. Include depreciation on assets owned and used by your firm within leaseholds, and assets obtained through capital lease agreements. Exclude depreciation on intangible assets, and assets leased to others by you under a capital lease agreement.

Line 226: Equipment rentals (with drivers) — Amounts payable to others for the use of revenue vehicles where vehicle and driver are under control of carrier. Include monies paid to 1099 independent contractors. Exclude wages paid to W-2 drivers reported on line 206.

Line 227: Equipment rentals (without drivers) — Amounts payable to others for the use of revenue vehicles where vehicle is under control of carrier. Include compensation for use of owner operator vehicles when driver services are paid separately.

Line 228: Equipment rentals (agents – HHG Only) — Amounts payable to agents for moving and transportation costs related to household goods operations. Exclude commission agent fees, which are reported separately in line 211.

Line 229: Purchased transportation — Cost of purchased transportation when the hauling carrier retains control of the vehicle and driver. Include payments for the transportation of individual shipments and partial loads in the vehicles of another carrier (interlining), and payments to railroads, water carriers, airlines, and others for the transportation of your company's loaded or empty motor vehicles and containers. Include payments for the delivery of small shipments by parcel, courier, or expedited services. Exclude 1099 independent contractor compensation, which is reported separately.

Line 230: Communications and utilities — Cost of communications services, plus taxes (long distance communications, fax services, telephone equipment, etc.).

Line 231: Other operating expenses — Include building rents and office equipment rents, gain (loss) on disposal of operating assets, etc. Exclude interest on loans, sales taxes, and other taxes collected directly from customers and paid directly to a taxing authority.

Line 232: Total miscellaneous expenses — Sum of lines 223 through 231.

Line 233: TOTAL OPERATING EXPENSES — Sum of lines 212, 218, 222, and 232.

Net Income (Loss) Calculation

NOTE: A frequent source of error in the preparation of the Annual Report involves the Net Income or Loss calculations in lines 234 through 242. Ordinary Income or Loss before taxes (line 238), Ordinary Income or Loss after taxes (line 240), and Net Income or Loss (line 242) are calculated by the addition of line 235, and the subtraction of lines 236, 237, 239 and 241. The values entered in lines 236, 237, 239 and 241 should be stated on the form as positive numbers, unless the effect of these accounts is to increase net income (or reduce net loss), in which case they should be stated as negative (or bracketed) numbers.

Line 234: Net operating income (loss) — line 205 minus line 233.

Line 235: Non-operating revenue — Revenue from non-carrier operations. Include revenue from the lease of a distinct operating unit and household goods packing and warehousing revenue. Include gains on sale, trade in, and/or retiring of equipment. Include interest and dividend income.

Line 236: Non-operating expenses — Expenses from non-carrier operations. Include household goods packing and warehousing expenses. Include losses on sale, trade in and/or retiring of equipment.

Line 237: Interest expenses — Interest and amortization of debt discount expense and premium.

Line 238: Ordinary income (loss) before taxes — Line 234 (plus line 235 minus line 236 minus line 237).

Line 239: Total provision for income taxes — Accruals for Federal, state or other income taxes applicable to ordinary income.

Line 240: Ordinary income (loss) after taxes — Line 238 minus line 239.

Line 241: Extraordinary items, effect of accounting changes, and other items — Include items that are unusual in nature and infrequent in occurrence.

Line 242: NET INCOME (LOSS) — Line 240 minus line 241.

Schedule 300: OPERATING STATISTICS

Report statistics for carrier's owned and leased power units, equipment rentals with and without drivers, equipment rentals—agents, and purchased transportation (owner-operators). Include statistics from common and contract carriage and your portion of interline shipments. Exclude statistics from local, compensated intercorporate, and private carriage. Additional revenue, weight, and shipment data, for household goods carriers only, are to be reported in lines 308 through 311.

NOTE: General Freight carriers are required to provide LTL and TL breakdowns in columns A and B. All carriers are required to provide operating statistics in column C for lines 301 through 307.

Line 301: Miles (intercity) — Report total miles operated, both loaded and empty, in intercity service. Line 301 should equal the sum of lines 302 and 303.

Line 302: Miles (highway) — Report total miles operated in highway service.

Line 303: Miles (rail, water, and air) — Report total miles operated in intermodal service (via rail, water, air, and other).

Line 304: Tons (intercity) — Total revenue tons carried in intercity service. Include all tons which generated revenue included in "operating revenue – intercity." Include tons carried by carrier's owned and leased power units, equipment rentals with or without drivers, equipment rentals—agents, and purchased transportation (other motor carriers, rail, water, air). Use estimates if necessary.

Line 305: Total freight bills (shipments and/or loads) (intercity) — The actual number of freight bills or bills of lading carried in intercity service. Include all shipments which generated revenue included in "operating revenue – intercity." Include shipments carried by carrier's owned and leased power units, equipment rentals with or without drivers, equipment rentals—agents, and purchased transportation (other motor carriers, rail, water, air). Use estimates if necessary.

Line 306: Revenue (intercity including HHG) — Revenue from the transportation of property from common and contract carriage. Include revenue from your portion of interline shipments. Line 306 will equal line 201, plus the intercity portion of line 203.

Line 307: Ton-miles (Intercity) — Total ton-miles of intercity revenue freight carried by owned and leased vehicles, other motor carrier service, rail, water, air, and other methods. Ton-miles can be calculated by multiplying the distance of each movement by the weight in tons to get ton-miles for individual shipments. Add all ton-miles for individual shipments to get total ton-miles. If actual individual shipment data is not available, then ton-miles can be calculated by computing the average length of haul (total miles/total shipments) and then multiplying the average haul by the total number of actual tons transported in intercity service. Do not multiply the total tons of all movements by the total miles of all movements.

Line 308: Personal effects and property used or to be used in a dwelling.

Line 309: Furniture, fixtures, equipment, and the property of stores, offices, etc.

Line 310: Articles of an unusual nature or value (such as objects of art).

Line 311: TOTAL — Sum of lines 308a–310(a); 308(b)–310(b); and 308(c)–310(c)

Schedule 400: REVENUE EQUIPMENT

Include data for all operating equipment owned or leased under a capital lease. Exclude rented vehicles. Include vehicles used in terminals, maintenance facilities, intercity highway, and storage. For all categories provide the numbers of units at start of year, acquired during the year (including cost), retired or disposed during the year, and on-hand at the end of year.

NOTE: Column E (number of units at end of year) should always equal the sum of columns A plus B, minus column D.

Line 401: Straight trucks (owned) — Total number of straight trucks owned by carrier. Include vehicles used in terminals, maintenance facilities, intercity highway, and storage. Exclude leased or rented vehicles.

Line 402: Straight trucks (leased) — Total number of straight trucks leased with or without drivers. Include vehicles that remain under control of carrier. Include vehicles used in terminals, maintenance facilities, intercity highway, and storage. Exclude rented vehicles.

Line 403: Truck-tractors (owned) — Total number of truck-tractors owned by carrier. Include vehicles used in terminals, maintenance facilities, intercity highway, and storage. Exclude leased or rented vehicles.

Line 404: Truck-tractors (leased) — Total number of truck-tractors leased with or without drivers. Include vehicles that remain under control of carrier. Include vehicles used in terminals, maintenance facilities, intercity highway, and storage. Exclude rented vehicles.

Line 405: Trailers and semi-trailers (owned) — Total number of trailers owned by carrier. Include vehicles used in terminals, maintenance facilities, intercity highway, and storage. Exclude leased or rented vehicles

Line 406: Trailers and semi-trailers (leased) — Total number of trailers leased by carrier. Include vehicles that remain under control of carrier. Include vehicles used in terminals, maintenance facilities, intercity highway, and storage. Exclude rented vehicles.

Line 407: Other revenue equipment — Other equipment used to generate revenue for carrier operations. Include owned or leased vehicles used in terminals, maintenance facilities, intercity highway, and storage. Exclude rented vehicles.

Line 408: TOTAL REVENUE EQUIPMENT — Sum of lines 401 (a) thru 407 (a); 401 (b) thru 407 (b); 401 (c) thru 407 (c), 401 (d) thru 407 (d), and 401 (e) thru 407 (e).

Schedule 500: EMPLOYMENT INFORMATION

Include W-2 employees. Exclude 1099 independent contractors. Lines 501 through 507 - report the average number of employees, and the total compensation amount, including wages, salaries, and miscellaneous paid time off. Exclude fringe benefits.

NOTE: Total compensation (column B) should always equal lines 206 through 209.

Line 501: Drivers and Helpers — hourly basis

Line 502: Drivers and Helpers — mileage basis

Line 503: Drivers and Helpers — Other basis not included in line 501 or 502

Line 504: Cargo handlers

Line 505: Officers, supervisors, administrative and clerical

Line 506: Other labor — Include vehicle repair & service employees

Line 507: TOTAL EMPLOYMENT — Sum of lines 501 through 506

Drivers:

Line 508: CDL drivers — Total drivers that held a valid CDL license at close of year

Line 509: Non-CDL drivers — Total drivers that did not hold a valid CDL license at close of year

Line 510: TOTAL DRIVERS — Sum of lines 508 and 509.

Certification — Should contain the name, signature, and title of person responsible for the completion of the form, and date. Retain a copy for your records, and return the original certified Form M to:

U.S. Department of Transportation
Bureau of Transportation Statistics
Office of Motor Carrier Information
c/o Vistrionix, Inc.
1970 Chain Bridge Road, Suite 1200
McLean, VA 22102