



U.S. Department
of Transportation

1200 New Jersey Ave. SE.,
Washington, DC. 20590

Bureau of Transportation Statistics

Office of Motor Carrier Information

MOTOR CARRIERS OF PROPERTY AND HOUSEHOLD GOODS GENERAL INFORMATION ON FILING

What forms do I have to file?

Your company is currently classified as either a Class I or Class II motor carrier of property and household goods. As such, you are required by law to file reports — Form M (Classes I & II) and Form QFR (Class I only). The governing legislation is **49 U.S.C. 14123** and the governing regulations are in **49 CFR 1420**.

The information collected on these forms provides the U.S. Department of Transportation, other Federal agencies, and the public with statistical data about the motor carrier industry. It also helps to foster motor carrier safety. Unless otherwise provided by law, the information you provide is made generally available to the public.

Motor carriers are classified on the basis of annual gross operating revenues and reports vary by carrier classification. If you believe your classification has changed or is incorrect, please complete the enclosed worksheet that will assist you in calculating your proper classification. If reclassification is needed, contact BTS. We will make any necessary adjustments and give you further instructions on your filing requirements. Please return a copy of the completed worksheet with your report.

What are the due dates for these forms?

The **Form M** (Annual Report) is due on **March 31, 2001**. Quarterly Reports (**Form QFR**) are due on **April 30, 2001, July 31, 2001, October 31, 2001 and January 31, 2002**.

Where do I send the forms?

The completed forms should be returned to the following address:

**Bureau of Transportation Statistics
Office of Motor Carrier Information
U.S. Department of Transportation
c/o Vistrionix, Inc.
1970 Chain Bridge Road, Suite 1200
McLean, VA 22102
Phone: (202) 366-4383
Fax: (703) 749-8480
Email: mcs@bts.gov**

GENERAL INSTRUCTIONS

Page 2

Can I File The Annual And Quarterly Reports Electronically?

Yes, we have computerized versions of the annual (Form M) and quarterly (Form QFR) reports on two diskettes. These programs allows you to enter the data on your personal computer, verify the information, and then print a hardcopy of the report with a format that will be accepted by the BTS database. Access 2000 must be installed on your computer, along with operating system Windows 98 or NT, in order to use the diskettes.

Use of the electronic software is not required to complete the 2000 annual or 2001 quarterly reports. ***If you decide to use the diskette version, please send one copy of the printed report AND the diskettes back to BTS.*** Please make sure that you check the report for accuracy and remember to make a copy for your own files. For questions regarding the use of Form M/Form QFR software, please call (202) 366-4383.

Where Can I Get Help In Filling Out The Form?

If you have any questions while completing Form M/Form QFR, call 202-366-4383 for assistance. Filing information is also available electronically. If you have a fax machine, information can be faxed to you or available on our web site (www.bts.gov/mcs) if you have access to the Internet.

Where Do I Get Information About Filing Date Extensions, Exemptions, And Requests For Confidentiality?

Questions regarding procedures for obtaining an extension of the filing date, exemption from filing reports, or confidentiality of data can be answered by calling 202-366-4383.

Under the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number assigned to this collection of information is displayed at the top of the collection form.

It is estimated that an average of 10 burden hours per response are required to complete this collection of information. This estimate includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Comments concerning accuracy of this burden estimate or suggestions for reducing this burden should be directed to the Bureau of Transportation Statistics at the address above.