REGISTRY OF MOTOR VEHICLES

EVR FID Requirements Cover Sheet

Registry of Motor Vehicles · FID Section
P.O. Box 55889 · Boston, MA 02205-5889

Instructions

Email completed application and any supporting documents to the RMV's FID section at **RMVMAFID@dot.state.ma.us**

EVR Location Information

Dealership/Agency Name	City/Town	
Name of contact person	Phone Number	Email Address

FID Number (to be added/modified)

Requested Action

Source documents may not be more than two years old.

☐ **Add New FID**

A source document from the IRS (containing FID#, name and address) is required to add a company/FID to the RMV system. **(Forms from the IRS have the client information printed by the IRS, not by the client.)** Acceptable forms are: FORM 8109, FORM 147C and FORM CP575. Massachusetts tax exempt organizations may provide the ST-2.

ALTERED DOCUMENTS ARE NOT ACCEPTABLE.

DBAs/Sole Proprietorships are to be registered under the owner's name and not the DBA/company name. A company name may only be added if the company is registered with the MA Secretary of the Commonwealth (SOC).

Prior to submitting this request, and to expedite the transaction, check the SOC website and verify the name and address match at ***https://corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx***.

☐ **Change/Add a Company Address**

Submit a 147C FORM with the new address. Prior to submission, the address must be updated on the SOC website.

☐ **Change a Corporate Name**

Name changes for incorporated companies must be accompanied by Articles of Amendment, which can be obtained from the SOC website.