



EVR FID Requirements Cover Sheet

Registry of Motor Vehicles · FID Section
P.O. Box 55889 · Boston, MA 02205-5889 · FAX: 857-368-0822

Instructions

Fax completed application and any supporting documents to the RMV's FID Section at 857-368-0822.

Dealership Information

Dealership/Agency Name		City/Town	
Name of contact person		Phone Number	Email Address
Return Fax Number		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 business name. A company may only be added if the business is registered with the MA Secretary of the Commonwealth.

Check before submitting documents to the RMV.

<http://corp.sec.state.ma.us/corp/corpsearch/CorpSearchInput.asp>

Change/Add a Company Address

A 147C FORM with the new address, which must be updated on the Secretary of State's website, sec.state.ma.us .

Change a Corporate Name

Name changes for incorporated business must be accompanied by Articles of Amendment from the Secretary of State.