



Illinois Commerce Commission Household Goods Annual Report Filing Instructions

[Subject]

April 21, 2022 10:09 AM



Contents

Overview	1
Sign-on Page.....	1
Welcome Page	2
Start an Annual Report Filing	3
Filling out the Annual Report	4
Part 1 All For-Hire Trucking Operations	4
A: Pieces of Equipment	4
B: MILES	5
C: EMPLOYEES	6
D: TOTAL REVENUE AND EXPENSES FOR ALL FOR-HIRE MOTOR CARRIER OPERATIONS	7
PART 2 Illinois Intrastate Household Goods Only (Dwelling to Dwelling)	8
A: TOTAL INTRASTATE REVENUE DOLLARS	8
B and C: NUMBER OF INTRASTATE HOUSEHOLD GOODS SHIPMENTS.....	8
D: STORAGE.....	8
PART 3: OWNERSHIP	9
A: OWNERSHIP INFORMATION	9
B: PERCENTAGE OF SHARES OUTSTANDING CORPORATIONS ONLY	10
C: CHANGES IN OWNERSHIP OR CONTROL.....	10
Verify and File the Report	11
Finished	12
View or Amend an Existing Annual Report	13
Select a motor carrier an annual report year	13
View or Amend an Existing Annual Report	Error! Bookmark not defined.
View or Amend	13
Amend a Filing.....	14



Overview

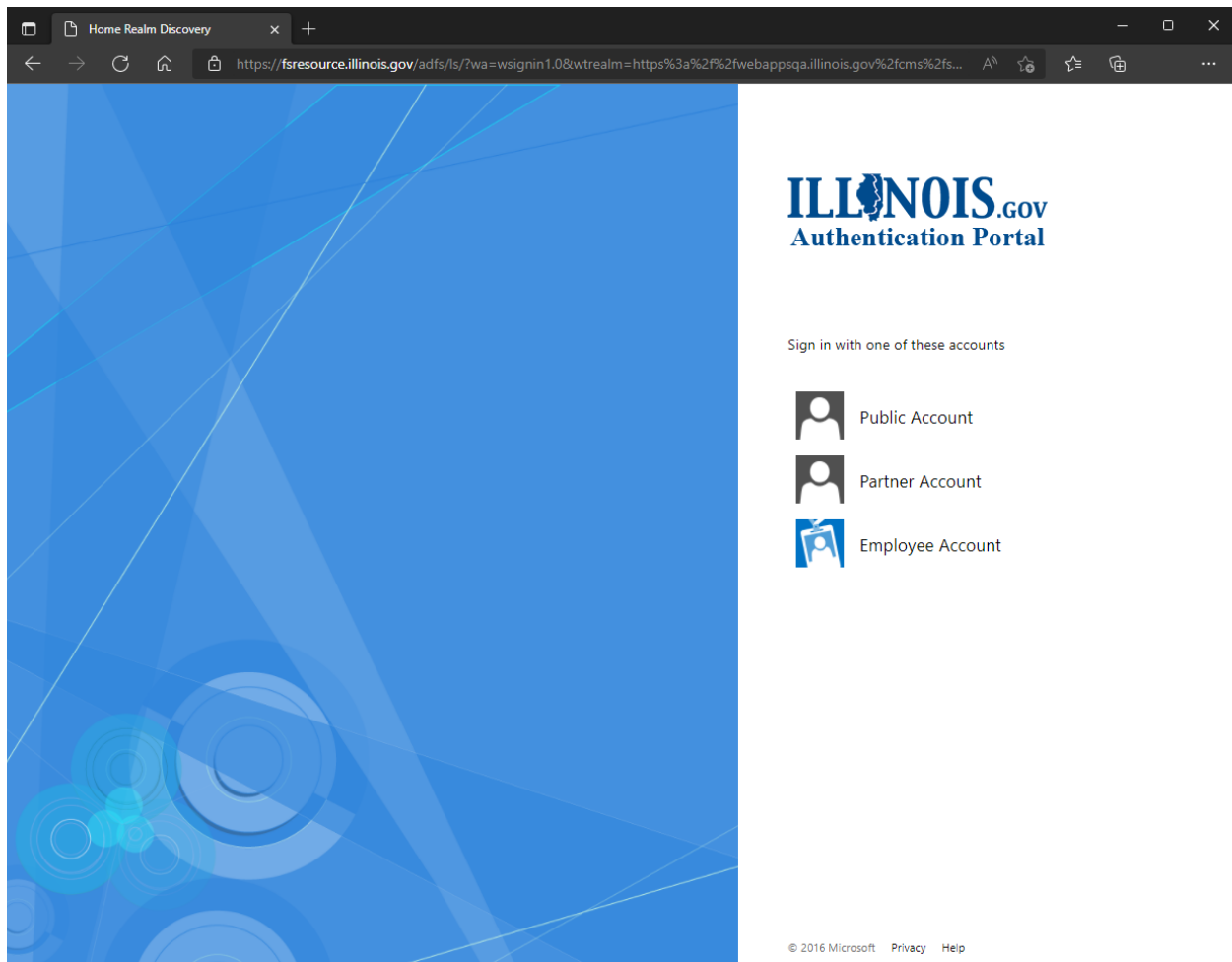
The Illinois Commerce Commission has implemented an electronic filing system for accepting filings. The URL for the Household Goods Annual Report Filing system is the following:

<https://icc.illinois.gov/efiling/mcis/moverar/>

For filing information of the Household Goods Mover Annual Report, you may visit the Transportation webpage on the ICC website at <http://icc.illinois.gov/transporation/>.

Sign-on Page

To file on-line, you must enter a username, password, and domain in the appropriate fields. If you do not have an account, please visit the ICC Web Site and complete the External User Account Request Form on the Household Goods Mover webpage at <https://icc.illinois.gov/authority/household-goods-movers> and submit it to icc.transportationprocessing@illinois.gov.

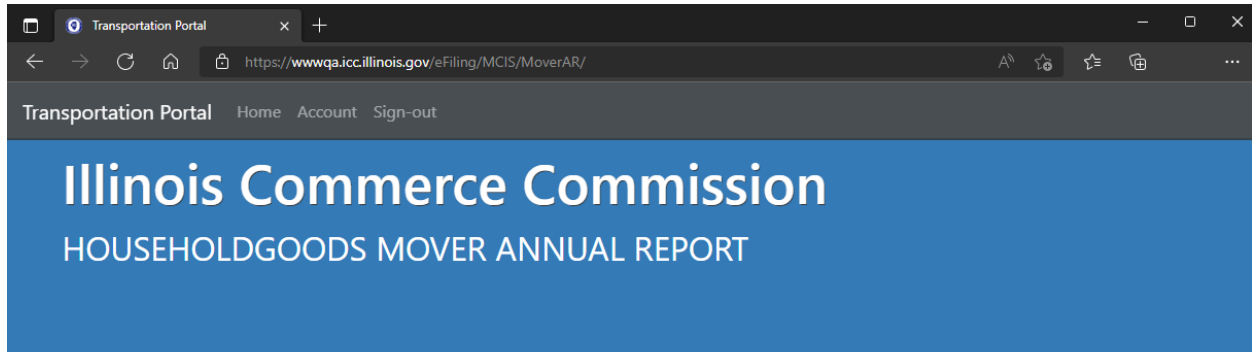




Welcome Page

After a successful sign-on, the Welcome page is displayed. On the Welcome page, you may:

1. Start an electronic filing
2. Amend an existing filing
3. View a list of authorized filers
4. Return to electronic filing portal



Start

Start a new annual report by motor carrier number and year.

View, Print, or Amend

View, print, or amend an existing annual report by motor carrier number and year.

Filers

View a list of all individuals who are authorized to submit certain compliance documents for a motor carrier.

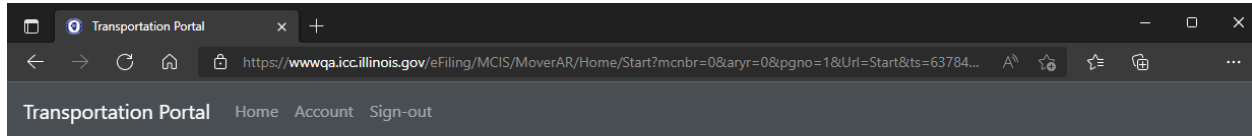
Portal

Return to the Electronic Filing Portal.



Start an Annual Report Filing

- After clicking the **Start** button under the **Start** heading, you will begin the filing process.
- On the start page, the **Motor Carrier Number** and **Annual Report Year** you are filing for.
- If the motor carrier number you are looking for is not listed, you are not authorized to file for that motor carrier number.



Start

Start a new annual report by entering a motor carrier number and selecting a year.

Motor Carrier Number:

Annual Report Year:

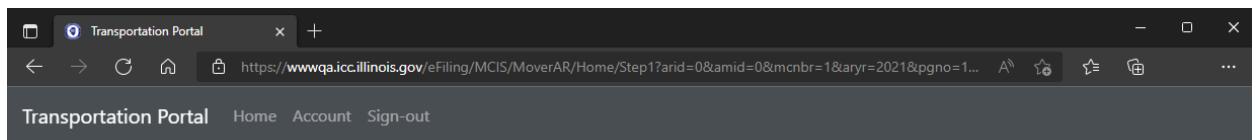


Filling out the Annual Report

Part 1 All For-Hire Trucking Operations

A: Pieces of Equipment

- Enter the NUMBER OF FOR-HIRE TRUCKS and/or POWER UNITS OWNED OR LEASED (semi power units or self-powered such as box, van, or straight truck) in appropriate box.
- DO NOT include trailers.
- INTRASTATE ONLY- used only for moves within Illinois for the entire reporting year
- INTERSTATE ONLY- used only for moves between states for the entire year
- BOTH INTRASTATE AND INTERSTATE - used for Illinois and interstate shipments during the year.
- Click Next.



HOUSEHOLD GOODS ANNUAL REPORT

Motor Carrier Number: 1

Annual Report Year: 2021

Business Name: WALK-IN CENTER AND FEE TRANSACTION PROCESSING AND INFORMATION CNTR

Trade Name: MISC. FEES ENTRY AND INFORMATION CENTER

PART 1: ALL FOR-HIRE TRUCKING OPERATIONS

A: PIECES OF EQUIPMENT

Enter the number of all for-hire trucks and power units your company owned or leased during the year.

Intrastate Only (used only for moves within Illinois for the entire reporting year):

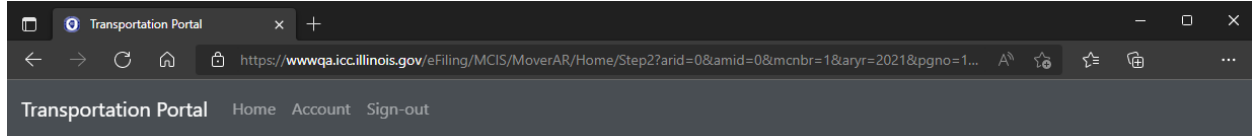
Interstate Only (used only for moves between states for the entire reporting year):

Used in both Intrastate and Interstate(used for Illinois and interstate shipments during the reporting year):



B: MILES

- Enter the TOTAL NUMBER OF MILES operated for all for-hire trucking. This includes the number of miles operated by owned, leased or rented equipment used in your for-hire trucking business.
- Click Next.



HOUSEHOLD GOODS ANNUAL REPORT

Motor Carrier Number: 1

Annual Report Year: 2021

Business Name: WALK-IN CENTER AND FEE TRANSACTION PROCESSING AND INFORMATION CNTR

Trade Name: MISC. FEES ENTRY AND INFORMATION CENTER

PART 1: ALL FOR-HIRE TRUCKING OPERATIONS

B: MILES

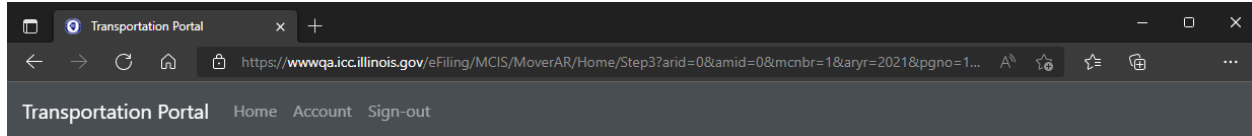
Enter the total of all miles - loaded, empty, leased, owned, intrastate, household goods, and general freight.

Number of Miles:



C: EMPLOYEES

- Enter the TOTAL NUMBER OF EMPLOYEES full and part time on your payroll or leased during the year. Include anyone issued a W-2 through you or a payroll leasing company.
- If you own the business and operate the truck, include yourself as an employee. Do not include independent contractors that receive 1099s.
- Click Next.



HOUSEHOLD GOODS ANNUAL REPORT

Motor Carrier Number: 1

Annual Report Year: 2021

Business Name: WALK-IN CENTER AND FEE TRANSACTION PROCESSING AND INFORMATION CNTR

Trade Name: MISC. FEES ENTRY AND INFORMATION CENTER

PART 1: ALL FOR-HIRE TRUCKING OPERATIONS

C: NUMBER OF EMPLOYEES

Enter the number of FULL and PART-TIME employees on your payroll or leased during the year.

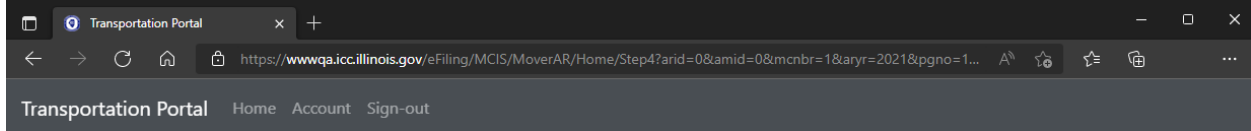
Full-Time Employees:

Part-Time Employees:



D: TOTAL REVENUE AND EXPENSES FOR ALL FOR-HIRE MOTOR CARRIER OPERATIONS

- **TOTAL REVENUE DOLLARS**
 - Enter the total revenue from all for-hire motor carrier operations:
 - This would include all revenues from any for-hire trucking business including general freight, household goods and non-household goods, both interstate and intrastate.
- **TOTAL EXPENSE DOLLARS**
 - Enter the total expenses from all for-hire motor carrier operations.
 - This would include all expenses from any for-hire trucking business including general freight, household goods and non-household goods, both interstate and intrastate.
- **Click Next.**



HOUSEHOLD GOODS ANNUAL REPORT

Motor Carrier Number: 1

Annual Report Year: 2021

Business Name: WALK-IN CENTER AND FEE TRANSACTION PROCESSING AND INFORMATION CNTR

Trade Name: MISC. FEES ENTRY AND INFORMATION CENTER

PART 1: ALL FOR-HIRE TRUCKING OPERATIONS

D: REVENUE AND EXPENSES

Enter the total company gross revenue and gross expenses during the year.

Total Gross Revenue:

Total Gross Expenses:



PART 2 Illinois Intrastate Household Goods Only (Dwelling to Dwelling)

The questions in Part 2 pertain solely to Illinois intrastate household goods moves (dwelling to dwelling). DO NOT INCLUDE INTERSTATE OR OTHER INFORMATION NOT PERTAINING TO INTRASTATE HOUSEHOLD GOODS.

A: TOTAL INTRASTATE REVENUE DOLLARS

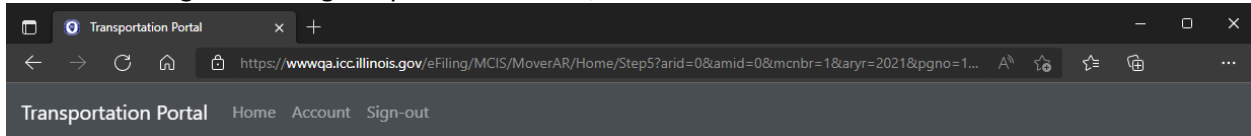
Enter the revenue that was derived from local and intercity ILLINOIS INTRASTATE HOUSEHOLD GOODS MOVES counted in Part 2 Box B and C. Do not include interstate or other non-household goods revenue.

B and C: NUMBER OF INTRASTATE HOUSEHOLD GOODS SHIPMENTS

In the first box enter the total number of hourly-rated shipments. In the second box enter the total number of weight distance-rated shipments. Include only the number of Illinois intrastate household goods shipments, dwelling to dwelling, made during the year. Do not include interstate or non-household goods shipments.

D: STORAGE

Select either YES or NO. If your company has storage facilities for household goods and provided storage for household goods during the year select "YES", select "NO". Click Next.



HOUSEHOLD GOODS ANNUAL REPORT

Motor Carrier Number: 1

Annual Report Year: 2021

Business Name: WALK-IN CENTER AND FEE TRANSACTION PROCESSING AND INFORMATION CNTR

Trade Name: MISC. FEES ENTRY AND INFORMATION CENTER

PART 2: ILLINOIS INTRASTATE HOUSEHOLD GOODS SHIPMENTS-DWELLING TO DWELLING ONLY

A: Gross Intrastate Household Goods Revenue:

B: Number of Hourly Rate Moves:

C: Number of Weight Distance Rated Moves:

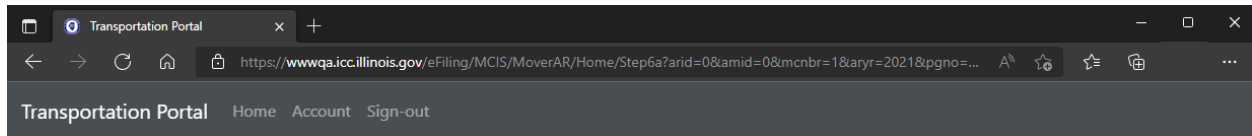
D: Does your company provide storage for household goods:



PART 3: OWNERSHIP

A: OWNERSHIP INFORMATION

- Enter the names, telephone numbers and percentage of ownership of the company for each stockholder, partner or owner. If you are a corporation, you are requested to list the three major stockholders.
- Click “Add”.
- Repeat for each Principal.
- If you need to edit an entry after adding it, click “Edit”.
- If you need to remove an entry of adding it, click “Delete”.
- If you click “Next” before clicking add, the entry will not be added.
- Click “Next”, once all principals are entered.



HOUSEHOLD GOODS ANNUAL REPORT

Motor Carrier Number: 1

Annual Report Year: 2021

Business Name: WALK-IN CENTER AND FEE TRANSACTION PROCESSING AND INFORMATION CNTR

Trade Name: MISC. FEES ENTRY AND INFORMATION CENTER

PART 3: OWNERSHIP

A: List the names, telephone numbers, and percentage of ownership of the company for each stockholder, partner or owner. If you are a corporation, list only the three major stockholders (principals) of the company:

Action:	Name:	Phone:	Percent:
No principals found			
Add a New Principal to the List			

« Previous

Next »

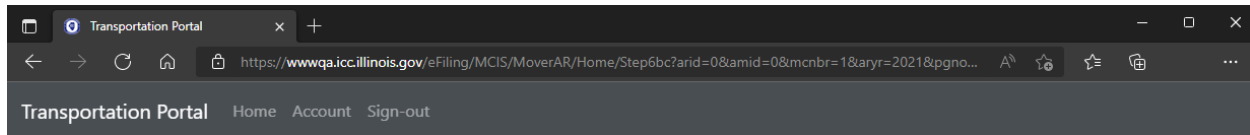


B: PERCENTAGE OF SHARES OUTSTANDING CORPORATIONS ONLY

- Enter the percentage of outstanding shares that are held by stockholders other than the three major stockholders listed in part A. If none, enter zero.

C: CHANGES IN OWNERSHIP OR CONTROL

- Select either YES or NO.
- Select “YES”, if there were any changes in ownership, control or management of the company during the year, otherwise select “NO”.
- Click Next.



HOUSEHOLD GOODS ANNUAL REPORT

Motor Carrier Number: 1

Annual Report Year: 2021

Business Name: WALK-IN CENTER AND FEE TRANSACTION PROCESSING AND INFORMATION CNTR

Trade Name: MISC. FEES ENTRY AND INFORMATION CENTER

PART 3: OWNERSHIP

B: Enter percentage of outstanding shares not held by the principals:

C: Was there a change in ownership or management or control during the reporting year?:



Verify and File the Report

- Read the verification.
- To file the Annual Report, you must answer Yes to the Verify statement.
- Click Next.

The screenshot shows a web browser window with the URL <https://www.qa.icc.illinois.gov/eFiling/MCIS/MoverAR/Home/Step7?arid=10195&amid=10195&mcnbr=1&ayr=20...>. The page title is "Transportation Portal" and the navigation bar includes "Home", "Account", and "Sign-out".

HOUSEHOLD GOODS ANNUAL REPORT

This annual report amends tracking number 10195
Motor Carrier Number: 1
Annual Report Year: 2020
Business Name: WALK-IN CENTER AND FEE TRANSACTION PROCESSING AND INFORMATION CNTR
Trade Name: MISC. FEES ENTRY AND INFORMATION CENTER

Full Name of the Person Submitting this Annual Report:

Title:

Phone Number:

E-Mail Address:

Date:

Verify:
I understand that I am authorized to file this annual report on behalf of the above named entity. I further certify that the information provided in this annual report is true and correct and that I have not knowingly provided false or misleading information.



Finished

- When the filing has completed, the finished page is displayed.
- You can also view, print, or amend an annual report by clicking the “View, Print, or Amend” button.
- Otherwise, click the “Finished, Return to Home Page” button to continue.

Transportation Portal Home Account Sign-out

HOUSEHOLD GOODS ANNUAL REPORT

Tracking Number: 10195 amends 10194
Motor Carrier Number: 1
Annual Report Year: 2020
Business Name: WALK-IN CENTER AND FEE TRANSACTION PROCESSING AND INFORMATION CNTR
Trade Name: MISC. FEES ENTRY AND INFORMATION CENTER

Full Name of the Person Submitting this Annual Report:

Phone Number:

E-Mail Address:

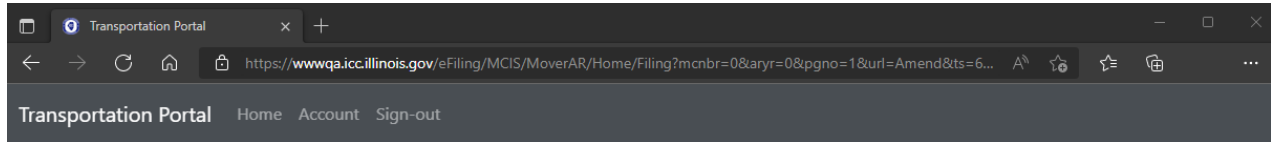
Date:



View, Print, or Amend an Existing Annual Report

Select a motor carrier an annual report year

To amend an existing annual report, select a motor carrier and an annual report year.



View, Print, or Amend

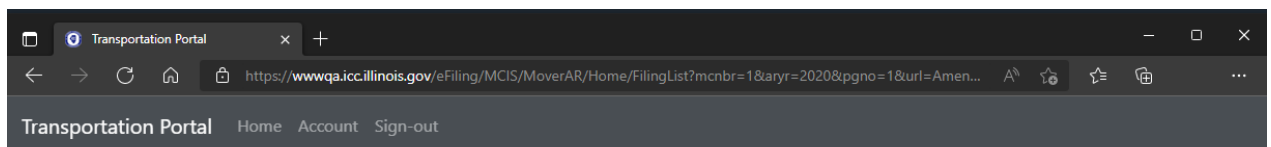
View, print, or amend an existing annual report by entering a motor carrier number and selecting a year.

Motor Carrier Number:

Annual Report Year:

View, Print, or Amend

- After clicking the **Start** button under the **View, Print, or Amend** heading, you will see a list of filings.
- Click the **View** link to view the filing.
- Click the **Print** link to view the filing. Please note: depending on the document viewer, extra steps may be required to print a paper copy.
- Click the **Amend** link to begin the process to make an amended filing.



View, Print, or Amend

View a list of annual reports submitted on behalf of a motor carrier.

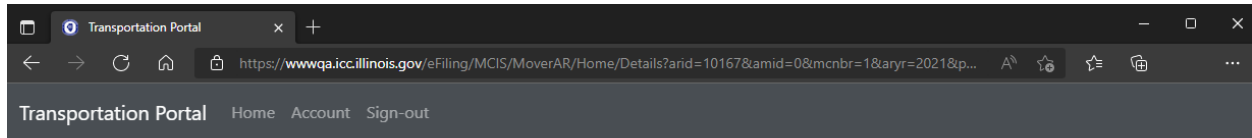
Action:	TrNo.:	MCNbr:	RepYr:	Date:	By:
View Print Amend	10194 amends 10193	1	2020	04/21/2022 8:58 AM	
View Print	10193	1	2020	04/21/2022 8:56 AM	

1



Amend a Filing

- After selecting the **Amend** link, you will need to verify you wish to continue.
- Click **Continue** to begin the amended filing process for that annual report.
- You will follow the same steps listed under [Filling out the Annual Report](#)



HOUSEHOLD GOODS ANNUAL REPORT

Motor Carrier Number: 1

Annual Report Year: 2021

Business Name: WALK-IN CENTER AND FEE TRANSACTION PROCESSING AND INFORMATION CNTR

Trade Name: MISC. FEES ENTRY AND INFORMATION CENTER

Do you want to continue with the amendment of your annual report for 2021 with tracking number 10167?