

# Instructional Guide for Completing the METR “Form A” and “Form B”

<p style="text-align: center;"><b>Purpose</b></p>	<p>To document a hiring contractor’s procurement of entities involved in the hauling of material or product to a highway/road construction project that is funded in whole or in part with state funds through the Minnesota Department of Transportation. The Month-End Trucking Report (METR) provides a mechanism for the hiring contractor to demonstrate that it compensated a hired trucking firm (MTO) or Independent Truck Owner/Operator (ITO) the minimum hourly truck rental rate. Please note, a METR report is not required for hauling services that are <b>exempt</b> pursuant with <a href="#">Minnesota Statute 177.44, Subdivision 2</a> or <a href="#">Minnesota Rule 5200.1106, Subpart 4</a>.</p>
<p style="text-align: center;"><b>Who Responsible to Report?</b></p>	<p>A hiring contractor that acquires <b>non-exempt</b> trucking services from a MTO or ITO must complete a METR monthly. All METRs must be provided to the prime contractor pursuant with the provisions located at the bottom of the METR Statement of Compliance Form. The prime contractor must submit all METRs to the contracting agency each month that services were provided.</p>
<p style="text-align: center;"><b>General Instructions “Form A &amp; Form B” Sections A – E</b></p>	<p><b>A:</b> <b>Report Number:</b> Each monthly report must be numbered in sequential order. The first report must be denoted as #1, the second report submitted as #2 and so on. A hiring contractor is <b>not</b> required to submit a METR for a month(s) in which no MTOs or ITOs were hired to perform hauling activities. However, when a month is skipped, use the next number in the sequence without skipping a number.</p> <p><b>B:</b> <b>Month and Year:</b> Insert the month and the year for which the report applies.</p> <p><b>C:</b> <b>State Project Number(s):</b> Insert the state project number. If unknown, contact the prime hiring contractor or the contracting agency. If there are multiple project numbers, provide the lowest state project number.</p> <p><b>D:</b> <b>Contract Number:</b> If applicable, insert the contract number. If unknown, contact the prime hiring contractor or the contracting agency or insert n/a or unknown.</p> <p><b>E:</b> <b>Hiring Contractor’s Legal Company Name:</b> Insert the hiring contractor’s Legal company name; this should match the name that is registered with the <a href="#">Minnesota Secretary of State</a> and SWIFT.</p>
<p style="text-align: center;"><b>“Form A” Instructions Sections F – L</b></p>	<p><b>F:</b> <b>Legal Company Name:</b> Insert the MTOs Legal company name; this should match the name that is registered with the <a href="#">Minnesota Secretary of State</a> and SWIFT.</p> <p><b>Vendor Approved?</b> Before checking a box, perform a <a href="#">search</a> of the MTOs legal company name. If the search produces a matching result, check “yes”. If no result is produced, check “no” and have the MTO complete a <a href="#">trucking entity vendor form</a> and submit it to: <a href="mailto:lcusupport.dot@state.mn.us">lcusupport.dot@state.mn.us</a>. If the hiring contractor has any questions, please contact the MnDOT Labor Compliance Unit at (651) 366-4238.</p> <p><b>Street Address:</b> Insert the MTOs business address.</p> <p><b>City, State and Zip Code:</b> Insert the MTOs city, state and zip code.</p> <p><b>Contact Person:</b> Insert the name of the person from the MTO that can be contacted about the hauling services provided.</p> <p><b>Telephone Number:</b> Insert the MTOs telephone number.</p> <p><b>Email Address:</b> Insert the email address for the aforementioned contact person, or a general email address for the MTO.</p> <p><b>MN SWIFT/Vendor Number:</b> Insert the MTOs SWIFT/Vendor number. This number can be obtained through the <a href="#">MnDOT contractor (vendor) lookup</a>.</p> <p><b>Federal USDOT Number:</b> Insert the MTOs federal USDOT number. The hiring contractor can search for a USDOT number by visiting: <a href="https://ai.fmcsa.dot.gov/SMS/Search/Index.aspx">https://ai.fmcsa.dot.gov/SMS/Search/Index.aspx</a></p> <p><b>G:</b> <b>Date of Month/Number of Trucks Per Day:</b> The hiring contractor must report the total number of trucks that were provided by the MTO for each calendar day during the month reported.</p> <p><b>H:</b> <b>Hourly Rate Paid Per Truck Type:</b> The hiring contractor must report the <b>exact</b> hourly rate paid to the MTO for each type of truck provided during the month reported.</p> <p><b>I:</b> <b>Total Hours Charged Per Truck Type:</b> The hiring contractor must report the total number of hours charged by the MTO for each truck type during the month reported.</p> <p><b>J:</b> <b>Total Paid:</b> The hiring contractor must report the total amount paid per truck type to the MTO during the month reported. The calculation method is: (column H * column I).</p> <p><b>K:</b> <b>Notice:</b> The MTO must submit a certified payroll report(s) and/or a METR.</p> <p><b>L:</b> <b>Total:</b> The hiring contractor must report the overall total hours and amount paid to the MTO for the month reported.</p>

<p align="center"><b>“Form B” Instructions Section M – S</b></p>	<p><b>Legal Company Name:</b> Insert the ITOs Legal company name; this should match the name that is registered with the <a href="#">Minnesota Secretary of State</a> and SWIFT. If the ITO is using his/her full Legal name as the company name, the ITO is not required to register with the Minnesota Secretary of State.</p> <p><b>Vendor Approved?</b> Before checking a box, perform a <a href="#">search</a> of the ITOs Legal company name. If the search produces a matching result, check “yes”. If no result is produced, check “no” and have the ITO complete a <a href="#">trucking entity vendor form</a> and submit it to: <a href="mailto:lcusupport.dot@state.mn.us">lcusupport.dot@state.mn.us</a>. If the hiring contractor has any questions, please contact the MnDOT Labor Compliance Unit at (651) 366-4238.</p> <p><b>Street Address:</b> Insert the ITOs business address.</p> <p><b>City, State and Zip Code:</b> Insert the ITOs city, state and zip code.</p> <p><b>M: Driver’s Name:</b> Insert the name of the person (driver) that is reported on the haul slip/haul ticket that was provided to the hiring contractor.</p> <p><b>Telephone Number:</b> Insert the ITOs telephone number.</p> <p><b>Federal USDOT Number:</b> Insert the ITOs federal USDOT number. The hiring contractor can search for a USDOT number by visiting: <a href="https://ai.fmcsa.dot.gov/SMS/Search/Index.aspx">https://ai.fmcsa.dot.gov/SMS/Search/Index.aspx</a></p> <p><b>Email Address:</b> Insert the email address for the ITO.</p> <p><b>Truck/Unit Number:</b> Insert the number that the ITO has assigned to his/her truck.</p> <p><b>MN SWIFT/Vendor Number:</b> Insert the ITOs SWIFT/Vendor number. This number can be obtained through the <a href="#">MnDOT contractor (vendor) lookup</a>.</p> <p><b>License Plate Number:</b> Insert the license plate number of the truck that is operated by the ITO.</p>
	<p><b>N:</b> <b>Date of Month/Hours Worked Per Day:</b> The hiring contractor must report the total number of hours worked by the ITO for each calendar day during the month reported.</p>
	<p><b>O:</b> <b>Hourly Rate Paid For Truck Type:</b> The hiring contractor must report the <b>exact</b> hourly rate paid to the ITO for the type of truck provided during the month reported.</p>
	<p><b>P:</b> <b>Total Hours Charged:</b> The hiring contractor must report the total number of hours charged by the ITO for the type of truck provided during the month reported.</p>
	<p><b>Q:</b> <b>Total Paid:</b> The hiring contractor must report the total amount paid to the ITO for the type of truck provided during the month reported. The calculation method is: (column O * column P).</p>
	<p><b>R:</b> <b>Notice:</b> A “valid” ITO has no certified payroll or METR reporting requirements.</p>
	<p><b>S:</b> <b>Total:</b> The hiring contractor must report the overall total hours charged and amount paid to the ITO for the month reported.</p>
	<p align="center"><b>Statement of Compliance Form</b></p>
<p align="center"><b>Submission Requirements</b></p>	<p>For each month that the hiring contractor acquired <b>non-exempt</b> trucking services, the hiring contractor must submit a certified METR to the contracting agency. The certified METR must be submitted in accordance with the provisions established at the bottom of the <a href="#">MNDOT METR Statement of Compliance Form</a>.</p>
<p align="center"><b>Questions</b></p>	<p>If the hiring contractor has any questions about the certified METR or needs assistance in completing the report, please contact the MnDOT Labor Compliance Unit at (651) 366-4238 or <a href="mailto:lcusupport.dot@state.mn.us">lcusupport.dot@state.mn.us</a>.</p>