

WELCOME PACKET

client onboarding handbook



We are so happy you're here,
The Tfig Team

WELCOME PACKET



onboarding handbook
by Tfig



welcome

Welcome to The Financial Integrity Group, where we specialize in providing reliable, efficient, and cost-effective solutions for the trucking industry. Whether you're looking to optimize your fleet management, navigate compliance requirements, or streamline operations, our team is dedicated to helping you stay ahead in an ever-evolving marketplace. Our team is committed to ensuring that your business thrives while meeting the demands of a fast-paced logistics world.

The TFIG Team

about us

With over 30 years of experience working with the DOT, FMCSA, and state agencies all over the United States, we have helped over 9,000 clients develop successful businesses.

Phone: 770-233-9014
Email: info@tfig.org
Website: www.tfig.org

COMPLIANCE DIVISION

Our compliance division specializes in authorities, licensing, and permits to help carriers avoid costly violations by staying current with regulatory requirements.

authorities@tfig.org
permits@tfig.org
770-233-9014 ext 401

REGISTRATION AND 2290S

Our registration division navigates the intricacies of each state's registration requirements. We keep your fleet compliant with current registrations and 2290s

registration@tfig.org
770-233-9014 ext 402

IFTA AND FUEL TAXES

Our fuel tax division manages the reporting of fuel use across multiple jurisdictions to ensure compliance with the International Fuel Tax Agreement (IFTA)

fueltaxes@tfig.org
770-233-9014 ext 403

ACCOUNTING & BOOKKEEPING

Our bookkeepers record, organize, and maintain your company's financial transactions on a daily basis, so you can monitor your business's cash flow, prepare for tax season, and make informed financial decisions.

accounting@tfig.org
770-233-9014 ext 403

The Tfig Team

- 9000+ clients have used our services to start their business on its journey to success
- 30+ Years Experience
- Languages: English and Spanish



kickoff checklist

We just need to do a few more things before we activate your account



COMPLETE NEW CLIENT INTAKE FORM

Requesting a client intake form is an essential part of onboarding new clients, especially in industries like trucking or consulting. Here are the key reasons why it's requested:



To Gather Essential Information

We collect critical details like:

- Contact information
- Business structure or operations (e.g., number of trucks, MC/DOT numbers in trucking)
- Services needed
- Key personnel or decision-makers



To Save Time and Avoid Miscommunication

Having written information upfront reduces the need for back-and-forth communication and ensures:

- Clarity on client needs
- Accurate record-keeping
- Streamlined follow-up



To Ensure Compliance or Documentation Accuracy

In regulated industries, it ensures:

- Legal names and documentation match government records
- Required documents (e.g., licenses, insurance) are submitted correctly



To Customize Services

The intake form helps tailor services to fit your company's unique needs, whether it's new registrations, permitting, compliance support, or financial services.



For Internal Organization

It keeps our team informed and aligned by storing client information in a structured format for future reference and follow-up.

Client Intake Form



what to expect

CONTACT

Once your form has been submitted, a representative will reach out to you to go over the details of your company's set up.

DUE DATES SPECIFIC TO YOUR COMPANY

We will reach out to you promptly whenever items are due on your account to help ensure you stay on track and in compliance. Our team will contact you by email, phone, or text—based on your preferred method of communication—so you're always informed about upcoming deadlines, required documents, or payments. Our goal is to make the process as smooth and stress-free as possible by giving you timely reminders and support.

NEWSLETTER

A monthly newsletter is emailed, addressing due dates for the current month. The newsletter goes over important information that you will need to know to keep your company compliant.

IMPORTANT

To ensure prompt and accurate communication, please keep us updated with current address, email, and cellphone information





most common services

OPERATING AUTHORITY

- MC Number
- DOT Number
- BOC-3 Filing
- Daily monitoring until the authority is active

IRP REGISTRATION

- Required if over 26,000lbs and crossing state lines

IFTA/FUEL TAX PREPARATION

- Required if over 26,000lbs and crossing state lines or if a vehicle has three or more axles, regardless of weight
- Each quarter, we file your IFTA fuel tax report with your base jurisdiction, reporting:
 - Miles traveled in each state/province.
 - Fuel purchased in each state/province.
- The base jurisdiction calculates the tax owed (or refunded) and distributes payments to the other jurisdictions.

operating authority

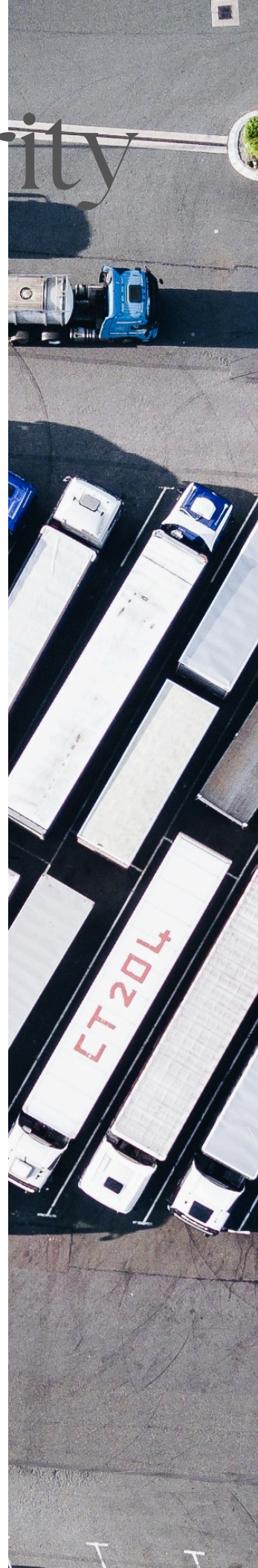
I JUST GOT MY OPERING AUTHORITY WHAT IS NEXT?

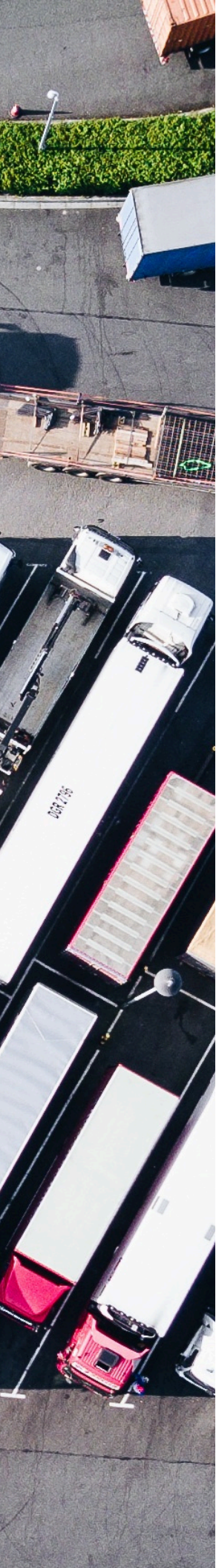
With your new operating authority, you will also be required to register your trucks with IRP and IFTA if they exceed 26,000 lbs GVW.

You will also need a UCR permit. This will expire December 31st of each year.

If you are running in KY, NY, NM, NJ, CT and/or OR, you will be required to have additional permits for these states as well.

- NY-expires every 3 years (the next renewal will be December 31, 2018) (also requires quarterly fuel tax filing even if there are no operations)
- NJ-only required if you are doing business in the state....not for pass-through
- NM-expires December 31st each year (also requires quarterly fuel tax filing even if there are no operations)
- OR- expires December 31st each year (also requires quarterly fuel tax filing even if there are no operations)
- KYU- (also requires quarterly fuel tax filing even if there are no operations)





When a new authority is obtained, you are required to maintain DOT files for your new company. You WILL DEFINITELY go through a New Entrant Audit. We can maintain these files for you. This includes the following:

Initial setup of DOT files for your upcoming audit includes:

- Company File
- Drug & Alcohol File
- Accident Register
- Driver Qualification File
- Truck File
- Maintenance File
- Hours of Service File

Reminders of any upcoming renewal/expiration including:

- Medical Card
- CDL
- IFTA
- Annual Inspection
- MVR

Whether or not you choose to hire TFIG to maintain the DOT files for you, this IS a DOT requirement, and you will need to set up files for your audit. Each driver (including the owner if he/she is a driver) will need to take a pre-employment drug test, set up a Clearinghouse account and be qualified as a driver.

The owner or a designated employee must be certified as a supervisor for reasonable suspicion drug testing. This is an online course and required if you have drivers (not including the owner).

We hope this provides you with some insight into the initial stages of your new authority. If you have any questions, please do not hesitate to call or email me.



The TFIG Team

new irp checklist

IRP CHECKLIST FOR NEW ACCOUNTS

- TFIG Power of Attorney signed and notarized. **(Required)**
- SS-4 Letter **(Required)**
- 3 Proofs of residency from this list
 - Driver's License - (Required)
 - Corporation papers with the applicant's name and matching address
 - Vehicle Registration
 - Current Utility Bill
 - Current Federal (1040 form) or State (500 form) Tax Return- no W2s
 - Property Tax Statement
- Pictures of the dwelling showing the address
- Certificate of Liability Insurance- the state requires that the VIN must be listed – if running under a carrier, see below for the additional documents required
- 2290- unless the truck was purchased less than 60 days ago or the gross weight is under 54,999 lbs.
- Vehicle Title - Please submit a copy of the title or title receipt of the vehicle(s) you're registering
 - *Please note, if the vehicle is not in your name, you will need a NOTARIZED equipment lease between you and whoever owns the vehicle*
- Unit number of registered vehicle(s) - If you have more than one vehicle being registered, please include the last four of the VIN followed by the unit number
- Purchase price of vehicle(s)- If you have more than one vehicle being registered, please include the last four of the VIN followed by the purchase price

If you run under a carrier, the state of Georgia also requires:

- Lease Agreement- *Carrier EIN and DOT must be listed!*
 - 1st pg., truck vin # page, & signature page with both signatures on lease*
- Carrier Certificate of Liability Insurance - The state requires that your VIN be listed

Please send in PDF format or fax, no pictures in the body of the email
We must have clear copies of all documents

bookkeeping and tax preparation



BOOKKEEPING

Our bookkeeping will provide a clear and detailed picture of your business's financial health, enabling informed decision-making, tax compliance, and the preparation of financial statements such as balance sheets and income statements.



PAYROLL

Outsourcing your payroll helps reduce the administrative burden on internal staff, allowing you to focus on core business activities. We have specialized expertise to ensure that all calculations—such as taxes, deductions, and benefits—are accurate and comply with the ever-changing laws and regulations.



TAX PREPARATION

Our tax professional ensures your taxes are prepared accurately and in compliance with ever-changing tax laws, reducing the risk of costly errors or audits. Our guidance provides peace of mind and can help you make smarter financial decisions year-round.



The T F I G Team

drug & alcohol consortium

DRUG & ALCOHOL CONSORTIUM OVERVIEW

A Drug & Alcohol Consortium is a third-party program designed to help motor carriers and owner-operators comply with the U.S. Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations regarding drug and alcohol testing. These regulations are outlined in 49 CFR Part 382 and apply to all CDL drivers operating commercial motor vehicles that require a DOT number.

Our consortium services ensure that your company remains compliant with all federal testing requirements, including:

- Pre-Employment Testing
- Random Drug & Alcohol Testing - minimum pulls 4 times per year
- Post-Accident Testing
- Reasonable Suspicion Testing
- Clearinghouse set-up

By joining our consortium, your company is included in a larger testing pool, which allows us to manage the random selection and notification process on your behalf. We also maintain all required records, provide compliance support, and assist during audits or roadside inspections.

This program is especially essential for owner-operators, who are required by law to be enrolled in a consortium to operate legally. Enrollment in a consortium provides peace of mind, knowing your testing program is being handled professionally and in full compliance with DOT regulations.



drug & alcohol packages

COMPANY SET-UP WITH 1ST DRIVER

Includes the cost of the pre-employment test and all randoms test pulled annually

\$240

ADDITIONAL DRIVER

Includes the cost of the pre-employment test and all randoms test pulled annually

\$185

RENEWAL PER DRIVER

Includes cost of all randoms pulled annually

\$150

SAP PROGRAM

The cost of the return to duty and drug and alcohol tests will be charged additionally at cost per test.

\$25 PER MONTH

It only takes a few minutes of your time to become compliant.

All we need is your driver's name and a copy of the CDL.



drug & alcohol faq

01 PART-TIME DRIVERS: DO PART-TIME CDL DRIVERS NEED TO BE IN AN EMPLOYER'S DOT RANDOM TESTING POOL?

Yes, all CDL drivers of CMVs must be included in the DOT random pool at all times. [382.305, Question 2].

02 FREQUENCY OF SELECTION: HOW OFTEN SHOULD SELECTIONS TAKE PLACE UNDER AN EMPLOYER'S RANDOM TESTING PROGRAM?

Part 382 requires that random testing be spread reasonably throughout the calendar year. [382.305(k)(2)]

03 CAN AN ALTERNATE DRIVER BE SELECTED FOR A DOT RANDOM TEST IF THE DRIVER ORIGINALLY SELECTED IS NOT ABLE TO BE TESTED DURING THE SELECTION PERIOD?

Yes, however, the selection of an alternate driver for random testing is only permissible if the primary driver selected will not be available for testing for the entire selection period because of long-term absence due to layoff, illness, injury, vacation or other circumstances. Please see [382.305, Question 18].

04 A CDL DRIVER TESTS POSITIVE, REFUSES A TEST, OR DOESN'T IMMEDIATELY REPORT TO THE TEST SITE ONCE NOTIFIED. WHAT MUST THE DRIVER DO TO BE ABLE TO RESUME OPERATING ANY TYPE OF COMMERCIAL MOTOR VEHICLE?

A CDL driver who tests positive on a DOT test or refuses to take a DOT test, must successfully complete the return-to-duty (RTD) process with a DOT qualified substance abuse professional (SAP).

more services

MOST COMMON SERVICES

Authority (Interstate / Intrastate)
DOT Number
Corporation (INC / LLC)
IRP Apportion Plates
2290 Heavy Highway Use Tax
IFTA License/Quarterly Fuel Tax Reporting

Corporation Book and Seal
Annual Corporation Registration
Federal Employer ID (FEIN)
Sales Tax Exemption and monthly reporting

California CARB Compliance
California EPN, MCP, and CA numbers

ADDITIONAL SERVICES

KYU Permit Application
New Jersey Permit Application
New Mexico ID Application / Renewal
New York HUT Application / Renewal
Oregon Permit Application
Annual OS Permit
Hazmat Permit

Fuel Tax Processing
Arkansas Annual Carrier Report)

Authority Certificate Download
UCR Application / Renewal
BOC-3
MCS-150 Update
Corrective Action Plan
DOT Compliance Files
Log Auditing

Drug & Alcohol Consortium
SAP Testing
Supervisor Training Course

Monthly Accounting Service
Payroll Service (Weekly / Monthly/Bi-weekly)
Preparation of County Business License
Preparation of 1099's and W-2's
Preparation of Business Taxes
Preparation of Personal Taxes
Preparation of County Property Tax Report

Title Processing
SCAC Code Application / Renewal
UIIA
TWIC Card
Ohio PUC
PrePass/BestPass
Fuel Cards
Registered Agent



requirements by weight



UNDER 10,000 LBS	●	UNDER 10,000 LBS No special requirements
10,000 - 26,000 LBS	●	10,000 - 26,000 LBS Operating Authority, DOT Number, MCS90, Medical Card, Special Safety Equipment and Inspections (must be kept in the truck at all times), UCR, BOC-3, MVR, Vehicle Markings
18,000 LBS	●	18,000 LBS New York HUT
26,001 LBS OR MORE	●	26,001 LBS OR MORE CDL*, Drug & Alcohol, IRP Tags, IFTA, New Mexico permit, Oregon permit
54,000 LBS	●	54,000 LBS 2290
60,000 LBS	●	60,000 LBS KYU Number

*CDLs are required when operating a vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more, or when towing a vehicle with a GVWR of more than 10,000 pounds.

marking and paperwork requirements

WHAT TO KEEP IN YOUR TRUCK

- MC Certificate
- IRP Registration
- Insurance
- IFTA License
- Medical Certificate
- Special State Permits
 - Kentucky
 - New York License
 - New Mexico Permit
 - Oregon Permit
- Additional Annual Permits
- Additional Intrastate Authorities
- Lease, if you are leased
- HAZ Mat paperwork

MARKING REQUIREMENTS ON TRUCK

- Carrier's Name
 - Must match MCS-150
- USDOT number
- Unit Number
- Last 8 digits on the VIN

Letters to be in "sharp" contrast to the background

Markings must be readily legible, during daylight hours, from a distance of 50 feet



"Trucking is not just a job,
it's a way of life."



partners in insurance

Trident Insurance: 706-389-0962

Keith - able to text

visit the website at www.tridentinsuranceinc.com

If you can't reach him via phone, visit website to get a quote.

Honesti Insurance: 678-481-0566

Honesti Owens

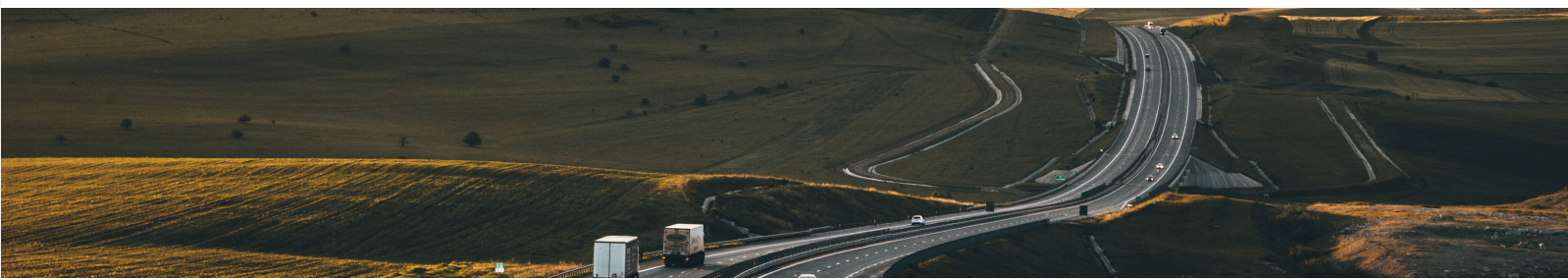
www.honestiinsurance.com

GEORGIA BASED CUSTOMER ONLY

- Alexander, Heath, & Walker 770-358-6435 (Barnesville, GA) Contact Jackie Or Vicki
- Lincoln Steve Knight 770-692-1991 ext 2105
- PIA 800-932-4801 Ext: 112
- Professional Insurance Service 770-227-1131 (Griffin, GA) Contact: Barry

OTHER STATES

- Marquee Ins: 678-483-8151 ext 2911
- Short: 229-317-4181
- Southern Ins: 229-377-3652
- Reeves Ins Associates: 770-949-0025 www.reeves-ins.com
- Sentry West 801-503-2212 (Located in UT) Contact: Vladimir
- Goodnews Insurance 877-961-8866
(FL, GA, MS, AL, KY, NC, SC, NJ, TN, VA, WV, LA, NM, TX, MO, KS, OK, & NV) Contact: Nicholas
- OOIDA 1-800-444-5701 (Located In TX)
- ABC Truck Insurance 512-834-1990 (Texas) Contact: Shawn Canalis
(TX, OK, FL, CA, SC, GA, AR, AL, LA, MS, & TN)
- Cooper Insurance 770-389-0089 (Stockbridge, GA) Contact: Roger (GA & surrounding states)
- Fleet Risk Management 912-638-8277 (Located in GA) Contact: Bob
(AL, AR, FL, GA, IN, KY, LA, MI, MO, NJ, NM, NC, OH, OK, PA, SC, TN, TX, & KY)
- Rivers Insurance 770-775-5555 (Located in GA) (FL, GA, AL, SC, NC, TN, & KY)
- Benton & Parker 678-207-1112 (Located in GA) Contact: Cindy (FL, GA, SC, NC, VA, AL, & TX)



partners in trucking

The TFIG Team

PAYROLL

PREFERRED PARTNER

Tyler Gregory

Accountant Executive | SMALL BUSINESS SVC.

SOUTHSIDE ATLANTA, GA

Cell: (678) 332-7699

Schedule an appointment with the following QR Code



FACTORING

PREFERRED PARTNER

Dawn Hildebrandt

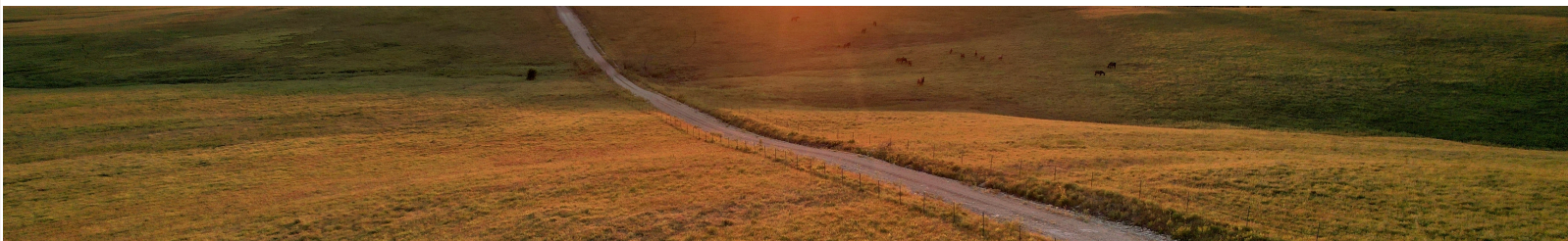
Assist Financial Services (AFS)

877-287-3835



OTHER FACTORING SERVICES

- OTR Solutions Wade Fenton 470-900-3520
- RTS Carrier Services 877-577-7944



A photograph of a white dump truck filled with wood chips, parked in a grassy field next to a large, weathered barn. The scene is captured during sunset, with a warm, orange and pink sky. The truck is positioned in the middle ground, and the barn is to its left. The foreground is filled with tall, dry grass.

thank you

We look forward to welcoming you as a valued client and becoming a part of your journey. Our team is committed to providing you with reliable, professional support every step of the way. By joining us, you're not just gaining a service—you're gaining a dedicated partner invested in your success. We're excited to work with you and help you reach your goals.

Annette White