



CALIFORNIA DEPARTMENT OF TRANSPORTATION
Transportation Permits Issuance Branch
P.O. Box 942874, MS-41
Sacramento, California 94274-0001
916-322-1297

California State Transportation Agency

Monthly Billing Account (also known as Debtor Account)

A monthly billing account allows customers to receive monthly billing for STARS2, Single Trip (faxed), Variance, Annual and Repetitive permits. A monthly billing account number is your numeric identifier for your monthly billing account.

Requirements:

- 1) Must be located within the United States.
- 2) Must have Caltrans approved permits issued within the past 12 months.
 - A minimum of five (5) Caltrans approved permits is required for trucking companies.
 - A minimum of ten (10) Caltrans approved permits is required for permit service companies.

Note: Companies who do not meet these requirements do not qualify for a monthly billing account.

To obtain a monthly billing account, mail to the address above or email debtor.account.admin@dot.ca.gov with the following information to the Transportation Permits Issuance Branch:

1. Company
 - a. Full Name
 - b. Physical Address (No P.O. Box)
 - c. Mailing Address
 - d. Phone Number
 - e. Fax Number
2. Contact Person
 - a. Name
 - b. Phone Number
3. Federal Taxpayer ID Number

After all the information are submitted, your application will go through pre-screening, information gathering, and review before a monthly billing account number can be approved and assigned.

Please allow sufficient time before following up with the Transportation Permits Issuance Branch on the status of your application.

After your monthly billing account number is approved and assigned, you may use it on your permit applications, or use it to apply for a STARS2 account.

Please contact the Transportation Permits Issuance Branch for further assistance at (916) 322-1297.