Broker Setup Packet Checklist

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Use this list to build one complete broker carrier packet before you call on a load. Brokers onboard carriers through their own portals or onboarding services, but the documents they ask for are close to the same everywhere.

Authority and identity

- [ ] MC number and USDOT number
  Name and address must match FMCSA records exactly (check on the FMCSA SAFER Company Snapshot).
- [ ] Operating authority letter (MC certificate) from FMCSA
- [ ] Authority status shows Active for property, interstate, authorized for hire
  Many brokers also check the authority grant date.
- [ ] BOC-3 process agent filing on record
  No BOC-3 on file means no active authority.
- [ ] Company legal name and DBA written the same way on every document

Tax and payment

- [ ] IRS Form W-9, signed and dated within the last 12 months, with the legal name tied to your EIN
- [ ] Voided check or bank letter for ACH payment
- [ ] Notice of Assignment (NOA) and factoring company letter, if you factor
  If you factor, the broker must pay the factor. A missing NOA is a common payment delay.
- [ ] Quick-pay preference and payment email address

Insurance

- [ ] Certificate of insurance (COI) with the broker listed as certificate holder
- [ ] Auto liability limit shown, at least the federal minimum of $750,000 for general freight
  49 CFR 387.9. Most brokers ask for $1,000,000.
- [ ] Motor truck cargo limit shown
  Many brokers ask for $100,000 cargo on van freight. Check each broker's requirement.
- [ ] Scheduled autos or any-auto wording covers the power unit and the trailer
- [ ] No commodity exclusions that conflict with the freight you plan to haul
- [ ] Agent name, phone and email on the COI so the broker can verify it

Company and equipment sheet

- [ ] Dispatch phone, after-hours phone and email on a working company domain
- [ ] Owner name and title who signs the broker-carrier agreement
- [ ] Equipment: 53 ft or 48 ft dry van, door type (swing or roll-up), floor type, logistics posts or E-track, load locks and straps on board
- [ ] ELD provider name, for tracking requests
- [ ] Preferred lanes and home base
- [ ] Two trade or broker references, if you have them

Why packets get rejected

- [ ] Name or address on the W-9 does not match FMCSA records
- [ ] COI cargo limit below the broker's minimum
- [ ] Authority too new for the broker's age rule
- [ ] Phone or email not answered during the verification call
- [ ] Free email address where the broker expects a company domain
- [ ] Recent change of address, phone or bank details that trips fraud screening
- [ ] Factoring NOA missing or for a different legal name
- [ ] Insurance agent cannot be reached to confirm the COI
- [ ] Out-of-service or conditional safety rating

Sources (checked November 2026)

49 CFR 387.9, Financial responsibility, minimum levels (eCFR): https://www.ecfr.gov/current/title-49/subtitle-B/chapter-III/subchapter-B/part-387/subpart-A/section-387.9

FMCSA SAFER Company Snapshot: https://safer.fmcsa.dot.gov/CompanySnapshot.aspx

FMCSA, BOC-3 designation of process agents: https://www.fmcsa.dot.gov/registration/form-boc-3-designation-process-agent

IRS Form W-9: https://www.irs.gov/forms-pubs/about-form-w-9