



IRP RENEWAL PACKET

This is your renewal instruction packet for the upcoming IRP registration year. **Please read all instructions completely and carefully before returning your application. Be advised that we CANNOT process IRP renewals on a walk-in basis.**

FULL RECIPROCITY PLAN (FRP)

Under the FRP, full reciprocity will be granted for all apportioned vehicles in all member jurisdictions and motor carriers will not need to declare the jurisdictions in which vehicles are expected to travel during the coming year. Carriers will also not need to estimate distance for vehicles traveling into a jurisdiction for the first time. All jurisdictions will appear on IRP registration cab cards, meaning the motor carrier would have the ability to enter any jurisdiction without having to worry about adding jurisdictions to the cab card or purchase trip permits.

The following deadlines have been established to ensure that your account will be processed by the expiration date of your current credentials.

APPLICATION DEADLINE

- ◆ To avoid a lapse in registration, all renewal applications and **REQUIRED PROOF OF CURRENT OVERWEIGHT PERMITS** must be received by our office at least 45 days prior to the expiration date of your current registrations.
- ◆ All required proof of taxes must be received with your payment.

PAYMENT DEADLINE

- ◆ Payments and all other required documentation must be received in our office at least 20 days prior to the expiration date of your current registrations.

MAIL SERVICE

A. Express Mail:

To mail items to IRB via express mail (Federal Express, Post Office Express, UPS Next Day Air, etc.), you must use the following address:

Department of Motor Vehicles
International Registration Bureau
6 Empire State Plaza
Swan Street Building Room 136
Albany NY 12228

If you would like your registration credentials returned to you using an overnight delivery service, you must provide a completed prepaid mailing air bill and/or prepaid envelope to IRB. Incomplete air bills and/or insufficient postage paid envelopes will be returned to you along with your credentials via routine mail. Please keep a record of your tracking number in the event your mail has to be traced.

B. First-Class Mail:

For regular first-class delivery service to IRB, you must use our post office box address:

International Registration Bureau
PO Box 2850 ESP
Albany NY 12220-0850

IRB OFFICE LOCATION

- ◆ Carriers who want to drop off their renewal application in person may do so between the hours of 8:00 a.m. and 3:30 p.m. (Monday - Friday) at our office location:

International Registration Bureau
Department of Motor Vehicles
6 Empire State Plaza, Swan St. Bldg.
Room 136 (Core 3, First Floor)
Albany New York 12228

Renewal applications WILL NOT be processed while you wait. All renewal applications will be assigned for processing in **ORDER OF DATE RECEIVED**. Your renewal bill will be mailed to you.

RENEWAL FEES

- ◆ All renewals will be billed for a full renewal period, regardless of when you send in your renewal application or pay your renewal bill. If a vehicle is not going to be used for a period of time after the registration expires, the license plates and original cab card **MUST** be surrendered to our office **immediately** after the expiration date; if the plates aren't surrendered, you will be required to pay the full renewal fee for the vehicle(s), if renewed at a later date.

CHANGES TO YOUR ACCOUNT AFTER YOUR RENEWAL BILL IS ISSUED

- ◆ Once your renewal is billed, any additional changes (for example, adding/deleting a vehicle) cannot be processed until after your renewal bill is paid.

SUPPLEMENTAL PROCESSING FOR THE CURRENT REGISTRATION YEAR

- ◆ All supplements (additions, deletions or changes) received after the 15th of the month in which your registration expires will be processed with an effective date of the 1st day of the following month.

SCHEDULE A & C FORMS

- ◆ A separate Schedule A & C (form IRP-6) has to be completed only if you are making one of the following changes with your renewal application:
 - ◆ Adding a vehicle that does not appear on your renewal printout.
 - ◆ Changing vehicle information (fleet vehicle unit number [OEN], axles, gross/combined gross weight).

CHANGING THE NAME ON AN ACCOUNT AT RENEWAL TIME

If your business has changed in one of the following ways during the registration year:

- ◆ From a sole proprietorship to a corporation
- ◆ From a corporation to a sole proprietorship
- ◆ From a sole proprietorship to a different sole proprietorship

and you want to change the name on your account at renewal time, you are required to open a new account. The following items must be mailed ***with*** your current renewal application:

- ◆ A completed Schedule A & C (form IRP-6) listing the new account information.
- ◆ A completed Schedule B (form IRP-5) indicating the actual DISTANCE the vehicles have traveled during the previous reporting period.
- ◆ A scannable bar coded NYS Insurance Identification Card in the new name.
- ◆ Proof of established place of business in the new name.
- ◆ Proof of incorporation, if applicable.
- ◆ Proof of identity for the registrant or person signing the application forms.
- ◆ Proof of ownership of the vehicles and authorization to register if required.
- ◆ Proof of payment of NYS Highway Use Tax.
- ◆ Proof of payment of Federal Heavy Vehicle Use Tax IRS Form 2290.
- ◆ An overweight permit if required.

We will enter the new account information and mail you a bill. The effective date of the new account can be the beginning of the new registration period so that you can continue to use your current registered vehicles to the end of the registration period.

Once the new account is paid and the new cab cards and license plates are received, you must surrender the old license plates to us within 30 days. Failure to do so may result in your new account being placed under suspension.

We ***will not*** process these types of transactions on a walk-in basis. If you bring the application into the office, it must be dropped off. The application will be processed in the order of date received and a bill will be mailed to you.

RENEWAL APPLICATION INSTRUCTIONS

CARRIER INFORMATION

Verify all carrier information on the top portion of the renewal report. Make any necessary changes or corrections neatly on the renewal report (including contact person, address, fax, email address, and telephone numbers).

PRISM

New York is a member of the Performance Registration Information Systems and Management (PRISM) program. PRISM is a federal/state partnership that identifies motor carriers with deficient safety records, and ties a motor carrier's safety fitness to the ability to register trucks. PRISM links the Federal Motor Carrier Safety Administration's (FMCSA) motor carrier safety information with the state's motor vehicle registration process.

As a result, IRB requires additional information for the registrant/carrier. In the Carrier Information Section of your renewal application, you must provide the Taxpayer Identification Number (FEIN or SSN); you must also provide the USDOT number of the registrant in this section. If the registrant does not have a USDOT number, you must enter "Registrant Only" in this section.

Additional information is also required for each vehicle. In the vehicle information section, the Safety USDOT number must be entered. This USDOT number must be for the carrier responsible for the safety of the vehicle's operation. Please check the box "Will Safety USDOT change during the year" if the carrier responsible for safe operation of the vehicle will change during the registration year. The name of the person responsible for the safety of the vehicle must be provided along with his/her Taxpayer Identification Number (FEIN or SSN).

If this information is not complete, your renewal application will not be processed.

In order to obtain a USDOT number or update an MCS-150 on the FMCSA web site, go to www.safer.fmcsa.dot.gov.

NOTE: IRB will no longer have the capability to process biennial updates.

WEIGHT INFORMATION

If your vehicle has a different weight for a jurisdiction(s), that jurisdiction along with the vehicle's weight will appear above the vehicle information.

If you need to change a jurisdiction's weight, please complete the weight information in Part 3 of Schedule A & C (form IRP-6), and write "See Attached Schedule" in this section. Please verify that this information is correct.

****IMPORTANT REMINDER****

We are mandated by the NYS Department of Transportation (DOT) to obtain overweight permits from all IRP carriers registering vehicles at excess weights in New York.

- ◆ Excess weights are as follows:
 - ◆ a tractor exceeding 80,000 lbs. combined gross weight (CGW)
 - ◆ trucks exceeding their maximum gross weight or bridge formula

The only acceptable permits for registering and operating at excess weights are as follows:

- ◆ **TRACTORS** (excess weight is anything over 80,000 lbs. CGW)
 - ◆ a current Special Hauling, Divisible Load or Non-Divisible Load Permit
 - ◆ a current Certification to Increase Registered Weight for Overweight Permit(s) (Perm 65). This permit is acceptable only if it was not previously presented to IRB for the vehicle in question, **OR** if you are submitting it with an expired overweight permit.

- ◆ **TRUCKS**

An overweight permit is required when:

- ◆ increasing the weight of the vehicle in excess of its bridge formula,
- OR**
- ◆ registering a vehicle that exceeds its bridge formula

The weight listed under the first column of the overweight permit chart (next page) is the maximum gross weight at which you may register the vehicle **without** an overweight permit. If you want to **exceed** this weight, you must provide one of the following with your renewal application:

- ◆ a current Special Hauling, Divisible Load or Non-Divisible Load Permit

- ◆ a current Certification to Increase Registered Weight for Overweight Permit(s) (Perm 65). This permit is acceptable only if it was not previously presented to IRB for the vehicle in question, **OR** if you are submitting it with an expired overweight permit.

If you have any questions about overweight permits, or if you would like additional information, visit the DOT web site at <https://www.dot.ny.gov>, or contact:

NYS Department of Transportation
Oversize/Overweight
50 Wolf Rd., 1st Floor
Albany NY 12232-0455
Telephone: (518) 485-2999 or (888) 783-1685

*****PLEASE NOTE THE FOLLOWING*****

At no time will we register a vehicle at a higher weight in New York State than is listed on a valid overweight permit, as mandated by the NYS and/or US Department of Transportation.

If your vehicle exceeds the bridge formula, or if a valid overweight permit is not provided with your renewal application, we will decrease the New York weight of the vehicle to the maximum allowed. We will not call you before making these changes.

OVERWEIGHT PERMIT CHART

	MAX WT. WITHOUT PERMIT	MAX WT. WITH PERMIT
TRACTOR	80,000	N/A
TRUCK (2 AXLES)	44,800	N/A
TRUCK WHEELBASE (3 OR MORE AXLES)		
15	49,000	73,280
16	50,000	84,000
17	51,000	84,000
18	52,000	84,000
19	53,000	84,000
20	54,000	84,000
21	55,000	84,000
22	56,000	84,000
23	57,000	84,000
24	58,000	84,000
25	59,000	84,000
26	60,000	84,000
27	61,000	84,000
28	62,000	84,000
29	63,000	84,000
30	64,000	84,000*
31	65,000	84,000*

*The maximum weight with permit for a vehicle with 5 or more axles, and a wheelbase of at least 30 feet, is 93,000 lbs.

NOTE: Wheelbase is measured from the center of the front-most axle to the center of the rear-most axle. Wheelbase distance is rounded to the nearest foot. Six inches or more is rounded up; less than six inches is rounded down.

VEHICLE INFORMATION

- ◆ To renew a vehicle exactly as it is listed on the printout, do not make any changes. The vehicle will be renewed as is.
- ◆ To add a vehicle not listed on the printout, you must complete a separate Schedule A & C (form IRP-6). Proof of ownership must be provided with the application or we will not be able to add this vehicle to your account. Proof of insurance, and proof of taxes paid for the vehicle, must also be submitted with the application.
- ◆ To replace plates from one vehicle, write "replace plates" next to the plate number area.
- ◆ To delete a vehicle, cross off the vehicle information while still leaving the vehicle information visible. For deleted vehicles, you must return the IRP plates to our office **immediately** following the expiration date of your registration.
- ◆ To change the maximum gross weight of the vehicle in NY, cross out the weight of the vehicle on the renewal report and write in the new weight. If you are changing the maximum gross weight of the vehicle in jurisdictions besides NY, you must complete a Schedule A & C (form IRP-6) stating the new weight of the vehicle for those jurisdictions.
- ◆ To change the insurance company code listed on your printout, cross out the current or incorrect 3-digit insurance company code and enter the new or correct 3-digit insurance company code. You must provide a **scannable, bar coded NYS Insurance Identification Card** with this change request (see Required Proofs on page 11).
- ◆ If the word "Pending" appears in the "Title Doc #" field listing on your application, please do one of the following:
 - ◆ If the owner of the vehicle and the name of the IRP account are exactly the same person, company, etc., change the word "Pending" to "**Same**".
 - ◆ If the owner of the vehicle and the name on the IRP account are different, change the word "Pending" to the **document number listed on the NYS certificate of title for the vehicle**, located in the upper right corner of the title document. You must also provide a copy of this title with your renewal application.
- ◆ To change any other vehicle information, you must complete a separate Schedule A & C (form IRP-6). Identify the change to be made on the line marked OTHER, and provide any required documents that are needed to make the necessary changes.

Be sure all entries are accurate and printed legibly in ink, because this is the information that will appear on your new cab card. For any changes being made that require a Schedule A & C (form IRP-6) to be completed, please write "**See attached Schedule A & C**" on the renewal report.

DISTANCE INFORMATION - SCHEDULE B (FORM IRP-5)

- ◆ **ACTUAL DISTANCE** - All actual distance that was accrued for the apportioned fleet from July 1 through June 30 of the previous reporting year, as printed on your renewal, must be reported. This information is to be entered in the "Actual Distance" column to the right of the jurisdiction being reported. If you have not accrued actual distance during the reporting period indicated on your renewal application, check the box indicating "no actual distance accrued". The average per vehicle distance chart will be used for fee calculation.

Actual Distance cannot be used in conjunction with the Average Per Vehicle Distance Chart.

- ◆ For all IRP renewals expiring in JUNE OR AUGUST, use the previous completed July 1 - June 30 reporting period.
- ◆ For all IRP renewals expiring from SEPTEMBER through MAY, use the most recently completed July 1 - June 30 reporting period.

SIGNATURE

We cannot process your renewal application without an original signature. The renewal application must be signed by one of the following individuals:

- ◆ registrant
 - ◆ officer of the corporation or company
 - ◆ Power of Attorney (original required)
 - ◆ one member of a partnership or an LLC
1. An appropriate signature from an officer of a company is the signature of a CEO, President, Vice-President, Secretary, Treasurer or Comptroller. The title of the person signing the application for a corporation must appear under his/her signature.
 2. If any person is signing the forms on behalf of a corporation (not an officer), registrant or partnership, that person **must send in an original notarized** Power of Attorney. The Power of Attorney must contain the name of the grantee and the name and notarized signature of the grantor. Additionally, it must contain the title of the grantor (who must be an officer of the company - see #1 above).

Photocopies and/or fax copies of the Power of Attorney **are not** acceptable. If you currently have a Power of Attorney on file, a new one **must** be provided for the new registration year.

Registrations will not be issued unless proper signatures are provided. Renewal forms without signatures, or with incorrect signatures, will be returned.

REQUIRED PROOFS

ESTABLISHED PLACE OF RESIDENCY/BUSINESS

(required for new accounts or existing accounts with a change of address)

INDIVIDUAL	BUSINESS
Need 3 proofs (can accept only one utility bill)	
<p><i>NYS Driver License</i> In order for a NYS resident to register a vehicle in NYS IRP in an individual name, you must have a NYS driver license.</p>	<p><i>NYS Department of State Filing Receipt</i> In order for a NYS company to register in a company or corporation name, you must have a NYS Department of State Filing Receipt.</p>
<p>In order to register a vehicle in NYS IRP in a “doing business as” (DBA) name, you must have copies of the DBA papers filed with the County Clerk’s office for an individual DBA or filed with the NYS Department of State for a Corporate DBA, AND 2 of the following proofs in the same name and address of the IRP account:</p>	
Recent real estate or personal property tax bill or receipt from NYS.	Recent real estate or commercial property tax bill or receipt from NYS.
A recent utility bill in the account name with a NYS address.	A recent utility bill in the account name with a NYS address.
A current credit card statement showing activity within the last 90 days in the account name and address.	A current credit card statement showing activity within the last 90 days in the account name and address.
A current bank statement showing recent activity within the last 90 days in the account name and address.	A current bank statement showing recent activity within the last 90 days in the account name and address.
Property deed listing the NYS address in the account name.	Property deed listing the NYS address in the account name.
A recent mortgage document in the account name and address.	A recent mortgage document in the account name and address.
A recent homeowner insurance document in the account name with a NYS address.	A recent commercial property insurance document in the account name and address.
Certificate of Residency from your local municipality indicating your name and address (IRP account name and address).	A NYS Certificate of Title in the IRP account name and address.
A NYS Certificate of Title in the IRP account name and address.	
<p>Please Note: A Post Office box number is not acceptable proof of established place of business in New York. The proof you provide must show the street address where the business is located.</p>	

PROOF OF IDENTITY

When renewing your account, we require proof of your identity.

- ◆ For individuals, we require a New York State driver license.
- ◆ For partners, we require a New York State driver license.
- ◆ If Power of Attorney is granted either by an individual, partnership or corporation, we require 6 points of identification for the person being granted Power of Attorney as specified on form ID-82.
- ◆ For corporations where an officer of the corporation is signing the application, we require a copy of the officer's driver license or non-driver identification card from his/her home jurisdiction.
- ◆ If a person other than the registrant is physically bringing the application in to our office, that person must show his/her own New York driver license, permit or non-driver identification card, and provide a photocopy of the individual's, partner's or signor's photo driver license, permit or non-driver identification card.

The Proofs of Identity form ID-82 is available on our website dmv.ny.gov under the Forms section.

NYS INSURANCE IDENTIFICATION CARDS

- ◆ **Do not** send a current NYS Insurance ID card (form FS-20) **unless:** you have changed insurance companies; currently have a 999 insurance company code; or are amending the name of the registrant.
- ◆ Only scannable, bar coded NYS Insurance ID cards are acceptable.
- ◆ All NYS Insurance ID cards must be in the same name as the registrant.
- ◆ All NYS Insurance ID cards must be current, have both an effective date and expiration date, contain a complete and accurate vehicle description, including vehicle identification number, and have a 3-digit Insurance ID code on the card.
- ◆ Under **NO** circumstances can a NYS Insurance ID card be altered.

Before sending us a NYS Insurance ID card, please check it for the above information. If it is incorrect, contact your insurance company or agent for a corrected Insurance ID card to return with your renewal application.

POWER OF ATTORNEY

When providing a Power of Attorney with your application form, remember that it must be an **original notarized** document. Photocopies or fax copies of a Power of Attorney are **NOT ACCEPTABLE**. The Power of Attorney must state that the person named as attorney can buy, sell or register vehicles owned by the party granting the Power of Attorney. The Power of Attorney must contain all of the following information:

- ◆ date
- ◆ the name and address of the person designated to act as the Power of Attorney (must use the initials "PA" after his/her signature).
- ◆ the name (individual, corporation or partnership), address and signature (and title if signing for a corporation) of the person granting the Power of Attorney. An officer of a corporation must be the one granting the Power of Attorney on the corporation's behalf. The only acceptable officers are CEO, President, Vice-President, Secretary, Treasurer or Comptroller.

TRUCK DISTANCE TAX

All vehicles with a maximum gross weight of 18,000 lbs. or more must **provide proof of payment of NYS Highway Use Tax with the renewal application.** Carriers registered as "Household Goods" are exempt from this tax. **Acceptable proofs are one of the following current items:**

- ◆ Certificate of Tax Clearance, MT-370.1 (see Sample A).
- ◆ Certificate of Tax Clearance, MT-370.2 (see Sample B). (This must be in the registrant's name only.)

**SAMPLE OF ACCEPTABLE TRUCK DISTANCE TAX PROOFS
SAMPLE A**



New York State Department of
Taxation and Finance
Office of Processing and Taxpayer Services
W A Harriman Campus
Albany NY 12227

Certificate of Tax Clearance
Article 21 (Highway Use) of the Tax Law

The Department of Motor Vehicles is hereby authorized to register or re-register through _____ (Expiration Date)

the motor vehicle described. *

VEHICLE ID # _____ MAKE _____ YEAR _____

TRACTOR TRUCK TRAILER (AFC)

IRB ACCOUNT # _____ (If applicable)

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

This authorization does not release any liability or lien for additional tax, interest or penalty if the carrier has not correctly reported the amount due, nor does it affect any rights that any third party may have acquired by subrogation upon payment of amount due from the carrier under Article 21 of the Tax Law.

SAMPLE

*Keep this certificate. You must present it whenever you want to re-register a vehicle, up to the expiration date shown.

MT-370.1 (01/12)

SAMPLE B

NYS TAX DEPARTMENT
OFFICE OF PROCESSING AND TAXPAYER SERVICES
W A HARRIMAN CAMPUS
ALBANY NY 12227-0125

FIRST-CLASS MAIL
U.S. POSTAGE
PAID
NYS TAX DEPT

MT-370.2 (8/07) **Certificate of Tax Clearance**
Article 21 (Highway Use) of the Tax Law

THIS CERTIFICATE EXPIRES ON _____

The Department of Motor Vehicles is hereby authorized to re-register any motor vehicle registered in the name of the person indicated hereon through the expiration date shown on the front of this card.

The authorization does not release any liability or lien for additional tax, interest, or penalty in case the carrier has not correctly reported the amount due, nor any rights that any third party may have acquired by subrogation, upon payment of an amount due from the carrier under Article 21 of the Tax Law.

This authorization must be submitted to the Department of Motor Vehicles at the time of re-registration of motor vehicles having maximum gross weights in excess of 18,000 lbs.

Retain this authorization. It must be presented each time you wish to re-register a vehicle up to the expiration date shown on the reverse side of this card.

Commissioner of Taxation and Finance

SAMPLE

If you have any questions about Highway Use Tax, or if you need additional information, please contact:

NYS Department of Tax & Finance
State Office Campus
Albany NY 12227
Telephone: (518) 457-5735

Or visit their web site at: www.tax.ny.gov

IMPORTANT REMINDERS ABOUT THE RENEWAL PROCESS

- ◆ All renewal applications and necessary proofs must be received 45 days prior to the expiration date of your current registrations to ensure that your account will be processed before your current registrations expire.
- ◆ All renewal payments must be received in our office at least 20 days prior to the expiration date of your current registrations. All payments are to be in the form of certified funds. We will accept certified checks, money orders or bank drafts drawn on a U.S. bank. Walk-in customers can pay in cash, but we will not accept cash through the mail.
- ◆ All PRISM information must be completed for the carrier/registrant and vehicle information. See page 4 for detailed information.
- ◆ Overweight permits must be provided with your renewal application, not with your payment. All other necessary proofs of taxes paid and insurance cards **should** be provided with your renewal application to avoid processing delays, **but** will be accepted with payment.
- ◆ Schedule A & C (form IRP-6) must be completed only if you will be adding a vehicle to your account or changing certain vehicle/account information.
- ◆ All changes requested to your account after your renewal bill is issued will be processed on a supplement in order of date received.
- ◆ If you are deleting a vehicle from your account, the license plates **must be** surrendered to the IRB office immediately after the expiration date of your current registration.
- ◆ If you want to renew your vehicle at a time later than the current expiration date, you must provide a Schedule A & C (form IRP-6) with the license plates to the IRB office to remove the vehicle from your account. If this is not done and the vehicle is registered at a later time, you will have to pay the entire renewal fee for the vehicle, regardless of when the renewal transaction is processed.
- ◆ If your account name or address has changed, proof of established place of business must be submitted as described in Required Proofs (see page 11).
- ◆ Photocopies or faxed copies of Powers of Attorney are **NOT ACCEPTABLE** under any circumstances.
- ◆ Proof of identity must be submitted as described in Required Proofs (see page 12).
- ◆ All actual distance must be reported on your Schedule B (form IRP-5).
- ◆ All renewal application forms must have the appropriate **original** signature.
- ◆ All supplements received after the 15th of the month in which your registration expires will be effective for the 1st day of the following month.

