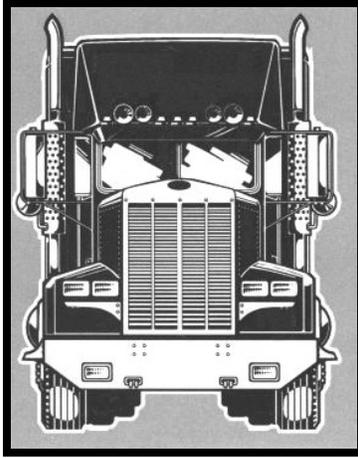


Instruction Manual



International Registration Plan

New York State Department of Motor Vehicles
Andrew M. Cuomo, Governor



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INTRODUCTION

This manual explains how to obtain "apportioned" registration for interstate trucks, tractors, buses, and other commercial vehicles based in any member jurisdiction of the International Registration Plan, or IRP. (See 1.0 in this manual.)

Please use this manual as a reference only. Updates and information changes will be made available on the DMV website. DMV will not provide a new copy of the manual every year.

The basic information about applications is provided, but the contents will not cover every unique situation or answer all questions that may arise. An applicant who needs more information than is contained in this manual should call the base jurisdiction's IRP office.

To speed-up the registration process, we encourage applicants to read and follow the written instructions precisely. (Same day service may not always be available for all applications).

NOTE: The following sets of terms are used interchangeably in this manual:

- . "IRP" and "Apportioned or Proportional Registration"***
- . "Applicant" and "Registrant"***
- . "State", "Jurisdiction" and "Province"***
- .. "IVMR" and "Trip Record"***

NOTE: 26,000 lbs. is equivalent to 11,800 kg.

DMV International Registration Bureau

Telephone: (518) 473-5834
Fax: (518) 486-6579
E-mail address: irboutreach@dmv.ny.gov

DMV Website: DMV.ny.gov

Mailing Address:

When sending material through the United States Postal Service:

International Registration Bureau
PO Box 2850 ESP
Albany New York 12220-0850

When sending material by any of the methods listed below, you must use a “location address”:

- Federal Express
- Certified Mail
- Post Office Express
- UPS
- Any other "special mail" for which a street address is needed

The correct “location address” is:

International Registration Bureau
Department of Motor Vehicles
6 Empire State Plaza Room 136
Albany New York 12228

Directions:

From NYS Thruway - take Exit 23 and proceed on I787 North to Exit 4 (Downtown Albany). Follow signs for RT 20 up Madison Ave. and past S. Pearl St., and then up the hill past Grand St. and Eagle St., take a right on S. Swan St. The DMV building is on the right.

From I87 (Northway) - Take I90 East to I787 South. Take Exit 3B (RT 20 West - Madison Ave.). Follow Madison Ave. past S. Pearl St., and then up the hill past Grand St. and Eagle St. take a right on S. Swan St. The DMV building is on the right.

1.0 WHAT IS IRP?

Members of IRP

IRP stands for International Registration Plan, a cooperative agreement for registering vehicles that travel into two or more jurisdictions. The IRP provides for payment of registration fees based on fleet distance operated. The unique feature of the IRP is that, although registration fees are paid to the base jurisdiction and distributed to various jurisdictions in which fleet vehicles are operated, only one (1) license plate (or set of plates) and one (1) cab card are issued for each fleet vehicle. The following jurisdictions are IRP members:

Alabama	AL	New Brunswick	NB
Alberta	AB	Newfoundland and Labrador	NL
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
British Columbia	BC	New Mexico	NM
California	CA	New York	NY
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	Nova Scotia	NS
Dist. of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Ontario	ON
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Prince Edward Island	PE
Iowa	IA	Quebec	QC
Kansas	KS	Rhode Island	RI
Kentucky	KY	South Carolina	SC
Louisiana	LA	South Dakota	SD
Maine	ME	Saskatchewan	SK
Manitoba	MB	Tennessee	TN
Maryland	MD	Texas	TX
Massachusetts	MA	Utah	UT
Michigan	MI	Vermont	VT
Minnesota	MN	Virginia	VA
Mississippi	MS	Washington	WA
Missouri	MO	West Virginia	WV
Montana	MT	Wisconsin	WI
Nebraska	NE	Wyoming	WY
Nevada	NV		

2.0 HOW IRP WORKS

Under the IRP, interstate carriers must file application(s) with the jurisdiction in which they are based. The base jurisdiction issues registration credentials for each vehicle. Roadside enforcement uses these credentials to verify and validate registration. The apportioned plate(s), stickers and cab card are registration credentials you need to operate on an interstate and intrastate basis in member jurisdictions. (Intrastate operations also may require meeting the operating authority of the individual jurisdictions.) Refer to “Glossary Definitions” in the back of this manual. Registration fees are calculated according to each jurisdiction's specific registration schedules, based on actual distance traveled during the reporting period, or the average per vehicle distance chart, whichever applies. Please note, all jurisdictions display on the registration cab card.

IRP jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are then sent to other IRP jurisdictions according to:

- percentage of distance traveled in each jurisdiction
- vehicle identification information and
- maximum weight
- value, age, unladen weight, etc. (in some jurisdictions)

The following is a simplified example of how the registration fee for a vehicle based in New York might be apportioned. The operator of this vehicle travels in New York, Pennsylvania, New Jersey and Maryland, traveling 25,000 miles in each jurisdiction, for a total of 100,000 miles at year end. The operator’s vehicle has a registered combined gross weight of 80,000 pounds in each jurisdiction. The registration fee would be computed as follows:

	Distance	Percent		Full Year Fee		Apportioned Fee
NY	25,000	25 %	X	\$1,208.00	=	\$302.00
PA	25,000	25 %	X	\$1,687.50	=	\$421.88
NJ	25,000	25%	X	\$1,223.00	=	\$305.75
MD	25,000	25%	X	\$1,800.00	=	\$450.00
Totals	100,000	100%		\$5,918.50		\$1,479.63

Under the IRP, all member jurisdictions:

- accept a single registration plate;
- accept a single registration card (cab card); and
- allow registrants to travel both interstate and intrastate jurisdictionally. (Intrastate travel is subject to the terms of the **operating authority** issued by each member State/Province.)

Apportioned Registration Does Not:

- waive, or exempt a truck operator from, obtaining operating authority from any State/Province in which the apportioned vehicle travels (either inter or intra); or
- waive, or replace the requirements of, the International Fuel Tax Agreement (IFTA); or
- waive, or exempt the payment or reporting of, other taxes (income tax, sales tax, etc.); or
- allow vehicles to exceed the maximum length, width, height or axle limitations; or
- allow truck operators to violate "bridge laws", or
- waive, or exempt the payment or reporting of, the Federal Heavy Vehicle Use Tax (Form 2290); or
- exempt a carrier from filing the necessary proof of liability coverage in each State/Province, where required; or
- exempt a carrier from New York registration requirements (titling, inspection, etc.)

3.0 WHEN TO APPORTION YOUR VEHICLE

Apportionable Vehicle

"Apportionable Vehicle" means any Power Unit (except recreational vehicles, vehicles displaying restricted plates, city pick up and delivery vehicles, and government-owned vehicles) that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for-hire or designed, used or maintained primarily for the transportation of property and:

1. is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,793.401 kilograms; or
2. is a power unit having three or more axles, regardless of weight; or
3. is used in combination, when the weight of such combination exceeds 26,000 pounds or 11,793.401 kilograms gross vehicle weight.

If you choose not to obtain IRP credentials, and you have one or more vehicles that meet or exceed the criteria above, you will have to purchase trip permits for each vehicle to enter other IRP jurisdictions.

Base Jurisdiction

For purposes of fleet registration, "base jurisdiction" means the jurisdiction where the registrant has an established place of business, where distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with the provisions of Section 1602 of the IRP, Inc. with Official Commentary manual.

Established Place of Business

Established Place of Business means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. Records concerning the Fleet shall be maintained at the physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

Exempt Vehicles

The IRP exempts the following vehicles from IRP registration, though a New York registration plate may still have to be displayed on:

- vehicles operating under separate reciprocity agreements that the IRP has not superseded; or
- recreational vehicles used for personal pleasure or travel by an individual or family; or
- commercial vehicles displaying restrictive plates that have geographic area, distance or commodity restrictions (Note: Not all jurisdictions recognize New York State restricted plates. You should contact each jurisdiction in which you intend to travel for their requirements. Jurisdiction contact information can be found in Appendix C of this manual); or
- trailers

4.0 TYPES OF OPERATIONS

For-hire Carriers

Any person, firm or corporation who engages in transportation by motor vehicle of passengers, commodities or property for compensation.

Private Carriers

A person, firm or a corporation that uses its own trucks to transport its own freight.

Owner-operators

Owner-operators who lease their vehicle(s) may register in either of two ways:

- the owner-operator may be the registrant. The vehicle(s) will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally-registered fleets.
- the carrier (lessee) may be the registrant. The vehicle(s) will be registered in the name of the carrier, and the owner will remain the lessor. The owner's name will not appear on the cab card. The carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally-registered fleets.

Buses

Regular Routes

Apportionment is a requirement under IRP for all buses traveling regularly scheduled routes. At the option of the registrant, total miles may be the sum of all actual in-jurisdiction miles, or a sum equal to the scheduled route miles per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule.

Charters

Buses used exclusively for the transportation of 'chartered parties'.

Private

Apportionment is a requirement under IRP for all buses used exclusively for the transportation of passengers for compensation or gain.

Household Goods Carriers

Household Goods Carrier means a carrier handling (i) personal effects and property used or to be used in a dwelling, or (ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires specialized handling and equipment commonly employed in moving household goods.

Equipment Leased From Service Representative

Household goods carriers using equipment leased from service representatives may elect to base that equipment in either the base jurisdiction of the service representative or in the base jurisdiction of the carrier.

- If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name. The apportionment of fees shall be according to the combined distance records of the service representative and the carrier. Such records must be kept or made available in the service representative's base jurisdiction.
- If the base jurisdiction of the household goods carrier is selected, the equipment shall be registered in the name of the carrier. The apportionment of fees shall be according to the combined distance records of the carrier and of the service representative. Such records must be kept or made available in the household goods carrier's base jurisdiction.

Owner-operator Leased Equipment

For equipment owned and operated by owner-operators other than service representatives, and used exclusively to transport cargo for the household goods carrier, the equipment shall be registered by the carrier in the base jurisdiction of the carrier, with the apportionment of fees according to the records of the carrier.

5.0 NEW YORK STATE REQUIREMENTS

Base Jurisdiction

- (a) An applicant may elect as its base jurisdiction any member jurisdiction (i) where the applicant has an established place of business (ii) where the fleet the applicant seeks to register under the plan accrues distance, and (iii) where operational records of the fleet are maintained or can be made available.
- (b) An applicant that does not have an established place of business in any jurisdiction may designate as a base jurisdiction any member jurisdiction (i) where the applicant can demonstrate residence, (ii) where the fleet the applicant seeks to register under the plan accrues distance, and (iii) where operational records of the fleet are maintained or can be made available.
- (c) To establish residence in a member jurisdiction, an applicant must demonstrate to the satisfaction of the member jurisdiction at least three of the following:
 - i. If the applicant is an individual, that his or her driver's license is issued by that jurisdiction,
 - ii. If the applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that jurisdiction,
 - iii. If the applicant is a corporation, that the principal owner is a resident of that jurisdiction.
 - iv. That the applicant's federal income tax returns have been filed from an address in that jurisdiction,
 - v. That the applicant has paid personal income taxes to that jurisdiction,
 - vi. That the applicant has paid real estate or personal property taxes to that jurisdiction,
 - vii. That the applicant receives utility bills in that jurisdiction in its name,
 - viii. That the applicant has a vehicle titled in that jurisdiction in its name, or
 - ix. That other factors clearly evidence that the applicant's legal residence in that jurisdiction.

Current New York Registration

If your vehicle is currently registered in New York and you are converting to IRP, proof of insurance will not be required unless your insurance coverage has changed. Complete Schedule A&C (IRP-6) and Schedule B (IRP-5) forms, and send them to the IRB office along with a photocopy of your current NYS registration document, proof of residency, proof of corporation (if applicable), and a photocopy of your driver license. If additional documents are required, you will be contacted. You will be credited for the balance of the registration year when your IRP apportioned registration is processed. You may choose to have the registration begin the first day of the current month, or of the following month. When you receive your IRP plates and cab card, you must bring or mail your old plates to the IRB office. If your vehicle is 1972 or older, you must send the original transferable registration; DMV will issue a new transferable registration for non-titled vehicles with your cab card/windshield sticker.

Vehicle Title

One of the following acceptable proofs must be submitted prior to registering a vehicle:

If the registrant is the owner of the vehicle:

- a photocopy of a NYS title in the registrant's name.
- a photocopy of a Receipt for Title (FS-6T) in the registrant's name (form FS-6T can be obtained from any NYS Motor Vehicles office). See Appendix D for a sample.
- an original transferable registration in the registrant's name, or in the prior registrant's name showing transfer to the new registrant.

- a photocopy of an out-of-state title in the registrant's name and proof of sales tax clearance (sales tax clearance can be obtained from any NYS Motor Vehicles office).

If the title is being held by a lienholder, a copy of the title in the owner's name, certified by the lienholder or the out-of-state motor vehicle agency, or a Memorandum of Title must be submitted along with the lienholder's statement identifying the owner and the vehicle's year, make and VIN. The statement must be an original, on the lienholder's letterhead and must state that the lienholder holds the original title and is aware that the title copy will be used to register the vehicle in NYS. The letter must be unconditional (that is, the lienholder cannot ask that we notify him/her once the vehicle is registered, etc.)

- an original out-of-state transferable registration in the registrant's name and proof of sales tax clearance (sales tax clearance can be obtained from any NYS Motor Vehicles office).

If the registrant is different from the owner of the vehicle:

- a photocopy of a NYS title in the owner's name, along with the Registration Authorization section of the Schedule A & C, Part 4 (IRP-6) or Schedule A & C, Part 5 (IRP-6A) completed or an original, completed Vehicle Registration/Title Application (MV-82) or Registration Authorization (MV-95), signed by the owner.
- a photocopy of Receipt for Title (FS-6T) (see Appendix D for a sample) in the owner's name and the Registration Authorization section of the Schedule A & C, Part 4 (IRP-6) or Schedule A & C, Part 5 (IRP-6A) completed or an original, completed Vehicle Registration/Title Application (MV-82) or Registration Authorization (MV-95), signed by the owner.
- a photocopy of an out-of-state title in the owner's name along with the Registration Authorization section of the Schedule A & C, Part 4 (form IRP-6) or Schedule A & C, Part 5 (IRP-6A) completed or an original, completed Vehicle Registration/Title Application (form MV-82) or Registration Authorization (form MV-95), signed by the owner, and proof of sales tax clearance (sales tax clearance can be obtained from any NYS Motor Vehicles office).

If the title is being held by a lienholder, a copy of the title in the owner's name, certified by the lienholder or the out-of-state motor vehicle agency, or a Memorandum of Title must be submitted along with the lienholder's statement identifying the owner and the vehicle's year, make and VIN. The statement must be an original, on the lienholder's letterhead and must state that the lienholder holds the original title and is aware that the title copy will be used to register the vehicle in NYS. The letter must be unconditional (that is, the lienholder cannot ask that we notify him/her once the vehicle is registered, etc.)

Insurance

Under New York State law, liability insurance is required for all registered vehicles, whether they are driven or not. Acceptable proof of insurance is either a NYS Insurance Identification Card (FS-20, FS-21 or FS-77), or a copy of the New York State Department of Transportation permit, or Federal Department of Transportation permit (formerly ICC permit), **IN THE REGISTRANT'S NAME**.

If a NYS Insurance Identification Card (FS-20) is being submitted as proof of insurance, it must: be bar coded; be scannable; be pre-printed; have a three (3) digit insurance company code; have the insurance company name; have an effective date; have an expiration date; and for registration purposes, must have been issued within 45 days. If a carrier has more than 5 vehicles registered, the insurance card may read "All Owned Vehicles". If a carrier does not own the vehicles being registered, the vehicle-specific information must be listed.

ESTABLISHED PLACE OF RESIDENCY/BUSINESS

INDIVIDUAL	BUSINESS
Need 3 proofs (can only accept 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 DBA name, you must have copies of the DBA papers filed with County Clerk’s office for an individual DBA or filed with the NYS Department of State for a Corporate DBA, <u>AND 2 of the following proofs in the same name and address of the IRP account:</u></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 last 90 days in account name and address.	A current credit card statement showing activity within last 90 days in account name and address.
A current bank statement showing recent activity within the last 90 days in account name and address.	A current bank statement showing recent activity within the last 90 days in 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>	

(REQUIRED FOR NEW ACCOUNTS OR EXISTING ACCOUNTS WITH A CHANGE OF ADDRESS)

Federal Heavy Vehicle Use Tax

Federal law requires proof of payment of the Federal Heavy Vehicle Use Tax (HVUT), for the current tax period, when registering vehicles 55,000 lbs. or more combined or loaded gross weight. Proof is not required upon initial IRP registration on new or used units registered within 60 days of the date shown on the bill of sale. A copy of this bill of sale must be submitted with your application.

Acceptable proof of payment:

- a copy of a receipted Internal Revenue Service (IRS) Schedule 1 (Form 2290), listing vehicle identification number(s).(See Appendix D for a sample).
- in lieu of a receipted IRS Schedule 1 (Form 2290), we will accept copies of Schedule 1 (Form 2290) and copy of proof of a payment document (e.g., canceled check front and back). (See Appendix D for a sample.)

It is the applicant's responsibility to fully comply with all requirements listed in the Federal Form 2290.

You are required to send the current year's proof of payment each registration year, with your renewal (altered dates on the 2290 form are not acceptable). If you do not send all of the required documents, the processing of your application(s) will be delayed.

Power of Attorney

An original notarized Power of Attorney must be sent if the IRP Schedules A & C (IRP-6 or 6A) or Schedule B (IRP-5) are signed by someone other than the registrant (owner-operator), or by a corporate officer (President, Vice-President, Secretary, Treasurer or Comptroller).

Any individual, partnership or corporation may grant a power of attorney to an individual to register vehicles owned by the individual, partnership or corporation. The power of attorney should state that the person named as attorney can register vehicles owned by the original party granting the power of attorney.

The power of attorney must contain:

- a date;
- the name of the person designated to act as the power of attorney;
- the name, address and signature of the person granting the power of attorney (if for a corporation, this must be by a corporate officer);
- the name and address of the corporation (or partnership, if applicable).

A NEW POWER OF ATTORNEY MUST BE SUBMITTED WITH RENEWAL APPLICATIONS YEARLY, IF APPLICABLE TO YOUR SITUATION.

Note: The power of attorney must have original signatures. No photocopies will be accepted.

Any addition or deletion of individuals must be submitted on an updated original notarized Power of Attorney.

Registration Certification for Heavy Weight Trucks

For trucks weighing 44,801 pounds or over, complete letter F in the Vehicle Information for New Accounts or Additions on the Schedule A & C (IRP-6 or IRP-6A) or send a completed Registration Certification of Heavyweight Vehicles (MV-3W.3). This is necessary to determine if the vehicle(s) meets Bridge Formula. If you want to register at a weight higher than the allowable weight, you must submit a Perm-65A (“Weight Certification For Overweight Permits”) or an overweight permit issued by either the New York City or New York State Department of Transportation.

Overweight Permits

Overweight permits must be obtained from the appropriate regulatory agencies if you want to register at a weight higher than the allowable weight for a jurisdiction (see Appendix A for IRP jurisdiction regulatory agencies for Oversize and Overweight Information). If you want to register a tractor in New York at a weight that exceeds 80,000 lbs., you must submit Perm-65A, a valid overweight permit or a special hauling permit issued by either the New York City or New York State Department of Transportation (the weight indicated on the Perm-65A, overweight permit or special hauling permit will be the maximum weight allowed on your registration).

Proof of Doing Business As (DBA)

If you would like to register your vehicles in a Doing Business As (DBA) name, individuals or partnerships must give IRP a copy of your filing with the County Clerk. Corporations must give IRB a copy of your filing with the New York State Department of State.

Proof of Incorporation

A photocopy of the filing receipt issued by the NYS Department of State.

Inspection

All used vehicles must be reinspected upon private sale or transfer. For all other vehicles, when you sign the schedule, you certify that the vehicle has been inspected within the past 12 months.

Highway Use Tax (HUT) - State Tax, also known as TMT (Truck Distance Tax)

All vehicles subject to New York State Highway Use Tax, that is, all commercial vehicles weighing over 18,000 lbs. must send proof of clearance along with their application(s), if the vehicle was previously registered in New York. Any one of the following is acceptable proof:

- Certificate of Tax Clearance (MT-370.1); (see Appendix D for a sample)
- Certificate of Tax Clearance (MT-370.2) (must be in registrant's name only) (see Appendix D for a sample)

Exempt vehicles include household goods carriers, US mail carriers, agricultural vehicles, governmental vehicles, vehicles owned and operated by any volunteer fire company or fire department, vehicles operating under dealer or transporter plates, and recreational vehicles. Excluded vehicles include vehicles operating on fixed rails or tracks, road rollers, tractor-cranes, truck-cranes, power shovels, road building machines, snow plows, road sweepers, well drillers and buses.

Proof of Identity (see ID-82, on pages 15 & 16)



**PROOFS OF IDENTITY
FOR REGISTRATION AND TITLE**

This form is also available at www.dmv.ny.gov

GENERAL REQUIREMENTS*

When you apply for a registration or title, you must provide proof of your date of birth and proof of your name. A NYS photo driver license, learner permit, or non-driver ID card that is current or that is not expired for more than 2 years meets the proof of name **and** date of birth requirements.

- If you send a person to DMV to submit your application for a registration or title, that person **must** provide his or her original NYS photo license, permit or ID card **and** a photocopy of your NYS photo license, permit, or ID card.
- If you do not have a NYS photo driver license, learner permit, or non-driver ID card that is current or that is not expired for more than 2 years, you must submit documents from the list in the table on pages 1 and 2. The documents you submit to prove your name must amount to 6 points.
 - Your signature **must** be on at least one of the documents that you show for proof.
 - You must provide the **original** documents or documents that are **certified** by the issuing agency.
 - DMV will **not** accept more than one document of the same type of proof. For example, 3 major credit cards count as one credit card.
 - DMV will **not** accept documents with any alterations or erasures. DMV will confiscate documents that appear to be fraudulent so that the documents can be reviewed by DMV's Investigations Unit. If you submit a fraudulent document, you may be subject to criminal prosecution.

IMPORTANT: Making a false statement in an application, or in any proof or statement in conjunction with the application, or deceiving or substituting, or causing another person to deceive or substitute in connection with such application, is punishable as a misdemeanor under Section 392 of the Vehicle and Traffic Law for vehicle registration applicants, and may result in the revocation or suspension of your license or registration.

* **These requirements do not apply to interstate in-transit permits and to snowmobiles that are registered in another state** and will be registered for use in NYS. To apply for an **interstate in-transit permit**, a current out-of-state driver license is the only proof of identity that you need. If you have a **snowmobile that is registered in another state** and will be registered for use in NYS, the out-of-state snowmobile registration is the only proof of identity that you need.

ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE	POINT VALUE FOR PROOF OF NAME	ACCEPTABLE AS PROOF OF DATE OF BIRTH?
Expired documents are NOT acceptable, unless specifically noted in the table below.		
NYS Photo Driver License/Learner Permit/Non-Driver ID Card. Must be current, or not expired for more than 2 years.	6	YES
EDL NYS Photo Driver License/Learner Permit/Non-Driver ID Card. Must be current, or not expired for more than 2 years.	6	YES
DMV form MV-45 Statement of Identity and/or Residence - IF UNDER 21. Affidavit by parent or legal guardian, signed in the presence of a DMV representative. See MV-45 for more information.	6	NO
DMV form MV-45A Statement of Identity and/or Residence - For Applicants Represented by Government or Government- Approved Facilities. See the MV-45A for more information.	6	NO
US Passport or Passport Card. Must be current.	4	YES
US Military Photo ID Card (issued to Active, Reserve, and Retired military personnel only)	3	YES
Certificate of Citizenship (N-560, N-561 or N-645)	3	YES
Certificate of Naturalization (N-550, N-570 or N-578)	3	YES
Employment Authorization Card (I-688B or I-766) with photo	3	YES
Permanent Resident Card (I-551)	3	YES
Reentry Permit (I-327)	3	YES
Refugee Travel Document (I-571)	3	YES
Foreign Passport with a valid I-551 stamp or with a statement on the Visa. Passport must be in English, or translated by an embassy.	3	YES
Foreign Passport with a US Visa and current I-94 attached.	3	YES
Welfare/Medicaid/NY Food Stamp Card WITH Photo	3	NO

ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE	POINT VALUE FOR PROOF OF NAME	ACCEPTABLE AS PROOF OF DATE OF BIRTH?
Expired documents are NOT acceptable, unless specifically noted in the table below.		
Welfare/Medicaid/NY Food Stamp Card WITHOUT Photo	2	NO
NYS Interim License/Permit, WITHOUT Photo	2	NO
NYS or NYC Pistol Permit	2	NO
NYS Professional License	2	NO
NYS Registration Document (Vehicle or Boat only)	2	NO
NYS Certificate of Title	2	NO
Photo Driver License issued by another US State, jurisdiction or possession, or Canadian Province or territory. <i>(This license must be current, or not expired for more than 1 year.)</i>	2	YES
St. Regis Mohawk Tribal Photo ID Card	2	NO
Canadian Birth Certificate with St. Regis Mohawk Tribal Photo ID Card	2	YES
US Military Dependent ID Card	2	NO
US College ID Card With Photo and Transcript	2	NO
US High School ID with Report Card	2	NO
US Marriage or Divorce Record OR Court Issued Name Change Decree	2	NO
US Social Security Card (must have signature)	2	NO
Computer-Printed Pay Stub (must have your name)	1	NO
Employee ID Card	1	NO
High School Diploma OR GED (General Equivalency Diploma)	1	NO
Supermarket Check Cashing Card (must have your signature and pre-printed name)	1	NO
Union Card	1	NO
US Health Insurance Card/Prescription Card	1	NO
US Life Insurance Policy (in effect at least 2 years)	1	NO
Utility Bill (must include your name and address)	1	NO
Veterans Universal Access Photo ID Card	1	NO
W-2 Form (must include Social Security number)	1	NO
Only one of the following items, if issued by the same financial institution, can be submitted: <ul style="list-style-type: none"> • Bank Statement • Cancelled Check (with your pre-printed name) • Cash Card (ATM) (must have your pre-printed name and your signature) • Valid Major US Credit Card 	1	NO
US DOS Consular Report of Birth Abroad (FS-240, DS-1350, F-545)	0	YES
US Birth Certificate or US Territory Birth Certificate issued by a Board of Health, Bureau of Vital Statistics, or US State Department. <i>(US Territories are: American Samoa, Guam, Mariana Islands, Marshall Islands, Puerto Rico, Virgin Islands and Wake Island.)</i>	0	YES
Canadian Birth Certificate with a Canadian DMV learner permit or non-driver ID card	0	YES
Valid Canadian Passport (without INS documentation)	0	YES

**PERFORMANCE REGISTRATION INFORMATION SYSTEMS AND MANAGEMENT
(PRISM)
www.FMCSA.dot.gov**

PRISM OVERVIEW

New York is a member of the PRISM program. PRISM is a federal/state partnership to identify motor carriers with deficient safety records, and to tie 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 to achieve two objectives:

1. To determine the motor carrier's safety fitness prior to issuing a registration plate.
2. To cause the unsafe motor carrier to improve its safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes:

1. The commercial vehicle registration process, and
2. Enforcement.

These programs work in parallel to identify motor carriers and to hold them responsible for the safety of their operations. The performance of unsafe motor carriers is improved through a comprehensive system of identification, education, awareness, safety monitoring, and treatment.

Commercial vehicle registration process:

The IRP registration process ensures that no vehicle is registered without identifying the carrier responsible for the safety of the vehicle during the registration year. The registration sanctions (denial and suspension) provide powerful incentives for unsafe carriers to improve their safety performance. The carrier's safety fitness is checked prior to issuing vehicle registrations. "Unfit carriers" (as defined by federal procedures) may be denied the ability to register their vehicles. Motor carriers can update their USDOT information at www.fmcsa.dot.gov

USDOT Number

The USDOT number is assigned by the US Department of Transportation to the registrant. It is mandatory that all registrants have a USDOT number and you must provide it to the International Registration Plan office.

The USDOT number is used to identify both the motor carrier responsible for safety fitness of each carrier and the individual vehicle registrant (if different).

In addition to the USDOT number, all registrants must provide a Taxpayer Identification Number (TIN) when completing an IRP application in order to validate the USDOT number. A TIN may be the registrant's Federal Employer Identification Number (FEIN) or Social Security Number (SSN). The number that is required is the number (either FEIN or SSN) that was used when applying for the USDOT number. A USDOT number and TIN (Taxpayer Identification Number) will be required in order to renew your apportioned registration.

If you do not have a USDOT number, you may apply online at the following: www.fmcsa.dot.gov

If you have been issued a USDOT number but are uncertain of it, you can call 800-832-5660.

You must complete your MCS-150 update on the website at www.fmcsa.dot.gov.

USDOT Number (Vehicle Level)

A USDOT number must be listed for every vehicle in your IRP fleet. The USDOT number that needs to be listed at the vehicle level is the USDOT number of the individual or company responsible for the safe operation of the vehicle.

If you or your company is responsible for the vehicle's safety, this USDOT number must be displayed in accordance with FMCSA guidelines.

The following scenarios will help to explain the USDOT number requirements:

SCENARIO # 1

AAA Construction Company maintains an IRP account. AAA Construction Company registers all of its trucks. AAA Construction Company does not lease any equipment. On IRP Schedule A, the USDOT number of AAA Construction Company is used in all places on the form where a USDOT number is required. The carrier responsible for safety will NOT change during the registration year.

NOTE: On Schedule A & C (IRP-6) - Part 4 - (Vehicle Information for New Accounts or Additions) **AND/OR** Schedule A & C (IRP-6A) - Part 5 - (Vehicle Information for New Accounts or Additions) - in the box marked "P". (Vehicle safety responsibility will change during the year?) The **NO** box must be checked.

SCENARIO # 2

Mr. Joe Driver maintains an IRP account. Joe is an owner operator who registers his own truck. Joe continually trip leases to different motor carriers throughout the registration year. Joe has no idea to whom he will be leased from day to day. Joe has his own operating authority and his own USDOT number. On the IRP Schedule A, Joe Driver's USDOT number is used in all places on the form where a USDOT number is required. The carrier responsible for safety will change continuously during the registration year.

NOTE: On Schedule A & C (IRP-6) - Part 4 - (Vehicle Information for New Accounts or Additions) **AND/OR** Schedule A & C (IRP-6A) - Part 5 - (Vehicle Information for New Accounts or Additions) - in the box marked "P". (Vehicle safety responsibility will change during the year?) The **YES** box must be checked.

SCENARIO # 3

Big Truck Leasing Company maintains an IRP account and registers four trucks. One truck is long-term leased to XYZ Trucking, and one truck is long-term leased to ABC Express Trucking. The lease with ABC Express Trucking will expire in six months. The third truck is continually trip leased to various customers throughout the registration year and the fourth truck is operated under Big Truck Leasing Company's authority.

On the IRP form at the vehicle level, the first truck will have the USDOT number of XYZ Trucking listed, the second truck will have the USDOT number of ABC Express Trucking, the third and fourth will have the number for Big Truck Leasing. The carrier responsible for safety will change for the second (the lease will expire) and third trucks (continuously trip leased.)

SCENARIO # 4

John Driver maintains an IRP account. John is an owner-operator who registers one truck. He leases the vehicle from Ryder and is long-termed leased to XYZ Trucking. On the IRP form at the vehicle level, the USDOT number for XYZ Trucking is used and the carrier responsible for safety will NOT change during the registration year. John's number is used at the registrant level. Note. The number for Ryder is not used anywhere on the form in this situation.

If you or your company is responsible for the vehicle's safety, this USDOT number must be displayed in accordance with FMCSA guidelines.

Enforcement:

Enforcement is the process by which a motor carrier's safety is systematically tracked and improved. The process is designed to improve the safety performance of the motor carriers with demonstrated poor safety performance through accurate identification, performance monitoring, and treatment. When a motor carrier is identified as needing improvement in safety practices, the motor carrier enters the Motor Carrier Safety Improvement Process (MCSIP).

PRISM BENEFITS

PRISM has demonstrated the following benefits:

- Accountability – PRISM improves carrier safety by identifying the motor carrier responsible for the safe operation of commercial motor vehicles. Safety events such as inspections, crashes, and violations involving a PRISM vehicle can be tied back to the responsible motor carrier.
- A Performance-Based Approach to Safety Management – the primary means of identifying a potentially poor performing motor carrier is through accumulation of motor carrier, vehicle, and driver-specific events that are linked to the motor carrier through the USDOT number. The performance of unsafe motor carriers is improved through a comprehensive system of identification, education, awareness, safety monitoring, and treatment.
- Safestat – a data-driven, performance-based set of instructions used to identify potentially high risk motor carriers for inclusion in the PRISM improvement process (MCSIP). A motor carrier's problems are identified and prioritized. Safestat makes maximum use of crash, driver, and vehicle and safety management data to develop an overall indicator of carrier fitness that is used to prioritize carriers for possible on-site reviews.

Improved productivity and improved data quality:

- PRISM has increased the efficiency and effectiveness of federal and state safety efforts through the efficient allocation of scarce resources and the use of warning letters as an effective, inexpensive alternative to on-site compliance reviews for carriers with less severe safety performance problems.
- PRISM has improved the accuracy and timeliness of motor carrier data by development of a procedure to obtain current motor carrier census data as part of the vehicle registration process; the development of a procedure to use the vehicle license plate number to more accurately assign inspection and crash data to the responsible motor carrier; and by the development of automated data collection procedures in the field to properly assign safety events to the proper motor carrier.

Data Quality Improvement:

- PRISM is a data-driven process, increasing the quality in the accuracy and timeliness of the efficiency and effectiveness of the program. The USDOT number will be used at the vehicle, registrant, and carrier level to track safety events.

Summary:

PRISM is a federal/state partnership designed to improve highway safety by identifying motor carriers with unsatisfactory safety ratings. Only those few carriers determined to be unsafe will be affected by PRISM. PRISM will be administered as part of the International Registration Program.

International Fuel Tax Agreement - IFTA

IFTA is a base-state fuel tax agreement. The carrier's base jurisdiction issues credentials that allow the IFTA licensee to travel in all IFTA member jurisdictions. Except Alaska, the Northwest Territory, Washington, DC and the Yukon, all contiguous states and provinces are IFTA member jurisdictions.

Alabama	Maryland	Oregon
Alberta, CN	Massachusetts	Ontario, CN
Arizona	Michigan	Pennsylvania
Arkansas	Minnesota	Prince Edward Is., CN
British Columbia, CN	Mississippi	Quebec, CN
California	Missouri	Rhode Island
Colorado	Montana	Saskatchewan, CN
Connecticut	Nebraska	South Carolina
Delaware	Nevada	South Dakota
Florida	New Brunswick, CN	Tennessee
Georgia	New Hampshire	Texas
Idaho	New Jersey	Utah
Illinois	New Mexico	Vermont
Indiana	Newfoundland and Labrador CN	Virginia
Iowa	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana	Nova Scotia, CN	Wyoming
Maine	Ohio	
Manitoba, CN	Oklahoma	

New York State is your base jurisdiction for IFTA licensing and reporting if:

- your qualified motor vehicles are registered in New York State;
- you have an established place of business in New York State from which motor carrier operations are performed;
- you maintain the operational control and operational records for qualified motor vehicles in **New York State**, or can make those records available there; and
- you have qualified motor vehicles that actually travel on New York State highways.

The IFTA license offers several benefits to the interstate motor carrier. These benefits include one license, one set of credentials, one quarterly fuel tax report that reflects the tax or refund due, and one audit, in most circumstances. These advantages all lead to cost and time savings for the interstate carrier.

IFTA License Application Procedure

Any motor carrier based in New York State and operating one or more qualified motor vehicles in at least one other IFTA member jurisdiction, may file an IFTA license application in New York. If a carrier qualifies as an IFTA licensee, but does not want to participate in the IFTA program, fuel permits must be obtained to travel through member jurisdictions, according to the regulations of each member jurisdiction.

A qualified motor vehicle is a motor vehicle used for transportation of persons or property and which has at least two axles and a gross vehicle weight exceeding 26,000 lbs., or is used in combination, and the combination exceeds 26,000 lbs., or has three or more axles regardless of weight.

A carrier can request an IFTA license application by contacting the:

New York State Department of Taxation and Finance
Registration Section
State Office Campus
IFTA Registration
Bldg. 8
Albany NY 12227
Phone: (518) 457-5735 Web site: www.nystax.gov

Unified Carrier Registration (UCR)

UCR applies to all carriers who operate interstate or international commerce. The UCR requires individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their business with their home state and pay an annual fee based on the size of their fleet.

For further information about Unified Carrier Registration (UCR), please write or call:

NYS Department of Transportation
Office of Modal Safety and Security
50 Wolf Road., PDO 53
Albany NY 12232-0879
(518) 457-6512

The following NYSDOT web site contains all relevant UCR information:

www.nysdot.gov/divisions/operating/osss/truck/unified-carrier-reg

Enforcement

Enforcement representatives look at the original cab card for verification that vehicles are properly registered. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way; photocopies are not acceptable as proof of registration.

Commercial vehicles not displaying a current registration plate, plate stickers and cab card, a valid trip permit or temporary vehicle registration are in violation, and the registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

CALIFORNIA -- If the trailer plate number is not on the apportioned cab card, both the New York State apportioned cab card and the New York trailer, semi-trailer and auxiliary axle cab card must be carried for each unit. Carriers are subject to citation by law enforcement if both current registrations are not available to them for inspection.

6.0 APPLICATIONS AND FORMS

Completion of Applications

The applicant is responsible for properly completing all forms necessary to register vehicles under apportioned registration agreements. If you submit an incomplete application, you will be asked to provide the information or submit a new, revised application. Incorrect or partial completion of an application will delay processing.

Data on the application is subject to review and verification; the base jurisdiction acts for all jurisdictions in the collection and verification of such information, and the registrant's signature attests to the accuracy of that information.

Applications and Forms

Apportioned application forms and additional information are available through the New York State Department of Motor Vehicles web site at www.dmv.ny.gov, by calling the IRB office at (518) 473-5834 or by visiting the IRB office in Albany. To avoid a delay in processing your application, be sure to provide all requested information on each form. Sample forms and detailed instructions are included in the Application Booklet for the International Registration Plan (IRP-16) and the IRP Renewal packet (IRP-34).

All applications are processed in the order in which they are received. Express mail applications do not receive priority processing.

Options for Receiving Credentials

Plates and cab cards are shipped after all registration requirements have been met and payment is received. Cab cards will be sent by USPS Mail. Shipments of one or more sets of plates are sent by USPS Mail. Special shipping arrangements, at the expense of the registrant, are available by completing a pre-paid overnight airbill, and sending it with your application or payment.

7.0 NEW REGISTRATIONS

Provide all information requested on Schedule A&C (IRP-6 or 6A) and Schedule B (IRP-5); refer to IRP-16, Application Booklet for the International Registration Plan, which explains how to complete the forms. For First-time registrants the Average Per Vehicle Distance Chart will be used for fee calculation in the event no actual distance has been accrued.

NOTE: Some jurisdictions may use a combined Schedule A&C and B. Actual distance should be reported for the period of July 1 through June 30 of the year preceding the registration year for which you apply. If actual distance reported looks suspicious (for example, actual distance is rounded, or is the same every year), your distance records may be audited.

Besides completed forms, the applicant must provide proof of prior registration if the vehicle was registered in another IRP jurisdiction.

Processing

Applications are processed in the order in which they are received. Once an application has been processed, a bill will be mailed to the carrier. All payments must be made by certified check or money order; no uncertified, personal, company or third party checks will be accepted.

Points to remember:

- You must have an established place of business in New York.
- Be sure you complete and submit Schedule A&C (IRP-6) and Schedule B (IRP-5).
- Provide proof of ownership.
- Provide proof of payment of Federal Heavy Vehicle Use Tax (Form 2290).
- Provide proof of Truck Mileage Tax Clearance.
- Provide proof of New York State insurance (NYS Barcoded Insurance Card).
- Provide proof of identity, corporation or DBA.
- Be sure you have obtained a USDOT number, if applicable.
- Provide an original Power of Attorney if the application is being signed by someone other than the registrant, or if someone other than a corporate officer is signing for a corporation.

Be sure you have obtained all the applicable operating requirements from other jurisdictions (for example, operating authority).

8.0 RENEWALS

Your renewal packet will be mailed to you approximately 90 days prior to the expiration of your current registration. 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 of your current registration(s). Payment, all required proof of taxes, and all other documentation must be received in our office at least 20 days prior to the expiration date of your current registration.

Your renewal registration packet contains:

1. a renewal checklist (IRP-33);
2. a computer-generated renewal printout;
3. instructions for completing your renewal (IRP-34).

The computer-generated renewal printout you receive contains all the carrier and vehicle information currently on file for your account through the print date shown at the top of your renewal printout. The renewal printout is organized by fleets. It is the **carrier's responsibility** to review and verify **all** information on the printout. The renewal printout will also contain a copy of a computer printed Schedule B to record new fleet distance. You must write your actual distance for the July 1 - June 30 distance year on the computer-printed Schedule B.

By making corrections and adjustments to your renewal printout, you will be able to:

1. change carrier information;
2. change or correct vehicle information (this is limited to information not contained on your title; if this information is listed on the title, you must have your title amended first);
3. change owner equipment numbers on vehicles;
4. change registered weights of vehicles;
5. delete vehicles.

To add vehicles not shown on your renewal printout, you must send a separate completed New York State IRP application (Schedule A&C) (IRP-6 or IRP-6A) (see section 9.0 Supplemental Applications "To Add a Vehicle"), along with all required documentation. **Do not send a new application for any vehicle(s) appearing on your renewal printout.**

Failure to report or include factual data could result in processing delays, assessment of incorrect fees, maintenance of incorrect records, or rejection of your application.

IMPORTANT REGISTRATION DATES

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

1. send your corrected renewal printout, and all necessary forms and documentation, to our office at least 45 days prior to the expiration date of your current registration(s).
2. send your payment (and all documentation requested) with your bill at least 20 days prior to the expiration date of your current registration(s).

How to correct your renewal printout

The following steps outline the procedure to use when making corrections to your renewal printout. It is very important to follow these directions and to record your information accurately. Please use an **ink pen**.

Renewal printout vehicle listing instructions:

To correct carrier information:

1. draw a single line through the incorrect information;
2. print the corrected information next to the old information.

To change a vehicle's registered weight:

1. draw a single line through the vehicle's combined or gross weight (this is the New York gross weight);
2. print the new combined or gross weight of the vehicle directly above the old gross weight you crossed out.

If you would like to change the weight of any jurisdiction, you must list the maximum gross weight you will be operating at in those jurisdictions on a Schedule A&C (IRP-6 or IRP-6A), Part 3 (see section 9 Supplemental Applications "To Increase/Decrease a Vehicle's Weight in a Jurisdiction").

To correct vehicle information:

1. draw a single line through the incorrect information. You can make changes only to vehicle information that is not shown on your title: unit number, axles, gross/combined gross weight, insurance code (any changes that would affect your title must be changed on the title first).
2. print the corrected information directly above the incorrect information.

To delete a vehicle:

1. cross off the vehicle information while still leaving the vehicle information visible;
2. you must return the IRP plates of deleted vehicles to our office **immediately** following the expiration date on your registration.

When to use a separate NEW YORK IRP application to add information to your renewal :

Not all changes can be made on your renewal printout. A separate Schedule A&C (form IRP-6) is to be completed if you are requesting one of the following changes with your renewal application.

Schedule A&C FORMS REQUIRED

1. adding a vehicle that does not appear on your renewal printout.
2. changing vehicle information (fleet vehicle, unit number (OEN), axles, gross/combined weight).

Be sure all entries are accurate and printed legibly in ink. This is the information that will appear on your new cab card. If you make any changes that require you to complete Schedule A&C (IRP-6 or IRP-6A), please write "See attached Schedule A&C" on the renewal printout.

Renewal printout distance Schedule B instructions:

1. All actual distance which was accrued from the period of July 1 through June 30 of the previous reporting year for the apportioned fleet **must** be reported. Record your actual distance in the actual distance column to the right side of the jurisdiction being reported.
2. If no actual distance was accrued during the reporting period, check the box indicating no actual distance and the average per vehicle distance chart will be used for fee calculation.

When you have completed your Schedule B renewal printout, be sure to read and sign the form. Final certification forms that are incomplete, unsigned or that have an improper signature will be returned unprocessed.

Completion of renewal

Mail the following items to the IRB:

1. a completed and signed renewal printout;
2. a separate New York IRP Application (Schedule A&C), when applicable;
3. a copy of the title or a copy of an FS-6T, title receipt, if required;
4. proof of payment of HVUT 2290 (see New York State Requirements, Section 5.0), if required;
5. power of attorney (see New York State Requirements, Section 5.0), if required;
6. proof of insurance if changing insurance companies or adding a vehicle (original form FS-20, NYS Insurance Identification Card);
7. proof of NY Truck Mileage Tax (HUT) (see New York State Requirements, Section 5.0), if required;
8. copy of overweight permit (see New York State Requirements, Section 5.0), if required.
9. Proof of Established Place of Business (EPOB), if change of address is indicated. (see New York State Requirements, Section 5.0).

The above documents should be sent to the IRB at least 45 days prior to the expiration of your current registration(s). After your application has been received and processed, you will receive an invoice. To ensure that you will receive your credentials prior to the expiration date, we must receive your payment at least 20 days prior to the expiration date of your current registration(s). All payments must be certified funds. Cab Card(s) and/or license plate(s) will be shipped only after all registration requirements have been met and payment is processed.

9.0 SUPPLEMENTAL APPLICATIONS

A supplemental application is submitted by the carrier after the original/renewal application has been filed and paid. Supplemental applications should be made on the New York State Application Schedules A & C (IRP-6 or IRP-6A). For instructions on how to complete Schedules A & C, see the IRP-16 Application Booklet for the International Registration Plan, also available through the NYS DMV web site at: www.dmv.ny.gov/forms/irp16.pdf.

You must submit a supplemental application for the following transactions:

1. Add a vehicle
2. Delete a vehicle
3. Replace a vehicle
4. Increase/decrease a vehicle's weight in a jurisdiction
5. Replace lost or stolen credentials
6. Transfer a vehicle to another fleet
7. Name change
8. Close an account

To Add a Vehicle

Vehicles may be added to an **existing fleet** anytime during the registration year. You do not have to submit a distance schedule when adding vehicles to an existing fleet; distance information provided with your original application will be used to calculate the fee.

Note: A fleet is determined by the type of operation. If you want to create a new fleet, you must complete a separate distance Schedule B (IRP-5) for the new fleet. Fees will be based on the distance percentages generated from the new distance schedule for that fleet only.

To add a vehicle to an existing fleet, you must:

- complete the following items in Schedule A & C (IRP-6 and IRP-6A):
 - ◆ Part 1 "Type of Application Requested" (check "**ADD VEHICLE**"); under "Carrier Information", complete numbers 1 through 21. Also see "Transfer Plates" on page 29.
 - ◆ Part 3 "Weight Information".
 - ◆ all boxes in Part 4 "Vehicle Information for New Accounts or Additions".
 - ◆ also complete Part 5 if more than 1 vehicle is being added.
- provide proof of ownership (see New York State Requirements, Section 5).
- provide power of attorney (see New York State Requirements, Section 5).
- provide proof of payment of HVUT 2290 (see New York State Requirements, Section 5), if required.
- provide proof of NY Truck Mileage Tax (HUT) (see New York State Requirements, Section 5), if required.
- provide proof of insurance, NYS Barcoded Insurance Card (form FS-20).
- provide a copy of NYS barcoded insurance card or NYC overweight permit (see New York State Requirements, Section 5), if required.
- be sure to sign and date the application.

To Delete a Vehicle

Vehicles may be deleted (with or without a corresponding replacement vehicle) from an existing fleet anytime during the registration year. To delete a vehicle from your fleet, the plate(s) or "Report of Lost, Stolen or Confiscated Motor Vehicle Items" (MV-78B) must accompany the application.

To delete a vehicle from a fleet when you are not adding a vehicle, you must:

- complete the following items in Schedule A & C (IRP-6 and IRP-6A):
 - ◆ Part 1 “Type of Application Requested”: check **"DELETE VEHICLE"**; under "Carrier Information", complete numbers 1 through 21. Also see “Transfer Plates” below.
 - ◆ Part 2 “Deletions”: complete numbers 26, 27, and 28 for all vehicles you are permanently deleting from your fleet.
- be sure to sign & date the application.
- be sure to return your IRP apportioned license plates.

To Replace a Vehicle -- Transfer Plates

A fleet vehicle may be replaced anytime during the registration year. To apply the credits from the previous vehicle to the new vehicle (if allowed), the information must be provided on the same application. **Keep accurate records of submission of such documents and any correspondence, because not having good records may affect any credit or refund possibility.** If you choose, you can transfer a plate from a vehicle registered at a lower weight to one registered at a higher weight. You will be billed for the plate transfer and for the difference in the declared gross weight. If you transfer a plate from a vehicle at a higher weight to a vehicle at a lower weight, you will not receive a refund or credit if any fees remain after the calculation of new fees. **Please note not all jurisdictions allow fee transfers.**

To transfer a plate from one vehicle to another, you must:

- complete the following items in Schedule A & C (IRP-6 and IRP-6A):
 - ◆ Part 1 “Type of Application Requested”: check **"TRANSFER PLATES"**; under “Carrier Information”, complete numbers 1 through 21.
 - ◆ Part 2 “Deletions”: complete numbers 26 through 29 for all vehicles you are deleting.
 - ◆ Part 3 “Weight Information”.
 - ◆ Part 4 “Vehicle Information For New Accounts Or Additions”.
 - ◆ Part 5 if more than 1 vehicle is being added.
- provide proof of ownership (see New York State Requirements, Section 5).
- provide power of attorney (see New York State Requirements, Section 5).
- provide IRS Form No. 2290 (HVUT), if applicable (see New York State Requirements, Section 5).
- proof of NY Truck Mileage Tax (HUT) (see New York State Requirements, Section 5), if required.
- provide proof of insurance, NYS Barcoded Insurance Card (form FS-20).
- be sure to sign & date the application.

Note: The deleted vehicle's unit number cannot be reused during the current registration year.

To Increase/Decrease a Vehicle’s Weight in a Jurisdiction

A change to vehicle weight may be made anytime during the registration year. You can increase a vehicle's registered weight in just one state in your fleet, or in all the states that make up your fleet. If the gross vehicle weight is increased, you will be billed for any difference in registration fees. Additional fees will be calculated for the increased weight for the remaining portion of the registration year. Your bill will also reflect a credit only for the amount paid on the vehicle's original registered weight. You will pay for the additional weight for the remaining months in the registration year.

Weight decreases can occur only in specified circumstances. Because not all jurisdictions allow the weight of a vehicle to be decreased, and because you will not receive a credit or a refund of any fees that remain after calculation of new fees, we suggest that you do this at renewal time. For more information, contact the New York State International Registration Bureau. Also see Section 12.0 (“Refunds”).

Note: Any weight increase at or above 55,000 pounds will require proof of payment or exemption from the Federal Heavy Vehicle Use Tax. Please see New York State Registration Requirements, Section 5 for further details. If the vehicle weight exceeds Bridge Laws or 80,000 pounds, an overweight permit will be required. (Please see New York State Registration Requirements, Section 5.)

To increase/decrease a vehicle's registered weight, you must:

- complete the following items in Schedule A & C (IRP-6)
 - ◆ Part I “Type of Application Requested”: check "WEIGHT INCREASE or WEIGHT DECREASE" and complete numbers 1 through 21.
 - ◆ Part 3 “Weight Information”.
 - ◆ Part 4 “Vehicle Information for New Accounts or Additions”: Provide the “Current Plate # and complete boxes A, R and S (in box S, write the new gross vehicle weight; this must match the weight for New York that is recorded in Part 3 - “Weight Information”).
- provide IRS Form 2290 (see New York State Requirements, Section 5), if the vehicle weight is being registered at 55,000 pounds GVW or higher.
- be sure you sign and date the application.

To Replace Lost/Stolen Credentials

At anytime throughout the registration year, you may need to:

- replace lost, stolen or destroyed cab cards
- replace lost, stolen or destroyed license plates

Enforcement officials check the **original cab card** for proof that the vehicle is properly registered. Under **no** circumstances should a photocopy of the original cab card be placed in the vehicle to substitute for the original cab card.

Replacement fees are as follows:

Replacement power unit plate with credentials	\$ 27.50
Replacement credentials	\$ 2.50

To obtain replacement credentials, you must:

- complete the following items in Schedule A & C (IRP-6):
 - ◆ Part 1 “Type of Application Requested”: check "DUPLICATE CAB CARD", and/or "REPLACEMENT PLATE" and/or "REPLACEMENT STICKER". Under “Carrier Information”, complete numbers 1 through 21.
 - ◆ Part 4 “Vehicle Information for New Accounts and Additions”: boxes A and R (Vehicle Identification Number, and Fleet Vehicle Number (OEN)).
 - ◆ be sure to sign & date the application.
- provide a check or money order payable to the Commissioner of Motor Vehicles for the appropriate amount indicated above.
- return remaining plate(s) or a “Report of Lost, Stolen or Confiscated Motor Vehicle Items” (MV-78B).

Name Change

You may amend the name of your IRP account if one of the following situations applies:

- 1) for individual account names: your name has been legally changed, and your current valid New York State driver license is in the new name.
- 2) for corporation account names: your corporation name has been amended by the Department of State
OR
a merger of corporations has taken place and 100% of the assets were included in the merger.

To amend the name on your account, you must do the following:

Step 1 - For vehicles that are titled in New York State, you must mail your original title, and a completed Vehicle Registration & Title Application Form (MV-82), along with proof of the name change.

- Proof for individuals would be your current, valid New York State driver license in the new name.
- Proof for corporations would be the Certificate of Name Amendment issued by the NYS Department of State or a copy of the merger papers.

This request must be mailed directly to the New York State Department of Motor Vehicles, Title Bureau, 6 Empire State Plaza, Albany, NY 12228. Include a note saying that you are amending the name on your New York State Certificate of Title, and that you are registered in the IRP.

Step 2 - When you receive your new Certificate of Title, mail a photocopy of the NYS Title along with the following:

- Completed Schedule A & C (IRP-6).
- Proof of NYS Barcoded Insurance Card (FS-20) in the new name.
- Two proofs of residency in the new name.
- Proof of NYS Certificate of name amendment issued by NYS Department of State.

10.0 FEES

All vehicles based and apportioned in New York State are subject to yearly registration fees.

Note: **Renewal fees are based on a full 12 month period (regardless of when you renew), unless plates are surrendered immediately after the expiration date of the registration.**

***New York Registration Fees**

- Registration fees for tractors, household goods tractors, trucks, and household goods trucks are based on maximum gross weight. The fees for these vehicle types are currently as follows:

- Tractors \$1.51 for each one hundred pounds, or fraction thereof
- Household Goods Tractors . . . \$2.16 for each one hundred pounds, or fraction thereof
- Trucks \$3.60 for each five hundred pounds, or fraction thereof
- Household Goods Truck \$9.70 for each five hundred pounds, or fraction thereof

- Fees for buses are determined by the seating capacity. Fees for buses are:

15 - 20 passengers	\$74.75
21 - 22 passengers	\$79.06
23 - 26 passengers	\$88.41
27 - 30 passengers	\$97.04
31 passengers and over is an additional \$2.88 per seat.	

*Please note that these fees could change at the discretion of the State Legislature.

11.0 BILLING INVOICE

When the New York International Registration Bureau processes each application, the fees are calculated for all IRP jurisdictions for which actual distance was reported. For new accounts/Fleets, the fees are calculated based on the average per vehicle distance chart. Every jurisdiction bases its fees on different criteria, such as vehicle weight, purchase price, model year of the vehicle, carrier type, and so on. Some jurisdictions have more than one fee, such as an ad valorem tax, excise tax, privilege tax or clean air levy. All fees are inclusive within the breakdown that is shown on the notice for each jurisdiction.

The billing invoice (see following pages for an example) is sent to the carrier's mailing address that is shown on the application. The billing invoice shows the total due for the registration. The billing invoice typically consists of:

- IRP Billing Invoice (copy to be returned with payment);
- Summary of fees due - credential fees due (plate fees, cab card fees, vehicle(s) listed on the application);
- Fees are calculated based on actual distance reported. If no actual distance is reported, the average per vehicle distance chart will be used for the calculation;
- All jurisdictions will appear on the registration credentials.

Payment

The total amount due is shown in the Net Amount Due area on the front page of the billing invoice . All payments must be made by certified check or money order. Personal checks, third party checks and business checks are **not** acceptable.

Do not pay any amounts listed on the remaining pages of the billing invoice, these are subtotals only, and have already been included in the net amount due that is shown on page 1.

Please make your checks payable to: **Commissioner of Motor Vehicles**

Mail the check, and page 1 of the billing notice, to:

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

If coming to the IRB in person (walk-in hours are 8:00 a.m. through 3:45 p.m.), or if mailing by an overnight or priority mail service, the office address is:

**NYS DMV
International Registration Bureau
6 Empire State Plaza
Core 3 Room 136
Albany NY 12228**

Please see an example of the billing notice on the following pages.



**New York State Department of Motor Vehicles
INTERNATIONAL REGISTRATION BUREAU**

PO Box 2850-ESP
Albany NY 12220-0850
Phone: (518) 473-5834
<http://dmv.ny.gov/irp.htm>
IRP Billing Invoice

TO : MIKE, MOTORIST
ADDR : 6 EMPIRE STATE PLAZA
ALBANY NY 12228

INVOICE# : 218435
INVOICE DATE : 11/13/2014
ACCOUNT# : 1004711
FLEET# : 002
SUPPLEMENT# : 0
FL EXP MONTH/YEAR : 10/2015
SUPPLEMENT TYPE : NEW FLEET
NUMBER REG MONTHS : 12
INVOICED VEHICLES : 1
VEHICLES ADDED : 1
VEHICLES UPDATED : 0
VEHICLES RENEWED : 0
VEHICLES DELETED : 0
CAB CARDS CHARGED : 1
NY APPORTIONED PLATES : 1
TEAR : 0

SUPPLEMENT TRANSACTION TYPE : NEW FLEET		TOTAL
NY APPORTIONED PLATE FEE :	\$25.00	
NY CAB CARD FEES :	\$2.50	
TEAR FEES :	\$0.00	
TOTAL ADMINISTRATION FEES DUE :		\$27.50
FEE ADJUSTMENT :	\$0.00	
BASE JURISDICTION FEES :	\$437.52	
NY COUNTY USE TAX FEES :	\$10.00	
TOTAL NET DUE BASE JURISDICTION :		\$447.52
AMOUNT DUE FOREIGN JURISDICTION :	\$1,024.94	
TOTAL NET DUE FOREIGN JURISDICTION :		\$1,024.94
TOTAL INTERNAL CREDIT AMOUNT :		
TOTAL EXTERNAL CREDIT AMOUNT :		
TOTAL CREDIT APPLIED :		
ESCROW USED :		
NET AMOUNT DUE :		\$1,499.96

PAYMENT MUST BE IN THE FORM OF A CERTIFIED CHECK OR MONEY ORDER. PERSONAL CHECKS ARE NOT ACCEPTED. PLEASE MAKE YOUR CHECK OR MONEY ORDER PAYABLE TO 'COMMISSIONER OF MOTOR VEHICLE' AND INCLUDE YOUR ACCOUNT NUMBER ON YOUR CHECK OR MONEY ORDER

Your Credential will not be issued if any items are checked below:

- PLRTN - PLATE RETURN
- HVUT - HVUT 2290
- POW - PROOF OF OWNERSHIP
- POA - POWER OF ATTORNEY
- INCO - NY INSURANCE COVERAGE
- MV78B - MV78B/PLATE
- MV215 - MV215
- SCHA - SCHEDULE A & C/MV-95
- OWP - OVERWEIGHT PERMIT
- HUT - NY HIGHWAY USE TAX

Please verify the address, all units, and actual distance reported on the invoice BEFORE submitting payment. An additional fee may be due if a correction has to be made after payment of this bill. If a TEAR has been issued for this supplement, then payment is mandatory and failure to pay may result in your account being suspended. Mail a copy of this billing along with payment to the address above. If mailing by certified mail, the address is: International Registration Bureau, 6 Empire state Plaza, Room 136, Albany, NY 12228

Fees are calculated based on actual distance reported. If no actual distance reported the average per vehicle distance chart will be used for fee calculation. All jurisdictions will appear on registration credentials.

VEHICLE CHECKLIST

TO : MIKE;MOTORIST
 ADDR : 6 EMPIRE STATE PLAZA
 ALBANY NY 12228

INVOICE # : 218435
 INVOICE DATE : 11/13/2014
 ACCOUNT # : 1004711
 FLEET # : 002
 SUPPLEMENT # : 0
 FL EXP MONTH/YEAR : 10/2015
 NUMBER REG MONTHS : 12
 INVOICE VEHICLE : 1

UNIT #	VIN	INCO	HVUT	HUT	MV215	MV78B	POW	POA	SCHA	OWP	PLRTN
555	2FUPCXYB7TA700961	C	C	C	N	N	C	N	N	N	N

UNIT JURISDICTION FEES

TO : MIKE;MOTORIST
 ADDR : 6 EMPIRE STATE PLAZA
 ALBANY NY 12228

INVOICE # : 218435
 INVOICE DATE : 11/13/2014
 ACCOUNT # : 1004711
 FLEET # : 002
 SUPPLEMENT # : 0
 FL EXP MONTH/YEAR : 10/2015
 NUMBER REG MONTHS : 12
 INVOICE VEHICLE : 1

SUPPLEMENT DETAIL

UNIT #	WEIGHT	VIN	YEAR	MAKE	PLATE#	VEHICLE CHARGE	INTERNAL CREDIT	TOTAL FEES DUE
555	80000	2FUPCXYB7TA700961	1996	FREIG		\$1,499.96	\$0.00	\$1,499.96

IRP JURISDICTIONAL FEES

TO : MIKE;MOTORIST
 ADDR : 6 EMPIRE STATE PLAZA
 ALBANY NY 12228

INVOICE # : 218435
 INVOICE DATE : 11/13/2014
 ACCOUNT # : 1004711
 FLEET # : 002
 SUPPLEMENT # : 0
 FL EXP MONTH/YEAR : 10/2015
 NUMBER REG MONTHS : 12
 INVOICE VEHICLE : 1

SUPPLEMENT DETAIL

JUR	DISTANCE TYPE	DISTANCE	APPORTION FACTOR %	CHARGE	INTERNAL CREDIT	NET DUE
NY	E1	20,969	35.07900%	\$447.52	\$0.00	\$447.52
ADMIN						\$27.50
AL	E1	502	0.84000%	\$6.85	\$0.00	\$6.85
AR	E1	456	0.76300%	\$11.85	\$0.00	\$11.85
AZ	E1	583	0.97500%	\$38.58	\$0.00	\$38.58
CA	E1	865	1.44700%	\$41.00	\$0.00	\$41.00
CO	E1	288	0.48200%	\$11.74	\$0.00	\$11.74
CT	E1	1,214	2.03100%	\$31.40	\$0.00	\$31.40
DC	E1	59	0.09900%	\$2.30	\$0.00	\$2.30
DE	E1	197	0.33000%	\$4.59	\$0.00	\$4.59
FL	E1	1,204	2.01400%	\$26.63	\$0.00	\$26.63
GA	E1	824	1.37900%	\$13.79	\$0.00	\$13.79
IA	E1	487	0.81500%	\$13.81	\$0.00	\$13.81
ID	E1	188	0.31500%	\$10.58	\$0.00	\$10.58
IL	E1	734	1.22800%	\$39.19	\$0.00	\$39.19
IN	E1	1,068	1.78700%	\$34.65	\$0.00	\$34.65
KS	E1	260	0.43500%	\$9.87	\$0.00	\$9.87
KY	E1	553	0.92500%	\$13.04	\$0.00	\$13.04
LA	E1	298	0.49900%	\$2.51	\$0.00	\$2.51
MA	E1	2,140	3.58000%	\$57.28	\$0.00	\$57.28

IRP JURISDICTIONAL FEES

TO : MIKE;MOTORIST
 ADDR : 6 EMPIRE STATE PLAZA
 ALBANY NY 12228

INVOICE # : 218435
 INVOICE DATE : 11/13/2014
 ACCOUNT # : 1004711
 FLEET # : 002
 SUPPLEMENT # : 0
 FL EXP MONTH/YEAR : 10/2015
 NUMBER REG MONTHS : 12
 INVOICE VEHICLE : 1

SUPPLEMENT DETAIL

JUR	DISTANCE TYPE	DISTANCE	APPORTION FACTOR %	CHARGE	INTERNAL CREDIT	NET DUE
MD	E1	762	1.27500%	\$22.95	\$0.00	\$22.95
ME	E1	412	0.68900%	\$8.58	\$0.00	\$8.58
MI	E1	777	1.30000%	\$21.58	\$0.00	\$21.58
MN	E1	448	0.74900%	\$9.89	\$0.00	\$9.89
MO	E1	671	1.12300%	\$19.31	\$0.00	\$19.31
MS	E1	304	0.50900%	\$7.95	\$0.00	\$7.95
MT	E1	131	0.21900%	\$1.77	\$0.00	\$1.77
NC	E1	1,151	1.92600%	\$23.79	\$0.00	\$23.79
ND	E1	85	0.14200%	\$1.07	\$0.00	\$1.07
NE	E1	390	0.65200%	\$8.35	\$0.00	\$8.35
NH	E1	256	0.42800%	\$3.42	\$0.00	\$3.42
NJ	E1	3,539	5.92100%	\$72.41	\$0.00	\$72.41
NM	E1	488	0.81600%	\$1.40	\$0.00	\$1.40
NV	E1	299	0.50000%	\$8.06	\$0.00	\$8.06
OH	E1	2,662	4.45300%	\$61.16	\$0.00	\$61.16
OK	E1	638	1.06700%	\$10.00	\$0.00	\$10.00
OR	E1	218	0.36500%	\$3.64	\$0.00	\$3.64
PA	E1	4,184	7.00000%	\$118.13	\$0.00	\$118.13
RI	E1	177	0.29600%	\$3.09	\$0.00	\$3.09
SC	E1	904	1.51200%	\$12.10	\$0.00	\$12.10

IRP JURISDICTIONAL FEES

TO : MIKE;MOTORIST
 ADDR : 6 EMPIRE STATE PLAZA
 ALBANY NY 12228

INVOICE # : 218435
 INVOICE DATE : 11/13/2014
 ACCOUNT # : 1004711
 FLEET # : 002
 SUPPLEMENT # : 0
 FL EXP MONTH/YEAR : 10/2015
 NUMBER REG MONTHS : 12
 INVOICE VEHICLE : 1

SUPPLEMENT DETAIL

JUR	DISTANCE TYPE	DISTANCE	APPORTION FACTOR %	CHARGE	INTERNAL CREDIT	NET DUE
SD	E1	51	0.08500%	\$1.11	\$0.00	\$1.11
TN	E1	766	1.28100%	\$17.50	\$0.00	\$17.50
TX	E1	1,263	2.11300%	\$17.75	\$0.00	\$17.75
UT	E1	413	0.69100%	\$8.96	\$0.00	\$8.96
VA	E1	1,481	2.47800%	\$32.91	\$0.00	\$32.91
VT	E1	679	1.13600%	\$24.99	\$0.00	\$24.99
WA	E1	350	0.58600%	\$10.83	\$0.00	\$10.83
WI	E1	298	0.49900%	\$12.86	\$0.00	\$12.86
WV	E1	438	0.73300%	\$17.04	\$0.00	\$17.04
WY	E1	448	0.74900%	\$6.18	\$0.00	\$6.18
AB	E1	14	0.02300%	\$0.00	\$0.00	\$0.00
BC	E1	25	0.04200%	\$2.17	\$0.00	\$2.17
MB	E1	5	0.00800%	\$0.31	\$0.00	\$0.31
NB	E1	11	0.01800%	\$0.33	\$0.00	\$0.33
NL	E1	1	0.00200%	\$0.03	\$0.00	\$0.03
NS	E1	1	0.00200%	\$0.04	\$0.00	\$0.04
ON	E1	1,561	2.61200%	\$61.75	\$0.00	\$61.75
PE	E1	27	0.04500%	\$0.92	\$0.00	\$0.92
QC	E1	538	0.90000%	\$19.26	\$0.00	\$19.26
SK	E1	19	0.03200%	\$1.69	\$0.00	\$1.69

IRP JURISDICTIONAL FEES

TO : MIKE;MOTORIST
ADDR : 6 EMPIRE STATE PLAZA
ALBANY NY 12228

INVOICE # : 218435
INVOICE DATE : 11/13/2014
ACCOUNT # : 1004711
FLEET # : 002
SUPPLEMENT # : 0
FL EXP MONTH/YEAR : 10/2015
NUMBER REG MONTHS : 12
INVOICE VEHICLE : 1

SUPPLEMENT DETAIL

JUR	DISTANCE	DISTANCE	APPORION	CHARGE	INTERNAL	NET DUE
TOTAL	TYPE		FACTOR %		CREDIT	
		59,774	100.00000%	\$1,472.46	\$0.00	\$1,499.96

12.0 REFUNDS

New York State Refund

Refunds of NY IRP registration fees to NY-based registrants will be made under the following circumstances:

1. when an error was made by the IRB and is reflected on your invoice;
2. when there is a duplication of apportioned vehicles and fees;
3. when a standard registration was renewed in error after converting to IRP;
4. when IRB receives proof that the last date of operation of a vehicle occurred prior to the effective date of the unused IRP registration period. Cab card(s) and license plates must be returned to IRB within 60 days of receipt, or within 60 days of the effective date of the registration.

No refunds will be made for cab card fees, license plate fees, Trip Permit or Temporary Evidence of Apportioned Registration (TEAR) fees; we refund New York registration fees only.

As authorized by the New York State Vehicle & Traffic Law, a \$5 processing fee per vehicle is deducted from the refund amount, and a minimum amount of \$1.00 is refunded. Therefore, requests for refunds of less than \$6.00 per vehicle cannot be processed.

New York State Refund Policy for Other IRP Jurisdictions

Refunds of NY IRP registration fees to other jurisdictions will be made under the following circumstances:

1. when an error was made by the base jurisdiction and is reflected on your invoice.
2. when there is a duplication of apportioned vehicles and fees.

New York IRP must receive written verification from the base jurisdiction stating the registered weight, the apportioned distance percentage, the fee paid to New York State and a reason for requesting a refund.

As authorized by the New York State Vehicle & Traffic Law, a \$5 processing fee per vehicle is deducted from the refund amount, and a minimum amount of \$1.00 is refunded. Therefore, requests for refunds of less than \$6.00 per vehicle cannot be processed.

13.0 TEMPORARY REGISTRATIONS

Temporary Evidence of Apportion Registration (TEAR)

[Issued to current IRP Accounts Only]

A Temporary Evidence of Apportion Registration (TEAR) is a 30-day permit issued by the IRB. TEAR's are issued to carriers with an established, paid IRP account in good standing for the current registration year.

The purpose of a TEAR is to allow established carriers to change their current IRP fleet by:

1. adding vehicles
2. transferring a plate
3. increasing registered weight
4. replacing a lost/stolen cab card
5. replacing a lost/stolen plate
6. creating a new fleet
7. fleet-to-fleet transfer

A Temporary Evidence of Apportion Registration will not be issued:

1. to anyone without an established, paid IRP account in good standing for the current registration year;
2. for any vehicles whose registration is being renewed.

A Temporary Evidence of Apportion Registration covers a specific vehicle and cannot be transferred from one vehicle to another.

To obtain Temporary Evidence of Apportion Registration:

1. complete Schedule A & C (IRP-6) and sign and date it.
2. complete and sign the Attachment B (IRP-21). (See sample Appendix D.)
3. if you are adding a vehicle, you must provide proof of ownership and proof of insurance (form FS-20 NYS Barcoded Insurance Card).
4. fax everything to the IRB (518) 486-6579.

IRB staff will contact you if additional information is needed to process your application.

Applications for TEAR's are processed in the order they are received, and are faxed back to the carrier or wire service. They are **usually** processed within 48 hours from the time they are received in IRB.

Once the TEAR is processed, a billing invoice is generated. The TEAR and billing invoice will be sent to you along with a list of any missing documents needed to complete your registration. Full payment and required information must be received by the IRB within 30 calendar days. **FAILURE TO DO SO WILL RESULT IN THE SUSPENSION OF THE ACCOUNT, AND ALL VEHICLE REGISTRATIONS ASSOCIATED WITH THE ACCOUNT. UNDER NO CIRCUMSTANCES WILL A TEAR BE CANCELED ONCE IT IS ISSUED. YOU ARE REQUIRED TO PAY FOR THE ENTIRE SUPPLEMENT BILL.**

NOTE: A TEAR issued by the New York State Department of Motor Vehicles, International Registration Bureau, is valid for use in accordance with its terms without further IRP items for the vehicle (i.e., cab card and/or number plate/sticker). A TEAR issued by any other IRP jurisdiction which TEAR specifically provides for operation in this State shall be valid for operation in this State in accordance with the terms contained on such TEAR.

OSCAR (One Stop Credentialing and Registration)

What is OSCAR?

The One Stop Credentialing and Registration system (OSCAR) allows motor carries to do business online.

- OSCAR will save time and money by allowing you to use your home or office personal computer to obtain credentials.
- You will no longer have to fill out multiple forms, visit multiple state offices, or wait for the mail.
- OSCAR is a free, secure service that does not require the installation of new software on your PC.
- Please remember to follow up by submitting your required documentation, along with a copy of the OSCAR transaction receipt to the International Registration Bureau. Upon receipt the IRB office will finalize the IRP OSCAR transaction, and mail your permanent registration credentials.

What credentials are available via OSCAR?

HUT - Highway Use Tax (TMT)

IFTA - International Fuel Tax Agreement

IRP - International Registration Plan

DOT - Department of Transportation - Oversize/Overweight Permits

IRP transactions available on OSCAR are:

- Add a vehicle(s) to your HUT, IRP, IFTA, fleet(s);
- Transfer license plates from an existing IRP vehicle to a new IRP vehicle;
- Convert a commercial vehicle license plate to an IRP plate;
- Process weight increase/decrease;
- Enter renewal information and obtain renewal billing invoice;
- Replace plate/cab card.

NOTE: A help function is available within the IRP application for assistance. To access the help function, click on the HELP tab appearing on the top of the IRP system page.

What do you need to use OSCAR?

In order to enroll to use this service the Motor Carrier must have a USDOT number and a Taxpayer ID number. If you do not have both of these numbers, visit the OSCAR web site at www.oscar.state.ny.us to learn how to obtain them.

How do I enroll to use OSCAR?

Go to the OSCAR website at www.oscar.ny.gov and choose the “Enroll now to use OSCAR” link. Enter your USDOT number and Taxpayer ID. If you are registered in New York for IRP, enter your IRP number. Complete the application by providing information regarding your business. Your application will be processed and you will receive a password online.

Commercial Trip Permit

Out-of-state vehicles that qualify for IRP registration but are not apportioned will be required to obtain a Trip Permit prior to entering New York. Trip Permits are valid for 72 hours, and are available through the wire service or the New York IRB.

Trip permits are required in other member IRP jurisdictions for New York-based carriers not proportionally registered. You must secure a trip permit prior to entering any IRP member jurisdiction if:

1. your vehicle qualifies for IRP registration, **and/or**
2. your vehicle is not proportionally registered at your loaded weight with that jurisdiction.

Vehicles meeting the above requirements that fail to obtain a valid Trip Permit prior to entering a member IRP jurisdiction may be subject to full registration fees for that state.

To apply for a Trip Permit by mail, complete a 72-hour Trip Permit application (IRP-4) and send it to the IRB thirty days prior to the requested validation date. You may photocopy the sample application in this manual (see Appendix D).

See “IRP Trip Permits” on pages A-11 and A-12 of Appendix A, for a list of jurisdictions and their trip permit cost and requirements.

Hunter's Permit

A hunter's permit is issued to an owner-operator (lessor) who terminates a lease and has to surrender the apportioned license plate and cab card to the carrier (lessee). This permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of finding a new job.

The hunter's permit is valid for vehicles operating at unladen weight only, and is non-transferable.

The New York hunter's permit is valid for 30 days at a cost of \$12.50. The hunter's permit is valid for the power unit or power unit and trailer (unladen).

14.0 MILEAGE/OPERATIONAL RECORDS - IRP

Everyone who registers vehicles under the IRP must maintain records to substantiate actual miles traveled, and other information used to determine the registration fee for all vehicles in the IRP fleets. Mileage records must include all miles traveled by all vehicles in the IRP fleet during the mileage reporting periods (i.e. July 1 to June 30). The registrant is responsible for maintaining these records for **six (6) years** from the date of the trip.

Required Records

Vehicle Costs

Acceptable documentation to support a vehicle's purchase price and date of purchase includes a purchase invoice and bill of sale. For leased units, the lease agreement (if the purchase price is stated in the agreement), or other proof of the fair market value of the vehicle at the beginning of the lease, is required. Costs of any capital additions and modifications made to the vehicle within 30 days of the purchase must be included in the purchase price. This may or may not include sales tax, federal excise tax (FET), etc.

Drivers' Trip Records

Each registrant must keep records that support actual mileage traveled in each jurisdiction (states, provinces), and total miles traveled. These records must be maintained to support mileage reported on the IRP applications. An acceptable source document to verify fleet mileage is some type of trip record created at the time of the trip (see sample). Driver's daily logs, customized trip sheets/envelopes, personal notebooks, or records produced by a vehicle tracking system, such as a Global Positioning System (GPS), may be acceptable trip records as long as they contain trip information.

Trip record information must be complete, accurate and readable. Mileage figures written on trip records can be obtained from various sources, such as odometer or hubodometer readings, state maps, mileage guides, or computer software. The method chosen should be used consistently and accurately. The source used to determine mileage should be identified in the records.

Computer software and/or printouts (i.e. mileage software, Internet mapping tools, spreadsheet, etc.) are methods used to determine jurisdictional miles. They are not an acceptable substitute for trip records. They can be used only to support trip records.

Summary reports (e.g. monthly fuel usage reports, IFTA filings, spreadsheet totals, etc.) are just recaps (totals), and are not acceptable by themselves. They must be supported by trip records, which indicate complete trip information.

Each trip record **must** contain the following basic information:

1. For GPS, the original location date for the vehicle.
2. Date of trip (beginning and ending). For GPS, date and time of each location reading.
3. Trip origin and **all** destinations (all stops, all pickups, all deliveries, etc., in city, state format). The last destination of one trip should be the origin of the next trip. For GPS, the location of each reading.
4. Major routes traveled (highway numbers should at least be reported at state line crossings).
5. Odometer, hubometer, or engine control module (ECM) readings (beginning and ending). The last reading of one trip should be the beginning reading of the next trip.
6. Mileage by jurisdiction (state/province).
7. Total trip mileage (including loaded, unloaded, bobtail, local, deadhead, yard, non-business, etc.)
8. IRP vehicle number (should be consistent with the number used on the IRP application).
9. For GPS, the miles between each location reading.

Monthly Summaries

The trip record mileage must be summarized monthly by fleet, by vehicle, and by jurisdiction. The summary must show mileage by jurisdiction and total mileage traveled by each IRP vehicle operated during the calendar month. Separate monthly summaries should be prepared for each IRP fleet. Odometer, hubometer, or ECM readings should be used to confirm the accuracy of summary figures.

Quarterly Summaries

Quarterly summaries must be prepared (for all 4 quarters of the mileage reporting period) that summarize mileage by jurisdiction, and total mileage for all IRP vehicle in the fleet. Odometer, hubometer, or ECM readings should be used to confirm the accuracy of summary figures.

Yearly Summaries

Yearly summaries for each July 1 through June 30 reporting period must show the total fleet mileage, broken down by month and/or quarter for all IRP vehicles and each jurisdiction. The yearly mileage summary should be used to complete Schedule B of the IRP renewal application. Odometer, hubometer, or ECM readings should be used to confirm the accuracy of summary figures.

Records Retention Period

All operational and mileage records that support the registration and supplements must be kept for **six (6) years**. For example, records for the month of June 2013 must be retained through June 2019. Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. If the vehicle is deleted or removed, these records must be kept for six (6) years from deletion or removal.

If your trip records are (or include) drivers' daily logs, the logs must be retained for the six-year period specified above.

Local Travel

A local travel policy was developed by the New York State Department of Motor Vehicles in an attempt to alleviate the burden of documenting trips for registrants traveling to several destinations within one local area (e.g., house-to-house deliveries).

Local travel is defined as any travel within a 50-mile radius of the registrant's home terminal. Registrants who frequently travel local trips must (at a minimum) maintain the following mileage information on a daily basis:

1. For local travel:
 - a) For GPS, the original location data for the vehicle.
 - b) Date of trip (beginning and end). For GPS, date and time of each location reading.
 - c) Town name and number of stops made (or number of repeated trips to the same location). For GPS, location of each reading.
 - d) Odometer, hubometer, or ECM readings (beginning and ending). The last reading of one trip should be the beginning reading of the next trip.
 - e) Mileage by jurisdiction (state/province).
 - f) Total trip mileage (including loaded, unloaded, bobtail, local, deadhead, yard, non-business, etc.).
 - g) IRP vehicle number (should be consistent with the number used on the IRP registration).
 - h) For GPS, miles between each location reading.
2. For non-local travel: A complete trip record must be prepared for any trip outside a 50-mile radius of the registrant's home terminal (See "Drivers' Trip Records", above).

15.0 IRP AUDITS

Authority to Audit

IRP requires each member jurisdiction to conduct audits, of registrants based in its jurisdiction, on behalf of all IRP member jurisdictions.

Purpose of the Audit

The purpose of the audit is to assess the accuracy of the distances reported in a Registrant's application for apportioned registration and, where inaccuracies are found, to adjust the Registrant's fees accordingly. In conducting the IRP audit, auditors will use the mileage records to determine the accuracy and completeness of the mileage reported on the forms used for IRP registration.

General

The New York State Department of Motor Vehicles may perform an audit at any time. Advance notice will be given, and the audit will be conducted during normal business hours. When selected for audit, the registrant will be notified by letter as to when the audit will take place. The registrant will be asked to mail their records to one of our regional offices.

Upon completion of the audit, the registrant will be notified of the audit results in writing. The registrant will receive an audit report identifying any deficiencies, along with corrective recommendations, and any fee changes as a result of the audit. The fee changes will cover all jurisdictions on the registrations. DMV will bill for any additional fees due as a result of the audit. If the audit results indicate that a refund is due, it will be processed automatically. Note that some jurisdictions assess penalties/interest when additional fees are due; the registrant may be billed for any penalties/interest by those jurisdictions.

Mileage Reporting Period

Mileage reported on the IRP registration (mileage reporting period) should be for the July 1st to June 30th period before the registration start date. Only actual miles traveled by the IRP fleet vehicles should be reported. Miles cannot be estimated if actual miles were traveled in an jurisdiction during the mileage reporting period.

Total fleet mileage is mileage generated by all IRP-registered vehicles in the fleet from July 1 through June 30. Registration mileage should include all mileage traveled by all IRP vehicles that were registered in the IRP fleet for all (or part) of the mileage reporting period before the registration start date.

Assessments for Inadequate Records

Failure to maintain or provide mileage records in compliance with IRP may result in an assessment equal to 20% of IRP registrations fees. For the registrant's second offense, the assessment is equal to 50% of th IRP registrations fees. For the third, and any subsequent offenses, the assessment if equal to 100% of IRP registration fees. These assessments are in accordance with the IRP agreement and New York State Department of Motor Vehicles Commissioner Regulations.

Assessments must be paid, or an appeal must be won, before any subsequent IRP transaction can be processed for the IRP account.

Appeals

The New York State Department of Motor Vehicles provides an appeal process for registrants who believe the records they submitted for audit satisfy IRP requirements. To appeal an audit, registrants must complete and submit and appeal form (along with an appeal fee) within 30 days after the date of the audit letter. For appeal-related questions, please call the Appeals Board at (518) 474-1052.

Important Reminders

- IRP registrants are liable for accurate, orderly, and legible maintenance of mileage records for **six (6) years**.
- Those failing to maintain or provide our auditors with adequate records when requested will be subject to inadequate records assessments.
- The person or entity who registers vehicles in IRP is responsible for maintaining the records, regardless of ownership, leasing, or other agreements.
- All IRP vehicle mileage must be recorded on trip records and reported on the IRP application. This includes loaded, empty, bobtail, deadhead, yard, local, and non-business travel.
- Household goods carriers must record and report all mileage traveled by their IRP vehicles regardless of whether the travel occurred under their local authority or under a national affiliate's authority.

Appendix A - Registration and Trip Permit Information by Jurisdiction

IRP Jurisdictions Registration and Enforcement Dates

Jurisdiction Name	Registration Year	Enforcement Date
Alabama	Staggered	Monthly
Alberta	Staggered	Monthly
Arizona	Staggered	Quarterly
Arkansas	Staggered	Monthly
British Columbia	Staggered	Monthly
California	Staggered	Monthly
Colorado	Staggered	Monthly
Connecticut	Staggered	Monthly
Delaware	Staggered	Monthly
District of Columbia	Staggered	Monthly
Florida	Staggered	Monthly
Georgia	Staggered	Monthly
Idaho	Staggered	Monthly
Illinois	April - March	April 1
Indiana	Staggered	Monthly
Iowa	Staggered	Monthly
Kansas	January - December	March 1
Kentucky	Staggered	April 1
Louisiana	Staggered	Monthly
Maine	Staggered	Monthly
Manitoba	Staggered	Monthly
Maryland (trucks & tractors)	Staggered	Quarterly
Maryland (dump trucks)	Staggered	Quarterly
Massachusetts	July - June	July 1
Michigan	Staggered	Quarterly
Minnesota	March - February	March 2
Mississippi	Staggered	Monthly
Missouri	Staggered	Quarterly
Montana	Staggered	Quarterly
Nebraska	January - December	February 1

Continued on the next page

IRP Jurisdictions Registration and Enforcement Dates (Cont.)

Jurisdiction Name	Registration Year	Enforcement Date
Nevada	January - December	January 1
New Brunswick	Staggered	Monthly
New Hampshire	Staggered	Monthly
New Jersey	Staggered	Monthly
New Mexico	Staggered	Monthly
New York	Staggered	Monthly
Newfoundland & Labrador	Staggered	Monthly
North Carolina	Staggered	Monthly
North Dakota	Staggered	Quarterly
Nova Scotia	Staggered	Monthly
Ohio	Staggered	Monthly
Oklahoma	Staggered	Monthly
Ontario	Staggered	Monthly
Oregon	January - December	March 16
Pennsylvania	June - May	June 1
Prince Edward Island	Staggered	Monthly
Quebec	April - March	April 1
Rhode Island	June - May	June 1
Saskatchewan	Staggered	Monthly
South Carolina	Staggered	Monthly
South Dakota	Staggered	Quarterly
Tennessee	Staggered	Monthly
Texas	Staggered	Monthly
Utah	Staggered	Quarterly
Vermont	Staggered	Monthly
Virginia	Staggered	Monthly
Washington	Staggered	Monthly
West Virginia	July - June	July 1
Wisconsin	Staggered	Monthly
Wyoming	January - December	April 1

Maximum Weights For IRP Jurisdictions

Jurisdiction Name	Maximum Registered Weight On Cab Card
Alabama	
Alberta	139,992
Arizona	80,000
Arkansas	80,000
British Columbia	139,994
California	80,000
Colorado	80,000
Connecticut	
Delaware	80,000
District of Columbia	80,000
Florida	80,000
Georgia	80,000
Idaho	129,000
Illinois	80,000
Indiana	80,000
Iowa	
Kansas	85,500
Kentucky	80,000
Louisiana	88,000
Maine	100,000
Manitoba	139,994
Maryland	80,000
Massachusetts	
Michigan	160,001
Minnesota	
Mississippi	80,000
Missouri	80,000
Montana	138,000
Nebraska	94,000
Nevada	80,000
New Brunswick	
New Hampshire	80,000
New Jersey	80,000
New Mexico	80,000

Continued on the next page

Maximum Weights For IRP Jurisdictions (Con't.)

Jurisdiction Name	Maximum Registered Weight On Cab Card
Newfoundland & Labrador	
New York	
North Carolina	80,000
North Dakota	105,500
Nova Scotia	
Ohio	80,000
Oklahoma	90,000
Ontario	139,992
Oregon	105,500
Pennsylvania	80,000
Prince Edward Island	137,788
Quebec	
Rhode Island	80,000
Saskatchewan	139,994
South Carolina	80,000
South Dakota	
Tennessee	80,000
Texas	80,000
Utah	80,000
Vermont	80,000
Virginia	80,000
Washington	105,500
West Virginia	80,000
Wisconsin	80,000
Wyoming	117,000

NOTE

Exceeding the maximum weight may require the purchase of an overweight/oversize permit. Please contact the applicable jurisdictions.

Registration of Wreckers in IRP Jurisdictions

Jurisdiction Name	How to Calculate Weight
Alabama	Weight of fully-equipped wrecker, plus the weight of the vehicle that rests on the axles of the wrecker.
Alberta	Combined gross weight.
Arizona	Weight of fully-equipped wrecker.
Arkansas	Weight of fully-equipped wrecker if disabled vehicle has current registration. Combined if not.
British Columbia	Weight of fully-equipped wrecker.
California	Manufacturers gross vehicle weight rating
Colorado	Combined gross weight.
Connecticut	Combined gross weight.
Delaware	Weight of fully-equipped wrecker.
District of Columbia	Combined gross weight.
Florida	Combined gross weight.
Georgia	Combined gross weight.
Idaho	Combined gross weight.
Illinois	Weight of fully-equipped wrecker, if disabled vehicle has current registration.
Indiana	Weight of fully-equipped wrecker, plus the weight of the disabled vehicle that rests on the axles of the wrecker.
Iowa	Weight of fully-equipped wrecker plus the weight of the disabled vehicle that rests on the axles of the wrecker.
Kansas	Weight of fully-equipped wrecker.
Kentucky	Weight of fully-equipped wrecker.
Louisiana	Weight of fully-equipped wrecker if disabled vehicle has current license registration.
Maine	Weight of fully-equipped wrecker.
Manitoba	Combined gross weight.
Maryland	Combined gross weight if disabled vehicle is on a trailer, or if wrecker is used for purposes other than transporting disabled vehicle. Scale weight if not.
Massachusetts	Combined gross weight.
Michigan	Weight of fully-equipped wrecker.
Minnesota	Weight of fully-equipped wrecker.
Mississippi	Weight of fully-equipped wrecker plus the weight of the disabled vehicle that rests on the axles of the wrecker.
Missouri	Weight of fully-equipped wrecker.
Montana	Combined gross weight.
Nebraska	Weight of fully-equipped wrecker, if disabled vehicle has current license registration. Combined weight if not.
Nevada	Weight of fully-equipped wrecker.
New Brunswick	Combined gross weight.
New Hampshire	Weight of fully-equipped wrecker.
New Jersey	Equipped weight.

Registration of Wreckers in IRP Jurisdictions

Jurisdiction Name	How to Calculate Weight
New Mexico	Weight of fully-equipped wrecker if disabled vehicle has current registration. Combined weight if not.
New York	Weight of fully-equipped wrecker.
Newfoundland & Labrador	Combined gross weight.
North Carolina	Weight of fully-equipped wrecker, plus the weight of the disabled vehicle that rests on the axles of the wrecker.
North Dakota	Weight of fully-equipped wrecker.
Nova Scotia	Combined gross weight.
Ohio	Ohio registers wreckers at the unladen weight. The vehicle being towed must be either properly registered or have an "In-Transit" plate.
Oklahoma	Weight of fully-equipped wrecker.
Ontario	Weight of fully-equipped wrecker.
Oregon	Weight of fully-equipped wrecker.
Pennsylvania	Weight of fully-equipped wrecker if disabled vehicle weighs under 10,000 pounds. Register combined if towed vehicle weighs 10,000 pounds or more.
Prince Edward Island	Combined gross weight.
Quebec	Unladen weight.
Rhode Island	Weight of fully-equipped wrecker, plus the weight of the disabled vehicle that rests on the axles of the wrecker.
Saskatchewan	Weight of fully-equipped wrecker if disabled vehicle has current registration. Combined if not.
South Carolina	Combined gross weight.
South Dakota	Weight of fully-equipped wrecker if disabled vehicle has current registration. Combined if not.
Tennessee	Combined gross weight.
Texas	Weight of fully-equipped wrecker, plus the weight of the disabled vehicle that rests on the axles of the wrecker.
Utah	Weight of fully-equipped wrecker.
Vermont	Combined gross weight.
Virginia	Combined gross weight.
Washington	Combined gross weight.
West Virginia	Weight of fully-equipped wrecker if disabled vehicle has current registration. Combined if not.
Wisconsin	Weight of fully-equipped wrecker.
Wyoming	Combined gross weight if going beyond the nearest accessible point of safekeeping.

IRP Trip Permits

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
Alabama	\$20 for 7 days	Yes
Alaska	\$10 for 5 days. Varies according to unladen weight , for 30-day permit.	Yes
Alberta	Varies based on distance and net weight factor, for 3 days	No
Arizona	Varies based on distance and number of axles, for 96 hours.	No
Arkansas	\$33 for 72 hours	No
British Columbia	1/12 of annual registration fee for vehicle weight	No
California	\$45 power unit for 4 days, and \$30 fuel tax permit for 4 days	Yes
Colorado	\$60 to \$80 for 72 hours, depending on weight	No
Connecticut	\$15 for 72 hours	Yes
Delaware	\$15 for 72 hours	Yes
District of Columbia	\$50 for 6 days	Yes
Florida	\$30 for 10 days	Yes
Georgia	\$30 for 72 hours	Yes
Idaho	\$60 single unit/\$120 combination for 120 hours and \$60 fuel, if applicable	No
Illinois	\$19 for 72 hours	Yes
Indiana	\$15 for 72 hours	Yes
Iowa	\$10 for 72 hours	Yes
Kansas	\$26 for 72 hours	No
Kentucky	\$40 for 10 days	Yes
Louisiana	\$50 for 48 hours	Yes
Maine	\$25 for 72 hours	Yes
Manitoba	Varies/based on mileage and vehicle weight	NA
Maryland	\$15 for 72 hours	Yes
Massachusetts	\$15 for 72 hours	Yes
Michigan	\$20 for 72 hours	Yes
Minnesota	\$15 for 120 hours	Yes
Mississippi	\$25 for 72 hours	No
Missouri	\$10 for 72 hours	Yes

Apportioned Registration Manual

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
Montana		
Up to 46,000 lbs:	\$10/0 - 200 miles for 72 hours \$15/201 - 400 miles for 72 hours \$20/over 400 miles for 72 hours	No
46,001-80,000 lbs:	\$20/ 0 - 200 miles \$30/201 - 400 miles \$40/over 400 miles	
Over 80,000 lbs:	\$50/0 - 200 miles \$65/201 - 400 miles \$80/over 400 miles	
Triple Combinations:	\$60/0 - 200 miles \$80/201 - 400 miles \$100/over 400 miles	
Unregistered trailer:	\$10/0 - 200 miles \$15/201 - 400 miles \$20/over 400 miles	
Nebraska	\$25 for 72 hours	No
Nevada	\$5 plus 15 cents per mile for 24 hours 120 hours for buses	Yes
New Brunswick	\$24 unladen, \$85 truck, \$169 truck & trailer for 5 days	Yes
New Hampshire	\$15 for 72 hours	Yes
New Jersey	\$25 for 72 hours	Yes
New Mexico	Varies based on mileage and vehicle weight, for 48 hours	No
New York	\$18.75 for 72 hours	Yes
Newfoundland & Labrador	\$75 per vehicle, \$150 for tractor/trailer combination	NA
North Carolina	\$15 for 10 days	Yes
North Dakota	\$20 for 72 hours	No
Nova Scotia	\$10.65 unladen vehicle, \$50 laden vehicle, \$100 combination vehicle	NA
Ohio	\$15 for 72 hours	Yes
Oklahoma	\$12 for 72 hours	Yes
Ontario	\$15 unladen vehicle, \$75 laden vehicle, \$132 combination vehicle	Yes
Oregon	\$43 for 10 days	Yes
Pennsylvania	\$15 for 72 hours	Yes
Prince Edward Island	\$75 truck, \$150 tractor/trailer, for 5 days	No
Quebec	\$38 (Canadian) for 10 days	Yes
Rhode Island	\$25 for 72 hours	Yes
Saskatchewan	Varies by weight and distance, for a single trip	Yes
South Carolina	\$15 for 72 hours (each unit)	Yes
South Dakota	\$15 for 72 hours	Yes
Tennessee	\$30 for 72 hours	Yes
Texas	\$25 for 72 hours	Yes
Utah	\$25 for 96 hours (each unit) or \$50 for combination	No
Vermont	\$15 for 72 hours	Yes
Virginia	\$15 for 10 days	Yes
Washington	\$20 for 3 days	Yes
West Virginia	\$24 for 10 days	Yes
Wisconsin	\$15 for 72 hours	Yes
Wyoming	\$20 single unit/\$40 combination, for 96 hours	No

Appendix B - Contact Information by Jurisdiction
Contact Information for New York
IRP Prorate Inquiries

International Registration Bureau	
<p><i>Office Address:</i> 6 Empire State Plaza Room 136 Albany New York 12228</p> <p>Telephone: (518) 473-5834 Fax: (518) 486-6579</p>	<p><i>Mailing Address:</i> PO Box 2850 ESP Albany New York 12220-0850</p>
Operating Authority (intrastate)	UCR
<p>NYS Dept of Transportation Passenger & Freight Safety Div 50 Wolf Rd, POD 53 Albany New York 12232</p> <p>Telephone: (518) 457-6503 Fax: (518) 457-3627</p>	<p>NYS Dept of Transportation Office of Modal Safety & Security 50 Wolf Rd, POD 53 Albany New York 12232-0879</p> <p>Telephone: (518) 457-6893</p>
HUT Permit	IFTA
<p>NYS Dept of Tax & Finance State Office Campus Albany New York 12227</p> <p>Telephone: 1 (800) 972-1233</p>	<p>NYS Dept of Tax & Finance Registration Section State Office Campus IFTA Registration Bldg 8 Albany New York 12227</p> <p>Telephone: 1 (800) 972-1233 Fax: (518) 485-6137</p>
Overdimensional Permits	
<p>NYS Dept of Transportation Oversize/Overweight 50 Wolf Rd., 1st Floor Albany New York 12232-0455</p> <p>Telephone: (518) 457-1155 Fax: (518) 457-0367</p>	

Contact Information for Alabama

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
Department of Revenue Motor Vehicle Division Motor Carrier Services PO Box 327620 Montgomery AL 36132-7620 Telephone: (334) 242-2999 Fax: (334) 242-9073	
<i>Operating Authority</i>	<i>IFTA</i>
Public Service Commission PO Box 991 100 N Union St Suite 982 Montgomery AL 36101-0991 Telephone: (334) 242-5176 (334) 242-5180	Department of Revenue Motor Vehicle Division Motor Carrier Services PO Box 327620 Montgomery AL 36132-7620 Telephone: (334) 242-2999 Fax: (334) 242-9073
<i>Overdimensional Permits</i>	
Department of Transportation Permit Section 1409 Coliseum Blvd Montgomery AL 36130 Telephone: (334) 834-1092	

Contact Information for Alberta

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
Alberta Prorate Services 1st Floor 803 Manning Rd NE Calgary AB Canada T2E 7M8 Telephone: (403) 297-2920 Fax: (403) 297-2917	
<i>Operating Authority</i>	<i>IFTA</i>
Safety & Carrier Compliance Branch 4th Floor 4920 51 St Red Deer AB Canada T4N 6K8 Telephone: (403) 340-5444	Alberta Treasury Revenue Administration 9811 109th St Haultan Bldg 6th Floor Edmonton AB Canada T5K 0C8 Telephone: (780) 427-3044
<i>Overdimensional Permits</i>	
Safety & Carrier Compliance Branch 4th Floor 4920 - 51 St Red Deer AB Canada T4N 6K8 Telephone: (403) 342-7138	

Contact Information for Arizona

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
Department of Transportation Motor Vehicle Division 1801 W Jefferson St Mail Drop 527M Phoenix AZ 85007 Telephone: (602) 712-6775 Fax: (602) 712-7869	
<i>Operating Authority</i>	<i>IFTA</i>
Operating Authority not needed	Motor Vehicle Division Motor Carrier Services PO Box 2100 Maildrop 527M Phoenix AZ 85001 Telephone: (602) 712-6775
<i>Overdimensional Permits</i>	
Department of Transportation Motor Vehicle Division 14370 W VanBuren St Mail Drop 647X Goodyear AZ 85338 Telephone: (623) 932-2257	

Contact Information for Arkansas

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
Department of Finance & Administration Office of Motor Vehicles IRP Unit PO Box 8091 Little Rock AR 72203 Telephone: (501) 682-4653 Fax: (501) 682-4615	
<i>Operating Authority</i>	<i>IFTA</i>
Arkansas Regulatory Unit PO Box 8051 Little Rock AR 72203 Telephone: (501) 569-2358	Motor Fuel Tax Section PO Box 1752 Little Rock AR 72203 Telephone: (501) 682-4800
<i>Overdimensional Permits</i>	
Arkansas Hwy & Trans Dept Permit Section PO Box 2261 Little Rock AR 72203 Telephone: (501) 569-2381	

Contact Information for British Columbia

IRP Prorate Inquiries

International Registration Bureau	
ICBC PO Box 7500 Stn Main Vancouver BC Can V6B 5R9 Telephone: (604) 443-4450 Fax: (604) 443-4451	
Passenger Transportation Authority	IFTA
Passenger Transportation Branch 104-4240 Manor St Vancouver BC Can V8T 5A3 Telephone: (604) 453-4250 Fax: (604) 453-4253	Fuel Tax Section Consumer Taxation Branch Ministry of Finance and Corporate Relations Parliament Buildings Victoria BC Can V8V 2L9 Telephone: (250) 387-0635 (250) 387-3368
Overdimensional Permits	
Commercial Transport & Inspection Department 910 Government St Victoria BC Can V8W 3Y8 Telephone: (800) 559-9688	

Contact Information for California

IRP Prorate Inquiries

International Registration Bureau	
Department of Motor Vehicles IRP Unit PO Box 932320 Sacramento CA 94232-3200 Telephone: (916) 657-7971 Fax: (916) 657-6628	
Operating Authority	IFTA
Public Utilities Commission California State Bldg 505 Van Ness Ave San Francisco CA 94102 Telephone: (415) 703-2063	State Board of Equalization 450 "N" St MIC65 PO Box 942879 MIC65 Sacramento CA 95818-0268 Telephone: (916) 322-2010
Operating Authority	Single State Registration
Household Goods & Passenger Carriers Department of Motor Vehicles Motor Carrier Permit PO Box 932370 MS G875 Sacramento CA 94232-3710 Telephone: (916) 657-8153	Department of Motor Vehicles Single State Registration PO Box 932370 MS G875 Sacramento CA 94232-3700 Telephone: (916) 657-6636
Overdimensional Permits	
Department of Transportation 1304 "O" St Rm 335 PO Box 942874 Mail Slot 4 Sacramento CA 95814 Telephone: (916) 322-1297 (press 3, then 5)	

Contact Information for Colorado

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
Motor Carrier Services Section 1881 Pierce St Room 114 Lakewood CO 80214 Telephone: (303) 205-5602 Fax: (303) 205-5981	
<i>Operating Authority</i>	<i>IFTA</i>
Public Utilities Commission 1580 Logan St Logan Towers Office Level 2 Denver CO 80215 Telephone: (303) 894-2000 ext. 451	Motor Carrier Services Section 1375 Sherman St Room 200 Denver CO 80216 Telephone: (303) 205-8205 - Option 1
<i>Overdimensional Permits</i>	
State Highway Department OS/OW Permits 1325 S Colorado Blvd Suite 770B Denver CO 80222 Telephone: (303) 757-9539	

Contact Information for Connecticut

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
Department of Motor Vehicles IRP/SSRS 60 State St Room 104 Wethersfield CT 06161-1010 Telephone: (860) 263-5281 Fax: (860) 263-5582	
<i>Operating Authority</i>	<i>IFTA</i>
DMV IRP/SSRS Section 60 State St Room 104 Wethersfield CT 06161-1015 Telephone: (860) 263-5281 Fax: (860) 263-5582	Connecticut Motor Carrier Fuel Tax 25 Sigourney St Hartford CT 06105 Telephone: (860) 541-3222
<i>Overdimensional Permits</i>	
Department of Transportation Bureau of Public Trans Motor Transport Services 2800 Berlin Turnpike PO Box 317546 Newington CT 06031-7546 Telephone: (860) 594-2880	

Contact Information for Delaware

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Motor Fuel Tax Administration Motor Carrier Services Section PO Drawer 7065 Dover DE 19903-7065</p> <p>Telephone: (302) 744-2701 Fax: (302) 739-6299</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Operating Authority not needed</p>	<p>Motor Fuel Tax Administration PO Drawer E Dover DE 19903</p> <p>Telephone: (302) 744-2702</p>
<i>Overdimensional Permits</i>	
<p>Motor Fuel Tax Administration Hauling Permits Section PO Drawer 7065 Dover DE 19903-7065</p> <p>Telephone: (302) 744-2700</p>	

Contact Information for District of Columbia

IRP Prorate Inquiries

International Registration Bureau	
Department of Motor Vehicles 301 C Street NW Room 1063 Washington DC 20001 Telephone: (202) 727-6426 Fax: (202) 727-0425	
Operating Authority	IFTA
Motor Carrier Services 400 Virginia Ave SW Washington DC 20002 Telephone: (202) 358-7108	Motor Fuel not needed
Overdimensional Permits	
Consumer & Regulatory Affairs 941 N Capitol St Washington DC 20002 Telephone: (202) 442-4400	

Contact Information for Florida

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Dept of Highway Safety & Motor Vehicles Bureau of Motor Carrier Services 2900 Apalachee Parkway Room A110 MS62 Tallahassee FL 32399-0626</p> <p>Telephone: (850) 617-3711 Fax: (850) 617-5185</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Over 10,000 lbs. DOT registration required</p> <p>Florida is <u>not</u> a member of S.S.R.S.</p>	<p>Dept of Highway Safety & Motor Vehicles Bureau of Motor Carrier Services 2900 Apalachee Pkwy Rm A110 MS62 Tallahassee FL 32399-0626</p> <p>Telephone: (850) 617-3711 Fax: (850) 617-5185</p>
<i>Overdimensional Permits</i>	
<p>Department of Transportation Attn: Permits 2740 Centerview Dr Tallahassee FL 32301</p> <p>Telephone: (850) 410-5779</p>	

Contact Information for Georgia

IRP Prorate Inquiries

International Registration Bureau	
Motor Vehicle Division IRP Section PO Box 16909 Capital Hill Station Atlanta GA 30321 Telephone: (404) 968-3800	
Operating Authority	IFTA
Public Service Commission 244 Washington Street, SW Atlanta GA 30334 Telephone: (404) 656-4501	IFTA Department of Revenue Taxpayer Services Division 1800 Century Center Atlanta GA 30345 Telephone: (404) 417-6712
Overdimensional Permits	
Department of Transportation Office of Permits & Enforcement 276 Memorial Drive SW Atlanta GA 30303-3725 Telephone: (404) 656-5428	

Contact Information for Idaho

IRP Prorate Inquiries

International Registration Bureau	
Transportation Department Commercial Vehicle Services Motor Carrier PO Box 7129 Boise ID 83707-1129 Telephone: (208) 334-8611 Fax: (208) 334-2006	
Operating Authority	IFTA
Transportation Department Commercial Vehicle Services Motor Carrier PO Box 7129 Boise ID 83707 Telephone: (208) 334-8611 Fax: (208) 334-2006	State Tax Commission Special Fuels Division 800 Park Blvd PO Box 36 Boise ID 83722 Telephone: (208) 334-8692
Overdimensional Permits	
Idaho Transportation Department Commercial Vehicle Services - Permits PO Box 7129 Boise ID 83707-1129 Telephone: (208) 334-8692	

Contact Information for Illinois

IRP Prorate Inquiries

International Registration Bureau	
Secretary of State Commercial & Farm Truck Div 501 S 2nd St Room 300 Howlett Building Springfield IL 62756 Telephone: (217) 782-4815 Fax: (217) 524-0123	
Operating Authority	IFTA
Illinois Commerce Commission Leland Bldg 527 E Capitol PO Box 19280 Springfield IL 62794-9280 Telephone: (217) 782-4654	Department of Revenue Motor Fuel Use Tax Section 101 W Jefferson PO Box 19477 Springfield IL 62794-9477 Telephone: (217) 782-1397
Overdimensional Permits	
Department of Transportation Highway Admn Bldg 2300 S Dirksen Parkway Springfield IL 62764 Telephone: (217) 782-6271	

Contact Information for Indiana

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Department of Revenue Motor Carrier Services Section IRP Unit 5252 Decatur Blvd Suite R Indianapolis IN 46241</p> <p>Telephone: (317) 615-7340 Fax: (317) 821-2335</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Department of Revenue Motor Carrier Services Division 5252 Decatur Blvd Suite R Indianapolis IN 46241-9524</p> <p>Telephone: (317) 615-7350</p>	<p>Department of Revenue Motor Carrier Services Section IFTA Unit PO Box 6175 Indianapolis IN 46206-6175</p> <p>Telephone: (317) 615-7345</p>
<i>Overdimensional Permits</i>	
<p>Department of Revenue Motor Carrier Services Division Permit Section PO Box 6175 Indianapolis IN 46206-6175</p> <p>Telephone: (317) 615-7320</p>	

Contact Information for Iowa

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Department of Transportation Motor Vehicle Division Office of Motor Carrier Services PO Box 10382 Des Moines IA 50306-0382</p> <p>Telephone: (515) 237-3268 Fax: (515) 237-3225</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Motor Carrier Services PO Box 10382 Des Moines IA 50306-0382</p> <p>Telephone: (515) 237-3224</p>	<p>Department of Transportation Motor Carrier Services PO Box 10382 Des Moines IA 50306-0382</p> <p>Telephone: (515) 237-3224</p>
<i>Overdimensional Permits</i>	
<p>Motor Carrier Services PO Box 10382 Des Moines IA 50306-0382</p> <p>Telephone: (515) 237-3264</p>	

Contact Information for Kansas

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Motor Carrier Services Bureau Kansas Department of Revenue 1500 SW Arrowhead Rd Topeka KS 66604-4027</p> <p>Telephone: (785) 271-3145 Fax: (785) 271-3283</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Corporation Commission 1500 SW Arrowhead Rd Topeka KS 66604-4027</p> <p>Telephone: (785) 271-3100</p>	<p>Department of Revenue Division of Taxation Motor Fuel Tax Section Docking State Office Building Topeka KS 66612</p> <p>Telephone: (785) 296-4458</p>
<i>Overdimensional Permits</i>	
<p>Bureau of Traffic Engineering Special Permit Section 1500 SW Arrowhead Rd Topeka KS 66604-4027</p> <p>Telephone: (785) 271-3145 Fax: (785) 271-3283</p>	

Contact Information for Kentucky

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Transportation Cabinet IRP Section Box 2323 Frankfort KY 40602-2323</p> <p>Telephone: (502) 564-4120 Fax: (502) 564-2950</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Transportation Cabinet DOT/Division of Motor Carriers New State Office Building Frankfort KY 40601</p> <p>Telephone: (502) 564-4540</p>	<p>Transportation Cabinet Motor Fuel Tax Section New State Office Building Frankfort KY 40601</p> <p>Telephone: (502) 564-4540</p>
<i>Overdimensional Permits</i>	
<p>Transportation Cabinet Division of Motor Carriers DOT Frankfort KY 40601</p> <p>Telephone: (502) 564-7150</p>	

Contact Information for Louisiana

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Department of Public Safety & Corrections Office of Motor Vehicles 7979 Independence Blvd Suite 101 Baton Rouge LA 70806</p> <p>Telephone: (225) 925-6270 Fax: (225) 925-3976</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Public Service Commission Transportation Division P O Box 91154 Baton Rouge LA 70821-9154</p> <p>Telephone: (225) 342-4439 (888) 342-5717</p>	<p>Department of Revenue & Taxation Excise Taxes Division 617 North 3rd St Baton Rouge LA 70821</p> <p>Telephone: (225) 219-7656</p>
<i>Overdimensional Permits</i>	
<p>Department of Transportation & Development Weights & Standards 1201 Capitol Access Rd Baton Rouge LA 70802</p> <p>Telephone: (225) 377-7100</p>	

Contact Information for Maine

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Bureau of Motor Vehicles Motor Carrier Service IRP Unit 29 State House Station Augusta ME 04330</p> <p>Telephone: (207) 624-9000 ext 52135 Fax: (207) 624-9086</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Bureau Of Motor Vehicles Motor Carrier Service Operating Authority Unit 29 State House Station Augusta ME 04333-0029</p> <p>Telephone: (207) 624-9000 ext 52130</p>	<p>Bureau of Motor Vehicles Motor Carrier Service IFTA Unit 29 State House Station Augusta ME 04333-0029</p> <p>Telephone: (207) 624-9000 ext 52136</p>
<i>Overdimensional Permits</i>	
<p>Bureau of Motor Vehicles Motor Carrier Service Oversize/Overweight Unit 29 State House Station Augusta ME 04333-0029</p> <p>Telephone: (207) 624-9000 ext 52134</p>	

Contact Information for Manitoba

IRP Prorate Inquiries

International Registration Bureau	
<p>Manitoba Public Insurance Commercial Vehicle Registration 100-234 Donald Street Box 6300 Winnipeg Manitoba Canada R3C 4A4</p> <p>Telephone: (204) 985-7775 Fax: (204) 958-4998</p>	
Operating Authority	IFTA
<p>Motor Transport Board Room 200 301 Weston Street Winnipeg Manitoba Canada R3E 3H4 (Buses Only)</p> <p>Telephone: (204) 945-8912</p>	<p>Department of Finance Taxation Division 101-401 York Avenue Winnipeg Manitoba Canada R3C 0P8</p> <p>Telephone: (204) 945-3194</p>
Overdimensional Permits	
<p>Manitoba Infrastructure & Transportation Government Services Permit Services 1550 Dublin Avenue Winnipeg Manitoba Canada R3E 0L4</p> <p>Telephone: (204) 945-3961</p>	

Contact Information for Maryland

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Motor Vehicle Administration Motor Carrier Serv Sec Rm 120 6601 Ritchie Highway NE Glen Burnie MD 21062</p> <p>Telephone: (410) 787-2971 Fax: (410) 768-7163</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Public Service Commission American Building Transportation Division 6 St. Paul St Baltimore MD 21230</p> <p>Telephone: (410) 767-8109</p>	<p>Comptroller of the Treasury Motor Vehicle Fuel Tax PO Box 1751 Annapolis MD 21404</p> <p>Telephone: (410) 260-7215</p>
<i>Overdimensional Permits</i>	
<p>State Highway Administration Office of Traffic Safety Motor Carrier Division 7491 Connelly Dr Hanover MD 21076</p> <p>Telephone: (410) 582-5727</p>	

Contact Information for Massachusetts

IRP Prorate Inquiries

International Registration Bureau	
Registry of Motor Vehicles IRP Section One Copley Place Tower One 3rd floor Boston MA 02116 Telephone: (617) 351-9320 Fax: (617) 351-9399	
Operating Authority	IFTA
Department of Telecommunications 1 South Station Boston MA 02110 Telephone: (617) 305-3559	Department of Revenue IFTA Processing Section PO Box 7027 Boston MA 02204 Telephone: (617) 887-5080
Overdimensional Permits	
Massachusetts Highway Dept Permits 525 Maple St Marlborough MA 01752 Telephone: (508) 624-4377	

Contact Information for Michigan

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Department of State Secondary Complex 7064 Crowner Dr Lansing MI 48918-9915</p> <p>Telephone: (517) 322-1061 Fax: (517) 322-5458</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Department of Commerce 6545 Mercantile Way PO Box 30221 Lansing MI 48909-7721</p> <p>Telephone: (517) 241-6030</p>	<p>Department of Treasury Motor Fuel Tax Section 7285 Parsons Drive Dimondale MI 48821</p> <p>Telephone: (517) 636-4580</p>
<i>Overdimensional Permits</i>	
<p>Michigan DOT/Permit Section 425 W Ottawa PO Box 30050 Lansing MI 48909-7550</p> <p>Telephone: (517) 373-2120</p>	

Contact Information for Minnesota

IRP Prorate Inquiries

International Registration Bureau	
Department of Public Safety 1110 Centre Pointe Curve Suite 425 Mendota Heights MN 55120 Telephone: (651) 405-6161 Fax: (651) 405-6168	
Operating Authority	IFTA
Minnesota DOT Motor Carrier Safety & Compliance 1110 Centre Pointe Curve Suite 420 Mendota Heights MN 55120 Telephone: (651) 405-6060	Department of Public Safety 1110 Centre Pointe Curve Suite 425 Mendota Heights MN 55120 Telephone: (651) 405-6161 Fax: (651) 405-6168
Overdimensional Permits	
Minnesota DOT Road & Vehicle Information Services 1110 Centre Pointe Curve Suite 415 Mendota Heights MN 55120 Telephone: (651) 405-6000	

Contact Information for Mississippi

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>State Tax Commission IRP Section PO Box 1140 Jackson MS 39215-1140</p> <p>Telephone: (601) 923-7142 Fax: (601) 923-7133 + (601) 923-7134</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Mississippi Dept of Transportation 412 E Woodrow Wilson Jackson MS 39216</p> <p>Telephone: (601) 359-9740</p>	<p>State Tax Commission Motor Fuel Tax Section PO Box 1033 Jackson MS 39215-1033</p> <p>Telephone: (601) 923-7150</p>
<i>Overdimensional Permits</i>	
<p>Mississippi Department of Transportation PO Box 1850 Jackson MS 39215-1850</p> <p>Telephone: (601) 359-1717</p>	

Contact Information for Missouri

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Motor Carrier Services Department of Transportation PO Box 893 Jefferson City MO 65105-0893</p> <p>Telephone: (573) 751-6433 Fax: (573) 751-0916</p>	
Operating Authority	IFTA
<p>Motor Carrier Services Department of Transportation PO Box 1216 Jefferson City MO 65102</p> <p>Telephone: (314) 751-8499</p>	<p>Motor Carrier Services Department of Transportation PO Box 893 Jefferson City MO 65105-0893</p> <p>Telephone: (573) 751-6433</p>
<i>Overdimensional Permits</i>	
<p>Motor Carrier Services Department of Transportation PO Box 270 Jefferson City MO 65102 Telephone: (800) 877-8499</p>	

Contact Information for Montana

IRP Prorate Inquiries

International Registration Bureau	
Department of Transportation Motor Carrier Services Division PO Box 4639 2701 Prospect Ave Helena MT 59604-4639 Telephone: (406) 444-2998 Fax: (406) 444-7670	
Operating Authority	IFTA
Department of Transportation Motor Carrier Services PO Box 4639 2701 Prospect Ave Helena MT 59604-4639 Telephone: (406) 444-2998	Department of Transportation Motor Carrier Services Division PO Box 4639 Helena MT 59601 Telephone: (406) 444-2998
Overdimensional Permits	
Department of Transportation Motor Carrier Services PO Box 4639 Helena MT 59604-4639 Telephone: (406) 444-7262	

Contact Information for Nebraska

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Department of Motor Vehicles Motor Carrier Services PO Box 94729 Lincoln NE 68509-4729</p> <p>Telephone: (402) 471-4435 (888) 622-1222 Fax: (402) 471-4024</p>	
<i>Overdimensional Permits</i>	<i>IFTA</i>
<p>Department of Roads Permit Section PO Box 94759 1400 Highway 2 Room 123A Lincoln NE 68509-4759</p> <p>Telephone: (402) 471-0034 http://www.2.dor.state.NE.US/permit/</p>	<p>Department of Motor Vehicles Motor Carrier Services PO Box 94729 Lincoln NE 68509-4729</p> <p>Telephone: (402) 471-4435 (888) 622-1222</p>

Contact Information for Nevada

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Department of Motor Vehicles Motor Carrier Division 555 Wright Way Carson City NV 89711-0600</p> <p>Telephone: (775) 684-4711 x 1 Fax: (775) 684-4619</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Transportation Services Authority 75 Bank St Suite 1 Sparks NV 89431</p> <p>Telephone: (775) 688-2823</p>	<p>Department of Motor Vehicles Compliance Enforcement Division Motor Carrier Team 555 Wright Way Carson City NV 89711-0625</p> <p>Telephone: (775) 684-4711 x 2</p>
<i>Overdimensional Permits</i>	<i>Overweight/Overlength</i>
<p>Department of Transportation 1263 S Stewart St Carson City NV 89712</p> <p>Telephone: (775) 888-7410</p>	<p>Department of Motor Vehicles Compliance Enforcement Division Motor Carrier Team 555 Wright Way Carson City NV 89711-0625</p> <p>Telephone: (775) 684-4711 x 1</p>

Contact Information for New Brunswick

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Service New Brunswick Commercial Vehicle Registration IRP Office 985 College Hill Rd PO Box 1998 Fredericton NB Canada E3B 5G4</p> <p>Telephone: (506) 453-2215 Fax: (506) 458-3076</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>New Brunswick Commissioner of Public Utilities 110 Charlotte St PO Box 5001 Saint John NB Canada E2I 4Y4</p> <p>Telephone: (506) 658-2504 Fax: (506) 643-7300</p>	<p>Department of Finance Revenue Division PO Box 3000 670 King St 6th Floor Centennial Bldg Fredericton NB E3B 5G5</p> <p>Telephone: (506) 453-2401 or 2404 Fax: (506) 444-4937</p>
<i>Overdimensional Permits</i>	
<p>Department of Transportation Special Permit Office Policy Branch PO Box 6000 Fredericton NB E3B 5H1</p> <p>Telephone: (506) 453-2982 Fax: (506) 444-4488</p>	

Contact Information for New Hampshire

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
Department of Safety International Registration Plan 23 Hazen Dr Concord NH 03305 Telephone: (603) 271-2196 Fax: (603) 271-1189	
<i>Operating Authority</i>	<i>IFTA</i>
Department of Safety Bureau of Common Carriers 33 Hazen Dr Concord NH 03305 Telephone: (604) 271-2447	Department of Safety Division of Motor Vehicles Road Toll Division 33 Hazen Dr Concord NH 03305 Telephone: (603) 271-2311
<i>Overdimensional Permits</i>	
Department of Transportation Overweight and Oversize 7 Hazen Dr Concord NH 03301 Telephone: (603) 271-2691	

Contact Information for New Jersey

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p><i>Office Address:</i> NJ Motor Vehicle Commission Motor Carriers Services 225 E State St 2nd Floor East Trenton NJ 08666-0178</p> <p>Telephone: (609) 633-9399 Fax: (609) 633-9394</p>	<p><i>Mailing Address:</i> NJ Motor Vehicle Commission Motor Carriers Services IRP Section 225 E State St PO Box 178 Trenton NJ 08666-0178</p>
<i>Operating Authority</i>	<i>IFTA</i>
<p>NJ Motor Vehicle Commission Motor Carriers Services 225 E State St 2nd Floor East PO Box 133 Trenton NJ 08666-0133</p> <p>Telephone: (609) 633-9400</p>	<p>NJ Motor Vehicle Commission Motor Carriers Services - IFTA 225 E State St 2nd Floor East PO Box 133 Trenton NJ 08666-0133</p> <p>Telephone: (609) 633-9400</p>
<i>Overdimensional Permits</i>	
<p>NJ Motor Vehicle Commission Motor Carriers Services - Special Permits 225 E State St 2nd Floor East PO Box 133 Trenton NJ 08666</p> <p>Telephone: (609) 633-9402</p>	

Contact Information for New Mexico

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
Commercial Vehicle Bureau Motor Vehicle Division PO Box 10285 - Room 2111 Sante Fe NM 87504-1028 Telephone: (505) 827-0392 Fax: (505) 827-0135	
<i>Operating Authority</i>	<i>IFTA</i>
Motor Transportation Division NM State Corporation Commission PO Drawer 1269SS Room 406 Sante Fe NM 87504-1269 Telephone: (505) 827-4519	Commercial Vehicle Bureau Motor Vehicle Division PO Box 1028 Sante Fe NM 87504-1028 Telephone: (505) 827-0392
<i>Overdimensional Permits</i>	
Motor Transportation Division Oversize Permits PO Box 1628 Room 3064 Sante Fe NM 87504-1628 Telephone: (505) 827-0372	

Contact Information for Newfoundland & Labrador

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Motor Registration Division, IRP Office Department of Government Services & Lands PO Box 8710 St. John's Newfoundland Canada A1B 4J5</p> <p>Telephone: (709) 726-4921 Fax: (709) 729-0102</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>National Safety Code Office Motor Registration Division PO Box 8710 St. John's Newfoundland Canada A1B 4J5</p> <p>Telephone: (709) 729-0359 Fax: (709) 729-0102</p>	<p>Program Coordinator Department of Finance PO Box 8720 St. John's Newfoundland & Canada A1B 4K1</p> <p>Telephone: (709) 729-2935</p>
<i>Overdimensional Permits</i>	
<p>National Safety Code Office Motor Registration Division PO Box 8710 St. John's Newfoundland Canada A1B 4J5</p> <p>Telephone: (709) 729-0359</p>	

Contact Information for North Carolina

IRP Prorate Inquiries

International Registration Bureau	
Department of Transportation Division of Motor Vehicles International Registration Plan Section 1425 Rock Quarry Rd Suite 100 Raleigh NC 27610 Telephone: (919) 861-3720 Fax: (919) 733-5300	
Operating Authority	IFTA
Division of Motor Vehicles Motor Carrier Regulatory Unit 1425 Rock Quarry Rd Suite 100 Raleigh NC 27610 Telephone: (919) 861-3720 Fax: (919) 733-5300	Department of Revenue Motor Fuel Tax Division PO Box 25000 Raleigh NC 27640 Telephone: (919) 733-3409
Overdimensional Permits	
Department of Transportation Oversize & Overweight Permits 1425 Rock Quarry Rd Suite 109-110 Raleigh NC 27610 Telephone: (919) 733-7154	

Contact Information for North Dakota

IRP Prorate Inquiries

International Registration Bureau	
Department of Transportation Motor Vehicle Department 608 E Boulevard Ave Bismarck ND 58505-0780 Telephone: (701) 328-2725 Fax: (701) 328-3500	
Operating Authority	IFTA
Department of Transportation Motor Vehicle Department 608 E Boulevard Ave Bismarck ND 58505-2725 Telephone: (701) 328-2725	Department of Transportation Motor Vehicle Department 608 E Boulevard Ave Bismarck ND 58505-0780 Telephone: (701) 328-2725
Overdimensional Permits	
North Dakota Highway Patrol Commissioner Motor Carrier Division 600 E Boulevard Ave Dept 504 Bismarck ND 58505-6240 Telephone: (701) 328-2621	

Contact Information for Nova Scotia

IRP Prorate Inquiries

International Registration Bureau	
Service Nova Scotia & Municipal Relations IRP PO Box 1652 Halifax Nova Scotia Canada B3J 2Z3 Telephone: (902) 424-5851	
Operating Authority	IFTA
Information not available. Please contact Nova Scotia IRP.	Information not available. Please call (902) 424-6300
Overdimensional Permits	
Information not available. Please call (902) 424-5336	

Contact Information for Ohio

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Public Safety Bureau of Motor Vehicles 2222 Dividend Dr Columbus OH 43228</p> <p>Telephone: (614) 777-8400 Fax: (614) 771-4016</p>	<p><i>Mailing Address:</i> Bureau of Motor Vehicles PO Box 18320 Columbus OH 43218-0320</p>
Operating Authority	IFTA
<p>Public Utility Commission of Ohio Motor Carrier Regulatory Div 180 E Broad St Columbus OH 43215-3793</p> <p>Telephone: (614) 466-3392 ULR 800-868-7826</p>	<p>Department of Taxation Highway Use Tax Section PO Box 530 30 E Broad St Columbus OH 43215-0530</p> <p>Telephone: (614) 466-3921</p>
Overdimensional Permits	
<p>Department of Transportation Bureau of Heavy Hauling Permits 1610 W Broad St Columbus OH 43223</p> <p>Telephone: (614) 351-2300</p>	

Contact Information for Oklahoma

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Tax Commission Prorate Section 2501 N Lincoln Blvd Oklahoma City OK 73194</p> <p>Telephone: (405) 521-3036 Fax: (405) 521-6937</p>	<p>Oklahoma Corporation Commission Transportation Division IFTA/IRP PO Box 52948 Oklahoma City OK 73152-2948</p>
<i>Operating Authority</i>	
<p>Corporation Commission Jim Thorpe Office Bldg 2101 N Lincoln Blvd Oklahoma City OK 73105</p> <p>Telephone: (405) 521-2251 (405) 521-2252 (405) 521-2253</p>	<p>Oklahoma Corporation Commission Transportation Division IFTA/IRP PO Box 52948 Oklahoma City OK 73152-2948</p>
<i>Overdimensional Permits</i>	
<p>Size & Weight Division Department of Public Safety 3600 N Easter Oklahoma City OK 73111</p> <p>Telephone: (877) 425-2390</p>	

Contact Information for Ontario

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Ontario Ministry of Transportation 1201 Wilson Avenue Building A Room 34 Dowdview Ontario Canada M3M 1J8</p> <p>Telephone: (416) 235-3923 Fax: (416) 235-3924</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Ministry of Transportation Carrier Safety and Enforcement Branch 301 St Paul Street 3rd Floor St. Catharines Ontario Canada L2R 7R4</p> <p>Telephone: (416) 246-7166 Fax: (905) 704-2525</p>	<p>Ministry of Finance Motor Fuel and Tobacco Tax Branch 3rd Floor 33 King Street West Oshawa Ontario Canada L1H 8H9</p> <p>Telephone: (905) 433-6004</p>
<i>Overdimensional Permits</i>	
<p>Ministry of Transportation Carrier Safety and Enforcement Branch 301 St. Paul Street 3rd Floor St. Catherines Ontario Canada L2R 7R4</p> <p>Telephone: (416) 246-7166</p>	

Contact Information for Oregon

IRP Prorate Inquiries

International Registration Bureau	
<p>Department of Transportation Motor Carrier Transportation Division 550 Capitol St NE Salem OR 97301-2530</p> <p>Telephone: (503) 378-6643 Fax: (503) 378-5765</p>	
Weight Mile Tax Permits	IFTA (Non-Participating)
<p>Department of Transportation Motor Carrier Transportation Division 550 Capitol St NE Salem OR 97301-2530</p> <p>Telephone: (503) 378-6699 Fax: (503) 378-6880</p>	<p>Department of Transportation Motor Carrier Transportation Division 550 Capitol St NE Salem OR 97301-2530</p> <p>Telephone: (503) 378-1634 Fax: (503) 378-8815</p>
Overdimensional Permits	
<p>Department of Transportation Permits & Weighmasters 550 Capitol St NE Salem OR 97301-2530</p> <p>Telephone: (503) 373-0000 (503) 378-2873</p>	

Contact Information for Pennsylvania

IRP Prorate Inquiries

International Registration Bureau	
Department of Transportation Bureau of Motor Vehicles Commercial Registration Section PO Box 68286 Harrisburg PA 17106-8286 Telephone: (717) 412-5300 Fax: (717) 783-6349	
Operating Authority	IFTA
Public Utilities Commission Bureau of Transportation 400 North St Harrisburg PA 17120 Telephone: (717) 787-3834	Department of Revenue Bureau of Motor Licensing Funds PO Box 8907 Harrisburg PA 17105 Telephone: (717) 783-9369
Overdimensional Permits	
Bureau of Maintenance Operation Division of Traffic Engineering 400 North St Harrisburg PA 17120 Telephone: (717) 787-5367	

Contact Information for Prince Edward Island

IRP Prorate Inquiries

International Registration Bureau	
<p>Transportation & Public Works Highway Safety Division PO Box 2000 33 Riverside Drive Charlottetown Prince Edward Island Canada C1A 7N8</p> <p>Telephone: (902) 368-5202 or (902) 368-5201 Fax: (902) 368-6269</p>	
Operating Authority	IFTA
<p>Prince Edward Island deregulated operating authority Jan. 1, 1995</p>	<p>Department of Provincial Treasury Taxation & Property Records Div PO Box 1330 Charlottetown Prince Edward Island Canada C1A 7N1</p> <p>Telephone: (902) 569-7541 Fax: (902) 368-5380</p>
Overdimensional Permits	
<p>Transportation & Public Works Highway Safety Operations PO Box 2000 33 Riverside Drive Charlottetown Prince Edward Island Canada C1A 7N8</p> <p>Telephone: (902) 368-5222 Fax: (902) 368-5236</p>	

Contact Information for Quebec

IRP Prorate Inquiries

International Registration Bureau	
<p>Societe de l'assurance Automobile du Quebec 333 Boulevard Jean-Lesage Local C-3-33 Quebec City Quebec Canada G1K 8J6</p> <p>Telephone: (418) 528-3279 Fax: (418) 646-5677</p>	
Operating Authority	IFTA
<p>Information not available. Contact Quebec IRP.</p>	<p>Revenue Quebec 3800 Marly Street Ste-Foy Quebec Canada G1X 4A5</p> <p>Telephone: (418) 652-4382</p>
Overdimensional Permits	
<p>Ministry of Transportation Gouvernement of Quebec 700 Rene-Levesque Blvd 22nd Floor Quebec City Quebec Canada G12R 5H1</p> <p>Telephone: (888) 355-0511</p>	

Contact Information for Rhode Island

IRP Prorate Inquiries

International Registration Plan	
<p>Division of Motor Vehicles IRP Services Section 45 Park Place Pawtucket RI 02860</p> <p>Telephone: (401) 728-6692 Fax: (401) 728-6963</p>	
Operating Authority	IFTA
<p>Public Utilities Commission Division of Public Utility & Carriers 89 Jefferson Blvd Warwick RI 02888</p> <p>Telephone: (401) 941-4500 ext. 149 Fax: (401) 941-9161</p>	<p>Division of Taxation One Capitol Hill Providence RI 02908</p> <p>Telephone: (401) 574-8878</p>
Overdimensional Permits	
<p>Rhode Island Division of Motor Vehicles Apex Mall 100 Main St Overweights & Financial Responsibility Pawtucket RI 02860</p> <p>Telephone: (401) 462-5745</p>	

Contact Information for Saskatchewan

IRP Prorate Inquiries

International Registration Bureau	
<p>Saskatchewan Government Insurance Branch and IRP Issuing 2260 11th Ave Regina SK Canada S4P 2N7</p> <p>Telephone: (306) 751-1251 Fax: (306) 359-0867</p>	
Operating Authority	IFTA
<p>Highway Traffic Board National Safety Code 1550 Saskatchewan Dr Regina SK Canada S4P OE4</p> <p>Telephone: (306) 775-6672</p>	<p>Fuel Tax 2350 Albert St Regina SK Canada S4P 4A6</p> <p>Telephone: (306) 787-7749</p>
Overdimensional Permits	
<p>Saskatchewan Government Insurance Permit Office 2260 11th Ave 3rd Floor Regina SK Canada S4P 2N7</p> <p>Telephone: (306) 775-6969</p>	

Contact Information for South Carolina

IRP Prorate Inquiries

International Registration Bureau	
Department of Motor Vehicles Motor Carrier Services PO Box 1498 Blythewood SC 29016 Telephone: (803) 896-3870 Fax: (803) 896-2698	
Operating Authority	IFTA
	South Carolina Department of Motor Vehicles Motor Carrier Services PO Box 1498 Blythewood SC 29016 Telephone: (803) 896-3870 Fax: (803) 896-2698
Overdimensional Permits	
Department of Public Safety Motor Carrier Services 1422 Shop Rd Columbia SC 29201 Telephone: (803) 253-6250	

Contact Information for South Dakota

IRP Prorate Inquiries

International Registration Bureau	
Department of Revenue Prorate & Commercial Licensing 445 E Capitol Ave Pierre SD 57501-3100 Telephone: (605) 773-4111 Fax: (605) 773-4117	
Operating Authority	IFTA
Public Utilities Commission 500 E Capitol Ave Pierre SD 57501-5070 Telephone: (605) 773-5280 Fax: (605) 773-3225	Department of Revenue Motor Fuel Tax Division 445 E Capitol Ave Pierre SD 57501-3100 Telephone: (605) 773-5335 Fax: (605) 773-4117
Overdimensional Permits	
Department of Highway Patrol 118 W Capital Ave Pierre SD 57501 Telephone: (605) 773-3105 Fax: (605) 773-6046	

Contact Information for Tennessee

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Department of Safety 1148 Foster Ave Nashville TN 37210</p> <p>Telephone: (615) 687-2260 Fax: (615) 532-7015</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Department of Safety Motor Carrier Authority Section 1148 Foster Ave Nashville TN 37210</p> <p>Telephone: (615) 687-2285 Fax: (615) 253-2283</p>	<p>Department of Safety IFTA Unit 1148 Foster Ave Nashville TN 37210</p> <p>Telephone: (615) 687-2274 Fax: (615) 253-2283</p>
<i>Overdimensional Permits</i>	
<p>Department of Transportation Suite 300 James K. Polk State Office Bldg 5th Ave at Deaderick St Nashville TN 37243-0331</p> <p>Telephone: (615) 741-3821</p>	

Contact Information for Texas

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
Department of Transportation IRP Branch PO Box 26440 Austin TX 78755-0440 Telephone: (512) 374-5250 Fax: (512) 374-5265	
<i>Operating Authority</i>	<i>IFTA</i>
Department of Transportation Motor Carrier Division PO Drawer 12984 Austin TX 78711-2984 Telephone: (800) 299-1700	Comptroller of Public Accounts Motor Fuel Tax Division PO Box 13528 Austin TX 78711 Telephone: (512) 463-4600 (800) 299-1700
<i>Overdimensional Permits</i>	
Department of Transportation Motor Carrier Division 125 E 11th St Austin TX 78701 Telephone: (800) 299-1700	

Contact Information for Utah

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>State Tax Commission 210 North 1950 West Salt Lake City UT 84134-8040</p> <p>Telephone: (801) 297-6800 Fax: (801) 297-6899</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Department of Transportation Single State Registration 4501 South 2700 West Salt Lake City UT 84119</p> <p>Telephone: (801) 965-4508</p>	<p>State Tax Commission IFTA Fuel Tax Permits 210 North 1950 West Salt Lake City UT 84119</p> <p>Telephone: (801) 297-7705</p>
<i>Overdimensional Permits</i>	
<p>Department of Transportation 4501 South 2700 West Salt Lake City, UT 84119</p> <p>Telephone: (801) 965-4508</p>	

Contact Information for Vermont

IRP Prorate Inquiries

International Registration Bureau	
Motor Carrier Services Department of Motor Vehicles 120 State St Montpelier VT 05603-5001 Telephone: (802) 828-2071 Fax: (802) 828-3577	
Operating Authority	IFTA
Agency of Transportation Department of Motor Vehicles 120 State St Montpelier VT 05603-5001 Telephone: (802) 828-2070	Agency of Transportation Department of Motor Vehicles 120 State St Montpelier VT 05603-5001 Telephone: (802) 828-2070 (802) 828-2074
Overdimensional Permits	
Agency of Transportation Department of Motor Vehicles 120 State St Montpelier VT 05603-2064 Telephone: (802) 828-2064 Fax: (802) 828-5418	

Contact Information for Virginia

IRP Prorate Inquiries

International Registration Bureau	
<p>DMV/IRP Unit Motor Carrier Services PO Box 27412 Richmond VA 23269</p> <p>Telephone: (866) 878-2582</p>	
Operating Authority	IFTA
<p>DMV Motor Carrier Services PO Box 27412 Richmond VA 23269-0001</p> <p>Telephone: (866) 878-2582</p>	<p>DMV Motor Carrier Services PO Box 27412 Richmond VA 23269-0001</p> <p>Telephone: (866) 878-2582</p>
Overdimensional Permits	
<p>Department of Highways & Transportation 1221 E Broad St Richmond VA 23219</p> <p>Telephone: (804) 786-2787</p>	

Contact Information for Washington

IRP Prorate Inquiries

International Registration Bureau	
<p>Motor Carrier Services Department of Licensing PO Box 9036 Olympia WA 98507-9036</p> <p>Telephone: (360) 664-1858 Fax: (360) 570-7829</p>	
Operating Authority	IFTA
<p>Utilities & Transportation Commission Permits & Insurance Section Chandler Plaza Building 1300 Evergreen Park Dr SW PO Box 47250 Olympia WA 98504-7250</p> <p>Telephone: (360) 664-1222</p>	<p>Motor Carrier Services Department of Licensing PO Box 9228 Olympia WA 98507-9228</p> <p>Telephone: (360) 664-1868</p>
Overdimensional Permits	
<p>Department of Transportation Motor Carrier Services PO Box 43767 921 Lakeridge Way SE Olympia WA 98504-7367</p> <p>Telephone: (360) 664-9494</p>	

Contact Information for West Virginia

IRP Prorate Inquiries

<i>International Registration Bureau</i>	
<p>Division of Motor Vehicles IRP Section PO Box 174 1606 Washington St East Charleston WV 25321-0174</p> <p>Telephone: (304) 558-3629 Fax: (304) 558-3735</p>	
<i>Operating Authority</i>	<i>IFTA</i>
<p>Public Service Commission Motor Carrier Division 201 Brooks St Charleston WV 25323</p> <p>Telephone: (304) 340-0417 (304) 340-0419</p>	<p>Department of Tax and Revenue Motor Fuel Section PO Box 2666 Charleston WV 25330</p> <p>Telephone: (304) 558-0676</p>
<i>Overdimensional Permits</i>	
<p>Department of Highways Permit Section 710 Central Ave Charleston WV 25302</p> <p>Telephone: (304) 558-2881</p>	

Contact Information for Wisconsin

IRP Prorate Inquiries

International Registration Bureau	
Department of Transportation Motor Carrier Registration Unit IRP PO Box 7955 Madison WI 53707-7911 Telephone: (608) 266-9900	
Operating Authority	IFTA
Department of Transportation Authority Unit PO Box 7967 Madison WI 53707 Telephone: (608) 266-1356	Department of Transportation Motor Carrier Registration Unit Fuel Tax PO Box 7979 Madison WI 53707-7979 Telephone: (608) 267-4382
Overdimensional Permits	
Department of Transportation Oversize Overweight Permits Unit PO Box 7980 Madison WI 53707-7980 Telephone: (608) 266-7320	

Contact Information for Wyoming

IRP Prorate Inquiries

International Registration Bureau	
Department of Transportation Motor Vehicle Services/IRP 5300 Bishop Blvd Cheyenne WY 82009-3340 Telephone: (307) 777-4829	
Operating Authority	IFTA
Regulatory Section Department of Transportation 5300 Bishop Blvd Cheyenne WY 82009 Telephone: (307) 777-4850	Department of Transportation Motor Vehicle Services/IFTA 5300 Bishop Blvd Cheyenne WY 82009 Telephone: (307) 777-4827
Overdimensional Permits	
Department of Transportation 5300 Bishop Blvd Cheyenne WY 82009 Telephone: (307) 777-4376	

Appendix C - Definitions

Ad Valorem - A tax charged by some states in proportion to the estimated value of the vehicle.

Allocation - A system of registering a Fleet that operates in more than one Member Jurisdiction under which the Vehicles are fully registered in individual Member Jurisdictions in proportion to a measure of the presence or travel of the Fleet in each one, and under which the Vehicles so registered are granted Reciprocity in all the Member Jurisdictions in which any of the Vehicles of the Fleet is registered.

APM - Audit Procedure Manual.

Applicant – A person in whose name an application is filed for registration under the Plan.

Apportionable Fee - Any periodic recurring fee or tax required for registering Vehicles, such as registration, license, or weight fees.

Apportionable Vehicle - Any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- i. Has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- ii. Has three or more Axles, regardless of weight, or
- iii. Is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A Recreational Vehicle, a Vehicle displaying Restricted Plates, a bus used in the transportation of chartered parties or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Truck or Truck Tractor, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the Registrant.

Apportioned Vehicle – An Apportionable Vehicle that has been registered under the Plan.

Apportioned Registration - Registration that allows commercial vehicles to comply with registration requirements of more than one jurisdiction, and to pay registration fees based on the percentage of operation in those jurisdictions.

Audit - The examination of a Registrant's Operational Records, including source documents, to verify the distances reported in the Registrant's application for apportioned registration and evaluate the accuracy of the Registrant's distance-accounting system for its Fleet. Such an examination may be of multiple Fleets for multiple years.

Auxiliary Axle – An auxiliary undercarriage assembly with a fifth wheel and tow-bar used to convert a Semi-Trailer to a Trailer.

Axle - An assembly of a Vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a Vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the Plan, an "Axle" is any such assembly whether or not it is load-bearing only part of the time.

Axle Weight - The weight transmitted to the highway by an axle unit.

Base Jurisdiction - The Member Jurisdiction, selected in accordance with Section 305, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

Base Plate - The plate issued by the base jurisdiction; it is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates shall be identified by having the word APPORTIONED (IRP, PRP) and the jurisdiction's name on the plate.

Bus (BS) - A motor vehicle designed to carry more than 10 passengers.

Cab Card - Evidence of registration, other than a Plate, issued for an Apportioned Vehicle registered under the Plan by the Base Jurisdiction and carried in or on the identified vehicle.

Carrier - Individual, partnership, or corporation engaged in the business of transporting persons or property.

Chartered Bus - A motor vehicle used as a limited passenger vehicle exclusively for the convenience of a person or group of persons to whom, or for whose use, the vehicle is chartered at a fixed price for the use of the whole vehicle.

Chartered Party - A group of Persons who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a passenger-carrying Motor Vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the group after leaving the place of origin. This term includes services rendered to a number of passengers that a passenger carrier or its agent has assembled into a travel group through sales of a ticket to each individual passenger covering a round trip from one or more points of origin to a single advertised destination.

Combination of Vehicles - A Power Unit used in combination with one or more Trailers, Semi-Trailers, or Auxiliary Axles

Combined Gross Weight - Total empty weight of a combination of vehicles, plus the total weight of the maximum load carried on that combination of vehicles.

Commercial Vehicle - Vehicle that is used for the transportation of persons for compensation or profit or that is designed or used primarily for the transportation of property.

Converter Gear - Auxiliary axle undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full-trailer.

Credentials - The Cab Card and Plate issued in accordance with the Plan.

Double Bottom Combination - A combination of a power unit pulling two (2) semi-trailers or a semi-trailer and a full-trailer.

Dump Truck (DT) - A truck whose contents are unloaded by tilting the truck bed backwards with the tailgate open.

Empty Weight - Weight of a vehicle fully-equipped for service, excluding the weight of any load.

Enforcement Date – The date the Base Jurisdiction requires a Registrant to display the new Registration Year's Credentials.

Established Place of Business - A physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persona employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. Operational Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

Extension – A period of time from the expiration date or end of a Grace Period during which Registrants may operate on expired Credentials by reason of the inability of the Base Jurisdiction to provide current Credentials.

Factory List Price - The manufacturer's retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle.

Federal Heavy Vehicle Use Tax - Tax paid to the US federal government by all interstate carriers with vehicles having a gross weight of 55,000 lbs / 24,947 kg or more.

Fifth Wheel Coupler - A device that is mounted on the vehicle chassis that consists of a skid plate, associated mounting brackets and latching mechanism that couples or connects to a kingpin located on the other vehicle or component.

Fleet - One or more apportionable vehicles registered for operation in the same jurisdictions.

Full-trailer - Vehicle without motive power, designed for carrying people or property, pulled by a motor vehicle, and constructed so that no part of its weight rests on the pulling vehicle.

Grace Period – A period of time from the expiration of apportioned registration until the Enforcement Date for new Credentials.

Gross Vehicle Weight - The number of pounds derived by adding the weights on all the axles of a commercial vehicle.

Heavy Trailers - Trailers weighing more than 8,000 lbs loaded weight (axle weight, when loaded).

Household Goods Carrier - A carrier handling (i) personal effects and a property to be used in a dwelling, or (ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires the specialized handling and equipment commonly employed in moving household goods.

ICC - The abbreviation for the former United States Interstate Commerce Commission. Now under the authority of the US Department of Transportation.

IRP - International Registration Plan.

Identification - see “Credentials” on page ii.

In-Jurisdiction Distance – All of the distance operated during the Reporting Period or the distance estimated to be operated by a Fleet in a particular Member Jurisdiction for the Registration Year.

Interjurisdiction Movement – Vehicle movement between or through two or more Jurisdictions.

International Registration Plan - An agreement between member jurisdictions for prorating or apportioning registration fees based on fleet mileage traveled in each jurisdiction.

Intrajurisdiction Movement – Vehicle movement from one point within a Jurisdiction to another point within the same Jurisdiction.

IVDR – Individual Vehicle Distance Record. It is the original record generated in the course of actual Vehicle operation and is used as a source document to verify the Registrant’s reported distance. An IVDR must contain the information set forth in the APM.

Jurisdiction - A country or a state, province, territory, possession, or federal district of a country.

Lease - A transaction evidenced by a written document in which a Lessor vests exclusive possession, control, and responsibility for the operation of a Vehicle in a Lease for a specific term. A long-term Lease is for a period of 30 calendar days or more. A short-term Lease is for a period of less than 30 calendar days.

Lessee -A person that is authorized to have exclusive possession and control of a Vehicle owned by another under terms of a Lease agreement.

Lessor - A person that, under the terms of a Lease agreement, authorizes another Person to have exclusive possession, control of, and responsibility for the operation of a Vehicle.

Light-trailers - Trailers weighing 8,000 lbs or less loaded weight (axle weight, when loaded).

Loaded Weight - The weight transmitted to the road through an axle or set of axles, when the vehicle is fully loaded.

Member Jurisdiction – A Jurisdiction that has applied and has been approved for membership in the Plan in accordance with Section 1100 of the Plan.

Mobile Home Toter (MT) - A motor vehicle designed without a fifth wheel that is used exclusively for pulling mobile homes on their own axles.

Motor Vehicle – A Vehicle which is self-propelled by a power other than muscular power and which does not move on rail.

Operational Records - Trip records and other documents supporting all actual miles traveled in each jurisdiction and total miles traveled, such as trip sheets, logs, personal notebooks, and vehicle tracking systems. Operational records may be supported by records such as fuel receipts, bills of lading, dispatch logs, inspection reports, computer software, etc.

Owner - Any individual, partnership, or corporation other than a lien-holder, holding legal title to a vehicle.

Owner-Operator - Equipment lessor (owner) who leases vehicles, with drivers, to a motor carrier.

Person – A natural person or business entity such as a corporation, partnership, or limited liability company.

Plate – The license plate, including renewal decals, if any, issued for a Vehicle registered under the Plan by the Base Jurisdiction.

Pool – With respect to motor bus operations, is an agreement or combination among motor carriers of passengers, with the approval of the U.S. Department of Transportation or relevant Provincial authority, to combine or divide traffic, or any part of their earnings.

Power Unit - A Motor Vehicle (but not including an automobile or motorcycle), as distinguished from a Trailer, Semi- Trailer, or an Auxiliary Axle.

Private Carrier - Individual, partnership, or corporation which utilizes its own trucks to transport its own freight.

Properly Registered Vehicle – A Vehicle which has been registered in full compliance with the laws of all Jurisdictions in which it is intended to operate.

Purchase Price - Actual price of the vehicle paid by the current owner, excluding sales tax, but including accessories or modifications attached to the vehicle. A trade-in cannot be used to reduce the taxable purchase price.

Reciprocity - The reciprocal grant by one Jurisdiction of operating rights or privileges to Properly Registered Vehicles registered by another Jurisdiction, especially but not exclusively including privileges generally conferred by Vehicle registration.

Reciprocity Agreement - An agreement, arrangement, or understanding between two or more Jurisdictions under which each of the participating Jurisdictions grants reciprocal rights or privileges to Properly Registered Vehicles that are registered under the laws of other participating Jurisdictions.

Reciprocity Distance – The distance traveled by Apportionable Vehicles in Jurisdictions which are not Member Jurisdictions and which grant Reciprocity without charge.

Recreational Vehicle/Motor Home - A Vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavor.

Record - Information created, received, and maintained as evidence by an organization or person in the transaction of business, or in the pursuance of legal obligations, regardless of media.

Records Review - An evaluation of a Registrant’s distance accounting system and internal controls to assess the Registrant’s compliance with the requirements of the Plan. Unlike an Audit, a Records Review focuses only on the adequacy of the internal controls and the record-keeping system; it may be limited in scope to less than a full Registration Year; it may be conducted before the Registrant’s first registration renewal; and it does not result in any fee adjustment.

Registrant - A Person in whose name a Properly Registered Vehicle is registered.

Registration Card - See “Cab Card” on page D-1.

Registration Year - The twelve-month period during which, under the laws of the Base Jurisdiction, the registration issued to a Registrant by the Base Jurisdiction is valid.

Rental Fleet - Vehicles the Rental Owner designates as a Rental Fleet and which are offered for rent with or without drivers.

Rental Owner – Someone who rents Vehicles to others with or without drivers.

Rental Vehicle – A Vehicle of a Rental Fleet.

Reporting Period – The period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the Registration Year for which apportioned registration is sought. If the Registration Year begins on any day in July, August, or September, the Reporting Period shall be the previous such twelve-month period.

Residence – The status of an Applicant or a Registrant as a resident of a Member Jurisdiction.

Restricted Plate - A plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the Jurisdiction that issues the plate.

Semi-trailer (ST) - A vehicle without motor power that is designed to be drawn by a Motor Vehicle and is constructed so that a part of its weight rests upon or is carried by a towing Vehicle.

Serial Number - See “Vehicle Identification Number” on page D-6.

Service Representative - A Person that furnishes facilities and services, including sales, warehousing, motorized equipment, and drivers under contract or other arrangement to a motor carrier for the transportation of household goods.

Sub-lease - Lease made to another person or company by the person or company to whom a vehicle is leased.

Tare Weight (Unladen Weight) - The actual weight of the vehicle (including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway), excluding the weight of any load.

Total Distance – All distance operated by a Fleet of Apportioned Vehicles. Total Distance includes the full distance traveled in all Vehicle movements, both interjurisdictional and intrajurisdictional, and including loaded, empty, deadhead, and bobtail distance. Distance traveled by a Vehicle while under a trip Lease shall be considered to have been traveled by the Lessor’s Fleet.

Tow/Recovery Vehicle (TW) - A motor vehicle designed for towing and recovering vehicles that are wrecked, damaged, disabled, abandoned, or are replacement vehicles.

Tow Dolly - See “Converter Gear” on page D-2.

Tractor - A motor Vehicle designed and used primarily for drawing other Vehicles, but not so constructed as to carry a load other than part of the weight of the Vehicle and load so drawn.

Trip Lease - Lease of vehicle equipment to a carrier (lessee) for a single interstate movement. The term may also include a similar movement intrastate, where such movement is authorized under the laws of the state.

Trip Permit - A permit issued by a Member Jurisdiction in lieu of apportioned or full registration.

Trip Records - Mileage records maintained for each trip and of all miles traveled for each IRP vehicle. Mileage must also be summarized monthly, quarterly and yearly (July 1 to June 30) by fleet, vehicle, and jurisdiction. The reporting period for actual miles traveled is July 1 to June 30 of the preceding year. The reporting period for estimated miles is for the projected registration year. These records are subject to audit by the base jurisdiction and host jurisdictions.

Truck - A Power Unit designed, used, or maintained primarily for the transportation of property.

Unladen Weight (Tare Weight) - The actual weight of the vehicle (including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway), excluding the weight of any load.

VTR -The abbreviation for “Vehicle Trip Record”.

Vehicle – A device used to transport persons or property on a highway, but does not include devices moved by human power or used exclusively upon rails or tracks.

Vehicle Identification Number - Identifying numbers and letters assigned to a vehicle for the purpose of titling and registration.

WUC - Western Uniform Compact. Also known as the Uniform Vehicle Registration Proration and Reciprocity Agreement.

WUC Fleet - Three or more vehicles operating in Oregon during the registration year, each in excess of 8,000 lbs registered weight. Fewer than three vehicles have reciprocity in Oregon.

APPENDIX D - Examples of Forms

Sample Proof of Heavy Vehicle Use Tax (HVUT)

Form 2290 (Rev. July 2014) Department of the Treasury Internal Revenue Service (99)	Heavy Highway Vehicle Use Tax Return For the period July 1, 2014, through June 30, 2015 ▶ Attach both copies of Schedule 1 to this return. ▶ Information about Form 2290 and its separate instructions is at www.irs.gov/form2290 .	Keep a copy of this return for your records. OMB No. 1545-0143																																																	
Type or Print	Name _____ Employer identification number _____ _____ _____																																																		
	Address (number, street, and room or suite no.) _____ _____ City or town, state or province, country, and ZIP or foreign postal code _____																																																		
Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Amended Return Check this box if reporting (a) additional tax from an increase in taxable gross vehicle weight or (b) suspended vehicles exceeding the mileage use limit. Do not check this box for any other reason. <input type="checkbox"/> VIN Correction Check this box if you are correcting a vehicle identification number (VIN) listed on a previously filed Schedule 1 (Form 2290). Do not check this box for any other reason. <input type="checkbox"/> Final Return Check this box if you no longer have taxable vehicles to report.																																																			
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1 Was the vehicle(s) reported on this return used on public highways during July 2014? If YES, enter 201407 in the boxes to the right. If NO, see the table on page 3 of the instructions . ▶ 2 Tax. Enter the Total from Form 2290, page 2, column (4) ▶ 3 Additional tax from increase in taxable gross weight (see instructions) ▶ 4 Total tax. Add lines 2 and 3 ▶ 5 Credits (see instructions) ▶ 6 Balance due. Subtract line 5 from line 4. This is the amount you owe. If payment through EFTPS, check here <input type="checkbox"/> ▶																																																			
Part II Statement in Support of Suspension (Complete the statements that apply. Attach additional sheets if needed.) 7 I declare that the vehicles reported on Schedule 1 as suspended (category W) are expected to be used on public highways (check the boxes that apply): <input type="checkbox"/> 5,000 miles or less <input type="checkbox"/> 7,500 miles or less for agricultural vehicles during the period July 1, 2014, through June 30, 2015, and are suspended from the tax. Complete and attach Schedule 1. 8a I declare that the vehicles listed as suspended on the Form 2290 filed for the period July 1, 2013, through June 30, 2014, were not subject to the tax for that period except for any vehicles listed on line 8b. Check this box if applicable. ▶ <input type="checkbox"/> b Vehicle identification numbers _____ 9 I declare that vehicle identification numbers _____ were listed as suspended on the Form 2290 filed for the period July 1, 2013, through June 30, 2014. These vehicles were sold or transferred to _____ on _____ At the time of the transfer, the vehicles were still eligible for the suspension of the tax. Attach a separate list if needed. Do you want to allow another person to discuss this return with the IRS (see instructions)? <input type="checkbox"/> Yes. Complete the following. <input type="checkbox"/> No																																																			
Third Party Designee Sign Here	Designee's name _____ Phone no. _____ Personal identification number (PIN) _____ Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge. Signature _____ Date _____ Type or print name below signature. Telephone number _____																																																		
Paid Preparer Use Only	Print/Type preparer's name _____ Preparer's signature _____ Date _____ Check <input type="checkbox"/> if self-employed PTIN _____ Firm's name _____ Firm's EIN _____ Firm's address _____ Phone no. _____																																																		
For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 112500 Form 2290 (Rev. 7-2014)																																																			

Form 2290 (Rev. July 2014) Department of the Treasury Internal Revenue Service (99)	Heavy Highway Vehicle Use Tax Return For the period July 1, 2014, through June 30, 2015 ▶ Attach both copies of Schedule 1 to this return. ▶ Information about Form 2290 and its separate instructions is at www.irs.gov/form2290 .	Keep a copy of this return for your records. OMB No. 1545-0143
Type or Print	Name _____ Employer identification number _____ _____ _____	
	Address (number, street, and room or suite no.) _____ _____ City or town, state or province, country, and ZIP or foreign postal code _____	

Apportioned Registration Manual

SCHEDULE 1
(Form 2290)
(Rev. July 2014)
Department of the Treasury
Internal Revenue Service

Schedule of Heavy Highway Vehicles
For the period July 1, 2014, through June 30, 2015
▶ Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.

OMB No. 1545-0143

Type or Print	Name	Employer identification number □□-□□□□□□□□
	Address (number, street, and room or suite no.)	
	City or town, state or province, country, and ZIP or foreign postal code	

Part I	Vehicles You Are Reporting (enter VIN and category)	Category A through W (category W for suspended vehicles)
1	□□□□□□□□□□□□□□□□□□	
2	□□□□□□□□□□□□□□□□□□	
3	□□□□□□□□□□□□□□□□□□	
4	□□□□□□□□□□□□□□□□□□	
5	□□□□□□□□□□□□□□□□□□	
6	□□□□□□□□□□□□□□□□□□	
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23	□□□□□□□□□□□□□□□□□□	
24	□□□□□□□□□□□□□□□□□□	

Part II	Summary of Reported Vehicles
a	Total number of reported vehicles
b	Enter the total number of taxable vehicles on which the tax is suspended (category W)
c	Total number of taxable vehicles. Subtract line b from line a

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 112500 Schedule 1 (Form 2290) (Rev. 7-2014)

SCHEDULE 1
(Form 2290)
(Rev. July 2014)
Department of the Treasury
Internal Revenue Service

Schedule of Heavy Highway Vehicles
For the period July 1, 2014, through June 30, 2015
▶ Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.

OMB No. 1545-0143

Type or Print	Name	Employer identification number □□-□□□□□□□□
	Address (number, street, and room or suite no.)	
	City or town, state or province, country, and ZIP or foreign postal code	

Part I	Vehicles You Are Reporting (enter VIN and category)	Category A through W (category W for suspended vehicles)
1	□□□□□□□□□□□□□□□□□□	
2	□□□□□□□□□□□□□□□□□□	
3	□□□□□□□□□□□□□□□□□□	
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5	□□□□□□□□□□□□□□□□□□	
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24	□□□□□□□□□□□□□□□□□□	

Part II	Summary of Reported Vehicles
a	Total number of reported vehicles
b	Enter the total number of taxable vehicles on which the tax is suspended (category W)
c	Total number of taxable vehicles. Subtract line b from line a

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 112500 Schedule 1 (Form 2290) (Rev. 7-2014)

Apportioned Registration Manual

Form 2290 (Rev. 7-2014)

Tax Computation

Category	Taxable gross weight (in pounds)	(1) Annual tax (vehicles used during July)		(2) Partial-period tax (vehicles first used after July) See the tables at the end of the separate instructions.		(3) Number of vehicles		(4) Amount of tax (col. (1) or (2) multiplied by col. (3))	Category
		(a) Vehicles except logging*	(b) Logging vehicles*	(a) Vehicles except logging*	(b) Logging vehicles*	(a) Vehicles except logging*	(b) Logging vehicles*		
A	55,000	\$100.00	\$75.00	\$	\$			\$	A
B	55,001 – 56,000	122.00	91.50						B
C	56,001 – 57,000	144.00	108.00						C
D	57,001 – 58,000	166.00	124.50						D
E	58,001 – 59,000	188.00	141.00						E
F	59,001 – 60,000	210.00	157.50						F
G	60,001 – 61,000	232.00	174.00						G
H	61,001 – 62,000	254.00	190.50						H
I	62,001 – 63,000	276.00	207.00						I
J	63,001 – 64,000	298.00	223.50						J
K	64,001 – 65,000	320.00	240.00						K
L	65,001 – 66,000	342.00	256.50						L
M	66,001 – 67,000	364.00	273.00						M
N	67,001 – 68,000	386.00	289.50						N
O	68,001 – 69,000	408.00	306.00						O
P	69,001 – 70,000	430.00	322.50						P
Q	70,001 – 71,000	452.00	339.00						Q
R	71,001 – 72,000	474.00	355.50						R
S	72,001 – 73,000	496.00	372.00						S
T	73,001 – 74,000	518.00	388.50						T
U	74,001 – 75,000	540.00	405.00						U
V	over 75,000	550.00	412.50						V
Totals. Add the number of vehicles in columns (3a) and (3b). Enter the total here (this should be the same total of taxable vehicles shown on Schedule 1, Part II, line c). Add the amounts in column (4). Enter the total here and on Form 2290, line 2 . . . ►								\$	
W	Tax-Suspended Vehicles (See Part II on page 6 of the instructions.)								

Complete both copies of Schedule 1 (Form 2290) and attach them to Form 2290.

* See page 2 of the instructions for information on logging vehicles.

Form **2290** (Rev. 7-2014)

SAMPLE RECEIPT FOR TITLE (FS-6T)

New York State
Department of Motor Vehicles



SERVICE SALES TAX/TITLE
AMOUNT PAID \$50.00

SALES TAX AMOUNT: EXEMPT
TITLE/LIENS AMOUNT \$50.00
AUTO TITLE

SAMPLE

PL	REG TYPE	YR	MAKE	REG EXPIRES
		1980	DODGE	

PRINT, SAMPLE
ANYSTREET
ANYTOWN NY 12228

VIN SAMPLETITLERECEIP
SURRENDER DATE
ITEMS SURRENDERED

0021001A OCT 21 2005
WN7 TSTAQ3 200510C1110019

9000008C

FS-6T (12/07) COMMISSIONER OF MOTOR VEHICLES PART 2



**INTERNATIONAL REGISTRATION BUREAU
P.O. BOX 2850 — ESP
ALBANY, NEW YORK 12220-0850**

APPLICATION FOR 72 HOUR TRIP PERMIT

FOR EACH 72 HOUR TRIP PERMIT PURCHASED, YOU MUST ENCLOSE A NONREFUNDABLE FEE OF \$15 IF APPLYING BEFORE SEPTEMBER 1, 2009. IF APPLYING ON OR AFTER SEPTEMBER 1, 2009, THE NONREFUNDABLE APPLICATION FEE IS \$18.75. MAKE CERTIFIED CHECK OR MONEY ORDER PAYABLE TO THE NEW YORK STATE COMMISSIONER OF MOTOR VEHICLES, AND MAIL IT ALONG WITH THIS APPLICATION TO THE ABOVE ADDRESS AT LEAST 30 DAYS PRIOR TO REQUESTED DATE.

Please print or type clearly in blue or black ink.

I request a New York Trip Permit for the vehicle described below for a 72 hour period				
BEGINNING: _____ / _____ / _____			TIME: _____	AM PM
MONTH DAY YEAR				
BEGINNING: _____ / _____ / _____			TIME: _____	AM PM
MONTH DAY YEAR				
Name of Registrant			Plate Number	
Business Address			Base Jurisdiction	
City		State	Zip Code	Federal ID Number or Social Security Number
Vehicle Make	Year	Fuel Type	Combined Gross Weight	Vehicle Identification Number
<p>I hereby certify that this information is correct and agree to use the permit in accordance with the statutes, rules, and regulations of New York State. I understand that the permit applied for is for registration purposes only.</p> <p align="right">_____ Signature of Registrant (Not valid unless signed)</p>				

DEPARTMENT USE ONLY

_____ Permit(s) issued _____		Through _____
Total _____	Numbered _____	Certified Check Money Order
Payment Received _____		
Date _____	By: _____	



IRP-6 (8/14)



New York State Department of Motor Vehicles
INTERNATIONAL REGISTRATION PLAN
SCHEDULE A & C

PART 1

TYPE OF APPLICATION REQUESTED			
<input type="checkbox"/> NEW ACCOUNT	<input type="checkbox"/> WEIGHT INCREASE	<input type="checkbox"/> DUPLICATE CAB CARD	<input type="checkbox"/> ADDRESS CHANGE
<input type="checkbox"/> ADD VEHICLE	<input type="checkbox"/> WEIGHT DECREASE	<input type="checkbox"/> REPLACEMENT PLATES	<input type="checkbox"/> TEMPORARY AUTHORITY
<input type="checkbox"/> DELETE VEHICLE	<input type="checkbox"/> RENEWAL	<input type="checkbox"/> REPLACEMENT STICKER	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> TRANSFER PLATES		<input type="checkbox"/> FLEET TO FLEET	

REGISTRANT/CARRIER INFORMATION

1. ACCOUNT # _____ 2. FLEET # _____

3. REGISTRANT NAME: _____

4. DBA: _____

5. BUSINESS ADDRESS: _____
(No P.O. Box Number Allowed)

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTY: _____

6. CONTACT PERSON: _____

7. PHONE #: () _____ 8. FAX # () _____

9. EMAIL ADDRESS: _____

10. TAXPAYER IDENTIFICATION # (TIN): _____

11. DATE OF BIRTH: _____ 12. Male Female

13. PRIVACY ACT: Check the **INFORMATION DISCLOSURE** box at the end of this sentence if you do not want your personal information from this record used for surveys, marketing and solicitations.

14. WY AUTHORITY#: _____

15. REGISTRANT'S DOT: _____

Have you previously been registered in any jurisdictions? Yes No, If yes, jurisdiction _____

Do you lease your vehicle and driver to a motor carrier? Yes No

FLEET INFORMATION

16. FLEET TYPE: _____ 17. COMMODITY CLASS: _____ 18. # OF REG MONTHS: _____

19. EFFECTIVE DATE: _____ 20. EXPIRATION DATE: _____

21. MAILING ADDRESS: _____
(No P.O. Box Number Allowed)

CITY: _____ STATE: _____ ZIP CODE: _____ COUNTY: _____

PART 2

FLEET TO FLEET TRANSFER INFORMATION

(22)	(23)	(24)	(25)
FLEET VEHICLE UNIT # (OEN)	VEHICLE IDENTIFICATION NUMBER	FROM FLEET #	TO FLEET #

DELETIONS*

(26)	(27)	(28)	(29)
FLEET VEHICLE UNIT # (OEN)	VEHICLE IDENTIFICATION NUMBER	LICENSE PLATE NUMBER	REPLACEMENT FLEET VEHICLE UNIT # (OEN)

* (Send in plates for deletion.)

PART 3

WEIGHT INFORMATION

Account # _____

30. Please list the weight you want on your cab card for all jurisdictions. Canadian jurisdictions will print the weight in kilograms on the cab card.

AK _____	KS _____	NJ _____	VT _____
AL _____	KY _____	NM _____	WA _____
AR _____	LA _____	NV _____	WI _____
AZ _____	MA _____	NY _____	WV _____
CA _____	MD _____	OH _____	WY _____
CO _____	ME _____	OK _____	AB _____ (Canada)
CT _____	MI _____	OR _____	BC _____ (Canada)
DC _____	MN _____	PA _____	MB _____ (Canada)
DE _____	MO _____	RI _____	NB _____ (Canada)
FL _____	MS _____	SC _____	NL _____ (Canada)
GA _____	MT _____	SD _____	NS _____ (Canada)
IA _____	NC _____	TN _____	ON _____ (Canada)
ID _____	ND _____	TX _____	PE _____ (Canada)
IL _____	NE _____	UT _____	QC _____ (Canada)
IN _____	NH _____	VA _____	SK _____ (Canada)

PART 4

VEHICLE INFORMATION FOR NEW ACCOUNTS OR ADDITIONS

31. **VEHICLE #1:**

A) VEHICLE IDENTIFICATION NUMBER		B) YEAR	C) MAKE	D) VEHICLE TYPE	E) FUEL/CYL	F) WHEELBASE
G) UNLADEN WT	H) SEATS /AXLES	I) COMBINED AXLES	J) COLOR	K) OWNER NAME		
L) TITLE DOC #	M) TITLE DOC. JUR.	N) SAFETY TAXPAYER ID # (TIN)		O) SAFETY US DOT #		
P) Vehicle Safety responsibility will change during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No		Q) SAFETY NAME				
R) FLEET VEHICLE # (OEN)		S) MAXIMUM DESIRED WEIGHT	T) PURCHASE PRICE		U) PURCHASE DATE	
V) FACTORY PRICE		W) INS. CO. CODE	X) CURRENT PLATE #	Y) CURRENT PLATE CLASS	Z) SPECIAL USE	

REGISTRATION AUTHORIZATION	IF THE REGISTRANT IS NOT THE OWNER, fill in the information below. Proof of ownership, and proof of the OWNER'S name and date of birth, are required.		
Vehicle #1 - Owner's Name	Date of Birth	Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address	Apt. No.	City	State Zip Code
The person named in number 3 of Part 1 is authorized to register this vehicle in his/her name. Owner's Authorized Signature _____ Date: _____ If signing for a corporation, print your full name and title here _____			

CERTIFICATION: I, the Undersigned, certify under penalty of perjury that all information provided in this Application is true and accurate to the best of my knowledge, and that the **subject vehicle**: is fully equipped, inspected, insured, and will be operated, in compliance with New York State Vehicle and Traffic Law (VTL); possesses a valid NYS inspection issued within the last twelve (12) months; or, in the alternative, has qualified for an extension of such inspection (see, DMV form VS-1077) and will be inspected within the next ten (10) days; is covered by a current policy of insurance or financial security as required by VTL; and if previously "junked", has been repaired to conform with VTL Sections 375 and 376; possesses a currently valid NYS registration (if I am using this Application to request issuance of replacement registration documents). I declare that I fully understand applicable Federal and NYS Motor Vehicle Carrier Safety laws and regulations including, where applicable, those pertaining to the transportation of hazardous materials. If this Application is signed in my official capacity on behalf of a business entity, I further certify that I am duly authorized to make this Application on behalf of such entity.

IMPORTANT: By signing this Application, the Undersigned acknowledges that intentionally making a false statement on this form is a misdemeanor under VTL Section 392, and may result in criminal prosecution, as well as suspension or revocation of the registration of the subject vehicle.

Name of Applicant/Business Entity (please print): _____

Sign here: _____

Title: _____ Date (mm/dd/yyyy): _____ / _____ / _____

If signing as agent for a business entity, write your title (CEO, President, Vice-President, Secretary, Treasurer or Comptroller).
Anyone else signing as agent for a business entity must send in an original Power of Attorney.



Apportioned Registration Manual



New York State Department of Motor Vehicles
INTERNATIONAL REGISTRATION PLAN
SCHEDULE A & C — Part 5

ACCOUNT #:

VEHICLE #:

A) VEHICLE IDENTIFICATION NUMBER			B) YEAR		C) MAKE		D) VEHICLE TYPE		E) FUEL/CYL		F) WHEELBASE		
G) UNLADEN WT		H) SEATS /AXLES		I) COMBINED AXLES		J) COLOR		K) OWNER NAME			L) TITLE DOC #		
M) TITLE DOC. JUR.		N) SAFETY TAXPAYER ID # (TIN)			O) SAFETY US DOT #			P) Vehicle Safety responsibility will change during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No			Q) SAFETY NAME		
R) FLEET VEHICLE # (OEN)			S) MAXIMUM DESIRED WEIGHT			T) PURCHASE PRICE		U) PURCHASE DATE		V) FACTORY PRICE		W) INS. CO. CODE	
X) CURRENT PLATE #		Y) CURRENT PLATE CLASS		Z) SPECIAL USE		REGISTRATION AUTHORIZATION IF THE REGISTRANT IS NOT THE OWNER, fill in the information below. Proof of ownership, and proof of the OWNER'S name and date of birth, are required.							
Vehicle # _____ - Owner's Name						Date of Birth / /			Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Address			Apt. No.		City		State		Zip Code				
The person named in number 3 of Part 1 is authorized to register this vehicle in his/her name. Owner's Authorized Signature _____						Date: / /			If signing for a corporation, print your full name and title here				

VEHICLE #:

A) VEHICLE IDENTIFICATION NUMBER			B) YEAR		C) MAKE		D) VEHICLE TYPE		E) FUEL/CYL		F) WHEELBASE		
G) UNLADEN WT		H) SEATS /AXLES		I) COMBINED AXLES		J) COLOR		K) OWNER NAME			L) TITLE DOC #		
M) TITLE DOC. JUR.		N) SAFETY TAXPAYER ID # (TIN)			O) SAFETY US DOT #			P) Vehicle Safety responsibility will change during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No			Q) SAFETY NAME		
R) FLEET VEHICLE # (OEN)			S) MAXIMUM DESIRED WEIGHT			T) PURCHASE PRICE		U) PURCHASE DATE		V) FACTORY PRICE		W) INS. CO. CODE	
X) CURRENT PLATE #		Y) CURRENT PLATE CLASS		Z) SPECIAL USE		REGISTRATION AUTHORIZATION IF THE REGISTRANT IS NOT THE OWNER, fill in the information below. Proof of ownership, and proof of the OWNER'S name and date of birth, are required.							
Vehicle # _____ - Owner's Name						Date of Birth / /			Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Address			Apt. No.		City		State		Zip Code				
The person named in number 3 of Part 1 is authorized to register this vehicle in his/her name. Owner's Authorized Signature _____						Date: / /			If signing for a corporation, print your full name and title here				

VEHICLE #:

A) VEHICLE IDENTIFICATION NUMBER			B) YEAR		C) MAKE		D) VEHICLE TYPE		E) FUEL/CYL		F) WHEELBASE		
G) UNLADEN WT		H) SEATS /AXLES		I) COMBINED AXLES		J) COLOR		K) OWNER NAME			L) TITLE DOC #		
M) TITLE DOC. JUR.		N) SAFETY TAXPAYER ID # (TIN)			O) SAFETY US DOT #			P) Vehicle Safety responsibility will change during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No			Q) SAFETY NAME		
R) FLEET VEHICLE # (OEN)			S) MAXIMUM DESIRED WEIGHT			T) PURCHASE PRICE		U) PURCHASE DATE		V) FACTORY PRICE		W) INS. CO. CODE	
X) CURRENT PLATE #		Y) CURRENT PLATE CLASS		Z) SPECIAL USE		REGISTRATION AUTHORIZATION IF THE REGISTRANT IS NOT THE OWNER, fill in the information below. Proof of ownership, and proof of the OWNER'S name and date of birth, are required.							
Vehicle # _____ - Owner's Name						Date of Birth / /			Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Address			Apt. No.		City		State		Zip Code				
The person named in number 3 of Part 1 is authorized to register this vehicle in his/her name. Owner's Authorized Signature _____						Date: / /			If signing for a corporation, print your full name and title here				

IRP-6A (11/14)

PART 5 (continued)

**VEHICLE INFORMATION FOR
NEW ACCOUNTS OR ADDITIONS**

ACCOUNT #:

VEHICLE #:

A) VEHICLE IDENTIFICATION NUMBER			B) YEAR	C) MAKE	D) VEHICLE TYPE	E) FUEL/CYL	F) WHEELBASE	
G) UNLADEN WT	H) SEATS /AXLES	I) COMBINED AXLES	J) COLOR	K) OWNER NAME		L) TITLE DOC #	M) TITLE DOC. JUR.	N) SAFETY TAXPAYER ID # (TIN)
O) SAFETY US DOT #	P) Vehicle Safety responsibility will change during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No		Q) SAFETY NAME		R) FLEET VEHICLE # (OEN)	S) MAXIMUM DESIRED WEIGHT		
T) PURCHASE PRICE	U) PURCHASE DATE	V) FACTORY PRICE	W) INS. CO. CODE	X) CURRENT PLATE #	Y) CURRENT PLATE CLASS	Z) SPECIAL USE		
REGISTRATION AUTHORIZATION	IF THE REGISTRANT IS NOT THE OWNER, fill in the information below. Proof of ownership, and proof of the OWNER'S name and date of birth, are required.							
Vehicle # _____ - Owner's Name					Date of Birth / /		Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address		Apt. No.	City		State	Zip Code		
The person named in number 3 of Part 1 is authorized to register this vehicle in his/her name. Owner's Authorized Signature _____				If signing for a corporation, print your full name and title here Date: / /				

VEHICLE #:

A) VEHICLE IDENTIFICATION NUMBER			B) YEAR	C) MAKE	D) VEHICLE TYPE	E) FUEL/CYL	F) WHEELBASE	
G) UNLADEN WT	H) SEATS /AXLES	I) COMBINED AXLES	J) COLOR	K) OWNER NAME		L) TITLE DOC #	M) TITLE DOC. JUR.	N) SAFETY TAXPAYER ID # (TIN)
O) SAFETY US DOT #	P) Vehicle Safety responsibility will change during the year? <input type="checkbox"/> Yes <input type="checkbox"/> No		Q) SAFETY NAME		R) FLEET VEHICLE # (OEN)	S) MAXIMUM DESIRED WEIGHT		
T) PURCHASE PRICE	U) PURCHASE DATE	V) FACTORY PRICE	W) INS. CO. CODE	X) CURRENT PLATE #	Y) CURRENT PLATE CLASS	Z) SPECIAL USE		
REGISTRATION AUTHORIZATION	IF THE REGISTRANT IS NOT THE OWNER, fill in the information below. Proof of ownership, and proof of the OWNER'S name and date of birth, are required.							
Vehicle # _____ - Owner's Name					Date of Birth / /		Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address		Apt. No.	City		State	Zip Code		
The person named in number 3 of Part 1 is authorized to register this vehicle in his/her name. Owner's Authorized Signature _____				If signing for a corporation, print your full name and title here Date: / /				

VEHICLE #:

A) VEHICLE IDENTIFICATION NUMBER			B) YEAR	C) MAKE	D) VEHICLE TYPE	E) FUEL/CYL	F) WHEELBASE	
G) UNLADEN WT	H) SEATS /AXLES	I) COMBINED AXLES	J) COLOR	K) OWNER NAME		L) TITLE DOC #	M) TITLE DOC. JUR.	N) SAFETY TAXPAYER ID # (TIN)
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Vehicle # _____ - Owner's Name					Date of Birth / /		Is the vehicle leased? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address		Apt. No.	City		State	Zip Code		
The person named in number 3 of Part 1 is authorized to register this vehicle in his/her name. Owner's Authorized Signature _____				If signing for a corporation, print your full name and title here Date: / /				





New York State Department of Motor Vehicles

**IRP TEMPORARY EVIDENCE OF APPORTIONED
REGISTRATION (TEAR) REQUEST FORM
(ATTACHMENT B)**

Temporary Evidence of Apportioned Registration is requested for the following vehicle(s):

IRP ACCOUNT #: _____

CARRIER NAME: _____

	<u>OEN</u>	<u>PLATE #</u>	<u>VIN</u>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____

Total number of TEAR registrations requested: _____

FAX NUMBER: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

WIRE SERVICE NAME: _____
(if applicable)

I understand that the temporary evidence of apportioned registration is valid for 30 days, covers a specific vehicle and is nontransferable. I agree to pay all fees and to provide all documents that are required of me within 30 days from the date the temporary evidence of apportioned registration is issued. I understand that my IRP account will be suspended if I do not pay the appropriate fees and provide the required documents within this 30-day period.

 _____ (Signature of Registrant) _____ (Date)

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

THIS CERTIFICATE EXPIRES ON

SAMPLE

MT-370.2 (8/07)

Certificate of Tax Clearance

Article 21 (Highway Use) of the Tax Law

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