



TRUCKING TIPS

MAY 2015

***Envelope
Routes Provide
Faster OSW
Permits***

***MC Numbers
Discontinued***

***Passenger
& Household
Goods Carrier
Update***

A Publication for the Motor Carrier Industry

If you are having trouble reading the text in the newsletter and wish it was a little bigger, there is a way to do that. View it in full-screen mode by clicking the Enable Full Screen button. You'll find it in the menu of buttons along the bottom of your screen—it's the very first button from the left and looks like a square with a little arrow pointing out from each corner.

You also can download the entire issue or just selected pages as PDF documents. Just click the Download button—the fifth button from the left that looks like a downward-pointing arrow with a line underneath it. This opens the issue as a PDF, which you can then save or print.

Trucking Tips Editorial Staff

Publisher:

Commissioner Mike Alley

Chief Editor:

Amanda Stanley

Editor:

Kelsey Kotnik

Art Director/

Graphic Design:

Mike Garrard

Contributors:

Sara Bennett

Sandy Bowling

Cindy Denny

Jeff Hood

Kate Kennedy

Royce Montgomery

JP Sinclair

Trish Smith

Tom Sullivan

Megan Wade-Taxter

Angela Woodard



MAY 2015



TRUCKING TIPS



STORY IDEAS?

Do you have a topic or questions you'd like addressed in *Trucking Tips*?

We always want to hear your suggestions! Send suggestions and feedback to feedback@dor.in.gov with the subject line "Trucking Tips Feedback."

We look forward to hearing from you!

TABLE OF CONTENTS

4 Charter Buses to Register with IRP

7 Indiana: The Place to Be

8 Envelope Routes Provide Faster OSW Permits

11 MC Numbers Discontinued

12 The Audit Process

14 Passenger & Household Goods Carrier Update

15 Important Dates

16 Contact Us

CHARTER BUSES

to Register with IRP

Welcome to the world of the International Registration Plan (IRP), charter buses!

Effective Jan. 1, 2016, Indiana charter buses traveling interstate with three or more axles or a weight of more than 26,000 pounds must register for license plates



with IRP, through the Indiana Department of Revenue Motor Carrier Services Division. Previously, buses meeting these criteria registered for license plates through the Indiana Bureau of Motor Vehicles (BMV).

To help affected companies who previously have not registered with IRP, here are answers to five questions you may have.

QUESTION 1: How will this change impact my company?

ANSWER: Indiana charter buses wishing to operate interstate no longer will register for license plates with the BMV. Instead, they will register with IRP.

IRP is used by any individual or company involved in commercial transportation that travels interstate and meets certain criteria. IRP is an agreement providing registration reciprocity among member jurisdictions. The unique plan lets each registered carrier obtain one plate and registration cab card to travel in multiple states at specific weights.

AFFECTED CHARTER BUSES



- Travel interstate (between states) **AND**
- Have three or more axles **OR** a weight of more than 26,000 pounds

Q2: How do I register my buses with IRP?

A: New IRP accounts can be registered in two ways:

1. Visit the Indiana Motor Carrier Services Division office at 7811 Milhouse Road, Suite M, Indianapolis, IN 46241.
2. Mail registrations to 7811 Milhouse Road, Suite M, Indianapolis, IN 46241. (The IRP application is available [here](#).)

Once an IRP account is established, IRP transactions can be completed online through the Indiana IRP One Stop Credentialing and Registration System located [here](#).

Q3: How long does it take to receive an IRP registration and license plates?

A: New IRP accounts are processed and plates are mailed within three business days.

In-person transactions may produce registration and license plates the same day as long as all required documentation is submitted and fees are paid.

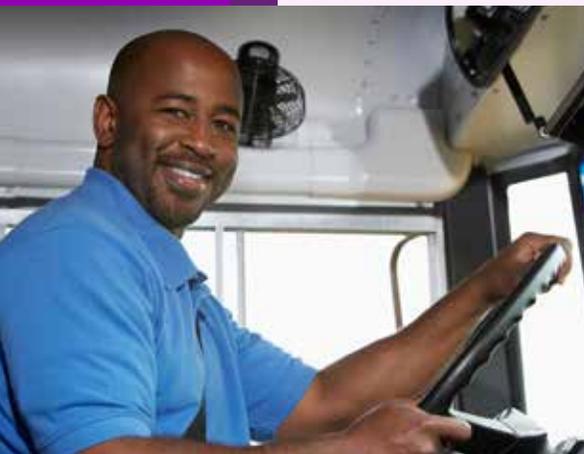
Q4: How much does an IRP registration cost?

A: IRP costs are available after an account and all vehicle information is entered into the IRP system. IRP registration fees are based on many factors, including the carrier operation type, vehicle type, and size and number of vehicles in the account. Companies not applying in-person will be emailed or faxed a bill (depending on each company's preference). A fee estimator is available once companies register with the Indiana IRP system.

Companies who have buses currently registered with Indiana BMV bus license plates can apply for a refund through the BMV.

Q5: When should I register my charter buses?

A: Charter bus companies can register with IRP any time before Jan. 1, 2016. Companies are encouraged not to wait until the last minute to register.



All Indiana charter bus companies will receive an informational letter from the Indiana Motor Carrier Services Division closer to the implementation date.

The IRP application and more information about IRP are available [here](#). A complete *IRP Information Handbook* also is available and is highly recommended to companies new to the complex IRP program. Those with additional questions can contact the Indiana IRP office at (317) 615-7340 or by email at DORNewAccount@state.in.us.



Indiana: The Place to Be

The Indiana Department of Revenue Motor Carrier Services Division International Registration Plan (IRP) section has a new reason to celebrate.

Indiana IRP recently reached two major milestones:

- Indiana IRP now houses and processes the registration of the 10 trucking carriers with the largest fleet sizes in the United States.
- Indiana IRP achieved the registration of more than 300,000 carriers.

For carriers who own or want to own and operate a truck fleet, Indiana clearly is the place to be! Indiana IRP has emerged in the forefront of plate registration by setting standards for best practices and continuously pushing the program and technology to the next level.

Carriers with questions about getting started with Indiana IRP should call the Motor Carrier Services Division at (317) 615-7340 or visit the [IRP website](#).

SPECIAL IRP UPDATE



As Indiana IRP continues boldly moving forward, the IRP system is getting a face-lift. An upcoming system modernization will allow carriers to register their vehicles even faster. This upgrade will be released in early 2016.

Envelope Routes Provide Faster OSW Permits

In a world where information always is available at our fingertips, who would want to wait in a line? The Indiana Oversize Overweight (OSW) section sure doesn't!

The OSW section works hard to make sure carriers can apply for and receive OSW permits without having to wait in line for a customized route to be issued.



Route Suggestions



To request a new OSW envelope route, email indianaosw@dor.in.gov with the subject line “Request Envelope Route.” Be sure to include the:

- Route summary
- Route origin
- Route destination
- Contact name and phone number



How can carriers get their OSW permits with little-to-no wait?

Indiana has a list of preapproved “envelope routes.” These are OSW routes that do not require custom-created and custom-approved permits. They are auto-issued as soon as the OSW permit requests are submitted.

Envelope routes constantly are added and adjusted, ensuring the most up-to-date, convenient, and safest routes. Adjustments ensure routes are not affected by new restrictions and long-term restrictions are accommodated. There were about 800 Indiana OSW envelope routes in 2014. There currently are more than 1,600.

All carrier companies requesting OSW permits should first check if an envelope route is available before requesting a custom route. Complete a request using these three simple steps:

1. Log in to the Indiana Motor Carrier Application [webpage](#), and select “OSW Application” in the Oversize/Overweight section. Log in to the OSW app. (Carriers who have not used the OSW app before should use the “Apply for OSW Account” link on the Indiana Motor Carrier Applications webpage instead.)



Choosing options through each drop-down list ensures an auto-issued envelope route will be issued if available.

2. View the Origin and Destination screen. Select the city, town, or bordering state line in each corresponding drop-down list. ***Choosing options through each drop-down list ensures an auto-issued envelope route will be issued if available.*** Entering custom origins and destinations requires the permit request to be reviewed manually by an OSW representative, slowing the permit issuance. Only use a custom origin or destination to request a route not available from the drop-down list.

3. Select the desired envelope route option on the next page. If no routes are available due to restrictions, return to the previous screen and search for similar or alternate routes.

For more information about Indiana OSW, visit the [OSW website](#). Contact the OSW section directly by emailing indianaosw@dor.in.gov or calling (317) 615-7320 from 8 a.m. to 4:30 p.m. Monday through Friday.

MC Numbers *Discontinued*

The Federal Motor Carrier Safety Administration (FMCSA) number registration process for motor carriers, brokers, and freight forwarders just got simpler.

Interstate Motor Carrier (MC) numbers will be discontinued Oct. 1, 2015. United States Department of Transportation (USDOT) numbers will be the sole FMCSA number identifying motor carriers, brokers, and freight forwarders.

Form MCSA-1 will replace Form MCS-150 and must be completed online.

There also are two new USDOT fees: a \$10 fee to reactivate USDOT numbers and a \$300 fee for new USDOT number applicants.

All biannual updates to USDOT numbers must be submitted *online*. Failure to update will result in USDOT number deactivation.

More information will be available on the *FMCSA website* closer to the implementation date.



THE AUDIT PROCESS



Did you know the Indiana Department of Revenue (DOR) is required by law to audit 3 percent of Indiana-based International Fuel Tax Agreement (IFTA) and International Registration Plan (IRP) carriers each year? That means over a five-year period, one in five Indiana carriers will be audited.

So what can carriers expect when they learn they are being audited?

The entire audit process usually takes six to eight weeks. Carrier companies will be contacted by the DOR Motor Carrier Services Division at least 30 days before an audit. The auditor will schedule an audit at a time reasonably convenient for the company and auditor. In most cases, the auditor will audit the IFTA licensee and IRP registrant at the same time.

After an audit is scheduled, the auditor will send a letter confirming the appointment and location. The letter also will detail the years to be audited and records required.

At the scheduled appointment, the licensee/registant will provide the requested records. The length of the onsite audit depends on the types and completeness of records and how well they are organized. The audit may take as little as one business day. However, depending on the operation size, the audit can take up to a week.

After the auditor reviews the required records, he or she might request additional records or the licensee/registrant might be given more time to provide records that previously were requested but not provided.

After all the requested records have been reviewed, the auditor will sit down with the licensee/registrant and explain the findings.

The licensee/registrant will receive a final audit report and DOR's proposed assessment, if applicable. The licensee/registrant can pay any proposed assessment. If there is a disagreement with the findings, the licensee/registrant can protest the audit by sending a written request and a bill copy to the DOR within 30 days of the bill date.

However, it is important to note that not all audits result in a bill. To learn more about DOR's collection and appeal process, visit www.in.gov/dor/3959.htm.

IRP: Audits by the Numbers

| | |
|--|-----------|
| IRP audits completed in 2014 | 239 |
| Audits deemed no change (no adjustments warranted) | 61 |
| Audits with adjustments..... | 102 |
| Audits with records rated as inadequate (not meeting recordkeeping requirements) | 76 |
| The total assessment for inadequate records..... | \$213,577 |



“What Should I Keep?”

Now that you know what to expect if you're audited, you might be wondering what records you actually should keep. For a list, check page six of our *December 2014 Trucking Tips* issue.

Passenger & Household Goods

Carrier Update



Business is now easier for Indiana's 460 passenger and household goods companies.

Motor carriers with Indiana passenger and household goods operating authorities no longer are required to file motor carrier annual reports (Form MCS-3). This change is effective beginning with each carrier company's 2014 tax filing year.

Carriers previously revoked for not filing their 2013 tax filing year annual reports or prior calendar year annual reports remain revoked. Companies may be reinstated by filing the required documents, paying a \$50 reinstatement fee, and paying *BAS-1 application fees*.

Visit the passenger and household goods [website](#) for more information.

Important Dates

Each issue highlights the upcoming months' key dates. Find a complete due dates list [online](#).

NOTE: If the due date shown falls on a weekend or federal or state holiday, the payment is due on the next business day.

June 15

- International Registration Plan (IRP) renewal due date if mailing for August staggered month
- Deadline for May renewals for penalty

July 15

- IRP renewal due date if mailing for September staggered month
- Deadline for June renewals for penalty

July 20

- M-213 Special Weight Quarterly Trip Fees (2nd Quarter)



July 31

- MCFT-101 - Intrastate Motor Carrier Fuel Tax (2nd Quarter Return)
- IFTA-101 - International Fuel Tax Agreement (2nd Quarter Return)
- MCS-1789 - Proportional Use Claim (2nd Quarter)

August 15

- IRP renewal due date if mailing for October staggered month
- Deadline for July renewals for penalty

September 15

- IRP renewal due date if mailing for November staggered month
- Deadline for August renewals for penalty

Contact Us

It is important for motor carriers to know the various ways they can contact the Indiana Department of Revenue's Motor Carrier Services Division if they need help or want to receive critical updates.

General Customer Service

Motor Carrier Services Division
7811 Milhouse Road, Suite M
Indianapolis, IN 46241
(317) 615-7200

IRP Services

IndianaIRP@dor.in.gov
(317) 615-7340

OSW Services

IndianaOSW@dor.in.gov
(317) 615-7320

IFTA/MCFT (Fuel Tax) Services

IndianaMotorFuel@dor.in.gov
(317) 615-7345

USDOT and UCR Services

IndianaSafety@dor.in.gov
(317) 615-7350

For previous editions
of *Trucking Tips*, [click here](#).



May 2015

Trucking Tips is a publication produced by the Indiana Department of Revenue twice a year to update taxpayers about the laws and changes that affect the trucking industry throughout the state.

