

TRUCKING TIPS

March 2014



CNG/LNG

Annual Fuel Permit

Base Plate Registration

UCR Renewals Past Due

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A Publication for Motor Carriers

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.

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CNG/LNG Annual Fuel Permit

As of Jan. 1, 2014, trucks travelling in Indiana and using compressed natural gas (CNG) or liquefied natural gas (LNG) as fuel may haul a maximum load of 80,000 pounds and up to an additional 2,000 pounds for a total gross weight of 82,000 pounds.

To be exempt from the weight limit, a carrier must obtain a CNG Annual Fuel Permit (Form M-233P) through the Indiana Department of Revenue Oversize/ Overweight Division. This annual permit has fee but allows carriers to carry the extra weight through Indiana.

To get a permit, a carrier must set up an account with the department. To set one up, the carrier must either apply for an OSW account [online](#) or fill out Form M-203 (available [online](#)) and fax it to the department at (317) 615-7320. If applying online, after the account is set up, the carrier can log in to the OSW website and apply for a permit.

The permits are truck specific, so carriers with more than one truck must get a separate permit for each truck. Once the carrier receives the permit, they must keep it in their truck at all times. The carrier can also present



the permit as a PDF on their smartphone, iPad, laptop, or other electronic device if they do not want to carry the paper copy in the truck.

Carriers will need to renew this permit each year and ensure that they have a current permit before their trucks travel through Indiana. Carriers should contact the department at (317) 615-7320 for additional information.

Did you know that you can now get copies of your quarterly returns right from your online account?

BASE PLATE



Base Plate Registration

To streamline the base plate renewal process, the Indiana Department of Revenue's Motor Carrier Services (MCS) Division has taken over responsibility for base plate renewal from the Bureau of Motor Vehicles. MCS is now handling these renewals for companies with 25 or more commercial vehicles weighing 26,001 lbs. or more.

This legally mandated transition, which began in January, streamlines the renewal process for businesses. Renewal now will be done online only. Although this might require some businesses to change how they renew their plates, doing so electronically will allow them to control the registration process from anywhere 24 hours a day, 7 days a week.

In September 2013, the department mailed motor carriers information notifying them of this change and explaining how to register with the division's new system. Current Indiana base plates expired Feb. 28, 2014.

If you have any questions about this change, please feel free to contact Motor Carrier Services at (317) 615-7340.

Did you know that you are exempt from US DOT requirements if you are an Indiana intrastate only carrier, transporting your own private property that is non hazardous, and your gross vehicle weight rating or combined gross vehicle weight rating is under 26,000 pounds?

UCR Renewals Past Due

The interstate renewals for 2014 unified carrier registration (UCR) were due on or before Nov. 30, 2013. Individuals and companies who operate commercial motor vehicles across state lines are required to register for a UCR and pay an annual fee based on the size of their fleet.

If you have not yet registered, you can use the Indiana Department of Revenue's mobile UCR to do so. This on-the-go system was the first of its kind when the department launched it last year, and it lets you register online 24/7, 365 days a year. Just go to www.iftach.org to get started.

If you are using a smart phone and visit www.ucr.in.gov, the UCR system automatically defaults to the mobile version. You don't need to download an app from an online store, and you pay no extra cost when using the mobile version of the UCR system.

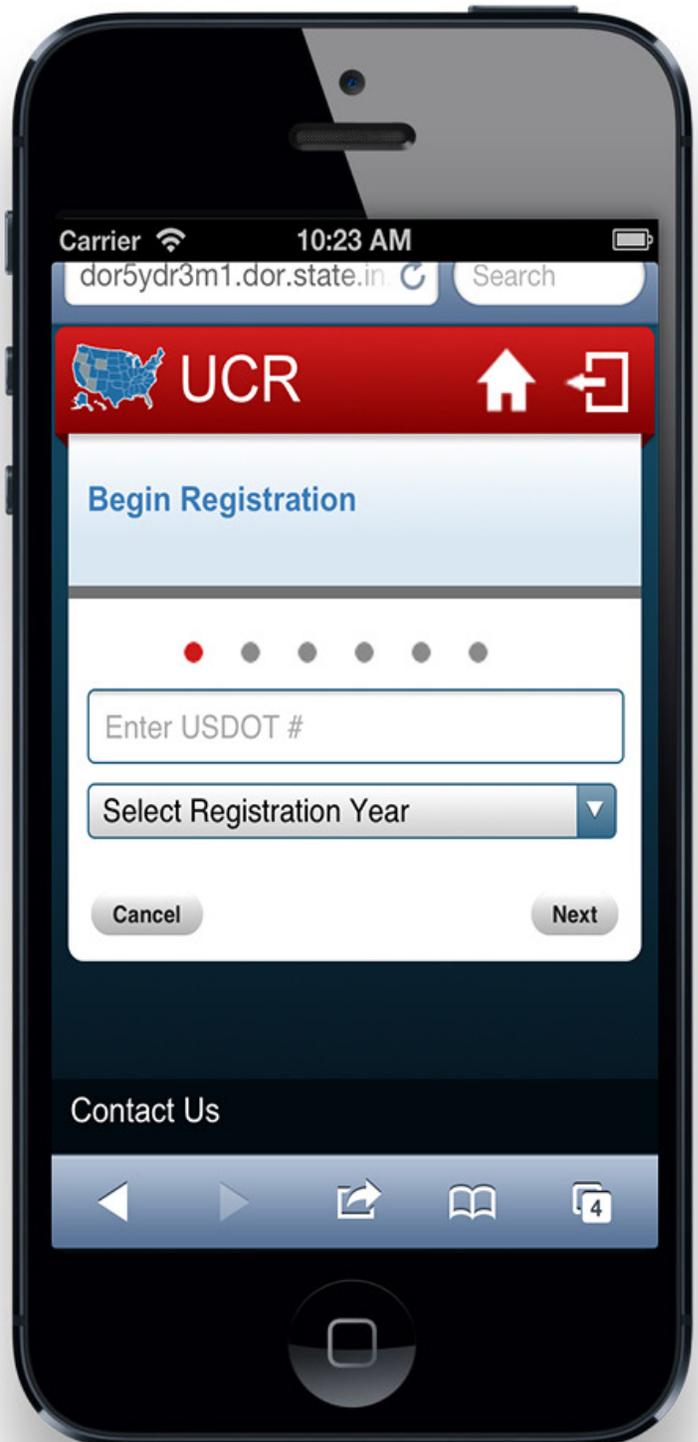
This user-friendly system also lets you make payments online. With the mobile version, you can register and pay your fees before crossing state lines, and avoid violations and being ticketed by enforcement.

“This is another way that the Indiana Department of Revenue’s Motor Carrier Services Division is providing high-quality customer service,” said Deputy Commissioner Jim Poe. “Indiana is the first to offer this type of on-the-go service, which allows motor carriers to be compliant while on the road with an easy-to-use mobile application.”

If you would like to mail in your application with a check, instead of paying online, you can go to www.ucr.in.gov to print out the UCR application.

For more about the UCR, visit www.in.gov/dor/4236.htm. If you have specific questions regarding UCR, please contact your state. Go to the [UCR website](#) and click Contact Us to find your base state’s contact information.

If you are in a non-participating state, contact the closest participating state on the contact list. Note that the Indiana Department of Revenue’s Motor Carrier Services Division hosts the national UCR website, but your state will be able to best answer your questions.



Overweight Commodity Permits for Divisible Loads

The Overweight Commodity Permit for divisible steel and agriculture loads is a 7-day trip permit that allows a truck to make a single trip during that period. On Feb. 1, 2014, though, carriers who met the 2.40 equivalent single-axle loads (ESAL) credit were automatically issued a Multi-Trip Overweight Commodity Vehicle Permit through the OSW system. This permit also is route specific per truck, but it allows multiple trips of that route. In addition, it is good for 364 days from the date it is ordered.

To determine the fees for both types of Overweight Commodity Vehicle Permits, or to see whether you qualify for a Multi-Trip Overweight Commodity Vehicle Permit, begin by calculating the total ESALs. This is done by dividing each axle weight group by the axle group divisor and then adding all the results. See page 12 of the [Oversize/Overweight Vehicle Permitting Handbook](#) for the complete formula and an example.



The criteria for the Overweight Commodity Vehicle Permit or Multi-Trip Overweight Commodity Vehicle Permit are as follows:

- The truck must be legal width, height, trailer, and load length.
- Steel commodity permits may not exceed 120,000 pounds; agriculture permits may not exceed 97,000 pounds.
- Axle weights may not exceed 20,000 pounds on a single axle; one group of tandem axles may not exceed 48,000 pounds; and any other tandem combination may not exceed 40,000 pounds.

To apply for a permit, visit the [Online Services page](#) of the department's Motor Carrier Services website and click Get Started under the heading for Oversize/Overweight. Then log in to your OSW account and click Apply to begin the application process.

If you have any questions, please contact the department at (317) 615-7320.

Audit Tip:

Preparing for an Audit



What are the chances of your trucking company being audited?

The Indiana Department of Revenue is required by law to audit 3% of Indiana-based IFTA and IRP carriers each year. Over a five-year period, one in five carriers will be audited.

If your company is selected for an audit, don't panic. It doesn't mean you or your company has done anything wrong. Many audits go smoothly and don't turn up any compliance issues.

Sometimes, though, an audit does reveal noncompliance issues that result in audit assessments.

To make sure your company is properly prepared for an audit and to be fully compliant with regulations and avoid audit assessments, you should maintain the following for four years:

- Properly completed trip reports for all travel
- Fuel purchase invoices for all onroad fuel purchases
- Bulk fuel purchases, withdrawals, and inventory readings

For more information, sections P500 and P 600 of the IFTA Procedures Manual address mileage and fuel recordkeeping requirements. You can find this online at www.iftach.org. Sections X-1005, X-1010, and X-1015 of the IRP Plan also describe and clarify the record keeping requirements. It is available at www.irponline.org.

Did you know that your company name and US DOT number need to be marked on both your driver's side and passenger's side door? You can have them painted on, buy stick on numbers and letters, or have magnets made. The color of the markings needs to contrast with the color of the vehicle and must be clearly legible from 50 feet away during daylight driving hours.

Important Tax Dates

In each issue, we highlight some of the key dates for the coming months. You can find a complete list of tax due dates online at www.in.gov/dor/3344.htm.

Note that if the due date shown falls on a weekend or federal or state holiday, the payment is due on the next business day.

March 15

- International Registration Plan (IRP) Renewal is due for June
- IRP (International Registration Plan) Apportionment Plates Expire Renewal Due

April 1

- Proportional Use Credit Certification Application – For New Applicants

April 15

- International Registration Plan (IRP) Renewal is due for July

April 20

- Special Weight Quarterly Trip Fees (M-213) First Quarter is due

April 30

- Intrastate Motor Carrier Fuel Tax (MCFT-101) First Quarter Return is due

- Annual Report Form for Passenger and Household Goods Carriers (MCS-3) is due
- International Fuel Tax Agreement (IFTA-101) First Quarter Return is due
- Proportional Use Claim (MCS 1789) First Quarter is due
- International Registration Plan (IRP) Apportionment Plates Expire

May 15

- International Registration Plan (IRP) Renewal is due for August

June 15

- International Registration Plan (IRP) Renewal is due for September

July 15

- International Registration Plan (IRP) Renewal is due for October

July 20

- Special Weight Quarterly Trip Fees (M-213) Second Quarter is due

July 31

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

Contact Us

It is important for motor carriers to know the various ways in which they can contact the department's Motor Carrier Services Division if they are in need of help or want to receive critical updates from the department.

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





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