

INDIANA DEPARTMENT OF REVENUE



**INTERNATIONAL REGISTRATION PLAN
INFORMATION HANDBOOK**

(SP201 R2 / 7-09)

IRP Table of Contents

Table of Contents

IRP on the Internet	3
Contact Information	4
Understanding IRP	6
IRP Registration Criteria	6
Established Indiana Place of Business.....	6
Vehicle Registration Qualifications	7
Indiana Staggered Registration Periods	7
Exempt/Restricted Plate Vehicles	8
Renewal Reporting Period	9
State Forms	9
Schedule A	9
Schedule B	10
Schedule BN	11
Schedule C	11
Schedule G.....	11
Supporting Documentation	11
Proof of Ownership (Title)	11
Legal Name or Account Change.....	12
Lease Agreements	12
Proof of Financial Responsibility	12
Federal Heavy Vehicle Use Tax (FHVUT).....	13
US DOT Number	13
UCR	14
New Account Process	14
Establishing a New Indiana IRP Account	14
Transaction Types	15
Add Jurisdiction.....	15
Add Vehicle.....	15
Plate Transfer	15
Axle Increase	16
Seat Increase	16
Unladen Weight Increase	16
Body Type Correction.....	16
Business Address Change	16
Carrier Type Change	16
Factory Price Change.....	16
Mailing Address Change.....	16
Fuel Type Correction	16
Glider Kit.....	16
Lessor Name Change.....	16
Make Change.....	16
Model Year Correction.....	16
Name Change.....	17
“Person to Contact” Change	17
Purchase Date Correction	17
Purchase Price Correction.....	17
Business Address Change	17
Replacement Plate	17
Telephone Number Change	17
Unit Number Change.....	17
Delete Vehicle	17
Vehicle Identification Number Correction.....	17
Weight Decrease	18
Gross Weight and Combined Gross Weight Increase	18

Table of Contents

Renewal Processing	18
Renewal Schedule A.....	18
Renewal Schedule B.....	19
Renewal Supporting Documentation.....	20
Fleet Consolidations	20
Permits	20
Forty Five-Day Temporary Permits.....	20
Three Day Trip Permit(s).....	21
Hunter’s Permit.....	21
Yard Tractor Permits.....	21
Repair and Maintenance Permit.....	21
Wire Services	22
Sales Tax	23
Fee Calculations and Schedules	23
Calculating Your Fees.....	23
Prorated Fees.....	23
Indiana’s Fee Schedule.....	23
Commercial Vehicle Excise Tax	26
Qualifying Commercial Vehicles.....	26
Calculating the Tax.....	26
Tax Due Date.....	26
County Wheel Tax	26
Other Fees	26
Credentials.....	26
Issuance Fees.....	27
Shipping and Handling Fees.....	27
Billing	27
Billing Notices.....	27
Re-Billing.....	27
Payments.....	28
Penalties.....	28
Checks.....	28
Outstanding Fees.....	28
Refunds.....	28
Credential Information	29
Apportioned License Plates.....	29
Where to Display.....	29
When to Display.....	29
Violations.....	29
Vehicle Information.....	29
Individual Vehicle Distance Record Information (IVDR)	30
Trip Reports.....	30
Definitions	31

IRP on the Internet

Motor carriers with **an active** Indiana IRP account may register for this quick and easy on-line service by going to the Department's Web site, www.in.gov/dor, and clicking on Motor Carrier Professionals.

The Internet system offers carriers 24 hour service to their accounts.

Carriers who prefer to file via paper, either by mail or in-person, may continue to do so.

How does the Internet work? You go online and register using the link referenced above. You will then process transactions or renewals, enter the payment and print registration cab cards or 45-Day Temporary Permits without leaving your home or office.

The temporary permits will be available only after you enter the payment for the transaction (other than Add Vehicle and Replacement Plate transactions).

We are allowing a temporary permit for Add Vehicle and Replacement Plate transactions without requiring the payment to be entered first. This is based on all other transactions which only involve a cab card change. The cab card is available for printing as soon as you enter the payment for that transaction while Add Vehicles and Replacement Plate transactions involve a license plate that the IRP Unit will mail to you the next business day. Our goal is to have you operating your vehicle as soon as possible.

We also have provided a way for you to reprint cab cards at your convenience. There is a reprint credentials link in the options listing. You can reprint any cab card for any paid transaction at any time.

When using the Internet to process and pay transactions or renewals, there are guidelines to be followed.

You are required to submit required documentation and follow up paperwork within twenty (20) business days. We will send you a reminder letter for the required paperwork that is due. If you fail to submit the required paperwork by the prescribed due date, your account will be suspended.

There are two ways to make payments in the Internet system. You may use your credit card or e-check.

This publication is for informational purposes and is intended to provide non-technical assistance to the public. Every attempt has been made to provide information that is consistent with the appropriate statutes, rules, and the International Registration Plan; however, the Indiana Code and the International Registration Plan should be consulted for specific concerns, or you should consult your tax attorney.

How to Contact Us

Our One-Stop-Shop offers you a variety of conveniences in conducting business with the State of Indiana. The following options illustrate how you can submit applications, transactions, permits and filings for processing by MCSD:

Motor Carrier Services Division
ATTN:
5252 Decatur Boulevard, Suite R
Indianapolis, IN 46241

Please designate the appropriate Unit on the attention line (ATTN:) when using the address shown above, (e.g., IRP, IFTA/MF, Insurance and Safety, OS/OW Permits, etc).

Customer Service Center

You may personally submit the necessary documents to a One-Stop-Shop professional team member for processing in our facility.

The Customer Service Center is located at the physical address shown above, which is approximately two miles southwest of I465 on SR 67 in the Ameriplex Complex.

Hours are 8:00 a.m. through 4:30 p.m. Monday through Friday excluding Holidays.*

Note: New accounts can be faxed into the fax number listed for IRP. For new accounts processed the same day we encourage you to visit our Customer Service facility before 2:00 p.m. to ensure service.

All IRP vehicles are subject to the Federal Motor Carrier Regulations published in Title 49 of the U.S. code of Federal Regulations.

Facsimile

You may fax the necessary documents to the appropriate Unit. Unit telephone and fax numbers are shown below.

Internet

As indicated in the introduction of this handbook, we have increased our commitment to excellent customer service by introducing the IRP system on the Internet. You can process your Renewals and Transactions by logging on to www.in.gov/dor. Our IRP Internet Service allows you to process, pay and print credentials without leaving your home or office.

One-Stop-Shop forms may be downloaded by accessing the Motor Carrier Services Division's Web page located at www.in.gov/dor/3402.htm

Motor Carrier Services welcomes any questions or comments. You can contact the appropriate Unit at the telephone or fax numbers shown below:

<u>Unit</u>	<u>Telephone</u>	<u>Fax</u>
Accounting	N/A	(317) 615-7388
Commercial Drivers License	(317) 615-7335	(317) 821-2340/2341
Voice Response Unit	(317) 615-7433	N/A
IFTA/Motor Fuel	(317) 615-7345	(317) 821-2337
IRP	(317) 615-7340	(317) 821-2335 (317) 615-7310
Voice Response Unit	(866) 615-7340	N/A
Oversize/Overweight	(317) 615-7320	(317) 821-2336
Super Loads	(317) 615-7325	(317) 821-2336
Safety and Insurance	(317) 615-7350	(317) 821-2339

* The Department of Revenue will be closed in observance of the following holidays:

New Year's Day
Martin Luther King Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Primary Election Day
General Election Day
Thanksgiving
Christmas

If any due date falls on a Saturday or Sunday, legal holiday, or statewide holiday, then the due date defaults to the next available business day.

Additional Information:

Federal Heavy Vehicle Use Tax
Internal Revenue Service
PO Box 44211
Stop 60 Group 11
Indianapolis, IN 46244
(800) 829-1040

Indiana State Police
Commercial Motor Vehicle Enforcement
5252 Decatur Boulevard, Suite J
Indianapolis, IN 46241
(317) 615-7373
(800) 523-2350
Fax: (317) 821-2350
www.in.gov/isp/2500.htm

Federal Office of Motor Carriers
(Federal Department of Transportation)
575 N. Pennsylvania, Suite 261
Indianapolis, IN 46204
(317) 226-7474
(317) 226-5006
www.safersys.org

International Registration Plan (IRP)

IRP Registration Criteria

Understanding IRP

The International Registration Plan is an agreement providing for registration reciprocity among Member Jurisdictions. The unique feature of the Plan is that, even though Apportionable Fees are paid to the various Jurisdictions in which Vehicles of a Fleet are operated, the only Plate and Cab Card issued for each Fleet Vehicle are the Plate and Cab Card issued by the Base Jurisdiction. The Plan provides for payment of Apportionable Fees on the basis of the proportion of Total Distance operated in all Jurisdictions by the Fleet of which a Vehicle is part.

A Fleet Vehicle is called an Apportionable Vehicle in the Plan, and such a Vehicle, when registered under the Plan and so far as registration is concerned, may be operated both between Member Jurisdictions and within any single Jurisdiction for which it is so registered.

The Plan was initially developed by the American Association of Motor Vehicle Administrators and is recommended for adoption by all Jurisdictions.

You register by providing the distance (miles or kilometers) of your fleet's operations and declaring the registered weight for each proportionally registered jurisdiction. The base jurisdiction is responsible for calculating, billing, collecting, and distributing the fees for each Member Jurisdiction in which the carrier registered.

Indiana IRP recommends contacting other IRP jurisdictions regarding specific jurisdictional requirements. Member Jurisdiction information may be located at www.irponline.org

IRP Registration Criteria

Base Jurisdiction

A registrant may elect as its Base Jurisdiction any Member Jurisdiction (i) where the Registrant has an Established Place of Business (IRP criteria listed below), (ii) where the Fleet the Registrant seeks to register under the IRP Plan accrues distance, and (iii) where Operational Records of the Fleet are maintained or can be made available.

The Indiana Department of Revenue accepts faxed or electronic copies of original Indiana Department of Revenue Power of Attorney Forms. If a copy is provided, the person forwarding the copy certifies, under penalties for perjury, that the copy is a true, accurate and complete copy of the original document. All Service Providers must have one on file with IRP for a specific account prior to the release of any account information. Not under any circumstances shall a Service Provider utilize their own place of business or home address for proof of residence for the Registrants IRP Account.

Established Indiana Place of Business

Your established place of business in Indiana must be verified. "Established Place of Business" is a physical structure owned or leased or rented *by the registrant*. A Post Office Box Number or a Rural Route Number is **not** an acceptable business address for IRP registration. The business address **must** be a valid street address or an identifiable location within Indiana such as "on County Road 26, one mile east of County Road 15."

To establish Residence in Indiana you must demonstrate to the satisfaction of the Indiana IRP Unit the following:

Sole Proprietors:

Indiana CDL
Filed Indiana Income taxes
Mortgage agreement or Rental Lease agreement
Utilities (In registrants name or included in rental lease)

LLC, LP, Partnership and Corporations:

Filed Indiana Income taxes
Filed Federal SS4 Form with Indiana Address of Corp
Contract for Legal Partnership
Commercial Lease agreement
Utilities (In name of Corp or included in rental lease)
II and III below may also be required

IRP Registration Criteria Continued

** The department at their discretion may request additional information to substantiate proof of residency. In addition to the list above three (3) of the following below may also be requested:

- I. If the applicant is an individual, that his or her (CDL) drivers license is issued by Indiana
- II. If the applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in Indiana
- III. If the applicant is a corporation that the principal owner is an Indiana resident
- IV. The applicant's Federal income taxes have been filed from an address in Indiana
- V. The applicant has paid personal income taxes in Indiana
- VI. The applicant has paid real estate or personal property taxes in Indiana
- VII. The applicant receives utility bills in Indiana in its name and address
- VIII. The applicant has vehicles titled in Indiana in its name
- IX. Other factors clearly evidence the applicants legal residence is Indiana

Proof of Active Operating Authority must be in the name of the applicant or a valid Authority Lease Agreement must be provided prior to obtaining any IRP Plates and Credentials. An Authority Lease Agreement with the **intent to lease is not acceptable**.

Vehicle Registration Qualifications

Any business entity operating a qualifying vehicle should proportionally register that vehicle under the IRP. A "qualifying" vehicle is any vehicle used or intended for use in two or more member jurisdictions, and

- Is a power unit having two axles and a gross vehicle weight, or registered gross vehicle weight in excess of 26,000 pounds (11,793 kilograms); or
- Is a power unit having three or more axles, regardless of weight; or
- Is used in combination when the weight of such combination exceeds 26,000 pounds (11,793 kilograms) gross vehicle weight or registered weight.

Note: Vehicles, or combinations thereof, having a gross vehicle weight of 26,000 pounds (11,793 kilograms) or less and buses used in the transportation of chartered parties may be proportionally registered at the option of the registrant. If this type of vehicle is registered for Indiana only, but you plan to operate in another state, then, you must either dual plate, proportionally register, or obtain a trip permit.

Vehicles or combinations thereof having a gross vehicle weight of 7,000, 9,000, 11,000, or under 16,000 pounds can be registered in Indiana at this time at the cost of a 16,000 pound vehicle. Non-Indiana residents who operate in another state, but wish to operate in Indiana must get an Indiana base plate from the Indiana Bureau of Motor Vehicles.

Please see page 13 for additional requirements for establishing a new Indiana IRP account.

Staggered Registration

Indiana Staggers the Registration Periods

Staggered registration is a method of distributing fleet registrations so that credentials expire in different months during the same registration year. Staggered registration offers registrants the flexibility of selecting a different expiration month for each fleet. Registrants may also break a fleet into multiple fleets with each having a different expiration month. This flexibility affords registrants more control of business decisions. Staggered registration also affords greater lead-time for registrants to place the credentials in or on the apportioned vehicle. If apportioned fleets transition from other jurisdictions, Indiana will not issue registrations for apportioned fleets that cover a period more than eighteen (18) months or less than six (6) months.

Exempt Vehicles

What miles you report may vary, but the Distance Reporting Period will always be July 1 to June 30.

The enforcement date will be the first day of the registration month. For example, using May as a registration month, the enforcement day starts May 1. The registration period is: May 1 through April 30.

The due date for returning non-renewed apportioned license plates to the IRP Unit is the seventeenth day of your staggered month. Using May as an example, the non-renewed apportioned license plate would be due in the IRP Unit on or before May 17 of the same calendar year.

Exempt/Restricted Plate Vehicles

The following vehicles do not have to be registered for apportionment, this applies to the vehicle types listed below.

Exempted Vehicles

- *Buses* used in the transportation of chartered parties.
- *Converter Gears* which are an auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a Semi-Trailer to a Full-Trailer.
- *Commercial vehicles* traveling entirely in your base state only, such as those used for city pickup and delivery.
- *Government-Owned vehicles*.
- *Recreational vehicles* used for personal pleasure or travel by an individual or family and not used in connection with any business endeavor.

Restricted Vehicles

- *Commercial vehicles* displaying restrictive plates which have geographic area, distance, or commodity restrictions.
- *Farm registered vehicles* based and registered in a jurisdiction which is a member of the IRP and owned by an individual who is engaged in farming and used by such owner to transport agricultural products produced by the owner, or property purchased by the owner for use on their farm.

The State of Indiana has four (4) commonly used license plates which are exempt from the International Registration Plan and reciprocity should be granted by Member Jurisdictions. Dealer license plates are restricted from hauling out-of-state and should only be used by those persons engaged in the business of manufacturing, buying, or selling of motor vehicles.

- *Dealer Plate* - Used for those persons engaged in the business of manufacturing, buying, or selling motor vehicles.
- *Manufacturer's Plate* - Used for those persons engaged in the business of constructing or assembling motor vehicles.
- *Transport Operator Plate* - Used by persons engaged in the business of providing drivers and operators, for the purpose of transporting vehicles from one place to another by the drive away or tow away methods; or any nonresident dealer, manufacturer engaged in such operation or business, or any business which prepares their own newly purchased vehicles and delivers them to the locations where the vehicles will be based, titled and registered.
- *Special Machinery Plate* - Used for implements of husbandry, well drilling equipment, ensilage cutters, paint spray outfit, livestock dipping equipment, seed cleaning and treating equipment, and other farm-related machinery.

Renewal Reporting Period

Renewal Reporting Period

Renewal reporting periods for **October, November, and December** staggered months, will report current mileage accrued. See the chart below for an example:

Staggered Registration Year	The Reporting Period:
January 2000	July 1, 1998 through June 30, 1999
February 2000	July 1, 1998 through June 30, 1999
March 2000	July 1, 1998 through June 30, 1999
April 2000	July 1, 1998 through June 30, 1999
May 2000	July 1, 1998 through June 30, 1999
June 2000	July 1, 1998 through June 30, 1999
July 2000	July 1, 1998 through June 30, 1999
August 2000	July 1, 1998 through June 30, 1999
September 2000	July 1, 1998 through June 30, 1999
October 2000	July 1, 1999 through June 30, 2000
November 2000	July 1, 1999 through June 30, 2000
December 2000	July 1, 1999 through June 30, 2000

State Forms

State Forms

The following section explains the State Forms and Supporting Documentation used to establish an Indiana IRP Account, modify existing accounts, fleets, or vehicles. Each form has line by line instructions on the back.

Visit us on the Internet at www.in.gov/dor/3402.htm to download Indiana IRP forms.

Schedule A

Schedule A (State Form 4947) is used to establish a fleet for a New Account or New Fleet to an existing account. When establishing a new Indiana IRP account, please mark the box indicating "New Account."

The following information must be provided on, or in addition to, the completed Schedule A:

- If the company is incorporated, the applicant must register in the legal name of the corporation with the Indiana Secretary of State. Partnerships, LLC, LLP and Sole Proprietorships will be verified through the registered name with the Indiana Department of Revenue.
- The business address must reflect a valid Indiana street address.
- All vehicles within the same fleet will be registered in the same jurisdictions.
- Each vehicle should be grouped according to the type and weight, and each group should be listed on a separate Schedule A or C. Weights for the group should be shown in all Member Jurisdictions where you want apportionment.
- Weights in different jurisdictions may fluctuate only 10 percent from the registered weight shown on the Schedule A. If more than a 10 percent variance exists, then a Bill of Lading must be provided.
- If a 5-year Semi-Trailer plate is desired, "SST" should be declared as the vehicle type in the appropriate section.
- If a permanent Semi-Trailer plate is desired, "PST" should be declared as vehicle type in the appropriate section.

State Forms Continued

Schedule B

Schedule B (State Form 4949) is used to register the type of fleet operation, Proof of Financial Responsibility and distances for jurisdictions. Use Schedule B when renewing fleet registrations or adding jurisdictions to existing fleets.

When renewing IRP registrations for the current Registration Year, Schedule B will reflect the accrued distances in each jurisdiction from July 1 through June 30 of the preceding calendar year, except for renewals with the staggered months of October, November and December (see chart on page 8).

Total Fleet Distance is the sum of accrued distances, including distance accrued on Trip Permits, by all registered vehicles in all jurisdictions that were part of the apportioned fleet during the Distance Reporting Period. All Total Fleet distance will be calculated times the number of vehicles registered to determine the vehicle cost per jurisdiction.

Distance is reported on Schedule B as Actual, Estimated or Reported. When completing Schedule B, it is critical to indicate the “Method” of how the distance is being shown by designating A, E or R for each jurisdiction. A brief description follows of each distance type.

Actual Distance is a distance history accrued in jurisdictions where registered vehicles operated in the previous Distance Reporting Period. Actual Distance is shown on Schedule B by filling in the “A” in the “Method” column (See chart page 23).

Estimated Distance is for New Operations, Expanded Operations, or as distance shown for proportionally-registered jurisdictions where Actual or Reported Distances were not accrued by the registrant during the Distance Reporting Period.

If you use estimated distance in your second year and/or subsequent year you will receive a higher Billing Notice. The IRP Plan prohibits the use of Estimated Distance in non-Member Jurisdictions after the first year of registration.

If the registrant previously had a non-apportioned license plate in Indiana or any other state, then Estimated Distance may be used. Estimated distances must be supported by a Plan of Operation.

If the New account was opened after April 1 of the registration year, then the next renewal year you have the option to report your accrued actual mileage or you can opt to use first year estimates again for the final time.

Reported Distance means distance accrued during the Distance Reporting Period in jurisdictions where the registrant does not proportionally register for the current registration year. Reported Distance may be accrued via a Trip Permit.

When submitting a Schedule B for registration renewal, the Reported Distance must be reflected on Schedule B for the jurisdiction in which the distance was accrued. The distance percentage for the fleet will not be adjusted to include Reported Distance.

Submitted Reported Distance must be used as Actual Distance if a registrant opts to add a jurisdiction to an established fleet, during the same Distance Reporting Period. The Reported Distance originally indicated on Schedule B, for the additional jurisdiction, must be the same distance submitted when adding that jurisdiction to the fleet. Reported Distance is indicated on Schedule B by filling in the “R” in the “Method” column.

Distances traveled via a Trip Permit from the preceding year will be used as the distance for a jurisdiction that is added during the current registration year. On the renewal, Trip Permit distances are not included in the Total Distance for the fleet where the jurisdiction is not proportionally registered.

Schedule B Hints

In Changing of Operations, where registered vehicles from an eliminated fleet have been added to an established fleet, all distance accrued by both fleets shall be used for registration.

State Forms Continued

Eliminated fleet records are still subject to audit under normal criteria. For the purposes of Commercial Vehicle Excise Tax, the total distance for Trailers or Semi-Trailers, which are part of a registered fleet, are the distances generated by the Power Units of the fleet.

On your Renewal when submitting mileage distance for Wyoming you will be asked to check a box “yes” or “no” if you have Wyoming Intrastate Operating Authority.

If the Trailers or Semi-Trailers were towed by Power Units that were proportionally registered by the same fleet registrant, and the Trailers or Semi-Trailers were part of two or more fleets, then the total distance is the distance generated by the Power Units during the Distance Reporting Period. This is the case for Power Units that did not actually operate a portion of their total distance in contracting jurisdictions where the proportional registration of such Trailers or Semi-Trailers is sought.

Schedule BN

Schedule BN (State Form 4949) is used when applying for a New IRP Account, when creating a New Fleet, or when expanding operations through an Additional Jurisdiction transaction, where no distance had been previously accrued in the same Distance Reporting Period. The form contains a listing of the member and non-member Member Jurisdictions with associated Indiana calculated Estimated Distances. Each jurisdiction where proportional registration is sought should be indicated by placing an X in the column to the right of the jurisdiction.

Each established fleet can have a mailing address that is specific to that fleet.

Schedule C

Schedule C (State Form 4950) is used when modifying an existing account, fleet or vehicle. Each Transaction Type requires the submission of a Schedule C (see page 14). Only a Schedule C is required for the Transaction Types where no Supporting Documentation is listed.

Schedule G

Schedule G (State Form 48125) is used when establishing a New IRP Account and for obtaining a history of the applicant’s previous experience in IRP. It must also be used for a New Fleet or adding a jurisdiction to an existing fleet. A “Plan of Operation” which reflects the Applicant’s Estimated Distance in lieu of Indiana’s Estimated Distance must be submitted on Schedule G.

The “Plan of Operation” is the distance from the start point to the end point multiplied by the number of trips in the same Registration Year. The Estimated Distance may be used in lieu of Indiana’s Estimated Distance, if deemed acceptable by the IRP Unit.

If the applicant had a previous history in IRP, a copy of the prior registration cab card is to be submitted along with Schedule G.

Supporting Documentation

Supporting Documentation

When submitting State Forms or Supporting Documentation to the IRP Unit, provide their IRP Account Number, Social Security or Federal Identification Number, and U.S. DOT Number where required. Please fax all required documents to (317) 615-7310.

Please provide, when necessary, a signed Indiana Department of Revenue Power of Attorney form indicating the registrant’s designee to conduct the fleet’s business.

Proof of Ownership (Title)

Indiana IRP registrants must have a valid Indiana title, or a title application, prior to the issuance of an Indiana apportioned credential. A photocopy of the title or title application must accompany any vehicle registration application.

In a lease agreement relationship, if the lessee is registering the vehicle, the title will remain in the name of the lessor. A photocopy of the Indiana title or photocopy of the out-of-state title must be submitted with a copy of the lease agreement when initially registering in Indiana IRP. If you were previously registered in a non-title jurisdiction, the current credential registration and Bill of Sale are required.

Supporting Documentation Continued

If you owned the vehicle and you were registered in any member jurisdiction, a copy of the previous year's base registration cab card and a copy of the title **must** accompany the registration application.

Indiana titles may be obtained at your local Bureau of Motor Vehicle's license branch. They may also be obtained at the Motor Carrier Services Division if you have an active Indiana IRP account, or are in the process of establishing an initial IRP Account.

For new accounts, if the vehicles you are registering were previously registered and titled in another state, we will accept those titles. After the account has been opened, any added vehicles must have an Indiana title.

Legal Name or Account Change

There are circumstances that occur when a change in the organizational structure has been made and Motor Carrier Services has to re-evaluate whether the change constitutes an actual name change or if the change warrants a new account. Generally, if a new Federal Identification Number was issued then more than likely a new account will be issued. However, if it is determined by the IRP Unit that the same type of operation exists, then the carrier will be required to submit reported distance that will generate an actual billing statement of the companies current and past business operation. A new account is most commonly identified as:

- Sole Proprietor to Partnership or Partnership to Sole Proprietor.
- An entity incorporates, a corporation changing to sole proprietor or two corporations merge.
- Corporation, Partnership, or Sole Proprietor to LLC.

A legal name change, where no other change occurs, requires a copy of the approved Form 241 from the Bureau of Motor Vehicles. An Indiana corrected title must accompany the name change request to the IRP Unit.

Vehicle titles are Supporting Documentation for the following IRP Transaction Types: establishing a New IRP Account, adding vehicles to the IRP fleet, apportioned license plate transfers within the same fleet, name change, body type correction, glider kit, lessor name change, model year correction and VIN correction.

Lease Agreements

A copy of the existing Lease Agreement is necessary if the lessee is the registrant. The Lessor's full name must be indicated in the lease. Lease Agreements are **not** required on renewal vehicles unless there is a change in the Lease Agreement that is currently on file with the IRP Unit.

Proof of Financial Responsibility

Effective January 1, 1983, Indiana law provides that every motor vehicle registered in the State of Indiana must have a Proof of Financial Responsibility statement.

A Proof of Financial Responsibility statement includes one of the following:

- A motor vehicle Insurance Policy; or
- A Self-Insurance Certificate from the Bureau of Motor Vehicles (**Note:** Place your Certificate of Self-Insurance Number in the policy number block on Schedule A.); or
- A minimum of \$40,000 in securities or cash deposited with the Treasurer of Indiana (**Note:** Place the word "**Bond**" in the insurance company block on Schedule A.)

Falsification of this information will subject you to a jail term of up to two years, a fine of up to \$10,000, and suspension of your driver's license for a period of up to one year.

Supporting Documentation Continued

Federal Heavy Vehicle Use Tax (FHVUT)

In accordance with the Rules and Regulations of the Internal Revenue Service, proof of payment of the FHVUT must be verified prior to the issuance of IRP credentials.

Highway motor vehicles that have a taxable declared gross weight of 55,000 pounds (24,947 kilograms) or more are subject to this tax. The Tax Reporting period is July 1 through June 30 of any given year. If a taxable vehicle is registered in the name of both the owner and another person, the owner is liable for the tax. This rule also applies to dual registration of a leased vehicle.

We accept the following as proof of FHVUT payment:

- Received Schedule I (Form 2290) returned to the taxpayer by the IRS. Received Schedule I is required for Suspension of Tax Liability for vehicles operating 5,000 miles or less (7,500 for Agricultural Vehicles) or a non-receipted photocopy of Form 2290 with Schedule I and a photocopy of both sides of the processed check, of the money order or cashier's check that was used for payment; or
- Received Schedule I (Form 2290) will be accepted as proof of payments without a listing of vehicle identification numbers if tax is paid on more than 21 vehicles.

On a newly purchased vehicle, you must file a Form 2290 return with the IRS by the last day of the month following the month of the vehicle's first taxable use in the Tax Period, even if you are filing the return to suspend the tax for any vehicle. For example, if you use a vehicle in October, you must file a return by November 30.

Proof of payment for the FHVUT Form 2290 is required when qualified vehicles are added to a fleet, apportioned license plate transfers within the same fleet or to another fleet within the same registrant account, or establishing a New IRP Account or Fleet.

Registrants are required to maintain copies of all FHVUT returns, Form 2290s and schedules for at least three years plus the current year.

Note: The Indiana Motor Carrier Services Division does collect FHVUT payments; however, MCSD is not authorized to set up any quarterly payment plans. Quarterly payments can be made only if previously set up by the Internal Revenue Service (IRS). All checks must be made payable to the U.S. Treasury Department; MCSD does not accept cash or credit cards for this tax. For inquiries regarding this tax, please contact the Internal Revenue Service (IRS) at (800) 829-4933.

U.S. DOT Number

U.S. DOT Number

If the registrant is renting or leasing this vehicle to an interstate motor carrier who will be responsible for the safe operation of this vehicle, please provide the U.S. DOT number according to the following:

Short-term lease - If the vehicle will be rented or leased for 30 days or less to a motor carrier, please provide the registrant's U.S. DOT number for this vehicle.

Long-term lease - If the vehicle will be leased for more than 30 days to an interstate motor carrier, please provide the U.S. DOT number for the motor carrier responsible for the safety of this vehicle.

If you have been issued a U.S. DOT number but are uncertain of the number, you can either call our office at (317) 615-7350 or the federal office at (800) 832-5660.

Visit <http://www.usdotnumberregistration.com> for instructions.

Federal Operating Authority:

Federal Motor Carrier Safety Administration (FMCSA) operating authority is also referred to as an "MC," "FF," or "MX" number, depending on the type of authority that is granted. Unlike the U.S. DOT Number application process, a company may need to obtain multiple operating authorities to support its planned business operations. Operating Authority dictates the type of operation a company may run, the cargo it may carry, and the geographical area in which it may legally operate.

Companies that operate as "for hire" carriers (for a fee or other compensation) that transport passengers or federally regulated commodities, or arrange for their transport, in interstate commerce

UCR

New Account Process

are also required to have interstate operating authority. Log on to <http://safer.fmcsa.dot.gov/> for more information.

All IRP vehicles are subject to the Federal Motor Carrier Regulations published in Title 49 of the U.S. code of Federal Regulations.

UCR

Unified Carrier Registration (UCR) is the organization of State, Federal, and Industry representatives responsible for developing, implementing, and administering the UCR Agreement. Log onto www.ucr.in.gov/ to register and for more information.

The IRP Unit will verify that all UCR fees are paid prior to renewing any IRP account.

New Account Process

Establishing a New Indiana IRP Account

Indiana shall determine the manner, the standard for measuring distance, application process, and filing deadlines for applications. The following are elements required by the IRP Plan along with other information required by Indiana. Indiana IRP Accounts are required to complete IRP Schedules A, B or BN, as well as Schedule G. Supporting Documentation includes copies of vehicle(s) Indiana titles or title applications, proof of payment of Federal Heavy Vehicle Use Tax (FHVUT-2290), Vehicle Lease Agreements (if applicable), Lease for Federal Operating Authority (if applicable), U.S. DOT, UCR and IFTA verification. Please see page 6 for additional requirements for establishing proof of residency.

If the new account apportioned for no more than the last ninety (90) calendar days of the reporting period, at the carriers option, actual distance can be reported or first year estimates may be used.

New Operations means that you are establishing a fleet that will contain vehicles with no previous registration history. The registrant must determine where and how much the vehicle will travel as well as the total fleet distance in accordance with Schedule G. The base jurisdiction may adjust the Estimated Distance if not satisfied with the registrant's submitted "Plan of Operation." The application should contain a full statement of the proposed "Plan of Operation" and estimates of annual distance in each registered jurisdiction as indicated on Schedule G by the registrant.

First-year estimates in non-Member Jurisdictions may only reflect the distance from the Estimated Distance Chart. Higher estimated distances may be accepted if the registrant provides reasonable proof (e.g. contract, last four quarterly fuel reports, etc.) at the time of registration.

Use a Schedule BN for New Operations.

Expanded Operations means adding a state to your fleet where none of your registered vehicles have traveled before. Registrants with no previous distance history must use Estimated Distance based on a proposed "Plan of Operation" as indicated on Schedule G or Indiana's Estimated Distance Chart. If the IRP Unit deems the proposed plan as acceptable, then the registrant's Estimated Distance will be allowed. If the IRP Unit deems the proposed plan as unacceptable, then the registrant's Estimated Distance will be adjusted to Indiana's Estimated Distances Chart.

When a registrant adds a Member Jurisdiction to an existing fleet after the original percentages have been established for the current Registration Year, the distance percentages for the additional jurisdiction distance will be added to the previously established Total Fleet Distance in order to obtain the new Total Fleet Distance. The distance in each jurisdiction is then divided by the new Total Fleet Distance to obtain the distance percentage for the additional jurisdiction.

If a registrant is registering for Indiana IRP and has been previously registered in another IRP base state, but the operation remains the same, Actual Distance must be submitted on Schedule B.

Registrants with a distance history (Reported Distance) in the added jurisdiction during the Distance Reporting Period are obligated to use that distance submitted on Schedule B at the time of fleet registration renewal.

New Account Process Continued

When a registrant adds a Member Jurisdiction to an existing fleet after the original percentages have been established for the current Registration Year, the distance percentages for the additional jurisdiction are computed as follows:

Distance will be added to the previously established Total Fleet Distance in order to obtain the new Total Fleet Distance. The distance in each jurisdiction is then divided by the new Total Fleet Distance to obtain the distance percentage for the additional jurisdiction.

Estimated Distance is shown on Schedule B by filling in the “E” in the “Method” column.

Transaction Types

Transaction Types

Note: Transactions denoted with a (▶) can be processed on the IRP internet system. To register to use the internet system, go to page 3 of this handbook. If you plan to have any transaction processed in our walk in facility or by mailing it in, you must have a Schedule C for each transaction type. There are some transactions where you only submit a Schedule C.

▶ *Add Jurisdiction*

- Completed Schedule B or BN
- Completed Schedule C
- Completed Schedule G (if applicable)

Hints:

- You may **add jurisdictions** to your fleet by indicating the new jurisdiction and associated weights in section(s) 2 of Schedule C.
- On Schedule BN, indicate with an X your additional jurisdiction(s), and submit along with Schedule C. Added jurisdictions are added to each vehicle in your fleet.
- Use Schedule G and B to reflect your plan of operation or reported distance for added jurisdictions and submit along with a Schedule C.

▶ *Add Vehicle*

- Schedule C
- Copy of title or title application
- Copy of paid Heavy Vehicle Use Tax (Form 2290) proof of payment if vehicle is 55,000 pounds (24,947 kilograms) or more and vehicle was purchased more than 60 days ago
- Lease Agreement(s), applicable, if the name on title and IRP account name are different.

Hint:

- When adding vehicles to a fleet, list each new vehicle individually on Schedule C in Section (3) and complete the requested information for each column. Vehicles with the same weight and type can be submitted on one (1) Schedule C.

▶ *Plate Transfer*

- Schedule C
- Copy of title or title application
- Copy of Paid Heavy Vehicle Use Tax (Form 2290) proof of payment if vehicle is 55,000 pounds (24,947 kilograms) or more and vehicle was purchased more than 60 days ago
- Lease Agreement(s), if applicable, if the name on title and IRP account name are different
- Original cab card of vehicle to be deleted

Transaction Types Continued

Hints:

- Apportioned license plates may only be transferred to an available apportionable same-type vehicle within the same fleet. Fees will only be due for those jurisdictions that do not recognize apportioned license plate transfers.
- On Schedule C, the registered vehicle taken out of service is shown as “Deleted” in section (4). The new or replacement vehicle should then be shown as “Addition” in section (3) on the same Schedule C. It is advisable to verify that the correct apportioned license plate number is being transferred.
- The original **cab card** for the deleted vehicle must be returned with Schedule C. The new vehicle **cannot** be operated with the transferred apportioned license plate until the new cab card is issued.
- Jurisdictions may also assess additional fees for apportioned licence plate transfers.

Schedule C is required for all transactions listed below:

▶ ***Axle Increase***

▶ ***Seat Increase***

▶ ***Unladen Weight Increase***

Body Type Correction

- Copy of title or title application

Business Address Change

Carrier Type Change

Factory Price Change

▶ ***Mailing Address Change***

Hint:

- Provide the mailing address where correspondence from the IRP Unit is received for a specific fleet. Each fleet can have its own mailing address.
- This would be a change in the mailing address where correspondence is received from the IRP Unit regarding the registrant’s IRP Account.

Fuel Type Correction

Glider Kit

- Copy of new title or title application
- Copy of bill of sale for the Glider Kit

Lessor Name Change

- Copy of title or title application
- Lease Agreement

▶ ***Make Change***

- Copy of title or title application (example: Pbt for Peterbilt, Frt for Freightliner)

Model Year Correction

- Copy of title or title application

Transaction Types Continued

Name Change

- Form MCS-NC
- Copies of all titles with new name
- If change involves a company or corporation, an approved Form 241 or Articles of Incorporation, if Form 241 is not approved. A legal entity change is not the same as a name change.

Hint:

- The registration name will be the name as registered with the Indiana Secretary of State or the Indiana Department of Revenue.

“Person to Contact” Change

Hint:

- A signed Power of Attorney indicating the designee of the registrant, who will conduct the fleet’s business.

Purchase Date Correction

Purchase Price Correction

Business Address Change

Hint:

- Must be an Indiana address.

► *Replacement Plate*

- The registrant is responsible for submitting a police report to the appropriate law enforcement agency.
- Registrants requesting an apportioned license plate **replacement**, due to the original being lost, stolen, or mutilated, must validate the transaction with a Request for Lost Plate Affidavit (Form L) obtained from the IRP Unit.

Hints:

- The lost or stolen apportioned license plate may not be transferred to another vehicle until a *replacement* apportioned license plate has been issued by the IRP Unit.

Telephone Number Change

► *Unit Number Change*

► *Delete Vehicle*

Hints:

- List each deleted vehicle individually in the appropriate section on Schedule C.
- The deleted vehicle’s apportioned license plate **not transferred** to a replacement vehicle must be returned to the IRP Unit prior to the registrant’s next Registration Year. If the registration credentials are not submitted to the IRP Unit prior to the registrant’s next Registration Year, then the registrant may be responsible for full registration fees.
- Indiana Statute prevents the IRP Unit from issuing refunds for vehicles deleted after the first day of a new Registration Year.

Vehicle Identification Number Correction

- Copy of title or title application

Renewal Processing

Weight Decrease

Hint:

- Gross Weight Decreases are only allowed for Indiana. Indiana Statute prevents a refund or a credit for the weight difference from the previously registered weight to the lower registered weight. Weight Decreases for all other jurisdiction(s) are to be done on Renewal Schedule A.

► ***Gross Weight and Combined Gross Weight Increase***

- Heavy Vehicle Use Tax (Form 2290) proof of payment if vehicle Weight Increase exceeds 55,000 pounds (24,947 kilograms) or more and vehicle was purchased more than 60 days ago.

Hints:

- Gross Vehicle Weight may be increased for a particular vehicle in any or all jurisdictions in the fleet. Additional registration fees will be due for the difference between the previous weight to the increased weight. The formula for calculating the additional registration fees is based on the difference between the registration fees applicable for the two gross weights multiplied by the distance percentage.
- On Schedule C, indicate Weight Increases by listing the vehicle at the previous weight in the “Deletions” Section, and the same vehicle at the new weight in the “Additions” Section.
- Schedule C must contain complete information in all sections of the form.

Renewal Processing can be done quickly and easily on the Internet!

Renewal Schedule A

For the convenience of the registrants, the IRP Unit preprints current IRP Account information for registration renewals. The computer-generated Schedule A reflects the full status of your fleet by individual vehicle at the time of printing. The IRP Unit will mail the renewal packets three months prior to your renewal staggered month period, to registrants in good standing. Please verify that all pre-printed information is accurate and complete. To ensure adequate time to place renewal registration credentials in your vehicles, the IRP Unit provides a timeline in each renewal packet. Following the timeline provided in the renewal packet will significantly improve the efficiency with which your renewal is processed.

Renewal Reporting Period

Renewal reporting periods for October, November and December staggered months, will report current mileage accrued.

Staggered Registration Year	The Reporting Period:
January 2000	July 1, 1998 through June 30, 1999
February 2000	July 1, 1998 through June 30, 1999
March 2000	July 1, 1998 through June 30, 1999
April 2000	July 1, 1998 through June 30, 1999
May 2000	July 1, 1998 through June 30, 1999
June 2000	July 1, 1998 through June 30, 1999
July 2000	July 1, 1998 through June 30, 1999
August 2000	July 1, 1998 through June 30, 1999
September 2000	July 1, 1998 through June 30, 1999
October 2000	July 1, 1999 through June 30, 2000
November 2000	July 1, 1999 through June 30, 2000
December 2000	July 1, 1999 through June 30, 2000

Renewal Processing Continued

Hints:

- On the company information page, verify the Social Security Number or Federal Identification Number and the US DOT Number are that of the registrant.
- Changes to any information should be made by drawing a line through the changed information and writing the correct information in the appropriate place.
- To *delete a vehicle*, check the box marked “Delete” next to the vehicle to be deleted.
- Verify the accuracy of weights and states listed for each vehicle.
- To *delete a jurisdiction*, draw a line through the weight listed in that jurisdiction for the first vehicle on the Schedule A.
- To *increase or decrease a weight*, draw a line through the listed weight, then write the new weight to the right or on the same line as the jurisdiction.
- If you are requesting a Five-Year Semi-Trailer plate, write “5ST” in Column 2 of Schedule A.
- If you are requesting a permanent Semi-Trailer plate, write “PST” in Column 2 of Schedule A.

Vehicles Added to a fleet on the Renewal should be listed on Schedule C with Supporting Documentation. They may be submitted with the Renewal Application. If interjurisdiction operation of the additional vehicle(s) is desired prior to the expiration of your current Registration Year, then two separate Schedule C’s must be submitted; one for the current year (along with Supporting Documentation) and one for the upcoming Registration Year. Supporting Documentation must only be submitted for the current Registration Year (the IRP Unit will also use it as Supporting Documentation for the upcoming Registration Year).

Added Jurisdiction is shown by writing the vehicle weight to the right of the added jurisdiction, on Schedule A; then list the Estimated Distance or Actual Distance on Schedule B. Estimated Distance must be calculated using the IRP standard estimated mileage chart. Any jurisdiction added using estimated distance to the renewal will be calculated in addition to actual miles. If a jurisdiction is added and no evidence is found of having the jurisdiction then first year can be given for that jurisdiction and calculated within the 100 percent.

Renewal Schedule B

When renewing a fleet, the Schedule B must be submitted with the accrued distance for each jurisdiction that the registered vehicles operated in during the Distance Reporting Period. If the fleet contains more than one vehicle, then the sum of all vehicle distances are submitted for the jurisdictions in which they operated.

Hints:

- Actual Distance: Jurisdictions that will appear on your cab card after payment has been applied.
- Reported Distance: Jurisdictions in which the carrier accrued distance via Trip Permit but does not want to register for these jurisdictions. Cab cards will not reflect these jurisdictions.
- Estimated Distance: Jurisdictions that you would like to appear on your cab card but in which you have not accrued any actual distance during the Distance Reporting Period.
- Non-reciprocity: Actual Distance accrued in jurisdictions that are not in the IRP Plan.
- First Year Estimates: Jurisdictions used primarily for new accounts and new operations opened in July, August, September, October, November or December of the preceding calendar year.
- Jurisdictions added to the renewal as first year estimates if no evidence of apportionment is found.

If the New account was opened after April 1 of the registration year, then the next renewal year you have the option to report your accrued actual mileage or you can opt to use first year estimates again for the final time.

Fleet Consolidation

Permits

Renewal Supporting Documentation

The following are acceptable renewal supporting documents:

- Proof of payment for the FHVUT Schedule 1 for each renewal vehicle for the current Tax Reporting Period.
- Applicable Lease Agreements.

Hints:

- Please follow the prescribed timeline that is enclosed with your renewal packet.

All non-renewed apportioned license plates must be postmarked in the IRP Section *on or before* the seventeenth day of your registration month. Non-returned apportioned license plates will be assessed full year registration fees.

Cab Cards no longer need to be returned to Indiana for non-renewed vehicles.

After the IRP Unit has printed your Renewal Schedule A, all account transactions, New Fleets and New IRP Accounts will be processed for the current Registration Year. The registrant is then responsible for initiating transactions for the current Registration Year and if desired, the next Registration Year. Indiana IRP will process transactions only at the registrant's request.

Fleet Consolidations

A registrant may combine two or more existing fleets of its apportioned vehicles. In this situation, the apportioned fees of the vehicles shall be determined by the actual accrued distance reported in the reporting period for all vehicles in the resulting fleet.

Permits

Register through the Internet for a Forty Five-Day Temporary Permits

Forty Five-Day Temporary Registration Permit(s) allow you to run legally in the jurisdictions listed on the permit for a specific vehicle(s) within your fleet. You may obtain a permit through the internet for all transactions. Transactions other than add vehicles and replacement plates, must be processed and paid for before a permit will be issued. The permit will be displayed in a Portable Document Format (pdf). You can print the permit in your home or office.

The IRP Unit only issues Forty Five Day Temporary Permits under **emergency situations** as determined by the IRP Unit, or if an error in processing your transaction was made by the IRP Unit. Once you obtain a permit, the permit cannot be cancelled.

- By opting to get a permit, you are by law, obligated to pay for the transaction of add vehicle or replacement plate.
- Previously apportioned vehicles removed from service during the registration renewal process **cannot** be placed back into service or added to a fleet via a Forty-Five Day Temporary Registration Permit.

Complete and submit the required Schedules and Supporting Documentation (see transaction types); return to the IRP Unit within twenty business days of processing your transaction.

The IRP Unit will verify that the required forms and/or documentation have been timely submitted by the registrant. Registrants who fail to submit forms and documentation to the IRP Unit in the prescribed time frame will be ineligible to process transactions through the Internet, and will only have Inquiry capabilities regarding your fleet.

Lost or misplaced temporary permits may be replaced with the same information, including Start and End Dates, and for the same vehicle as the initial permit by accessing permits and by selecting reprint Permit.

Permits Continued

Do not alter the permit, altered temporary registrations are invalid. Altered permits can result in an assessment of full year registration fees and vehicle impoundment. Your IRP account will be denied any access to Temporary Registration Permits, in all fleets, in the future.

Misused permits will result in assessment of full year registration fees at 80,000 pounds.

Temporary registration permits issued within forty-four days of the registration period are not valid for the next Registration Year. The permit validity expires on the last day of the Registration Year.

Three Day Trip Permit(s)

Three Day Trip permits (72 hours) are offered by the IRP Unit to all out-of-state carriers that have not proportionally registered in Indiana but are properly registered and insured in their base state.

This permit affords qualifying out-of-state carriers the opportunity to occasionally operate in or drive through the State of Indiana without having to proportionally register for Indiana.

Out-of-state carriers may obtain unlimited Three Day Trip Permits through a wire service or the Indiana\ IRP Unit, at a cost of \$15.00. The permit must be obtained prior to entry into Indiana and it is to remain in the vehicle at all times while the vehicle is operated in Indiana.

Hunter's Permit (Unladen Vehicle Registration)

Hunter's Permits allow an owner-operator to travel at the unladen weight, in search of employment. The Hunter's Permit is for use by the owner and operator of the vehicle.

The permit is only issued for vehicles that were previously registered in Indiana or for newly-purchased vehicles.

The permit is invalid if any alterations are made or if the owner-operator attempts to operate the vehicle for reasons other than seeking employment.

Hunter's Permits may be obtained after the owner-operator provides a copy of the previous registration cab card, a copy of the vehicle title, insurance information pertaining to the insured, insurer's name, and policy number, and a \$10.00 fee.

Hunter's Permits are valid for a period of thirty consecutive calendar days and for only one combination of vehicles.

Pursuant to Indiana Code (I.C. 9-18-7-6), the IRP Unit may sell Hunter's Permits in bulk quantities to carriers for issuance to owner-operators when leases terminate or expire.

Yard Tractor Permits

Yard Tractor Permits are issued to non-apportioned Tractors that are used to move Semi-Trailers from one point to another at a terminal site, loading site, or spotting facility to its place of origin.

Any Tractor operating with a Yard Tractor Permit is ineligible to carry cargo, transport, or draw a Semi-Trailer.

Carriers may obtain a Yard Tractor Permit through the IRP Unit at a cost of \$40.00 and \$5.00 per Yard Tractor Plate. The Registration Year for Yard Tractors is July 1 through June 30 of each year. The annual renewal fee is \$40.00.

Repair and Maintenance Permit

This permit authorizes the carrier to travel from another foreign state into Indiana for the repair/maintenance of vehicles or semi-trailers. The carrier must return directly to the same state where the vehicles originated.

Permit Hints:

Altering any permit renders it invalid and Commercial Motor Vehicle Enforcement will confiscate the permit and impound the vehicle. Permits altered by any carrier will result in proportional registration

Permits Continued

at 80,000 pounds for Indiana. Criminal charges may also be brought against anyone guilty of permit fraud.

The IRP Unit urges all registrants to review permit information for accuracy prior to operating vehicles on the permit's authority.

Faxing and photocopying of Indiana Forty-Five Day Temporary Registration Permits, Three Day Trip Permits, Hunter's Permits, and Yard Tractor Permits is acceptable.

Wire Services

Wire Services

The IRP Unit authorizes the following service bureaus to issue permits. The type of permit the service bureau offers is shown under their respective company names.

Jet Permit, LTD

Three Day Trip Permits and Forty-Five Day Temporary Permits

P.O. Box 349

Hales Corners, WI 53130

(800) 788-0603 outside WI

(414) 425-7471 inside WI

Comdata

Three Day Trip Permits and Forty-Five Day Temporary Permits

1421 Champion, Suite 101

Carrollton, TX 75006

(800) 749-7122

(800) 749-6058

Tel-Trans National Permit Service

Forty-Five Day Temporary Permits

3250 N. Post Rd., Ste. 150

Indianapolis, IN 46226

(317) 895-6622 IN

(800) 428-5421 outside IN

Interstate Permit Service Inc.

Three Day Trip Permits

P.O. Box 32493

Columbus, OH 43232

(800) 343-4889

JJ Keller

Three Day Trip Permits

3003 W. Breezwood Lane

Neenah, WI 54957

(920) 727-7337

Trans/Mid-America Inc.

Three Day Trip Permits

14655 California St.

Omaha, NE 68154

(800) 228-7577

Xero-Fax Inc.

Three Day Trip Permits

P.O. Box 14897

Greenville, SC 29610-4897

(800) 274-8078

Sales Tax

Sales Tax

If applicable, Indiana Sales Tax is due to your local Bureau of Motor Vehicles license branch or the IRP Unit when titling the vehicle. Purchasers who earn 51% or more of their income from commercial hauling for hire and have a Registered Retail Merchant’s Certificate Number (RRMC#) are exempt from the sales tax. The Business Tax application fee is \$25.00 and payable to the Indiana Department of Revenue or you can log onto www.in.gov/dor/electronic/ to file your Business tax application electronically.

Fee Calculations and Schedules

Fee Calculations and Schedules

Calculating Your Fees

The following information explains how your fees are calculated:

The percentage to each jurisdiction is calculated by dividing intrastate mileage by Total Fleet mileage generated during the Distance Reporting Period (July 1-June 30 see page 8) and shown on Schedule B, then computed to the nearest thousandth. This percentage is then multiplied by each jurisdictions fees, taking into consideration the weight and other elements. The percentages remain in effect for all transactions processed during the Registration Year.

Note: If in-jurisdiction distance is estimated, the distance is divided by the total actual fleet distances.

For example, add the jurisdictional fees for the vehicles in the fleet to determine the total amount of registration apportioned fees, per jurisdiction, to register all the vehicles. Multiply the amount of total fees, per jurisdiction, by the percentage. The total fees are multiplied by the percentage equating to the amount owed for each jurisdiction. The combined fees for all jurisdictions is the total apportioned fee due for apportioned registration of the fleet (for that Registration Year).

The following example illustrates how apportioned registration license fees are calculated:

An 80,000-lb. tractor is Indiana-based and operates in Illinois, Kentucky, and Ohio. The total preceding year Actual Distance for the tractor was 100,000 miles with an exact 25,000 miles in each of the four jurisdictions. Under the apportioned registration, the license fees will be computed as follows:

Jurisdiction	Jurisdiction Mileage	Percentage of Total		Full Year Fees per Jurisdiction		Apportioned Fees
Indiana	25,000	0.25	X	1944	=	486
Illinois	25,000	0.25	X	3795	=	948.75
Kentucky	25,000	0.25	X	1410	=	352.5
Ohio	25,000	0.25	X	1340	=	335
Total	100,000	100.00		8489		2,122.50

Individual fee schedules are seldom this simple. The Billing Notice will present all percentages and fees.

Prorated Fees

New vehicles added to the fleet during the registration year shall be determined according to the requirements for each jurisdiction for which registration is sought. The base jurisdiction shall calculate the apportionable fees from the first day of the month in which the new vehicles are added to the fleet.

Fees are prorated from the full year registration fee to each registered jurisdiction’s fee calculation procedure.

Note: In Indiana, 5-year Semi-Trailer and Permanent Trailer license plates are not affected by the proration of fees.

The following are Indiana’s fee schedule:

Truck (TK) (Single)

Every motor vehicle designed, used or maintained primarily for the transportation of property.

Fee Calculations and Schedules Continued

Truck Fee Schedule

Declared gross weight not to exceed:

16,000 lbs	\$135.00	42,000 lbs	\$506.00
20,000 lbs	175.00	48,000 lbs	627.00
23,000 lbs	235.00	54,000 lbs	730.00
26,000 lbs	265.00	60,000 lbs	810.00
30,000 lbs	295.00	66,000 lbs	858.00
36,000 lbs	413.00	Over 66,000 lbs	956.00

Tractor(TR)

A motor vehicle designed and used to pull trailers.

Truck-Tractor (TT)

A motor vehicle designed and used primarily for carrying a load and for pulling trailers with loads.

Tractor Fee Schedule

Combined gross weight not to exceed:

20,000 lbs	\$170.00	60,000 lbs	\$800.00
26,000 lbs	310.00	66,000 lbs	865.00
30,000 lbs	390.00	72,000 lbs	975.00
36,000 lbs	495.00	74,000 lbs	1050.00
42,000 lbs	545.00	76,000 lbs	1165.00
48,000 lbs	660.00	78,000 lbs	1240.00
54,000 lbs	715.00	Over 78,000 lbs	1350.00

Wrecker (WR)

All Recovery Vehicles with 3 or more axles or having a gross or combined gross weight in excess of 26,000 pounds, and used in two or more Member Jurisdictions, are required to purchase an apportioned Recovery Vehicle plate. Fees will be assessed according to the Wrecker schedule.

A Recovery Vehicle in Indiana must be proportionally registered for the maximum gross weight the Wrecker will carry on its own axles. Some jurisdictions register Recovery Vehicles on unladen or gross weight.

The IRP application should continue to reflect TK (Truck) or TR (Tractor) under vehicle type; however, the word "WRECKER" must be indicated clearly on the Schedule A, C, or Renewal. Weights listed should reflect the actual weights for which registration is sought. Vehicles exempt from the new Wrecker requirements are those Recovery Vehicles owned by a person who uses the Recovery Vehicle only to move equipment that he or his subsidiary owns or leases.

Tractors used for both purposes (hauling and recovery) are to be proportionally registered as Tractors and not as Wreckers.

Wrecker Fee Schedule

Declared gross weight not to exceed:

16,000 lbs	\$75.00	Over 16,000 lbs	\$500.00
------------	---------	-----------------	----------

Full-Trailer (FT)

Every vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

Fee Calculations and Schedules Continued

Declared gross weight not to exceed:

3,000 lbs	\$7.00	12,000 lbs	\$70.00
5,000 lbs	16.00	16,000 lbs	110.00
7,000 lbs	22.00	22,000 lbs	170.00
9,000 lbs	27.00	Over 22,000 lbs	230.00

Semi-Trailer (ST)

A vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by the towing vehicle.

Semi-Trailer (1 Year)	\$30.00
Semi-Trailer (1/2 Year)	\$15.00

Five Year Semi-Trailer (5-ST)

First year	\$60.00
Second year	48.00
Third year	36.00
Fourth year	30.00
Fifth year	30.00

For Five (5) Year Semi-Trailer license plates, five (5) years of Indiana fees (including County Wheel Tax if applicable) and one (1) year of foreign tax are collected at the time of initial registration.

Permanent Semi-Trailer (PST)

Permanent Semi-Trailer	\$65.00
------------------------	---------

The full fee of \$65.00 is collected at the time of initial registration. The cab card is valid for the full term of the license plate. Permanent Semi-Trailer license plates are **non-transferable and non-refundable.**

Bus (BS)

A vehicle designed for carrying more than ten (10) passengers and used for the transportation of persons. When completing your IRP renewal application, the seating capacity, unladen weight, and combined gross weight should be provided.

Buses used in "Pool" operations are required to proportionally register in all member jurisdictions. Registration for "Pool" fleets will be based solely on the relationship of base jurisdiction distance versus Total Distance Operated as follows:

The registrant must file an apportioned application with the base jurisdiction listing Buses assigned in pools. At the option of the registrant, Total Distance may be the sum of all actual in-jurisdiction distance or a sum equal to the scheduled route distance per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool. After determining the Total Distance by either of the above methods, in-jurisdiction distance percentages shall be derived by dividing the total distance into the in-jurisdiction distance. Distance generated outside the designated pool is deemed Reciprocity Distance.

Apportioned registration for charter Buses based in Indiana is optional. If apportioned, it is a requirement to apportion for all states in which distance is accrued.

BUS A - (Commercial Intercity)

Declared gross weight not to exceed:

16,000 lbs	\$100.00	42,000 lbs	\$382.00
20,000 lbs	125.00	48,000 lbs	445.00
26,000 lbs	150.00	54,000 lbs	540.00

Commercial Vehicle Excise Tax

30,000 lbs	220.00	60,000 lbs	600.00
36,000 lbs	294.00	Over 60,000 lbs	660.00

Bus B - (Not For Hire) \$ 30.00

Commercial Vehicle Excise Tax

Qualifying Commercial Vehicles

The Commercial Vehicle Excise Tax will apply to all Tractors, Trucks, and Truck-Tractors. Buses subject to apportioned registration under the International Registration Plan are exempt from this tax.

Calculating the Tax

Owners of commercial vehicles paying an apportioned registration to the State of Indiana under the International Registration Plan shall pay an apportioned tax calculated by dividing in-jurisdiction Actual Distance by Total Fleet Distance generated during the preceding year. If in-jurisdiction distance is estimated for purposes of proportional registration, that distance is divided by the total Actual and Estimated Fleet Distances.

The apportioned Commercial Vehicle Excise Tax will be calculated according to the following formula:

$$\text{Tax Rate} \times \text{Indiana Distance Percentage} = \text{Apportioned Commercial Vehicle Excise Tax}$$

Tax Due Date

The tax is due and payable at the same time as the annual renewal. Payment of the Excise Tax imposed shall be a condition of the right to register or re-register the vehicle. Penalties and interest are applied if the registrant fails to pay the Excise Tax.

The Commercial Vehicle Excise Tax is transferrable with an apportioned license plate transfer transaction. Weight increases will be charged the difference in Excise Tax between the old weight and the new weight.

The Excise Tax is prorated for new account vehicles and add vehicle transactions.

The Indiana Commercial Vehicle Excise Tax is apportioned by the Indiana distance percentage factor.

County Wheel Tax

Companies and individuals whose place of business is in certain Indiana counties have a County Wheel Tax which is assessed on all motor vehicles. Please contact the IRP Office for verification as to whether a specific county assesses a Wheel tax.

The IRP Unit will calculate the County Wheel Tax due and distribute those monies to the designated counties. The County Wheel Tax can only be refunded through the appropriate county official. The County Wheel Tax is transferable from one vehicle that is deleted and replaced by another vehicle in the same transaction.

Other Fees

Credentials

Credentials will be mailed by Motor Carrier Services; alternatively, you can designate one of the following options:

Delivery service (at customer expense); OR
Pick-up at the One-Stop-Shop facility.

Cab Cards no longer need to be returned to Indiana for non-renewed vehicles.

Wheel Tax

Other Fees

Other Fees Continued

Issuance Fees

In addition to the registration fees, there are other fees which may be included in the total amount due on a Billing Notice.

Replacement License Plate:	\$3.00
Transferred Licensed Plate:	\$3.75*
Cab Card:	\$5.00

The apportioned license plate replacement and apportioned license plate transfer transactions affect the cab card information, which results in new cab cards printed for the registrant.

An additional fee of 75¢ per vehicle will be added to each category for Indiana-based registrants. This fee is a 25¢ Public Safety Fee and a 50¢ Proof of Financial Responsibility fee. Both of these fees are required by Indiana Statute.

*There may also be fees assessed for other jurisdictions on apportioned license plate transfer transactions.

Shipping and Handling Fees

The Billing Notice currently includes shipping and handling fees on each Transaction Type. If the registrant chooses to pay the Billing Notice by mail or credit card but would prefer to obtain the credentials by visiting the Customer Service Center, then that request must be received prior to payment processing for the transaction. Write "Pick-Up" on the Billing Notice when returning it with the transaction payment.

The mailing fees are:

1 or 2 plates:	\$1.50 each
3 to 9 plates:	\$1.00 each
10 or more plates:	\$.50 each

Paid renewal or transaction cab card credentials may be reprinted through the IRP Internet System at no additional cost.

Registrants with the *Wyoming Intrastate Authority* will be assessed County Tax for all Power Units and Trailers.

Billing Notices

The IRP Unit will generate a Billing Notice which is mailed the next business day to the registrant. When you receive your billing notice be sure to return it with your IRP payment. Indiana fees and the apportioned fees due each jurisdiction are itemized on the Billing Notice. The total fees due reflect registration and other associated fees as discussed above. Please verify the information on the Billing Notice prior to submitting your payment. **All Renewal billings are due 15 days prior to the start of the staggered month.**

Re-Billing

The IRP Unit accepts requests to have a transaction or renewal application re-billed if modifications to the original transaction have occurred and the transaction fees have not been paid at the time of the request. This request may result in a delay in processing your registration credentials.

Note: Re-billing a transaction does not always result in a lower registration fee.

Alterations or adjustments to the transaction must be done prior to submitting payment. All re-billings due to an Actual Distance change must be supported by a written explanation of the distance change prior to being accepted by the IRP Unit. Registrants adjusting Actual Distance will be subject to an IRP Audit.

Billing Information

Billing Information Continued

Payments

Transaction payments must be made in cash or by personal check, certified check, cashier's check, money order, company check, VISA, or MasterCard. The IRP Unit can not be responsible for and *will not* accept cash payments sent through the mail.

Penalties

Effective January 1, 2010, the IRP Penalty will apply to any IRP Renewal paid on or after the sixteenth day prior to the renewal staggered month. A total of ten percent (10%) will be charged on the entire IRP Renewal billing amount via Internet, walk in or mail in. Mail in payments must be postmarked on or before the fifteenth day of your renewal staggered month.

- For example: if June is the staggered month, and on May 16 or after the billing remains unpaid; then the 10% penalty will apply to the entire renewal billing amount.

Checks

Renewal or transaction bills may be paid through the Internet system by credit card or e-check. Checks returned to the IRP Unit for insufficient funds will be assessed a ten percent penalty applied to the total payment, if restitution is made within ten business days of the check processing date. If restitution is not made by the registrant within ten business days, the penalty escalates to one hundred percent of the total Billing Notice. This also applies to "Stop Payment" on checks.

Please include the following information on your check when submitting payment: IRP Account Number and Transaction Number (located on the Billing Notice).

Outstanding Fees

All outstanding Billing Notices are to be paid in transaction number sequence. Payments received out-of-sequence will be held by the Accounting Unit until payment for any prior transactions is received.

All processed transactions exceeding thirty business days past the due date on the Billing Notice are considered outstanding liabilities.

Past due Billing Notices of any type will result in a temporary suspension of your account. No transactions will be processed and no temporary permits will be issued until full payment is received. Payments received on additional registration or transaction Billing Notices while your account is suspended will be applied to the overdue billing amount until such amount is paid in full.

IRP transactions may be deleted when payment has not been remitted, credentials not issued and a Forty-five Day Temporary Registration Permit was not associated with the transaction.

All previous year's outstanding Billing Notices must be paid prior to the IRP Unit issuing renewal registration credentials.

Refunds

The IRP Unit will only issue refunds under the following conditions:

- An error was made by the IRP Unit in calculating fees;
- A duplicate vehicle registration exists and registration fees have been paid twice for the same IRP account;
- An IRP audit reveals an overpayment of Indiana fees;
- An Indiana non-apportioned license plate is purchased in error. A registrant wishes to change his operation from intrajurisdiction to interjurisdiction;
- An Indiana non-apportioned license plate refund may be issued if a registrant's operation changed to interjurisdiction upon obtaining the non-apportioned license plate. Registrant's refund requests must include the appropriate State Forms and all necessary Supporting Documentation.

Credential Information

In order for the Bureau of Motor Vehicles to process your refund request, the vehicle information and the IRP Account information must be the same as the non-apportioned plate registration information *and* the transaction fees must have been paid in full;

- Vehicle(s) for which a refund is being claimed must be deleted from the fleet on or before the first day of the staggered month.

Vehicles registered through an Indiana IRP 45 -Day Temporary Permit are ineligible to receive any refund.

Credential Information

Apportioned License Plates

Each vehicle registered under the International Registration Plan will be issued one apportioned license plate, bearing the word “App,” for as long as the vehicle remains properly registered.

Subsequent annual renewal of registration credentials will result in a registration cab card that will indicate the IRP member jurisdictions in which the vehicle is proportionally registered along with the registered weight for each jurisdiction. Additional account registration information is also provided on the cab card.

Note: All Canadian Provinces are shown on the Apportioned license cab card in Kilograms, and Quebec is shown in axles.

Where to Display

Apportioned license plates must be displayed on the front of Tractors, Dump Trucks and Truck-Tractors, and on the rear of Trucks, Trailers and Buses.

The cab card must always be carried in the vehicle for which it is issued.

When to Display

Apportioned license plates and cab cards **must** be displayed by 12:00 a.m. on the first day of your registration month.

Violations

Vehicles not displaying the current apportioned license plate and cab card, valid trip permit, or temporary registration in lieu of credentials, are in violation and drivers will be subject to enforcement action, including, but not limited to, violation citations, fines, and/or vehicle impoundment.

Vehicle Information

IRP recommends that the registrant maintain a record of the:

- description of the vehicle;
- serial number with the weight of the loads carried by the vehicle;
- date the vehicle was acquired;
- name and address of the person from whom the vehicle was purchased;
- information such as the first month of the Tax Reporting Period in which its first taxable use took place;
- date sold and transferred;
- name and address of the person to whom the vehicle was sold and transferred;

Individual Vehicle Distance Records

- evidence of whether tax was paid or suspended for any secondhand taxable vehicle acquired during the Tax Reporting Period; and/or
- record of the distance for those vehicles for which a suspension of tax was requested.

Audit Information

Trip Reports

The minimum mileage requirements for both IFTA and IRP are those recorded in trip reports. Trip reports need to be completed for all movement (in-state, out of state, loaded and unloaded) for each IFTA-decaled vehicle. Dispatch logs are not valid mileage documents.

These trip reports must contain the following:

1. **Starting and ending dates of the trip** - These dates are the actual dates that the vehicle was moving, not the billing dates of the load.
2. **Trip origin and destination by city and state** - You must list all stops for the vehicle, not just the origin and destination stops for the day. These should be reviewed to ensure that the ending destination city and state on one trip report match the origin city and state of the next trip report
3. **Routes of travel and/or the beginning and ending trip odometer readings** -The routes of travel or the trip's odometer readings must be listed on every trip report. A consistent method must be used. The routes of travel must be the route that the vehicle actually traveled. If the odometer readings are listed on the trip reports, these should be reviewed to ensure that the ending odometer reading from one trip report matches the beginning odometer reading on the next trip report. It is also recommended to have state line odometer readings.
4. **Total trip miles** - List the total miles traveled for each trip.
5. **Distance by jurisdiction** - List all the miles for all states and Canadian provinces for each trip report.
6. **Unit number** - Make sure that this number is present, correct and readable. In addition, this unit number must be a unique identifying number, not "red truck," "Ford," etc.
7. **Licensee's name** - The name of the company.

Member Jurisdictional credits will be disallowed, or you may be billed at 100 percent of the base fee (IRP Article X-1005a of the 2008 IRP Plan).

Non-compliant actions included:

- using dispatch logs or computerized routing programs instead of driver-completed daily trip reports;
- maintaining quarterly odometer readings instead of daily trip reports; and
- using estimated miles per gallon figures instead of maintaining trip reports or fuel receipts.

Distance operated under trip permits must also be included. A copy of the trip permit should be retained with your Individual Vehicle Distance Records (IVDR) for audit purposes.

The distance reported on Schedule B ***must*** be supported by accumulated IVDRs, and the registrant is responsible for preparing a monthly recap that illustrates how the distances are broken down by unit and jurisdiction.

All registrants are responsible for the proper maintenance of their distance records. IVDRs must be maintained from July 1 through June 30 of each Distance Reporting Period.

Distance records are required for the current year as well as the three (3) preceding Registration Years.

Registrants failing to maintain adequate records for a unit or units qualified in the registrant's fleet during the Distance Reporting Period are subject to full fee assessment for each unit involved.

Indiana is required to audit all registrant records for the purpose of ascertaining proper distance reporting and payment of fees. Operational records kept by the registrant should detail individual vehicle distance in order to provide adequate distance data for each apportioned vehicle.

The IVDR should be maintained either where the vehicle is dispatched from, or at the central office of the registrant. When a vehicle is transferred from one dispatch point to another, a new record should be prepared at the new dispatch point.

Trips should be listed in chronological order. Any time lapses or any movement that is unaccounted for must be explained in sufficient detail to satisfy the auditor that all distance has been properly recorded.

The auditor will notify you in writing to schedule the date of the audit. If your records are not made available after the thirty (30) day notice, you may be assessed fees and penalties based on an estimate of the operation by the base jurisdiction. You may be assessed one hundred percent (100%) registration fees for the base state as well.

If the operational records are not located in the base jurisdiction and it becomes necessary for the base jurisdiction to send auditors to the place where such records are normally kept, the registrant may be required to reimburse the base jurisdiction for the per diem and travel expenses of the auditors.

Definitions

Definitions

Additional Fleet Vehicles: Vehicles acquired by the registrant after the commencement of the Registration Year and added to the proportionally registered fleet.

Agent - Lessor and/or Service Representative: One who furnishes facilities and services including sales, warehousing, motorized equipment and drivers, under contract or other arrangements, to a carrier for transportation of property by a household goods carrier.

Allocated Vehicle: A vehicle to which a particular jurisdiction's basic registration plate is attached upon payment of the jurisdiction's full basic registration fee. A portion of each fleet of one-way vehicles is "allocated" to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction). Also, allocation is based on revenue earned, average presence or other similar method. Examples of allocated vehicles are rental passenger cars, rental utility trailers or one way vehicles.

Applicant: A person, firm, or corporation in whose name the uniform application is filed with a base jurisdiction to apportion a fleet of vehicles.

Apportionable Fee: Any periodic recurring fee or tax required for licensing or registering vehicles, such as, but not limited to, registration fees, license or weight fees.

Apportionable Vehicle: Any vehicle (except recreational vehicles, vehicles displaying restricted plates, buses used in the transportation of chartered parties and government-owned vehicles) used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles. A more detailed description is located in the section on "Vehicle Registration Qualifications." Clarifies that a vehicle not used in more than one jurisdiction for eighteen (18) months is no longer eligible to register for IRP at its next renewal

Apportionment: Registration based on a proportional payment of registration fees, whether determined by a quotient of distance traveled in member jurisdictions.

Audit: The physical examination of a Registrant's Operational Records, including source documents, to verify the distances reported in the Registrant's application for apportioned registration and the accuracy

Definitions Continued

of the Registrant's record-keeping 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 that is used to convert a semi-trailer to a full trailer. Also see **Converter Gear (CG)**.

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, an "axle" is any such assembly whether or not it is load-bearing only part of the time. For example, a single unit Truck with a steering axle and two axles in a rear-axle assembly is an apportionable vehicle even though one of the rear axles is a so-called "dummy," "drag," "tag," or "pusher" type axle.

Axle Weight: The weight transmitted to the surface by one axle or a combination of axles in a tandem assembly.

Base Jurisdiction: The Member Jurisdiction to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the IRP Plan. For the purpose of fleet registration, 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. If a registrant operates more than one fleet and maintains records for each fleet in different places, the base jurisdiction for a fleet shall be the jurisdiction where an established place of business is maintained, where records of the operation of that fleet are maintained, and where distance is accrued by that fleet.

Registrants based in any jurisdiction which is not a member of the IRP and who have been licensing vehicles in any IRP member jurisdiction using a basing point, allocation, or pro-ration, may declare the member jurisdiction where the most distance has been accrued for the purpose of IRP registration until such time as the registrant's base jurisdiction becomes a member of this agreement.

In those cases where household goods carriers' equipment is to be registered in the base jurisdiction of the service representative, the equipment shall be registered in said service representative's name and that of the carrier as lessee with the apportionment of fees according to the combined records of the service representative and those of the carrier. Such records must be kept or made available in the service representative's base jurisdiction.

Base Plate: A term normally associated with proportional registration that applies to the apportioned license plate(s) issued by the base jurisdiction. A base plate issued by the base jurisdiction for interjurisdiction travel under the IRP is the only registration identification plate needed by the vehicle when traveling through any member jurisdiction unless traveling in the following jurisdictions: California, Oregon, Washington, or Nevada. In this case it is the registrant's responsibility to contact these jurisdictions for additional requirements. An *intra-jurisdiction* vehicle traveling solely in Indiana can obtain an Indiana base plate from the local Bureau of Motor Vehicles license branch or the Motor Carrier Services Division provided that the registrant has an active IRP account in good standing.

Cab Card: A registration card issued by the base jurisdiction for a vehicle in an apportioned fleet which identifies the vehicle license plate number and registered weight in each of the jurisdictions where the vehicle is properly registered.

Canadian Provincial Authority Number: A unique number assigned to a motor carrier authorized to conduct highway transportation operations within the boundary of the Canadian Province issuing the number.

Chartered Party: A group of persons who, pursuant to a common purpose, 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 chartered group after having left the place of origin. This includes services rendered to a number of

Definitions Continued

passengers that a passenger carrier or its agent assembled into a travel group through sales of a ticket to each individual passenger covering around trip from one or more points of origin to a single advertised destination.

Combination of Vehicles: A power unit used in combination with Trailers and/or Semi-Trailers.

Combined Gross Vehicle Weight: The total unladen weight of a combination of vehicles plus the weight of the load carried on that combination of vehicles.

Commercial Vehicle: A Bus, Truck, Tractor, or Truck-Tractor and Trailer combination which is used or maintained for transportation of persons or property for hire, compensation, profit or in furtherance of a commercial enterprise.

Declared Combined Gross Vehicle Weight: The total unladen weight of any combination of vehicles plus the maximum load to be carried on that combination of vehicles for which registration fees have been paid.

Declared Gross Vehicle Weight: The total unladen weight of any vehicle plus the maximum load to be carried on the vehicle for which registration fees have been paid.

Double Bottom (DB): A combination of a power unit pulling two Semi-Trailers or a Semi-Trailer and a Full-Trailer.

Enforcement Date: The date the registrant is required by its base jurisdiction to display the new Registration Year's credentials.

Established Place of Business: See Section titled "IRP Registration Criteria"

Estimated Distance: Either (i) the anticipated distance a Fleet is expected to travel in a Member Jurisdiction during an applicable Registration Year as reported by an Applicant or (ii) the distance assigned to the Fleet by the Base Jurisdiction as determined in Section 320.

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 Price: This information is a required element in some Member Jurisdictions fee tables. Wyoming uses 90 percent of the manufacturer's suggested retail price. Colorado uses 75 percent of the manufacturer's suggested retail price in calculating those states fees.

Fifth Wheel: A device used to connect a Truck-Tractor or converter dolly to a Semi-Trailer.

Fleet: One or more apportionable vehicles designated by a registrant for distance reporting under the IRP Plan.

Fleet Consolidation: Combining two or more fleets into the resulting fleet in which vehicles and actual distance reported determine apportioned fees for the fleet.

Gross Vehicle Weight: The unladen weight of a vehicle plus the weight of the load carried on that vehicle.

Hot Shot: The following guidelines have been established by Indiana for those registrants wishing to plate a Hot Shot:

The vehicle can be registered as a Truck-Trailer combination as long as the maximum length of the combination does not exceed 60 feet; or

Definitions Continued

The vehicle can be registered as a Tractor Semi-Trailer combination, in which case there is no overall maximum length requirement of the combination; however, the length of the Semi-Trailer can not exceed 53 feet.

For a Hot Shot, only the title can show that the vehicle is a Truck, and that is an acceptable title for a Tractor. Conversely, a Tractor can not be registered as a Truck.

A Semi-Trailer does not have to be titled as such in order to be plated as a Semi-Trailer. (Title reads TR for Trailer). For “Hot Shots,” it is the option of the registrant to apportion plate vehicles for that registrant’s utilization.

Household Goods Carriers: “Household Goods Carriers”, using equipment leased from service representatives, may elect to base the equipment in the base jurisdiction of the service representative or that of the carrier.

If the base jurisdiction of the service representative is elected, the equipment shall be registered in the service representative’s name with the carrier as lessee. The apportionment of fees shall be according to the combined distance records of the service representative and those of the carrier. Such records must be kept or made available in the service representative’s base jurisdiction. A vehicle registered under this section shall be deemed fully registered for operations under the authority of the service representative as well as that of the household goods carrier.

If the base jurisdiction of the carrier is elected, the equipment shall be registered by and in the name of the carrier with the service representative designated as the lessor. The apportioning of fees shall be according to the distance records of the carrier and service representative which must include intrajurisdiction distance operated by those vehicles. The records must be kept or made available in the base jurisdiction of the carrier. Service representatives properly registered under this election, shall be fully registered for operations under their own authority as well as under the authority of the carrier.

In-Jurisdiction Miles or Kilometers: The total distance operated by a fleet of apportioned vehicles in a jurisdiction during the reporting period. In those cases where the registrant operated a fleet of apportioned vehicles in jurisdictions that require no apportionment and grant reciprocity, the base jurisdiction may add such miles or kilometers to the in-jurisdiction miles or kilometers.

Interjurisdiction Movement: Movement of a vehicle between or through two or more jurisdictions.

Intrajurisdiction Movement: Movement of a vehicle from one point within a jurisdiction to another point within the same jurisdiction.

IVDR (Individual Vehicle Distance Record): Required of all apportionable vehicles. The original record is generated in the course of actual vehicle operation and is used as a source document to verify the registrant’s reported distance for accuracy.

Jurisdiction: A state, territory, possession, federal district, province, or territory 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 Lessee 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.

Leased Vehicles: In a lessee-lessor relationship where one leases to another, the lessor who is the titled owner may decide in whose name the vehicle is registered. An apportioned operator may temporarily lease equipment to another apportioned fleet operator, and the lessor shall be responsible for reporting the distance traveled by the leased equipment. The lessee shall be the person using and operating the equipment by the Lease Agreement. The leased vehicle must specify which fees have been paid or a Trip Permit will be required.

An apportioned vehicle may be leased to any non-apportioned carrier based in any Member Jurisdiction. The lessor shall be responsible for reporting the distance traveled by the leased equipment. The leased

Definitions Continued

vehicle must bear proportional credentials and can be operated in Indiana only if fees have been paid to Indiana; otherwise a Trip Permit will be required.

Indiana full-fee carriers may temporarily lease proportionally registered vehicles bearing proper Indiana registration credentials, provided the apportioned carrier reports the distance traveled while the equipment is under lease. The Indiana full-fee carrier must send a report of distance traveled by the leased equipment to the apportioned carrier.

A leasing company may transfer a vehicle from one customer to another without having to re-register the vehicle as long as the fleet owner remains the same. If the fleet owner changes, the vehicle will have to be re-registered under the new fleet owner's name, and full fees will be assessed.

Lessee: A person, firm, or corporation that has legal possession and control of a vehicle owned by another under terms of a Lease Agreement.

Lessor: A person, firm, or corporation which, under the terms of a lease, grants the legal right of possession, control of and responsibility for the operations of the vehicle to another person, firm or corporation.

Long Term: Any period of time exceeding 29 days.

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 or Road Tractor (RT)

Every motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon either independently or any part of the weight of a vehicle or load so drawn. Mobile Home Toters or Road Tractors must be proportionally license plated at the maximum gross weight of the combination of Power Unit and unit(s) being towed (combined gross weight). Some jurisdictions register on unladen or gross weight. The vehicle type for Mobile Home Toters is "RT", and fees will be calculated according to the Tractor Fee schedule.

Motor Carrier: An individual, partnership, or corporation engaged in the transportation of goods or persons. Motor carriers are often known by the following terms:

"Common Carrier" - any motor carrier which holds itself out to the general public to engage in the transportation by motor vehicles of passengers or property for compensation.

"Contract Carrier" - any motor carrier transporting persons or property for compensation or hire under contract to a particular person, firm or corporation.

"Exempt Carrier" - an individual, partnership or corporation engaged in the business of transporting exempt goods or persons for compensation.

"Private Carrier" - a person, firm or corporation which utilizes its own Trucks to transport its own freight.

Motor Vehicle: Every vehicle which is self-propelled by power other than muscular power and which does not move on rail or tracks.

Non-Apportioned Plate: A license plate issued to a carrier for a power unit that is restricted to only intrajurisdiction operation.

Non-qualifying Vehicles: Trucks having a gross weight of 7,000, 9,000 and 11,000 pounds do not qualify for proportional registration in Indiana.

One-Way Vehicle: A Truck having a declared gross vehicle weight of 26,000 pounds (11,793 kilograms) or less and rented or offered for rental by a Rental Company for a specified period of time.

Definitions Continued

Operating Authority: Authority granted to a carrier by either the Interstate Commerce Commission (ICC) or a jurisdiction's Regulatory Commission for Interstate and/or Intrastate commerce.

Operational Records: Documents supporting the total distance traveled in each jurisdiction and total distance traveled such as fuel reports, trip sheets, and driver logs. Including, those which may be generated through on-board recording devices and maintained electronically.

Owner: A persons, firm, or corporation, other than a lien-holder, holding legal title to a vehicle.

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

Pool: A motor bus operations, means 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, services, 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.

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.

Proportional Proration: The registration of fleets of apportionable vehicles "in proportion to" the distance traveled by a fleet in the preceding year.

Purchase Price Vehicle:

A. Original Purchase Price - For purposes of apportionment registration, the actual purchase price of the vehicle when new, excluding trade in and sales tax, including accessories or modification attached to the vehicle.

B. Factory List Price - The manufacturer's retail price, excluding trade in and sales tax, including accessories or modification attached to the vehicle, as provided for in Branham's Automobile Reference Book or Truck Blue Book.

C. Latest Purchase Price - The actual purchase price of the vehicle paid by the current owner, excluding trade in and sales tax, including accessories or modification attached to the vehicle.

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 governing the reciprocal grant of rights and/or privileges to vehicles which are based in and properly registered under the applicable laws of the jurisdictions which are parties to such an agreement, arrangement, or understanding.

Reciprocity Distance: Distance traveled by apportionable vehicles in non-member jurisdictions that require no apportionment and grant reciprocity.

Recreational Vehicle: A vehicle used for personal pleasure or travel by an individual or family and not in connection with any commercial endeavor. Examples include campers, house trailers, motor homes, etc.

Registered Weight: The weight for which a vehicle is licensed or registered within a particular jurisdiction.

Registrant: A person, firm, or corporation in the name or names a vehicle is properly registered.

Definitions Continued

Registration Fee: For apportionable vehicles, the registration fee shall be the total fee required under the laws of each jurisdiction for each vehicle at the regular annual or unexpired portion of the Registration Year.

Registration Year: A twelve month period of time for which registration issued by the base jurisdiction is valid according to the laws of the base jurisdiction.

Rental Vehicles: Vehicles belonging to a rental fleet. The following section provides definitions applicable to rental transactions. Please read this section thoroughly if you are involved in rental transactions.

Rental Owner - An owner principally engaged in renting one or more rental fleets to others or offering for rental the vehicles of such fleets, without drivers.

Rental Fleet - Vehicles which are rented or offered for rental without drivers and which are designated by a rental owner as a rental fleet.

Renting and Leasing - The giving of possession and control of a vehicle for valuable consideration for a specified period of time.

A Rental Transaction - For the rental of a vehicle, a rental transaction shall be deemed to occur in the jurisdiction where such vehicle first comes into the possession of the user.

Rental Vehicle Base Jurisdiction - The “base jurisdiction” definition and the conditions therein specified must be met by the rental company as registrant of the fleet; except when the rental agreement is for more than sixty days, the rental customer must have an established place of business and his fleet must accrue distance in the jurisdiction selected as the base jurisdiction for the Registration Year.

Rental Fleets Owned - A person or firm engaging in the business of renting such vehicles shall be extended full interjurisdiction and intrajurisdiction privileges, provided:

The operational records of the fleet are maintained by the owner rental company.

Such vehicles are part of a rental fleet which are identifiable as being a part of such fleet.

Such person or firm has received approval from the jurisdiction to apportion such rental fleet.

Such person or firm registers the vehicles in accordance with the following instructions:

See Service Representative under “AGENT”

Fleets of Tractors, Single Trucks, and Truck-Tractors based in Indiana - Indiana registrants engaged in the business of renting and/or leasing such apportionable vehicles without drivers into or through one or more member jurisdictions, as well as any person or firm (registrant) of any other jurisdiction electing to base a fleet of rental apportionable vehicles in Indiana, must pay apportionable registration fees based on distance using the forms Schedule A, Schedule B, and Schedule C, if needed. Any vehicles based in Indiana for use *only* in Indiana would continue to be registered in Indiana on a non-apportioned basis.

A Rental Owner has the option of licensing a rental fleet in the name of the Rental Owner rather than in the name of each individual lessee. The following rules shall apply if registering in the name of the Rental Owner:

- On Schedule A, the name of the Lessee must be indicated and a copy of the lease agreement between the Rental Owner and the Lessee is required. If the Lessor is based out-of-state, a photocopy of the out-of-state title must accompany the application.

Definitions Continued

- On Schedule B, the Type of Operation *must* be indicated. When geographical area and type of operation (PV or FH, Daily Rental or Long-Term Lease) are similar, an attempt should be made to consolidate the fleet.

Rental Trucks and Truck Tractors - Shall be registered in accordance with the IRP agreement except that the base jurisdiction selected by the rental owner shall confirm to the definition of base jurisdiction.

Rental Trailers and Semi-Trailers - Trailers and Semi-Trailers not in separate pool fleets and used in normal Tractor-Trailer operations shall be apportioned under IRP. Where required, Trailers and Semi-Trailers over 6,000 pounds gross vehicle weight and used solely in pool fleets shall be licensed by dividing the gross revenue received in the preceding year for the use of such rental vehicles arising from rental transactions occurring in the jurisdiction by the total gross revenue received in the preceding year for the use of such rental vehicles arising from rental transactions in all jurisdictions. The resulting percentage shall be applied to the number of units in such fleets, and the number of vehicles fully registered and plated in the jurisdiction. Allocation of such fleets may continue to be done through the Registrations Department of the Bureau of Motor Vehicles.

One-Way Vehicles - Indiana requires one-way Trucks of less than 26,000 pounds (11,793 kilograms) gross vehicle weight operated as part of an identifiable one-way and local fleet, to be licensed by class of vehicle depending on gross vehicle weights. All vehicles in each class shall be licensed in Indiana for the same gross vehicle weights. A separate application is required to allocate and license each class.

The minimum number of such Trucks in each class to be full-fee licensed in Indiana during the appropriate annual license renewal period of each registration or license year shall be determined as follows:

For each class of vehicles, divide the Indiana distance by the Total Distance traveled (all jurisdictions) during the preceding year.

Multiply the resulting Indiana percent by the total number of vehicles in the particular class owned or operated on the first day of the Registration or License Year. The resulting figure shall be the minimum number of such vehicles subject to registration and licensing in Indiana.

All Trucks of such one-way fleets so qualified will be allowed to perform both interjurisdiction and Intra-jurisdiction movements in all jurisdictions.

Allocation of such fleets may continue to be done through the Registrations Department of the Bureau of Motor Vehicles.

When equipment is added to the fleet after the original application is filed for any Registration or License Year, the same percentage used at the beginning of the Registration or License Year shall be used to determine the number of additional vehicles subject to registration and license in Indiana.

Utility Trailers - Where required, registrants engaged in the business of renting and leasing Utility Trailers at 6,000 pounds gross vehicle weight and under in more than one jurisdiction, shall prepare and maintain monthly inventories of each vehicle owned and/or operated.

Actual inventory reports must support the monthly inventories.

Every owner of such Trailers shall allocate and register at the beginning of each Registration Year, a number of Trailers equal to no less than the average number of such Trailers rented in or through the jurisdiction during the preceding year.

Reporting Period: The period of twelve consecutive months immediately prior to July 1 of the year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year begins on any date in October, November or December then the reporting period shall be the previous such twelve-month period.

Total Distance: All distance, including that accrued on Trip Permits, operated by a Fleet of Apportioned Vehicles in all Member Jurisdictions during the Reporting Period.

Definitions Continued

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.

Trailer: A Vehicle without motor power, designed to be drawn by a Motor Vehicle and so constructed that no part of its weight or that of its load rests upon or is carried by the towing Vehicle.

Trip Lease: A lease of a vehicular equipment to a carrier (lessee) for a single interjurisdictional movement. The term may also include a similar intrajurisdiction movement where such a movement is authorized under the laws of the jurisdiction.

Trip Permit: A temporary permit issued by a jurisdiction in lieu of regular registration or reciprocity.

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

Truck Tractor: A Motor Vehicle designed and used primarily for drawing other Vehicles, but so constructed as to carry a load other than a part of the weight of the Vehicle and load so drawn.

Unladen Vehicle Weight: The weight of a vehicle fully equipped for service excluding the weight of any load.