

ARKANSAS REVENUE DIVISION  
OFFICE OF MOTOR VEHICLE



International Registration Plan  
Motor Carrier Services Manual

## Table of Contents

<b>Section</b>	<b>Page</b>
Contact Information.....	3
Additional Information.....	4
Definition.....	5-13
Information on Apportioned Registration.....	14
The Plan.....	14
Fleet.....	14
Vehicle Registration Qualifications.....	14
Vehicle Exemptions under IRP.....	15
IRP Registration Criteria/Established Place of Business.....	16
Arkansas Staggered Registration.....	18
Renewal Reporting Period.....	18
Requirements for Registering for Apportioned License.....	18
Transaction Types (Supplement).....	20
Renewal Processing.....	20
State Forms.....	21
Schedule A/E.....	21
Schedule B.....	24
Supplement Forms.....	27
USDOT.....	28
Unified Carrier Registration Agreement (UCR).....	29
Billing and Payments.....	30
Apportioned License Plates and Cab Cards.....	31
Replacement of Lost Identification.....	31
Temporary Operating Authority.....	32
Trip Permits.....	33
Enforcement.....	34
Audit.....	34
Records Review/ Refunds.....	36
Insurance Requirements.....	37
Federal Heavy Vehicle Tax.....	38
Unladen Weight Permit-Hunter Permit.....	39
Leased Vehicles.....	39
IRP Jurisdiction Addresses.....	42
Estimated Distance Chart.....	52
Maximum Weight for IRP Jurisdictions.....	53
NCIC Abbreviations.....	55
Change Form/Information Sheet.....	56
Mileage Affirmation.....	57
Individual Vehicle Distance Record (IVDR).....	58
Sample IVDR.....	59
Affidavit (Non Road Use).....	60
Outside City Limit (Tax Form).....	61
Instructions for IRS Form 2290.....	62
Form 2290.....	63
Arkansas Fee Schedule.....	69
Vehicle Title Application.....	70
Instructions for MCS-150.....	71
MCS-150 Form.....	79
Instructions for Public Service Commission-Affidavit of Intent.....	80
Arkansas Public Service Commission Affidavit of Intent.....	81
UCR Carrier Registration Program.....	82
UCR Form.....	83
Instructions for UCR.....	84

## ARKANSAS APPORTIONED REGISTRATION PROCEDURES AND INSTRUCTIONS MANUAL

### FORWARD

The International Registration Plan is an agreement providing for registration reciprocity among states of the United States and provinces of Canada providing for payment of apportionable fees on the basis of total distance operated in all 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 instructions for licensing a vehicle have been compiled by the Arkansas Motor Vehicle Division to help Arkansas-based carriers register vehicles with IRP.

#### Contact Information

The State of Arkansas offers a variety of conveniences in conducting business. The following options detail how application, transactions, permits, and filing for an Apportioned Plate can be processed by the Office of Motor Vehicle. The office location is:

OFFICE OF MOTOR VEHICLE / IRP UNIT  
1900 West Seventh Street, Room 1010  
Little Rock, Arkansas 72201

#### Office of Motor Vehicle

The Office of Motor Vehicle is located in the Ragland Building at the physical address shown above, which is located near the State Capitol and Arkansas Children's Hospital.

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

**Note:** All new accounts must be established by visiting the Motor Vehicle Office / IRP Unit located in the Ragland Building. We encourage all new applicants to arrive before 3:00 p.m. for same day processing.

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

Office of Motor Vehicle / IRP Unit telephone and fax numbers:

	<u>Telephone</u>	<u>Fax</u>
Registration	(501) 682-4653	(501) 682-4615
Audit	(501) 683-5966	(501) 682-4615
UCR	(501) 683-0947	(501) 682-4615

DFA website: [www.arkansas.gov/dfa](http://www.arkansas.gov/dfa)

Arkansas Trucking Portal website:

<http://www.dfa.arkansas.gov/trucking/Pages/default.aspx>

Additional Information:

ARKANSAS HIGHWAY POLICE

Post Office Box 2779

Little Rock, Arkansas 72203

Phone: (501) 569-2421

Fax: (501) 569-4999

[www.arkansashighways.com/highway\\_police/highway\\_police.aspx](http://www.arkansashighways.com/highway_police/highway_police.aspx)

MOTOR FUEL TAX / IFTA

Post Office Box 1752

1816 W. 7<sup>th</sup> Street

Little Rock, Arkansas 72203

Phone: (501) 682-4800

Fax: (501) 682-5599

[www.dfa.arkansas.gov/offices/exciseTax/MotorFuelTax/Pages/default.aspx](http://www.dfa.arkansas.gov/offices/exciseTax/MotorFuelTax/Pages/default.aspx)

FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION

ARKANSAS DIVISION

2527 Federal Building

700 W. Capitol Avenue

Little Rock, Arkansas 72201

Phone: (501) 324-5050

Fax: (501) 324-6562

[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

ARKANSAS STATE HIGHWAY AND TRANSPORTATION DEPARTMENT

10324 Interstate 30

Little Rock, Arkansas 72209

Phone: (501) 569-2000

Fax: (501) 569-2400

[www.arkansashighways.com](http://www.arkansashighways.com)

ARKANSAS PUBLIC SERVICE COMMISSION

1000 Center Street

Little Rock, Arkansas 72201-4314

Phone: (501) 682-2051

[www.arkansas.gov/psc](http://www.arkansas.gov/psc)

OVERSIZED AND OVERWEIGHT PERMITS  
Arkansas State Highway & Transportation Department  
Permit Section  
10324 Interstate 30  
Little Rock, Arkansas 72209  
Phone: (501) 569-2381  
[www.arkansashighways.com/permits\\_list.aspx](http://www.arkansashighways.com/permits_list.aspx)

ARKANSAS STATE POLICE HEADQUARTERS  
1 State Police Plaza Drive  
Little Rock, Arkansas 72209  
Phone: (501) 618-8000  
[www.asp.state.ar.us](http://www.asp.state.ar.us)

## DEFINITIONS

1. Allocation means a system of registering a Fleet that operates in more than one Member Jurisdiction under which the Vehicles are fully registered in individual Member Jurisdictions in proportion to a measure of the presence or travel of the Fleet in each one, and under which the Vehicles so registered are granted Reciprocity in all Member Jurisdictions in which any of the Vehicles of the Fleet is registered.
2. Applicant means a person in whose name an application is filed for registration under the Plan.
3. Apportionable Fee means any periodic recurring fee or tax for registering vehicles, such as registration, license, or weight fees.
4. Apportionable Vehicle means (except as provided below) any power unit that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:
  - i. has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
  - ii. has three or more Axles, regardless of weight, or
  - iii. is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A recreational vehicle, a vehicle displaying restricted plates, a bus used in the transportation of chartered parties or a government-owned vehicle, is not an apportionable vehicle; except that a truck or truck tractor, or the power unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms), or less and a bus used in the transportation of chartered parties, nevertheless may be restricted under the Plan at the option of the Registrant.

5. Apportioned Vehicle means an apportionable vehicle that has been registered under the Plan.

6. Audit means 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 of the Registrant's record-keeping system for its fleet. Such an examination may be of multiple Fleets for multiple years.
7. Auxiliary Axles means an auxiliary undercarriage assembly with a fifth wheel and tow-bar used to convert a semi-trailer to a trailer.
8. Axle means an assembly of 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 loads, if any, is continually transmitted to the roadway. For purposes of registration under the Plan, an "Axle" is any such assembly whether or not it is load-bearing only part of the time.
9. Base Jurisdiction means the member jurisdiction, selected in accordance with Section 305 to which an applicant applies apportioned registration under the Plan or the member jurisdiction that issues apportioned registration to a registrant under the Plan.
10. Base Plate means the plate issued by the jurisdiction which is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates are identified by having the word **APPORTIONED** and the jurisdiction's name on the plate.
11. Bus Miles at the option of the registrant, total miles or kilometers may be the sum of all actual in-jurisdiction miles or kilometers or a sum equal to the schedules route miles or kilometers per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.
12. Cab Card means an evidence of registration, other than a plate, issued for an apportioned vehicle registered under the Plan by the base jurisdiction and carried in or on the identified vehicle.
13. Carrier is an individual, partnership, or corporation engaged in the business of transporting goods or persons.
14. Combination of Vehicles means a power unit used in combination with one or more Trailers, semi-trailers, or auxiliary axles.

15. Commercial Vehicles mean any vehicle operated for the transportation of property in furtherance of any commercial or industrial enterprise, for hire or not for hire.
16. Credential means the cad card and plate issued in accordance with the Plan.
17. Enforcement Date means the date the base jurisdiction requires a registration to display the new registration year's credentials.
18. Established Place of Business means a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Operational records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020). The base jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.
19. Estimated Distance means 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.
20. Exception means a deviation from the Plan by Member Jurisdiction, which has been approved by all Member Jurisdictions.
21. Extension means 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.
22. Fleet means one or more apportionable vehicles designated by a registrant for distance reporting under the Plan.



23. Grace Period means a period of time from the expiration of apportioned registration until the Enforcement Date for new Credential
24. Household Goods Carrier means a carrier handling (i) personal effects and property used or to be used in a dwelling, or (ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires the specialized handling and equipment commonly employed in moving household goods.
25. In-Jurisdiction Distance means all of the distance operated during the reporting period or the distance estimated to be operated by a fleet in a particular member jurisdiction for the registration year.
26. Inter-jurisdiction Movement means vehicle movement between or through two or more jurisdictions.
27. Intra-jurisdiction Movement means vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.
28. IVDR means individual vehicle distance record. It is the original record generated in the course of actual vehicle operation and is used as a source document to verify the registrant's reported distance. An IVDR must contain the information set forth in the APM.
29. Jurisdiction means a country or a state, province, territory, possession, or federal district of a country.
30. Lease means transaction evidence 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.
31. Lessee means a person that is authorized to have exclusive possession and control of a vehicle owned by another the terms of a lease agreement.

32. Lessor means a person that, under the terms of a lease agreement, authorized another person to have exclusive possession, control of, and responsibility for the operation of a vehicle.
33. Member Jurisdiction means a jurisdiction that has applied and has been approved for membership in the Plan in accordance with section 1100 of the Plan.
34. Motor Vehicle means a vehicle which is self-propelled by the power other than muscular power and which does not move on rail.
35. Person means a natural person or business or business entity such as a corporation, partnership, or limited liability company.
36. Plate means the license plate, including renewal decals, if any, issued for a vehicle registered under the Plan by the base jurisdiction.
37. Pool, with respect to 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 earning.
38. Power Unit means a Motor Vehicle (but not including an automobile or motorcycle), as distinguished from a Trailer, Semi-Trailer, or an Auxiliary Axle.
39. Preceding Year means the period of twelve consecutive months immediately prior to July 1<sup>st</sup> of the year immediately preceding the commencement of the registration or license year for which apportioned registration is sought.
40. Properly Registered Vehicle means a Vehicle which has been registered in full compliance with the laws of all Jurisdictions in which it is intended to operate.
41. Reciprocity means the reciprocal grant by one jurisdiction of operating rights or privileges to Properly Registered Vehicle by another Jurisdiction, especially but not exclusively including privileges generally conferred by Vehicle registration.

42. Reciprocity Agreement means an agreement, arrangement, or understanding between two or more Jurisdictions under which each of the participating Jurisdictions grants reciprocal rights or privileges to Properly Registered Vehicles that are registered under the laws of other participating Jurisdictions.
43. Reciprocity Distance means the distance traveled by Apportionable Vehicles in Jurisdictions which are not Member Jurisdictions and which grant Reciprocity without charge.
44. Records means information created, received, and maintained as evidence by an organization or person in the transaction of business, or in the pursuance of legal obligations, regardless of media.
45. Records Review means an evaluation of a Registrant's distance accounting system and internal controls to assess the Registrant's compliance with the requirements of the Plan. Unlike an Audit, a Records Review focuses only on the adequacy of the internal controls and the record-keeping system; it may be limited in scope to less than a full Registration Year; it may be conducted before the Registrant's first registration renewal; and it does not result in any fee adjustments.
46. Recreational Vehicle means a Vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavor.
47. Registrant means a Person in whose name a Properly Registered Vehicle is registered.
48. Registration Year means the twelve-month period during which, under the laws of the Base Jurisdiction, the registration issued to a Registrant by the Base Jurisdiction is valid.
49. Rental Fleet means vehicle the Rental Owner designates as Rental Fleet and which are offered for rent with or without drivers.
50. Rental Owner means someone who rents Vehicles to others with or without drivers.
51. Rental Vehicle means a Vehicle of a Rental Fleet.

52. Reporting Period means, except as provided below, the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year begins on any date in July, August, or September, the reporting period shall be the previous such twelve-month period.
53. Repository means the entity designated as such in Section 1300.
54. Residence means the status of an Applicant or a Registrant as a resident of a Member Jurisdiction.
55. Restricted Plate means a plate that has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or a private party, and operated as part of an urban mass transit system, as defined by the Jurisdiction that issues the plate.
56. Semi-Trailer means a vehicle without motor power that is designed to be drawn by a motor vehicle and is constructed so that a part of its weight rests upon or is carried by a towing vehicle.
57. Service Representative means a Person that furnishes facilities and services, including sales, warehousing, motorized equipment, and drivers under contract or other arrangement to a motor carrier for the transportation of household goods.
58. Total Distance means all distance, including that accrued on Trip Permits, operated by a Fleet of Apportioned Vehicles. Total Distance includes the full distance traveled in all Vehicle movements, both inter-jurisdictional and intra-jurisdictional, and including loaded, empty, deadhead, and bobtail distance. Distance traveled by a Vehicle while under a trip Lease shall be considered to have been traveled by the Lessor's Fleet.
59. Tractor means 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.
60. Trailer means 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.

61. Trip Permit means a temporary permit issued by a Member Jurisdiction in lieu of apportioned or full registration.
62. Truck means a Power Unit designed, used, or maintained primarily for the transportation of property.
63. Truck Tractor means 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 drawn.
64. Vehicle means a device used to transport persons or property on a highway, but does not include devices moved by human power or used exclusively upon rails or tracks.

## INFORMATION ON APPORTIONED REGISTRATION

### The Plan

It is the purpose of this plan to promote and encourage the most efficient use of the highway system by authorizing the proportional registration of fleets of vehicles and the recognition of vehicles proportionally registered in other jurisdictions, thus contributing to the economic and social development and growth of the jurisdictions.

Under the Plan, the interstate operator is required to file an application with the jurisdiction in which he is based. The base jurisdiction, in turn, issues a base apportioned license plate and cab card. The base plate and cab card are the only identification or credentials required to qualify the carrier to operate interstate or intrastate in IRP member jurisdictions. The cab card will list those jurisdictions in which the operator has qualified and paid registration fees.

All license fees that are collected by the base jurisdiction are divided among the other IRP jurisdictions according to:

1. Percentage of distance traveled in each jurisdiction;
2. Vehicle information, such as model year, purchase price, vehicle type; and
3. Maximum weight.

The IRP is specific in requiring all member jurisdictions to comply with the following three basic principles:

1. A single registration plate;
2. A single registration card (cab card); and
3. Allow registrants to perform both interstate and intrastate vehicle movements.

### Fleet

A fleet is one or more apportionable vehicles designated by the registrant for IRP reporting. Fleets must meet basic requirements by:

- Maintaining an established place of business, which means a physical structure located in the base jurisdiction, owned, leased or rented by the fleet registrant;
- Maintaining operational records; and
- Accruing distance in the base jurisdiction

Registrant may choose to separate vehicles into several fleets in a single jurisdiction.

### **Vehicle Registration Qualifications**

A vehicle that must be included in an IRP fleet and defined in the IRP as an apportionable vehicle is any power unit that is used or intended for use in two or more IRP jurisdictions and that is used for the transportation of persons for hire or property, and:

- Has 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 combined weight exceeds 26,000 pounds (11,793 kilograms) gross vehicle weight or registered weight.

A vehicle that may be included in an IRP fleet and defined in the IRP as an apportionable vehicle is any vehicle that is intended (18 month rule) or used for the transportation of persons or property, and which is:

- Conducting intra-jurisdictional operation in a jurisdiction other than the base jurisdiction, regardless of weight, and/or
- Trucks and truck tractors, and combination of vehicles having a gross vehicle weight of 11,793.401 kgs/26,000 pounds or less, and buses used in the transportation of chartered parties.

### **VEHICLE EXEMPTIONS UNDER IRP**

The IRP exempts the following vehicles from IRP registration; however, a plate must be obtained and displayed on:

- Vehicles operating under separate reciprocity agreements that are not superseded by the IRP, or
- Commercial vehicles used solely intra-jurisdictionally, or
- Recreational vehicles used for personal pleasure or travel by an individual or family, or
- Commercial vehicles displaying restrictive plates which have geographic area, distance, or commodity restrictions, or
- Trailers, or

- Government-owned vehicles, or
- Charter bus companies, if they meet the eligibility requirements

**Recommendation:** Visit the IRP website for specific definitions and requirements. ([www.irponline.org](http://www.irponline.org))

Please refer to the IFTA website at [www.iftach.org](http://www.iftach.org) for vehicle exemptions in each IFTA jurisdiction.

**The Plan Does Not:**

- Waive or exempt a truck operator from obtaining operating authority from any jurisdiction in which the IRP vehicle travels; or
- Waive or exempt the payment of motor fuel taxes in any jurisdiction; or
- Permit exceeding the maximum length, width, height, or axle limitations; or
- Permit the violation of any bridge law.

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

### **IRP REGISTRATION CRITERIA**

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

- a) An applicant may elect as its base jurisdiction any member jurisdiction:
- Where the applicant has an Established Place of Business;
  - Where the fleet of the applicant seek to register under the Plan accrues distance;
- and



- Where operational records of the fleet are maintained or can be made available.
- b) An applicant that **does not** have an Established Place of Business in any jurisdiction may designate as a base jurisdiction any member jurisdiction
- Where the applicant can demonstrate residence;
  - Where the fleet the applicant seeks to register under the Plan accrues distance; and
  - Where operational records of the fleet are maintained or can be made available.
- c) To establish residence in a member jurisdiction, an applicant must demonstrate to the satisfaction of the member jurisdiction at least three of the following:
- The applicant is an individual that his or her driver's license is issued by that jurisdiction.
  - The applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that jurisdiction.
  - The applicant is a corporation, that the principal owner is a resident of that jurisdiction.
  - The applicant's federal income tax returns have been filed from an address in that jurisdiction.
  - The applicant has paid personal income taxes to that jurisdiction.
  - The applicant has paid real estate or personal property taxes to that jurisdiction.
  - The applicant receives utility bills in that jurisdiction in its name.
  - The applicant has a vehicle titled in that jurisdiction in its name, with a physical address in the base jurisdiction.
  - Other factors that clearly evidence the applicant's legal residence in Arkansas.

**Note:** The department at their discretion may request additional information to substantiate proof of residency in addition to the items listed above.

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.**

## ARKANSAS STAGGERED REGISTRATION

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.**

The miles (distances) reported 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.*

## 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 for 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

## REQUIREMENTS FOR REGISTERING FOR APPORTIONED LICENSE

### New Account:

1. Phone number to reach registrant.
2. **NEWLY PURCHASED EQUIPMENT:**

- a. A title or MSO that has been properly assigned to the purchaser. If the previous title has a lien from the previous owner, it must be released.
  - b. A bill of sale signed by the buyer and seller. It must contain the correct full VIN and purchase price. If there is a trade-in, the bill of sale must show the full VIN of the traded equipment.
  - c. A security agreement with the correct full VIN and debtor's signature if the equipment is finance.
  - d. A signed title application.
  - e. Sales tax, city/county taxes, title fee and/or lien fee.
  - f. Statement that the individual or business is located outside the city limits when the statement applies.
3. **EQUIPMENT ALREADY TITLE:**
- a. Copy of current or latest registration.
  - b. Copy of Arkansas title. Out of state titles must be surrendered and converted to an Arkansas title. There is a \$5.00 charge for titles without liens and a \$5.50 charge for titles with liens.
  - c. If title is in your name but is an out of state title, you must prove residency in the title state by supplying a copy of a telephone bill and a utility bill at a physical address. Other information may be required. Failure to provide this information may result in sales tax being due.
4. Proof of 2014-2015 heavy vehicle use tax – 2290. The tax must be paid on power units that are registered for 55,000 pounds or more. The form must contain the VIN for qualifying power units, the proper category and a stamp from the IRS that your tax return was received.
5. Proof of liability insurance.
6. **ASSESSMENT / TAXES**
- If you have ICC authority:**
- a. A copy of your 2014 PSC Annual Motor Carrier Report filed with the Arkansas Public Service Commission.
  - b. A 2015 Intent to List with the Public Service Commission for new equipment purchases after 01/01/14.
  - c. Either a letter from the Department of Finance and Administration Miscellaneous Tax Section or a copy of your 2013 ad valorem tax bill and copies of your cancelled check(s) as proof of paid 2013 ad valorem taxes.
- \*\*\*If you are leasing someone that has been registered to an ICC carrier, we need the previous carrier's M# to verify the vehicle you are leasing is assessed and their taxes are paid.**
- If you assess through the county:**
- a. A copy of your 2014 personal property assessment that contains the equipment you are registering.
  - b. A copy of your paid 2013 personal property taxes. Your 2014 assessment may indicate the taxes are paid.
- \*\*\*If the lease date is 3 years old or newer, a previous year county personal property tax receipt is required. If Arkansas M# is relative new for ad valorem, the carrier's county tax receipt is required.**
7. Lease agreement is applicable.

8. Mileage letter acknowledging you must maintain mileage/distance records and make them available for audit.
9. FEIN/TIN (federal employer identification number or taxpayer identification number) for each carrier that is responsible for the safety of the vehicle.
10. USDOT # for the entity responsible for safety.
11. Completed apportioned registration application. Please let us know if you need forms.

**PLEASE CONTACT THE IRP UNIT AT (501) 682-4653 IF YOU HAVE ANY QUESTIONS, NEED HELP CALCULATING SALES TAX, OR COMPLETING THE APPLICATION FORMS.**

### **TRANSACTION TYPES (SUPPLEMENT)**

Before a supplement can be processed, the IRP renewal application must be processed and paid. Once the renewal application has been processed and paid, the appropriate IRP forms and supporting documentation may be submitted as outlined below.

Supplements may be submitted for the following:

- |                            |                           |                     |
|----------------------------|---------------------------|---------------------|
| ➤ Add Jurisdiction         | Add Vehicle               | Amend vehicle       |
| ➤ Replace plate            | Replace decal             | Reinstatement       |
| ➤ VIN correction           | Combined                  | Replace cab card    |
| ➤ Name change              | Change weight             | Cab Card correction |
| ➤ Change type of operation | Add vehicle with transfer |                     |

### **RENEWAL PROCESSING**

#### A. Computer Printed Renewals

Please verify all of the information listed in Column A on the Corrections Schedule is correct. Make changes in Column B, if necessary. The Renewal Vehicle Schedule form will list units authorized to operate in each jurisdiction(s) and the weight(s) according to the previous year's registration at the time the renewal was printed.

If vehicles listed on the printed renewal are no longer in service, draw a line through the vehicle(s) you wish **NOT** to renew. These units will be deleted by the IRP office. Sign and date the application in the designated space.

If additional vehicles are being added to the fleet, list these units on a supplement application form. The added vehicles are keyed as part of the renewal and not a supplement unless the units need to be added prior to the effective date of the renewal.

On the Renewal Distance Schedule, mark in the designated space by each jurisdiction if the miles/kilometers for the reporting period are actual, "A", estimated, "E", or no travel intended, "N". In the space marked distance, write in the actual or estimated miles/kilometers for that jurisdiction.

Submit completed forms signed and dated along with the required documents to the office of IRP.

## STATE FORMS

The following section explains the state forms and supporting documentation used to establish an Arkansas IRP account and/or modify existing accounts, fleets, or vehicles. Each form has line by line instructions.

### Schedule A/E:

Schedule A/E is used to establish a fleet for a New Account, New Fleet to an existing account or when the printed renewal is not available.

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

- The business address must reflect a valid Arkansas 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/E. Weights for the group should be shown in all Member Jurisdictions where you want apportionment.

Name of Applicant - Applicant's name shall be the full name of the operating carrier, or the name of a business or firm. The name must be limited to 30 characters in length.

Business Address- The physical street address is where the applicant has an established place of business. This **must** be an Arkansas address where the fleet is based.

**NOTE:** Arkansas IRP will not accept a P.O. Box or Box number for the business address listed on the IRP application. The business address must contain a valid street address in the state of Arkansas.

Mailing Address – The address where the applicant desires his/her registration credentials and correspondence to be mailed. The only exception would be when we are shipping six (6) or more license plates because we are required to send them to a street address. If you want the plates to go to a street address other than the business address, please let us know.

License Year – A period of time for which registration is issued by the base jurisdiction.

Fleet Number – If an applicant has multiple fleets, each fleet will be assigned a separate fleet number.

Person to Contact – List the name of the person responsible for licensing the fleet and who is familiar with the requirements of the application. Include the area code and telephone number where this person may be reached during the IRP Unit’s business hours of 8:00 AM to 4:30 PM (CST).

Weight Group Numbers and Weight Group Class – Weight Group Class is (P) for all Power Units, (T) for all Trailers, and (B) for Buses. The weight group numbers are assigned according to the weight of the vehicle. If there is more than one weight among the registered vehicles, each different weight group and the corresponding vehicle(s) must be listed on a separate Schedule A/E. See the following chart:

<u>Vehicle Weight/Weight Group</u>		<u>Vehicle Weight/Weight Group</u>	
6,000	060	44,000	440
7,000	070	45,000	450
8,000	080	46,000	460
9,000	090	47,000	470
10,000	100	48,000	480
11,000	110	49,000	490
12,000	120	50,000	500
13,000	130	51,000	510
14,000	140	52,000	520
15,000	150	53,000	530
16,000	160	54,000	540
17,000	170	55,000	550
18,000	180	56,000	560
19,000	190	57,000	570
20,000	200	58,000	580
21,000	210	59,000	590
22,000	220	60,000	600
23,000	230	61,000	610
24,000	240	62,000	620
25,000	250	63,000	630
26,000	260	64,000	640
27,000	270	65,000	650
28,000	280	66,000	660

29,000	290	67,000	670
30,000	300	68,000	680
31,000	310	69,000	690
32,000	320	70,000	700
33,000	330	71,000	710
34,000	340	72,000	720
35,000	350	73,000	730
36,000	360	74,000	740
37,000	370	75,000	750
38,000	380	76,000	760
39,000	390	77,000	770
40,000	400	78,000	780
41,000	410	79,000	790
42,000	420	80,000	800
43,000	430	Trailer	001

**Note:** All Arkansas's trailers are registered at 34,000 lbs.

IN THE FOLLOWING COLUMNS, LIST VEHICLES IN THE SAME WEIGHT GROUP.

Columns A through M - In order for the IRP Unit to calculate fees for all jurisdictions, all the columns **MUST** be completed as follows:

Column A - **Owner's Equipment Number** – enter the owner's or company's assigned unit or equipment number.

Column B - **Year** - enters the year model designated by the manufacturer.

Column C - **Make** - enter the trade name of each vehicle

Column D - **Vehicle Identification Number** - enter the complete vehicle identification number as assigned by the manufacturer.

Column E - **Type** - enters vehicle type per the codes at bottom of Schedule A.

Column F - **Axles/Seats** - enter the number of axles under each unit. For buses list the number of seats.

Column G - **Fuel** - enter fuel according to the codes at the bottom of Schedule A.

Column H - **Unladen Weight** - enter the empty weight for each unit.

Column I - **Combined/Declared Gross Weight** - enter the combined gross weight for vehicles in combination or the gross weight for the power

unit. The combined gross weight is the weight of the truck or truck-tractor plus the weight of any trailer or semi-trailer, together with the cargo or payload transported. The gross weight is the empty weight of the truck-tractor plus the loaded weight of the front end of the semi-trailer resting on the truck-tractor. For the trailers, enter the trailers empty weight plus the weight of the heaviest load to be transported on the axles.

**Column J - Name of Owner** - enter name as shown on face of existing title. For a new purchase, show the name as it is assigned on the MSO or title. If the vehicle is financed, we are governed by the contract assignment.

**Column K - Title Number** - enter the title number issued to the owner shown in Column K. If the equipment is not titled in Arkansas, supporting documents to secure an Arkansas title must accompany the application. Enter "AR Applied" in this situation.

**Column L - Date of Purchase** – enter month, day and year of purchase.

**Column M - Factory List Price** – enter the manufacturer’s retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle. If factory price is not known leave blank.

And

**Latest Purchase Price** – enter the actual purchase price of the purchase price of the vehicle paid by the current owner, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle.

**Column N** – For office use only.

**Column O** – For office use only.

In the appropriate boxes at the bottom of the page, indicate the total number of Power units and trailers listed on the application.

### **Schedule B**

Schedule B is on the reverse side of Schedule A/E. Schedule B 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 18).**



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.

Apportionment percentages for actual and first year estimates are calculated prior to calculating second and subsequent-year estimated distance percentages.

Actual distance is **required** for any vehicle registered during the reporting period. Distance is reported on Schedule B as Actual, Estimated or Non-Travel Intended. When completing Schedule B, it is critical to indicate how the distance is being reported by designating A, E or N for each jurisdiction.

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 "Est/Act" column.

Actual distance is required for vehicle registered during the reporting period unless:

- A. The registrant has either owned or leased apportioned vehicles for 18 months prior to the application date: or
- B. The fleet was apportioned for no more than the last 90-calendar days of the reporting period.

If a **New Account** was opened after April 1 of the registration year, then the next renewal year the registrant has the option to report accrued actual mileage or the option to use estimated distance, calculation based on 100% of the total fleet miles.

A registrant that has neither owned nor leased apportioned vehicles during the 18 months prior to the application date, nor accrued actual distance by operating Apportioned Vehicles in any Member Jurisdiction during the reporting period, is eligible for first-year estimated distance.

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

If estimated distance is used in subsequent years (second, third year, etc.), the second year estimates will create 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 Arkansas or any other jurisdiction, then Estimated Distance may be used. Estimated distances must be supported by a Plan of Operation.

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

When submitting a Schedule B for registration renewal, the Non-Prorated 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 Non-Prorated Distance. Submitted Non-Prorated 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 Non-Prorated Distance originally indicated on Schedule B, for the additional jurisdiction, must be the same distance submitted when adding that jurisdiction to the fleet. Non-Prorated Distance is indicated on Schedule B by filling in the “N” in the “Prorate” 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.

**Note:** Mileage/distance records must be maintained from the initial date of operation.

### **Schedule B Hints**

A new fleet does not automatically qualify for estimated distance.

Actual distance is required if:

- The new fleet is composed entirely, or primary, of vehicles in which the applicant operated or exercised control over during the reporting period and the vehicles accrued actual distance in the jurisdictions for which the applicant seeks apportioned registration.
  
- This includes vehicles previously apportioned under long-term lease to a motor carrier (including the driver) if the operation will reflect the operation under the long-term lease.

In Change 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. Eliminated fleet records are still subject to audit under normal criteria.

**Note:** Failure or refuse to make Records available for audit, or if the Records made available are, as a whole, are inadequate, an assessment may be imposed.

Estimated mileage/distance is **not acceptable** if the registrant accrued actual miles/kilometers during the reporting period.

## Supplement Form

Supplement forms are filed with the IRP office for any modification to an existing account, fleet, or vehicle. Each transaction type requires the submission of a Supplement Form. (See Transaction Types)

- Supplemental forms are provided upon request.
- Supplemental forms are not processed until the original application is paid in full.

**Note:** New or additional vehicles require a current assessment with the County Assessor or Public Service Commission. Proof of current liability insurance is also required.

Arkansas registration fees reduce during the year as shown on the fee schedule, page 69. Full year registration fees are charged on supplements unless the vehicle previously registered provides proof of a current IRP cab card. This information is required in order to insure the applicant receives the reduced fee. The fees are based on the **EXPIRATION DATE** shown on the previous cab card **NOT** the grace period date so the fees may not be reduced depending upon the expiration date.

When supplement applications are filed for a weight increase or decrease, state in **capital letters** on the supplement application **WEIGHT INCREASE ONLY** or **WEIGHT DECREASE ONLY**. The apportioned cab card must be returned and if the weight increases or decreases to a new license class, the license plate must also be returned. The carrier may request temporary authority. If the weight increases to 55,000 pounds or more, a Form 2290 must be filed within 30 days of the truck being placed into service at the increased weight.

**Preparation of the Supplement Application:** The signed supplement application must be completed according to the instructions found below. If there is more than one weight among the vehicles being registered, each weight classification and the corresponding vehicles require a separate supplement form.

1. The account, fleet and supplement number must be shown. The account and fleet number are the carrier's permanent account and fleet number and the supplement number is assigned to the carrier as supplements are submitted during each registration year; (i. e. Supplement #1, Supplement #2, etc).
2. The **ADDITIONS** section of the supplement application is completed under the same instructions as the original application.
3. Columns 1 through 10 of the **DELETION** section on the supplement application must reflect the vehicle information reported on the original registration or the supplemental application. The original cab card and/or license plate issued to the unit should be submitted with the application when applicable.

4. Column 2 – enter the license number of the apportioned license plate assigned to the deleted unit.
5. Column 3 – enter the number of the apportioned decal assigned to the deleted unit.  
**Hint:** This should be the same as the plate number.
6. Column 4 – enter the owner’s equipment number for the deleted unit.
7. Column 9 – enter the owner’s equipment number for the replacement unit.
8. Column 10 – enter a brief reason for removal of the deleted vehicle. (Example: sold, junked, repairs, converting to non-apportioned base plate, etc.)
9. Licensing Weight Schedule E – the licensing weight Schedule E is completed according to instructions of original application forms by weight group number. Each weight group requires a new supplement form.

If applying for title on a new or used vehicle, all supporting documents must be submitted with the supplement application.

### USDOT NUMBER

If the registrant is renting or leasing a vehicle to an interstate motor carrier who will be responsible for the safety of the vehicle, please provide the USDOT number according to the following:

*Short-term lease* - If the vehicle will be rented or leased for less than 30 days to a motor carrier, please provide the registrant’s USDOT number for this vehicle.

*Long-term lease* - If the vehicle will be leased for 30 days or more to an interstate motor carrier, please provide the USDOT number for the motor carrier responsible for the safety of this vehicle. Also, the registrant USDOT must be provided.

If you have been issued a USDOT number but are uncertain of the number, you can either call our office at (501) 683-0947 / (501) 682-4654 or the federal office at (800) 832-5660. Visit <http://www.fmcsa.dot.gov/registration-licensing/online-registration/onlineregdescription.htm> 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 USDOT 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 are also required to have interstate operating authority. Log on to <http://safer.fmcsa.dot.gov> for more information.

### **UNIFIED CARRIER REGISTRATION AGREEMENT**

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](http://www.ucr.in.gov) to register and for more information.

If you operate a truck or a bus in interstate or international commerce the federal Unified Carrier Registration Agreement (UCR) applies to your business.

The UCR requires individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their business and pay an annual fee based on the size of their fleet. The revenues generated will be used for enforcement of motor carrier safety programs.

For purposes of determining fees, “a commercial motor vehicle” is defined as a self-propelled vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle:

- (a) Has a GVWR or GVW of at least 10,001 pounds, whichever is greater;
- (b) Is designed to transport more than 10 passengers, including the driver; or
- (c) Is used in transporting material found by the Secretary of Transportation to be hazardous under section 5103 of this title and transported in a quantity requiring placarding under regulations prescribed by the Secretary under section 5103.

To avoid delays with the processing of your application it is highly recommended that you register in the national UCR on-line system hosted by the Indiana Department of Revenue. Go to [www.ucr.in.gov](http://www.ucr.in.gov) and follow the step by step instructions. Payments may be made on-line using MasterCard, Visa or e-Check.

Payments by mail must be made by check or money order payable to the Department of Finance & Administration. Please place your USDOT # on the front of your check. Mail your check or money order together with your completed UCR application form:

Department of Finance & Administration  
Office of Motor Vehicle / IRP Unit  
P.O. BOX 8091  
Little Rock, AR 72203

Included is an example of a 2015 application, using the 2015 fee chart, on page 82. Just be aware that the layout of the application and fees could potentially change in the future. If you would like to learn about new or current UCR information go to [www.ucr.in.gov](http://www.ucr.in.gov) or call (501) 683-5963 / (501) 683-5964.

**The IRP Unit will verify that all UCR fees are paid prior to renewing any IRP account or processing any IRP Supplement(s).**

### **BILLING AND PAYMENTS**

The IRP Unit reviews each application and calculates fees for Arkansas and all IRP jurisdictions in which the application indicates apportionment. The billing invoice is mailed to the carrier's mailing address indicating the total amount due for all jurisdictions. A detailed invoice of the cost per unit is available upon request. **RETURN ONE COMPLETE INVOICE WITH A PERSONAL CHECK, COMPANY CHECK, OR CERTIFIED FUNDS PAYABLE TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION:**

Office of Motor Vehicle  
IRP Unit  
P.O. Box 8091  
Little Rock, Arkansas 72203

The IRP Unit will also accept COMCHEK and bank transfers for payment.

Before making payment, please check the following:

1. Jurisdictions reported and requested, listed on the invoice, for current year registration? Are there any jurisdictions denoted incorrectly?
2. Units registered, added and/or deleted for the current registration year? Are you billed for the same unit(s) twice? Are any units omitted?
3. Please verify the VIN and unit number for each unit.

If a discrepancy has been found, please call or return the invoice to the IRP Office, denoting any corrections prior to paying the invoice. If corrections are needed, a new invoice would be generated based on the necessary changes. Also, any necessary changes will delay the processing of credentials.

**Note:** Refunds will not be issued for units which are sold prior to the payment of fees.  
**Please verify all units on the invoice are correct before submitting payment!**

**\*\*TEMPORARY AUTHORITY WILL NOT BE ISSUED ON ANY VEHICLE PREVIOUSLY REGISTERED UNLESS PROPER DOCUMENTATION IS PRESENTED\*\***

The original cab card represents receipt for registration fees paid and must be maintained in the vehicle to which it applies. Enforcement personnel check the original cab card for verification that the vehicle is properly registered. Alteration of IRP cab cards may result in suspension of all vehicles.

### **APPORTIONED LICENSE PLATES AND CAB CARDS**

Arkansas began issuing decals with the 1997-98 registrations. Unless you are adding new equipment, you will be issued new cab cards and new decals only. License plates, decals or cab cards are not issued until all fees have been paid. When fees are received, an APPORTIONED license plate (when necessary), decal and cab card will be issued for each vehicle in the fleet.

The cab card lists the jurisdictions plus the applicable weight for each jurisdiction.

If a unit is removed from operation (sold, wrecked, etc.) it is the carrier's responsibility to remove the license plate and cab card from the deleted unit.

Arkansas has a permanent trailer license plate. The one time fee is \$65.00. This permanent trailer license cannot be transferred from one trailer to another, and if the plate should be lost or stolen, a new license plate must be purchased for \$65.00.

### **REPLACEMENT OF LOST IDENTIFICATION**

- A. When an Arkansas apportioned license plate, decal or cab card is lost or stolen, contact the IRP Unit to secure temporary authority before continuing operation. Vehicles not displaying proper identification are in violation of the law and the driver is subject to enforcement action.
- B. If an Arkansas apportioned plate is lost or stolen, the carrier must apply for a replacement plate, decal, and cab card on a supplement application form. There is a \$1.00 fee to replace a lost or stolen plate. Written notice with a brief explanation of how the plate was lost must accompany the lost plate supplement.
  1. If an apportioned plate has been reported lost or stolen and is found, it must be returned to the IRP Unit immediately.

2. If a vehicle is leased, a replacement plate cannot be issued to the carrier or owner-operator unless the application for replacement is accompanied by a statement by both the lessee and lessor.
  3. If the license plate and cab card are destroyed by a wreck or fire, etc. a certified statement from the insurance adjuster must accompany the request for replacement.
  4. Permanent license trailer plates must be replaced for a fee of \$65.00.
- C. If a decal is lost or stolen, a supplement form must be submitted and the decal will be replaced for \$1.00. A new cad card will not be issued because the decal number will not change.
- D. If an Arkansas apportioned cab card is lost or stolen, a supplement form must be submitted and the cab card will be replaced for \$1.00. The license plate needs to remain on the unit. You will receive an updated cab card only.

### **TEMPORARY OPERATING AUTHORITY**

- A. Temporary operating authority is not issued on previously registered vehicles listed on the renewal application.
- B. Carriers adding new or additional vehicles to an existing or currently registered apportioned fleet may request the IRP Unit to issue temporary authorization.
- C. The carrier may request temporary authority by submitting the supplement application form and attaching a letter of request, or telephoning the request to the IRP Unit by 3:00 pm (CST).
- D. **Once temporary authority has been issued, all paperwork must be submitted to the IRP Unit to complete the registration within 5 days.**
- The temporary authorization is a non-mandated privilege and a courtesy and should not be abused. Once a temporary has been issued, then payment is mandatory and failure to pay will result in suspension.

The following guidelines apply for the issuance of temporary authority:

1. Request for temporary authority is accepted by the IRP Unit between the hours of 8:00 AM and 3:00 PM, Monday through Friday. Requests received after 3:00 PM may not be issued until the following business day.
2. The carrier has a fleet currently apportioned with Arkansas and the added vehicle is registered as a part of the same fleet.



3. The registration of the vehicle covered by temporary authority must be completed within the thirty calendar days of the authorization.
4. The temporary authorization covering a specific vehicle cannot be transferred to another vehicle.
5. The IRP Unit reserves the right to refuse temporary authority to any carrier who has abused the privilege or whose IRP account is not in good standing.
6. Once temporary authority is issued, -SUBMIT THE SUPPLEMENT. Temporary authority should not be issued without acknowledgement from the carrier that the necessary documents to register the vehicle(s) are available. Thirty calendar days is sufficient time to submit the application and receive credentials.
7. If temporary authority is issued and the application to register the vehicle is not received by the expiration date shown on the temporary permit, the carrier will be billed for fees based on vehicle information in the temporary authority.

### **TRIP PERMITS**

“Trip Permit” means a permit issued by a member Jurisdiction in lieu of apportioned or full registration.

- A. Out-of-state vehicles eligible for apportioned registration but are not registered with Arkansas are required to purchase a 72-hour trip permit for a fee of \$33.00. The permit may be purchased at the first port of entry into the state. The permit allows for interstate and intrastate movement through the state.
- B. Arkansas trip permits are available in state revenue offices, weight stations and with additional service charges through wire services. For assistance from these companies, the toll free numbers are listed below:

#### **Services that sell Arkansas 72-hour trip permits**

Transceiver	1-800-749-6058
Nova Permits & Pilot Cars	1-800-567-7775
Trans/Mid-America	1-800-228-7577
Jet Permits/LTD	1-800-788-0603
JJ Keller	1-800-231-5266

Custom Permits	1-800-669-5014
Fleet One	1-877-251-7639
West Coast Services	1-888-737-6483
State Permits	1-800-331-4805
Benchmark Permit Services LLC	1-800-777-3545
T-Chek Systems	1-866-351-2435
On the Move Permits Inc	1-608-467-5661

### ENFORCEMENT

- A. Credentials for the current registration year must be on the vehicles by the last day of the expiring month. Enforcement begins the first of each month.
- B. Arkansas apportioned vehicles not displaying a current license plate and cab card or temporary authority are in violation and the driver is subject to enforcement actions in all jurisdictions.
- C. Arkansas carriers traveling throughout the jurisdictions should understand the requirements of those jurisdictions before entering. Listed in the exhibits section of this manual are the addresses and telephone numbers for each jurisdiction's IRP and Motor Fuel Tax offices.
- D. Enforcement personnel reviews the cab card for verification that vehicles are properly registered, and registration fees are paid to the base jurisdiction and other jurisdictions listed. The cab card should be carried in the vehicle described and must not be mutilated or altered in any way.

### AUDIT

Under the provisions of **Article X** of the International Registration Plan, each base jurisdiction administrator may audit the supporting trip-mileage/distance records of the registrants displaying apportioned base plates from his/her jurisdiction. To qualify for apportionment, a registrant must operate interstate and must maintain accurate mileage/distance records of the trip movement of his apportioned vehicles.

An **audit** is 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 of the Registrant's record-keeping system for its Fleet. Such an examination may be of multiple Fleets for multiple years.

All records in support of an application must be retained for a period of three (3) years following the close year of the registration year. These records must be maintained on each individual vehicle from July 1 – June 30 of each reporting period.

Notice of intent for audit is given to the carrier by telephone, email, **or via an audit notification letter**. The records are to be made available for audit by the IRP audit staff during normal business hours.

Operational records shall determine every mile/kilometer traveled in every jurisdiction by date and by vehicle. Acceptable source documents verifying the distance traveled is a type of Individual Vehicle Distance Record (IVDR). Examples of IVDR'S are located on pages 58 & 59..

Record containing the following elements shall be accepted by the Base Jurisdiction as adequate under Section 1005(a) of the IRP Plan.

(a) For Records produced by a means other than a vehicle –tracking system:

- i. the beginning and ending dates of the trip to which the Records pertain
- ii. the origin and destination of the trip
- iii. the route of travel
- iv. the beginning and ending reading from the odometer, hubodometer, engine control module (ECM), or any similar device for the trip
- v. the total distance of the trip
- vi. the distance traveled in each jurisdiction
- vii. the Vehicle identification number or Vehicle unit number

(b) For Records produced wholly or partly by vehicle-tracking system, including a system based on a global positioning system (GPS):

- i. the original GPS or other location data for the Vehicle to which the Records pertain
- ii. the date and time of each GPS or other system reading
- iii. the location of each GPS or other system reading
- iv. the beginning and ending reading from the odometer, hubodometer, engine control module (ECM), or any similar device for the period to which the Records pertain
- v. the calculated distance between each GPS or other system reading
- vi. the route of the Vehicle's travel
- vii. the total distance traveled by the Vehicle
- viii. the distance traveled in each jurisdiction
- ix. the Vehicle identification number or Vehicle unit number

(c) Summaries

- i. a summary of the fleet's operations for each month, which includes both the full distance traveled by each apportioned vehicle in the fleet during the calendar month, and the distance traveled by each apportioned vehicle in each jurisdiction
- ii. a summary of the fleet's operations for each calendar quarter, which includes both the full distance traveled by vehicles in the fleet during the calendar quarter, and the distance traveled in each jurisdiction by the vehicles in the fleet during the calendar quarter
- iii. a summary of the quarterly summaries which should equal yearly totals for the distance reporting period

**ALL REGISTRANTS ARE RESPONSIBLE FOR THE PROPER MAINTENANCE OF MILEAGE/DISTANCE RECORDS. REGISTRANT FAILING TO MAINTAIN ACCEPTABLE RECORDS OR THE REGISTRANT FAILS OR REFUSES TO MAKE RECORDS AVAILABLE FOR AUDIT WITHIN 30 CALENDAR DAYS OF THE WRITTEN REQUEST ARE SUBJECT TO AN ASSESSMENT OF 20%, 50%, 100% BASED ON THE APPORTIONABLE FEES PAID.**

Registrants are required to sign a mileage affirmation acknowledging mileage/distance record keeping requirements, page 57. This form must be signed and returned prior to the issuance of credentials. A signed form represents to the IRP office that the form has been read and mileage/distance record compliance will follow.

### **RECORDS REVIEW**

Records Review of any Registrant's distance accounting system may be performed to ensure compliance with the Plan.

A Records Review is a thorough evaluation of the Registrant's distance accounting system and internal controls to ensure compliance with the Plan. The purpose of performing a Records Review is to mitigate potential record keeping compliance issues.

The primary differences between an Audit and a Records Review is that a Records Review:

- i. focuses only on the adequacy of the internal controls and compliance of the distance accounting system
- ii. may be limited in scope to less than a full Reporting Period
- iii. may be conducted before the first renewal
- iv. does not result in any fee adjustments

### **REFUNDS**

A. The office of Motor Vehicle IRP Unit may approve refunds under the following conditions:

1. Internal error was made by the IRP Unit; or
2. If there is a duplication of vehicles registered in the same fleet and the fees have been paid twice.

**Refunds will not be made for units' license in error. PLEASE VERIFY INVOICE BEFORE SUBMITTING PAYMENT.**

B. Proportionate refunds may be approved according to Arkansas Statute 27-14-504 under the following conditions:

1. The registrant has discontinued operation in the State of Arkansas.
2. The vehicle registered has been totally destroyed.
3. The registrant has changed his operations in Arkansas such that registration under the plan would no longer be appropriate in this state.

Refund approval will be made by the Office Administrator upon review. The refund is based on Arkansas fees only and will be prorated; **therefore, the registrant must contact the other jurisdictions, where applicable, in order to obtain a refund of fees.** The registrant is required to submit the request in writing and state the specific reason for the refund. The license plate(s) and original cab card(s) must be returned before refunds are issued. The prorated refund begins the month following receipt of the request and supporting documents. All documents must be in the IRP Unit prior to the refund being considered.

### INSURANCE REQUIREMENTS

Effective August 1, 1987 the State of Arkansas requires proof of liability insurance on all vehicles. The following requirements are needed on each vehicle before apportioned registration is processed.

1. Acts 474 and 971 of 1987 require mandatory motor vehicle liability insurance providing as a minimum the following coverage: \$25,000 bodily injury, \$50,000 pre accident, \$15,000 property damage.
2. The following listed items showing the required liability insurance coverage with a vehicle identification number, policy or binder number and expiration date of policy are used for proof of liability insurance.
3. Identification or proof of purchase card issued by the insurer with a good expiration date and identification of vehicle.
4. Insurance policy, policy declaration or policy binder.

5. Letter or statement issued to the applicant by an authorized insurance agent.
6. Certificate of self insurance issued by the state of Arkansas.
7. An insurance policy renewal notice accompanied by a receipt of canceled check.
8. For insurance policy renewal notice accompanied by a receipt of canceled check.
9. For owners and/or lessees of motor vehicles which are covered by garage, fleet or business auto liability insurance policies, satisfactory proof of liability insurance for the purpose of issuance or renewal of a motor vehicle license plate shall be either a copy of such liability insurance policy currently in effect, or a statement or letter from the insurer certifying that the insurance policy specifically covers the operation of all motor vehicles owned by or leased to he policyholder.
10. A photocopy of any of the above.
11. Lessees operating under the insurance of a lessor should provide a copy of their lease agreement unless the insurance describes their vehicle.

### **FEDERAL HEAVY VEHICLE TAX**

When filing your application, proof of payment for the Federal Heavy Vehicle Use Tax on each taxable unit with a gross or combined gross weight of 55,000 pounds or higher is required. Evidence is not required on new or used units being titled and placed into service for the first time. If application for license of a newly purchased vehicle is made after the vehicle has been in service for 30 days or more, the tax must be paid and proof of the receipted 2290 must be provided to the IRP Unit prior to issuance of the apportioned credentials.

Acceptable evidence is a copy of a receipted IRS Schedule I Form 2290 listing your equipment by vehicle identification number up to 21 units. If your fleet exceeds 21 units, vehicle identification numbers are not required, however, the total number of units listed under Part III, Summary of Reported Vehicles, line (a) must be equal to, or more than, the number of registrations.

In lieu of a receipted IRS Schedule I Form 2290, a copy of the Schedule I Form 2290 and copies of both sides of the canceled check (s) will be acceptable as proof of payment, as long as the canceled check has a code on the back which indicates payment has been made.

When registering owner/operators, copies of their receipted Schedule I Form 2290 must be included or copies of the Schedule I Form 2290 and copies of both sides of the canceled check(s).

If your vehicle qualifies for the suspended tax section the VIN must still be listed under Part II of the Schedule I Form 2290 and the form must be stamped received by the IRS prior to IRP issuing apportioned credentials.

Once a vehicle has been placed into service, the 2290 must be filed with the IRS within 30 calendar days.

For convenience, Schedule I Form 2290 along with payment can be accepted at the IRP Office for walk-in customers **only**.

### **UNLADEN WEIGHT PERMIT- HUNTER'S PERMIT**

The International Registration Plan provides for an unladen weight permit for owner-operators not operating as a lessor. The permit is purchased through the IRP Unit at a fee of \$39.00.

### **LEASED VEHICLES**

Owner-Operator Registration: Proportional registration for owner-operators who lease their vehicles to motor carriers may be accomplished in one of the following procedures:

- A. The carrier (Lessee) may be the registrant and the vehicle may be registered by the carrier with the owner-operator shown as the owner. The allocation of fees shall be according to the operational records of the carrier. The identification plates and cab cards shall be the property of the carrier.

Or

- B. The owner-operator (Lessor) may be the registrant and the vehicle may be registered in the owner-operator's name. The allocation of fees shall be according to the operational records of the owner-operator.

### **ADVANTAGES**

1. The settlement of the unexpired portion of the license plate at lease termination will no longer be a problem.
2. The owner-operator may lease to any carrier based in an IRP jurisdiction when the vehicle is base plated within the IRP Plan.

3. The owner-operator may have greater flexibility. He may choose to trip lease at times and permanently lease at other times.
4. The owner-operator can qualify in all IRP jurisdictions allowing the carrier to trip lease and alter daily operations without a trip permit.

#### POTENTIAL DISADVANTAGES

1. Each owner-operator registering vehicles with apportioned plates **is subject to audit** under the IRP Plan. An owner-operator is responsible for keeping the individual vehicle distance records for audit purposes. Owner-operators with incomplete audit records will be assessed full fees in Arkansas for the audit period.
2. Owner-operators traveling through an IRP jurisdiction which is not listed on the cab card must purchase a trip permit with that state. For example, an owner-operator registers or qualifies only with jurisdictions that the carrier has apportioned. When the owner-operator moves to a new carrier and travels in additional jurisdictions fees in excess of the 100% originally paid must then be charged and a new cab card issued. Every new lease could result in the need for adding new jurisdictions and paying fees in excess of 100%.
3. Carriers may require all owner-operators to register lease units with the carrier IRP account as a condition for leasing on units. In the event that the lease is terminated, the plate belongs to the carrier.
4. Owner-operators registering units in their base jurisdiction of residence will not be recognized if the lessee is based in a non IRP jurisdiction. The carrier is required to purchase a base plate in that jurisdiction.

If the registrant is an owner-operator qualifying for first time, please refer to **Requirements for Registering for Apportioned License (New Account)**.

TRIP LEASING: Apportioned operators may lease equipment to another apportioned fleet operator; however the Lessor is responsible for reporting the miles/kilometers traveled by the leased equipment. The Lessee shall be the person or company using and operating the equipment by the agreement. The leased vehicle must bear proportional credentials and be operated only in jurisdictions which fees have been paid or purchase a trip permit in each IRP jurisdiction.

HOUSEHOLD GOODS CARRIER: Household goods carriers using equipment leased from service representatives may elect to either base the equipment in the base jurisdiction of the service representative or in 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 and the carrier shall be indicated as the lessee. The apportionment of fees shall be according to the combined mileage/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.

If the base jurisdiction of the carrier is selected, the equipment shall be registered by the carrier and in the name of the carrier, and the service representative shall be designated as the lessor. The apportioning of fees shall be according to the mileage/distance records of the carrier and service representative which must include intrastate and miles 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.)

**RENTAL COMPANY FLEET VEHICLES:** Rental fleets owned by any person or firm engaging in the business of renting and/or leasing vehicles for valuable consideration for a specified period of time may, at the option of the owner of the rental company, be registered in the name of the owner rental company, provided that:

1. The operational records of the fleet are maintained by the owner of the rental company; and
2. Such vehicles are part of a rental fleet which are identifiable as being part of such fleet; and
3. Such person or firm has received approval from the jurisdiction to apportion such rental fleet; and
4. Such person or firm registers such fleets in accordance with Articles III, IV, and VII of the International Registration Plan.

**IRP JURISDICTIONAL ADDRESSES****ALABAMA**

Department of Revenue  
Motor Vehicle Division  
P.O. Box 327620  
Montgomery, AL 36132-7620  
Telephone: 334-242-9000 or 2999

Interstate Motor Carrier  
Fuel Tax Division  
P.O. Box 327570  
Montgomery, AL 36132  
Telephone: 334-242-9606

**ALBERTA**

Alberta Transportation  
Prorate Services  
1<sup>st</sup> Floor, 803 Manning Rd NE  
Calgary, Alberta T2E 7M8  
Telephone: 403-297-2920

Alberta Treasury  
Tax & Revenue Admin.  
9811 109<sup>th</sup> Street  
Edmonton, AB t5K OC8  
Telephone: 780-427-3244

**ARIZONA**

Department of Transportation  
Motor Vehicle Division  
1801 W. Jefferson St.  
Mail Drop 527M  
Phoenix, AZ 85007-3289  
Telephone: 602-712-6775

Dept. of Transportation  
Motor Vehicle Division  
1801 W. Jefferson MD 527M  
Mail Drop 527M  
Phoenix, AZ 85007  
Telephone: 602-255-6775

**ARKANSAS**

Office of Motor Vehicles  
IRP Unit  
Little Rock, AR 72203  
Telephone: 501-682-4653

Motor Fuel Tax  
P.O. Box 1752  
Little Rock, AR 72203  
Telephone: 501-682-4800

**BRITISH COLUMBIA**

ICBC Prorate  
P.O. Box 7500  
Stn. Terminal  
Vancouver, B.C. V6B 5R9  
Telephone: 604-443-4450

Ministry of Finance  
Parliament Buildings  
Victoria, B.C. V8V 219  
Telephone: 604-387-3368

**CALIFORNIA**

Department of Motor Vehicles  
IRP Unit

State Board of Equalization  
450 "N" Street

P.O. Box 932320  
Sacramento, CA 94232-3200  
Telephone: 916-657-7971

Sacramento, CA 95814  
Telephone: 916-322-2010

### **COLORADO**

Motor Carrier Services  
IRP Section  
1881 Pierce St., Rm. 114  
Lakewood, CO 80214  
Telephone: 303-205-5675

Tax Accounting Section  
Mileage & Fuel Tax  
1375 Sherman Street  
Denver, CO 80216  
Telephone: 303-866-3380

### **CONNECTICUT**

Department of Motor Vehicles  
IRP/SSRS  
60 State Street Room 104  
Wethersfield, CT 06161-1010  
Telephone: 860-263-5281

Department of Revenue Svc  
Motor Carrier Fuel Tax  
92 Farmington Avenue  
Hartford, CT 06105  
Telephone: 860-541-3222

### **DELAWARE**

Division of Motor Vehicles  
Motor Fuel Tax Administration  
IRP Unit  
P.O. Box 7065  
Dover, DE 19903-7065  
Telephone: 302-744-2701

Dept. of Transportation  
Motor Carrier Section  
Alt 113 & Bay Road  
Dover, DE 19901  
Telephone: 302-739-4538

### **DISTRICT OF COLUMBIA**

Department of Motor Vehicles  
IRP Processing Center  
3230 Pennsylvania Ave. SE  
Washington, DC 20020  
Telephone: 202-645-6331

### **FLORIDA**

Dept. of Hwy. Safety &  
Motor Vehicles  
Bureau of Motor Carrier Svc.  
Neil Kirkman Bldg Rm A110  
2900 Apalachee Pkwy., MS #62  
Tallahassee, FL 32399  
Telephone: 850-488-6921

Dept. of Hwy. Safety &  
Motor Vehicles  
Bureau of Motor Carriers Svc  
Neil Kirkman Bldg Rm A110  
2900 Apalachee Parkway  
Tallahassee, FL 32399-0626  
Telephone: 850-488-6921

**GEORGIA**

Department of Revenue  
 Motor Vehicle Division  
 IRP Section  
 1200 Tradeport Blvd.  
 Hapeville, GA 30354  
 Telephone: 404-657-4186

Dept. of Revenue  
 Motor Vehicle Division  
 Motor Fuel Division  
 Trinity-Washington Bldg  
 Room 421  
 Atlanta, GA 30334  
 Telephone: 404-656-4056

**IDAHO**

Transportation Department  
 Division of Motor Vehicles  
 P.O. Box 7129  
 Boise, ID 83707-1129  
 Telephone: 208-334-8611

Motor Fuel  
 ID Tax State Commission  
 P.O. Box 36  
 Boise, ID 83722  
 Telephone: 208-334-8692

**ILLINOIS**

Secretary of State  
 Commercial & Farm Truck Div.  
 501 S. Second St., Rm. 300 Howlett Bldg.  
 Springfield, IL 62756  
 Telephone: 217-782-4815

Dept. of Revenue  
 Motor Fuel Use Tax Section  
 101 W. Jefferson  
 P.O. Box 19019  
 Springfield, IL 62794-9019  
 Telephone: 217-785-1397

**INDIANA**

Department of Revenue  
 Motor Carrier Services Division  
 5252 Decatur Blvd., Suite R  
 Indianapolis, IN 46241  
 Telephone: 317-615-7340

IN Department of Revenue  
 Motor Carrier Svc Section  
 IFTA Unit  
 P.O. Box 6081  
 Indianapolis, IN 46206  
 Telephone: 317-486-5500

**IOWA**

Dept. of Transportation  
 Motor Vehicle Division  
 Office of Motor Carrier Service  
 P.O. Box 10382  
 Des Moines, IA 50306-0382  
 Telephone: 515-237-3268

Dept. of Transportation  
 Office of Motor Carriers  
 100 Euclid Ave.  
 P.O. Box 10382  
 Des Moines, IA 50306  
 Telephone: 515-237-3224

**KANSAS**

Department of Revenue  
 Division of Vehicles

Department of Revenue  
 Division of Taxation

Motor Carrier Services Bureau  
3718 SW Burlingame Rd.  
Topeka, KS 66609-1217  
Telephone: 785-291-3384

Motor Fuel Tax Section  
Topeka, KS 66612  
Telephone: 913-296-4458

### KENTUCKY

Transportation Cabinet  
IRP Section  
Box 2323  
Frankfort, KY 40602-2323  
Telephone: 502-564-4120

Transportation Cabinet  
Division of Motor Carriers  
Motor Fuel Tax Section  
P.O. Box 2007  
Frankfort, KY 40622  
Telephone: 502-564-4540

### LOUISIANA

Department of Public Safety & Corrections  
Office of Motor Vehicle IRP Unit  
P.O. Box 64886  
Baton Rouge, LA 70896-4886  
Telephone: 225-925-6270

Department of Revenue  
Special Fuel Tax Section  
P.O. Box 201  
Baton Rouge, LA 70821  
Telephone: 225-925-7656

### MARYLAND

Motor Vehicle Administration  
Motor Carrier Svc Section Rm 120  
6601 Ritchie Hwy NE  
Glen Burnie, MD 21062  
Telephone: 410-787-2971

Motor Vehicle Fuel Tax Div.  
P.O. Box 1751  
Annapolis, MD 21404  
Telephone: 410-799-4009

### MAINE

Bureau of Motor Vehicles  
IRP Unit  
29 State House Station  
Augusta, ME 04333-0029  
Telephone: 207-624-9000 Ext. 52135

Bureau of Taxation  
State House Station 24  
Augusta, ME 04333-0024  
Telephone: 207-287-8600

### MANITOBA

Manitoba Department of Transportation &  
Government Services  
1075 Portage Ave.  
Winnipeg, MB Canada R3G 0S1

### MASSACHUSETTS

Registry of Motor Vehicles  
IRP Section

Department of Revenue  
IRP Section

1 Copley Place  
Tower One, 3<sup>rd</sup> Floor  
Boston, MA 02116  
Telephone: 617-351-9320

Special Fuels - 6<sup>th</sup> Floor  
100 Cambridge Street  
Boston, MA 02204  
Telephone: 617-727-4373

### MICHIGAN

Michigan Department of State  
IRP Section  
7064 Crowner Dr.  
Lansing, MI 48918  
Telephone: 517-322-1097

Department of Treasury  
Motor Fuel Tax Division  
430 Allegan  
Lansing, MI 48933  
Telephone: 517-373-3180

### MINNESOTA

Department of Public Safety  
Driver/Vehicle Services  
1110 Centre Pointe Curve, Suite 425  
Mendota Heights, MN 55120  
Telephone: 651-405-6161  
888-472-3389 Op #5

Department of Revenue  
Petroleum Unit  
10 River Park Plaza  
St. Paul, MN 55107  
Telephone: 612-296-0893

### MISSISSIPPI

State Tax Commission  
IRP Section  
P.O. Box 1140  
Jackson, MS 39215-1140  
Telephone: 601-923-7142

Motor Fuel Tax Section  
P.O. Box 1140  
Jackson, MS 39205  
Telephone: 601-923-7150

### MISSOURI

Department of Transportation  
Motor Carrier Services  
P.O. Box 893  
Jefferson City, MO 65105-0893  
Telephone: 573-751-6433

(Non-IFTA)  
Motor Fuel &  
Special Field Tax Section  
P.O. Box 300  
Jefferson City, Mo 65101  
Telephone: 314-751-2611

IFTA Program  
Hwy. Reciprocity Com.  
P.O. Box 893  
Jefferson City, MO 65105  
Telephone: 314-751-6433

### MONTANA

Department of Transportation

Dept. of Transportation

Motor Carrier Services Division  
P.O. Box 4639  
Helena, MT 59604-4639  
Telephone: 406-444-6130

Motor Carrier Svc Division  
P.O. Box 4639  
Helena, MT 59604-4639  
Telephone: 406-444-6130

### NEBRASKA

Department of Motor Vehicles  
Motor Carrier Services  
P.O. Box 98935  
Lincoln, NE 68509-8935  
Telephone: 888-622-1222

Dept. of Revenue  
P.O. Box 98904  
Lincoln, NE 68509-8904  
Telephone: 402-471-5730  
800-554-FUEL

### NEVADA

Dept. of Motor Vehicles & Public Safety  
Motor Carrier Division  
555 Wright Way  
Carson City, NV 89711-0600  
Telephone: 775-684-4711

Dept. of Motor Vehicles  
Motor Carrier Division  
555 Wright Way  
Carson City, NV 89711-  
0625  
Telephone: 702-687-5340

### NEW HAMPSHIRE

Department of Safety  
International Registration Plan  
10 Hazen Drive  
Concord, NH 03305  
Telephone: 603-271-2196

Department of Safety  
Road Toll  
10 Hazen Drive  
Concord, NH 03305  
Telephone: 602-271-2311

### NEW JERSEY

Division of Motor Vehicles  
Motor Carriers Unit  
IRP Section  
225 E State St.  
P.O. Box 178  
Trenton, NJ 08666-0178  
Telephone: 609-633-9399

Division of Motor Vehicles  
Motor Carriers Unit  
Motor Fuel Section  
225 E State St. CN 178  
Trenton, NJ 08666

### NEW MEXICO

Taxation & Revenue Department  
Motor Vehicle Division  
P.O. Box 1028

Fuel Tax & Weight Distance  
Special Tax Programs  
P.O. Box 25123

Sante Fe, NM 87504-1028  
Telephone: 505-827-2265

Santa Fe, NM 87504  
Telephone: 505-827-0845

### **NEW YORK**

International Registration Bureau  
P.O. Box 2850 – ESP  
Albany, NY 12220-0850  
Telephone: 518-473-5834

NYS Dept. Of Tax & Finance  
Taxpayers Services Division  
W.A. Harriman State Office  
Campus Bldg 8 Rm 400  
Albany, NY 12227  
Telephone: 518-438-8581

### **NORTH CAROLINA**

Department of Transportation  
Division of Motor Vehicles  
IRP/Motor Carrier Section  
1425 Rock Quarry Rd., Suite 100  
Raleigh, NC 27610  
Telephone: 919-861-3720

Department of Revenue  
Motor Fuel Tax Division  
P.O. Box 25000  
Raleigh, NC 27640  
Telephone: 919-733-3409

### **NORTH DAKOTA**

Department of Transportation  
Motor Vehicle Division  
608 E. Boulevard Ave.  
Bismarck, ND 58505-0780  
Telephone: 701-328-2725

Tax Commissioner  
Motor Fuel Tax Division  
Capitol Grounds  
Bismarck, ND 58501  
Telephone: 701-328-3239

### **NEWFOUNDLAND & LABRADOR**

Motor Registration Division  
Department of Government Services & Land  
P. O. Box 8710  
St. Johns, NF Canada A1B 4J5  
Telephone: 709-729-2527

### **NOVA SCOTIA**

Service Nova Scotia & Municipal Relations

IRP Section

### **OHIO**

IRP Processing Center  
P.O. Box 16520  
Columbus, OH 43266-0020

Department of Taxation  
30 E. Broad Street  
Columbus, OH 43216



Telephone: 614-752-7500

Telephone: 614-466-3410

### **OKLAHOMA**

Oklahoma Tax Commission  
Prorate Section  
2501 N. Lincoln Blvd.  
Oklahoma City, OK 73194  
Telephone: 405-521-2519

Motor Vehicle Division  
Importer Section  
2501 N. Lincoln Blvd.  
Oklahoma City, OK 73194  
Telephone: 405-521-3246

### **OREGON**

Public Utilities Commission  
Motor Carrier Services Div.  
550 Capitol Street NE  
Salem, OR 97310  
Telephone: 503-378-6699

Public Utilities Commission  
Motor Carrier Services Div.  
550 Capitol Street NE  
Salem, OR 97310  
Telephone: 503-378-6699

### **PENNSYLVANIA**

Bureau of Motor Vehicles  
Commercial Registration  
P.O. Box 68286  
Harrisburg, PA 17106-8286  
Telephone: 717-783-6095

Department of Revenue  
Bureau of Motor License  
P.O. Box 8907  
Harrisburg, PA 17105  
Telephone: 717-783-9369

### **RHODE ISLAND**

Rhode Island Dept. of Administration  
Division of Motor Vehicles  
45 Park Place  
Pawtucket, RI 02860  
Telephone: 401-728-6692

### **SASKATCHEWAN**

Saskatchewan Government Insurance  
Central Issuing/Prorate  
Motor Vehicle Division  
2260 11<sup>th</sup> Avenue  
Regina, SK S4P 2N7  
Telephone: 306-751-1251

Fuel Tax  
2345 Albert Street  
Regina, SK S4P 2N7  
Telephone: 306-787-7749

### **SOUTH CAROLINA**

Department of Revenue  
Motor Carrier Services  
P.O. Box 1498

Department of Revenue  
Motor Carrier Services  
P.O. Box 1498

Columbia, SC 29216-0027  
Telephone: 803-737-1084

Columbia, SC 29216-0027  
Telephone: 803-737-4872

### **SOUTH DAKOTA**

Department of Revenue  
Prorate & Commercial Licensing  
445 E. Capitol Avenue  
Pierre, SD 57501-3185  
Telephone: 605-773-3451

Department of Revenue  
Division of Motor Vehicles  
Interstate Fuel Tax  
118 W. Capitol Ave.  
Telephone: 605-773-5335

### **TENNESSEE**

Department of Revenue  
Andrew Jackson State Office Bldg.  
Intl. Registration Section  
500 Deaderick Street Rm 701  
Nashville, TN 37242-0300  
Telephone: 615-741-2461

Department of Revenue  
Hwy. Fuel Tax Section  
Room 1350  
Andrew Jackson State Office  
500 Deaderick Street  
Nashville, TN 37242-0300  
Telephone: 615-741-3394

### **TEXAS**

TX Dept. of Transportation  
Vehicle Titles & Reg. Div.  
IRP Branch P.O. Box 26440  
Austin, TX 78755  
Telephone: 512-465-7570

Comptroller of Public Accts.  
P.O. Box 13528  
Austin, TX 78711  
Telephone: 1-800-252-5555  
512-463-4600

### **UTAH**

Utah Motor Carrier Services  
799 N. Redwood Road Suite A  
Salt Lake City, UT 84116-1909  
Telephone: 801-535-2650

State Tax Commission  
210 N 1950 West  
Salt Lake City, UT 84134  
Telephone: 801-297-2200

### **VERMONT**

Dept. of Motor Vehicles  
120 State Street  
Montpelier, VT 05603-0001  
Telephone: 802-828-2657

Dept. of Motor Vehicle  
120 State Street  
Montpelier, VT 05503  
Telephone: 802-828-2070

### **VIRGINIA**

Division of Motor Vehicles  
IRP Unit – Motor Carrier Services  
Room 635 – P.O. Box 27412

State Corp. Commission  
Motor Carrier Division  
Box 1158

Richmond, VA 23269  
Telephone: 804-367-1836

Richmond, VA 23209  
Telephone: 804-371-9216

### WASHINGTON

Department of Licensing  
Prorate & Reciprocity Section  
2424 Bristol Court SW  
P.O. Box 9036  
Olympia, WA 98507-9036  
Telephone: 360-753-6956

Department of Licensing  
Fuel Tax Section  
2424 Bristol Court SW  
P.O. Box 9228  
Olympia, WA 98502-9228  
Telephone: 360-753-3256

### WEST VIRGINIA

W. Virginia Dept. of Motor Vehicles  
IRP Unit  
1800 Kanawha Blvd. E  
Bldg. 3, Capital Complex Rm 60  
Charleston, WV 25327-0010  
Telephone: 304-558-3629

W. Virginia Dept. of M.V.  
IFTA Section  
P.O. Box 532  
Charleston, WV 25322  
Telephone: 304-558-3333

### WISCONSIN

Department of Transportation  
Motor Carrier Registration  
IRP Unit – 4802 Sheboygan Ave. Room 151  
P.O. Box 7949  
Madison, WI 53707-7949  
Telephone: 608-267-6753

Fuel Tax Unit  
P.O. Box 7979  
Madison, WI 53707-7979  
Telephone: 608-267-4382

### WYOMING

WY Dept. of Transportation  
MV License & Titling – IRP  
5300 Bishop Blvd.  
P.O. Box 1708  
Cheyenne, WY 82003-1708  
Telephone: 307-777-4829

WY Dept. of Transportation  
Special Fuel Taxes  
5300 Bishop Blvd.  
Cheyenne, WY 82009  
Telephone: 307-777-4827

For additional information regarding jurisdictions contact information, please visit  
[www.irponline.org/Publication/Directory](http://www.irponline.org/Publication/Directory).

**ESTIMATED MILEAGE / DISTANCE CHART**  
**REGISTRATION YEAR 2014**

AB-Alberta	185	ND-North Dakota	164
AL-Alabama	2,601	NE-Nebraska	893
AR-Arkansas	25,099	NL-Newfoundland	704
AZ-Arizona	3,913	NH-New Hampshire	43
BC-British Columbia	114	NJ-New Jersey	402
CA-California	4,256	NM-New Mexico	3,175
CO-Colorado	877	NS-Nova Scotia	741
CT-Connecticut	299	NV-Nevada	496
DC-District of Columbia	5	NY-New York	642
DE-Delaware	57	OH-Ohio	2,125
FL-Florida	2,076	OK-Oklahoma	5,339
GA-Georgia	2,274	ON-Ontario	516
IA-Iowa	837	OR-Oregon	773
ID-Idaho	744	PA-Pennsylvania	1,855
IL-Illinois	3,635	PE-Prince Edward	28
IN-Indiana	1,823	QC-Quebec	47
KS-Kansas	1,234	RI-Rhode Island	39
KY-Kentucky	1,846	SC-South Carolina	855
LA-Louisiana	3,737	SD-South Dakota	287
MA-Massachusetts	169	SK-Saskatchewan	81
MB-Manitoba	32	TN-Tennessee	5,163
MD-Maryland	417	TX-Texas	11,391
ME-Maine	76	UT-Utah	694
MI-Michigan	555	VA-Virginia	2,398
MN-Minnesota	330	VT-Vermont	43
MO-Missouri	5,453	WA-Washington	532
MS-Mississippi	3,305	WI-Wisconsin	532
MT-Montana	464	WV-West Virginia	412
NB-New Brunswick	138	WY-Wyoming	1,266
NC-North Carolina	1,194		

This chart is here to assist you when submitting a new fleet application or when adding additional jurisdictions. The mileage/distance figures are based on the actual figures reported divided by the number of power units. You may use your own estimates as long as they are submitted with a detailed explanation of your proposed operations. If you fail to give a detailed explanation and we are unable to contact you, we will use the estimated mileage/distance chart above.

The figures shown above are to be multiplied by the number of power units.

Maximum Operating and Cab Card Weight  
Updated 7/1/14

Jurisdiction	Maximum Operating Weight (in lbs.)	Maximum Cab Card Weight (in lbs.)
Alabama	80000	
Alberta	139992	139992
Arizona	80000	80000
Arkansas	80000	80000
British Columbia	139994	139994
California	80000	80000
Colorado	85000	80000
Connecticut		
Delaware	80000	80000
District of Columbia	80000	80000
Florida	80000	80000
Georgia	80000	80000
Idaho	129000	129000
Illinois	80000	80000
Indiana	80000	80000
Iowa		
Kansas	85500	85500
Kentucky	80000	80000
Louisiana	88000	88000
Maine	100000	100000
Manitoba	139994	139994
Maryland	80000	80000
Massachusetts		
Michigan	160001	160001
Minnesota	80000	
Mississippi	80000	80000
Missouri	80000	80000
Montana	138000	138000
Nebraska	94000	94000
Nevada	129000	80000
New Brunswick		
New Hampshire	80000	80000
New Jersey	80000	80000
New Mexico	86400	80000
New York		
Newfoundland /Labrador		

<b>Jurisdiction</b>	<b>Maximum Operating Weight (in lbs.)</b>	<b>Maximum Cab Card Weight (in lbs.)</b>
North Carolina	80000	80000
North Dakota	105500	105500
Nova Scotia		
Ohio	80000	80000
Oklahoma	90000	90000
Ontario	139992	139992
Oregon	105500	105500
Pennsylvania	80000	80000
Prince Edward Is.	137788	137788
Quebec		
Rhode Island	80000	80000
Saskatchewan	139994	139994
South Carolina	80000	80000
South Dakota		
Tennessee	80000	80000
Texas	80000	80000
Utah	129000	80000
Vermont	80000	80000
Virginia	80000	80000
Washington	105500	105500
West Virginia	80000	80000
Wisconsin	80000	80000
Wyoming	117000	117000

NCIC ABBREVIATIONS

Listed below are some of the more common power unit and trailer make names and NCIC abbreviations. These abbreviations are used by the National Crime Information Center (NCIC). Please use these abbreviations when adding new equipment to your fleet. The abbreviations are to be used in Column C If you have a power unit or trailer which is not on the list, contact our office so that we can add it to the IRP registration system. Listed below are some of the abbreviations to be used in Column C of our original applications and supplement forms as the make of the equipment you are registering.

Table with 2 columns: Make Name, Abbreviation. Includes entries for Chevrolet (CHEV), Dodge (DODG), Ford (FORD), Freightliner (FRHT), GMC (GMC), International (INTL), Isuzu (ISU), Kenworth (KW), Mack (MACK), Marmon (MAHA), Mercedes Benz (MERZ), Peterbilt (PTRB), Sterling (STLG), Volvo (VOLV), Western Star (WSTR), White GMC (WHGM).

Table with 2 columns: Make Name, Abbreviation. Includes entries for Clement (CLEM), Custom (CUST), Dorsey (DORS), Fontaine (FONA), Fruehauf (FRUE), Great Dane (GDAN), Heil (HEIL), Hilbilt (HIBT), Hobbs (HOBB), Homemade (HMDE), Kentucky (KENT), Ledwell (LEDW), Loadking (LOAK), Lufkin (LUFK), Merritt (MERI), Monon (MONN), Nabors (NABO), Polar (POLA), Ravens (RAVE), Stoughton (STOU), Strick (STRI), Theurer (THEU), Timppe (TIMP), Trail King (TRLK), Trailmobile (TRIM), Transcraft (TRAO), Utility (UTIL), Vanguard (VNTC), Wabash (WANC), Wilson (WILX).



**OFFICE OF MOTOR VEHICLE**  
**International Registration Plan (IRP)**  
1900 W 7th Street, Room 1010 Little Rock, AR 72203  
Phone (501) 682-4653 Fax (501) 682-4615

**CHANGE FORM / INFORMATION SHEET**

IRP Account Number: \_\_\_\_\_ Fleet Number: \_\_\_\_\_

Registrant Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

County: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact's Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**Please check and update the appropriate fields:**

Registrant Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

County: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact's Telephone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Registrant/Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_



**STATE OF ARKANSAS-MOTOR VEHICLE/IRP  
AFFIRMATION TO MAINTAIN RECORDS  
IN ACCORDANCE WITH THE INTERNATIONAL REGISTRATION PLAN (IRP)**

In order to be in compliance with current IRP's Rules and Regulations, the following requirements **should** be adhered to avoid future assessments.

A registrant who licenses vehicles under the provision of the International Registration Plan **should** maintain adequate records to substantiate the reported distance traveled on all vehicles in the IRP fleet during the distance reporting period.

I. RECORD-KEEPING

- a. The registrant is required to preserve **all** Records on which the registrant's application for apportioned registration is based for a period of 3 years following the close of the registration year to which the application pertains and to make these records available upon request.
- b. Records **shall** be made available upon request by any member jurisdiction and shall be made available for audit during normal business hours.
- c. Failure to provide records requested for audit purposes within thirty (30) calendar days may result in an assessment of liability imposed and the credentials subsequently revoked in accordance with IRP provisions.

II. CONTENTS OF RECORDS (IRP Plan-Article X-Section 1010)

- a. Registrants **shall** maintain detailed distance records that reflect operation on an individual-vehicle basis. An **acceptable** source document for verifying fleet distance traveled is an "Individual Vehicle Distance Records" (IVDR). The source documents **shall** contain the following information:
  - i. Beginning and ending dates of trip (starting and ending);
  - ii. Trip origin and destination of trip which the Records pertain;
  - iii. Route of travel;
  - iv. Beginning and ending reading from the odometer, hubodometer, engine control module (ECM) or any similar device for the period to which Records pertain;;
  - v. Total trip distance of the trip;
  - vi. Distance traveled in each jurisdiction; and
  - vii. Unit number or vehicle identification number
- b. From the information recorded on the IVDRs, the registrant must prepare and maintain:
  - i. A summary of the fleet's operations for each month, which includes both the full distance traveled by each apportioned vehicle in the fleet during the calendar month, and the distance traveled by each apportioned vehicle in each jurisdiction;
  - ii. A summary of the fleet's operations for each calendar quarter, which includes both the full distance traveled by vehicles in the fleet during the calendar quarter, and the distance traveled in each jurisdiction by the vehicles in the fleet during the calendar quarter; and
  - iii. A summary of the quarterly summaries which should equal yearly totals for the distance reporting period.
- c. In recording actual distance traveled on an apportionable vehicle, the registrant **must** record **all** movement including loaded, empty, deadhead and/or bobtail distance. Also, **all** trip permits obtained for operations by apportionable vehicles must be available on file and actual distance must be recorded.

**DECLARATION:**

The undersigned agrees to maintain records in accordance with the International Registration Plan (IRP) from the original date of licensing until the license is expired, cancelled, or suspended.

Registrant Name: \_\_\_\_\_

Account No. \_\_\_\_\_ Fleet No. \_\_\_\_\_ Date: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

September 2014



**INDIVIDUAL VEHICLE DISTANCE RECORD (IVDR)  
SAMPLE**

VEHICLE NO. 4568	TRIP NO. 25689
TRAILER NO. 321	LEWIS TRUCKING COMPANY
TRAILER NO.	(COMPANY NAME)
FLEET NO.	1234 LANE STREET
LOCATION	(ADDRESS)
<input type="checkbox"/> DIESEL <input type="checkbox"/> GAS <input type="checkbox"/> L.P.G	LITTLE ROCK,AR 72103
	(CITY,STATE,ZIP)
DRIVER/CONTRACTOR	JOHN SMITH
ORIGIN	LITTLE ROCK,AR
DESTINATION(S)	OKLAHOMA CITY,OK
DESTINATION(S)	DALLAS,TX -- LITTLE ROCK,AR
B/L #	PRO #      TRIP LEASE #
SPECIAL INSTRUCTIONS	

**TRIP REPORT**

		456258		FUEL PURCHASES		
		BEGINNING				
DATE	STATE	HIGHWAYS USED	ODOMETER READING/ JURISDICTION EXT	MILES/ KILOMETER	GAL./ LITRES	VENDOR
6/13/2008	AR	US 67, I-30, I-40	456415	157		
6/13/2008	OK	I-40	456721	306		
6/13/2008	TX	I-35, I-30	456977	256		
6/13/2008	AR	I-30, I-630	457118	141		
			457118			
			ENDING			
			860			
			TOTAL			

(DRIVER'S SIGNATURE/DATE)

- |                     |                  |                   |                   |                                |
|---------------------|------------------|-------------------|-------------------|--------------------------------|
| AL-ALABAMA          | IN-INDIANA       | NE-NEBRASKA       | SC-SOUTH CAROLINA | BC-BRITISH COLUMBIA            |
| AK-ALASKA           | IA-IOWA          | NV-NEVADA         | SD-SOUTH DAKOTA   | MB-MANITOBA                    |
| AZ-ARIZONIA         | KS-KANSAS        | NH-NEW HAMPSHIRE  | TN-TENNESSEE      | NB-NEW BRUNSWICK               |
| AR-ARKANSAS         | KY-KENTUCKY      | NJ-NEW JERSEY     | TX-TEXAS          | NL-NEW FOULAND AND<br>LABRADOR |
| CA-CALIFORNIA       | LA-LOUISIANA     | NM-NEW MEXICO     | UT-UTAH           |                                |
| CO-COLORADO         | ME-MAINE         | NY-NEW YORK       | VA-VIRGINIA       | NT-N.W. TERRITORIES            |
| CT-CONNECTICUT      | MD-MARYLAND      | NC-NORTH CAROLINA | VT-VERMONT        | NS-NOVA SCOTIA                 |
| DE-DELAWARE         | MA-MASSACHUSETTS | ND-NORTH DAKOTA   | WA-WASHINGTON     | NU-NUNAVUT                     |
| DC-DIST OF COLUMBIA | MI-MICHGAN       | OH-OHIO           | WV-WEST VIRGINIA  | ON-ONTARIA                     |
| FL-FLORDIA          | MN-MINNESOTA     | OK-OKLAHOMA       | WI-WISCONSIN      | PE-PR.EDWARD ISLAND            |
| GA-GEORGIA          | MS-MISSISSIPPI   | OR-ORGEN          | WY-WYOMING        | QC-QUEBEC                      |
| ID-IDAHO            | MO-MISSOURI      | PA-PENNSYLVANIA   | MX-MEXICO         | SK-SASKATCHEWAN                |
| IL-ILLNOIS          | MT-MONTANA       | RI-RHODE ISLAND   | AB-ALBERTA        | YT-YUKON                       |

# **AFFIDAVIT**

## **OF NON-ROAD USE**

### DESCRIPTION OF VEHICLE

Year Model \_\_\_\_\_ Make \_\_\_\_\_

VIN \_\_\_\_\_  
Vehicle Identification Number

### STATE OF ARKANSAS

(1) This vehicle has not been used on the public highways since the registration expired on \_\_\_\_\_. We must have a copy of the last registration.

OR

(2) This vehicle has not been placed into service since being purchased on \_\_\_\_\_.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Outside City Limits

\_\_\_\_\_  
Date

The following individual(s) or company

\_\_\_\_\_  
(please print)

is/are located outside the city limits of \_\_\_\_\_ .  
(please print)

\_\_\_\_\_  
Owner or representative



## NEED TO FILE AN IRS FORM 2290 TO REGISTER YOUR TRUCK TODAY?

To better serve you, the IRS and the International Registration Plan Section, Office of Motor Vehicle (IRP) of the AR Department of Finance & Administration have made special arrangements to make it easier for you to register your truck. At your option, IRP will forward your completed Form 2290, Schedule 1 and remittance to the IRS on your behalf. You will not need to wait for a receipted schedule 1 from IRS to register your truck. Your participation in this service is entirely voluntary.

*This service is available for walk-in customers only.*

### If you decide to use this service, this is what you do:

You give IRP the following:

- the completed original Form 2290,
- 2 copies of Schedule 1,
- payment in full of the amount due ( personal check, money order, bank or cashiers check payable to the United States Treasury.)

### If you decide to use this service, this is what IRP does:

IRP will review your return for completion of certain entries. IRP will mail your return and payment to IRS on the business day following receipt of your return.

### What you need to know:

IRS does not consider your return filed for tax purposes until they receive it. IRS is not responsible for any delays or mishandling of your return or remittance before it is received by IRS. You are liable for any tax, penalties and interest that may be due. If the IRS determines you owe additional amounts, they will bill you directly after they receive the return.

IRP is voluntarily offering this service to registrants. IRP is not reimbursed for this service. IRP is not an agent or contractor of the IRS. IRP does not receive confidential return information from IRS records of your account.

**Form 2290** **Heavy Highway Vehicle Use Tax Return**  
 (Rev. July 2014) For the period July 1, 2014, through June 30, 2015  
 Department of the Treasury Internal Revenue Service (99) **► Attach both copies of Schedule 1 to this return.**  
**► Information about Form 2290 and its separate instructions is at [www.irs.gov/form2290](http://www.irs.gov/form2290).**

Keep a copy of this return for your records.

OMB No. 1545-0143

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

Check if applicable:

<input type="checkbox"/> Address change	<input type="checkbox"/> VIN Correction Check this box if you are correcting a vehicle identification number (VIN) listed on a previously filed Schedule 1 (Form 2290). <b>Do not</b> check this box for any other reason.
<input type="checkbox"/> Amended Return Check this box if reporting (a) additional tax from an increase in taxable gross vehicle weight or (b) suspended vehicles exceeding the mileage use limit. <b>Do not</b> check this box for any other reason.	<input type="checkbox"/> Final Return Check this box if you no longer have taxable vehicles to report.

**Part I Figuring the Tax**

	Y	Y	Y	Y	M	M
<b>1</b> Was the vehicle(s) reported on this return used on public highways during <b>July 2014</b> ? If YES, enter <b>201407</b> in the boxes to the right. If NO, see the table on page 3 of the instructions . . . . . ►						
<b>2 Tax.</b> Enter the <b>Total</b> from Form 2290, page 2, column (4) . . . . . ►						
<b>3</b> Additional tax from increase in taxable gross weight (see instructions) . . . . . ►						
<b>4 Total tax.</b> Add lines 2 and 3 . . . . . ►						
<b>5 Credits</b> (see instructions) . . . . . ►						
<b>6 Balance due.</b> Subtract line 5 from line 4. This is the amount you owe. If payment through EFTPS, check here <input type="checkbox"/> . . . . . ►						

**Part II Statement in Support of Suspension** (Complete the statements that apply. Attach additional sheets if needed.)

**7** I declare that the vehicles reported on Schedule 1 as suspended (category W) are expected to be used on public highways (check the boxes that apply):  5,000 miles or less  7,500 miles or less for agricultural vehicles during the period July 1, 2014, through June 30, 2015, and are suspended from the tax. Complete and attach Schedule 1.

**8a** I declare that the vehicles listed as suspended on the Form 2290 filed for the period July 1, 2013, through June 30, 2014, were not subject to the tax for that period except for any vehicles listed on line 8b. **Check this box if applicable.** ►

**b** Vehicle identification numbers \_\_\_\_\_

**9** I declare that vehicle identification numbers \_\_\_\_\_ were listed as suspended on the Form 2290 filed for the period July 1, 2013, through June 30, 2014. These vehicles were sold or transferred to \_\_\_\_\_ on \_\_\_\_\_, At the time of the transfer, the vehicles were still eligible for the suspension of the tax. Attach a separate list if needed.

**Third Party Designee** Do you want to allow another person to discuss this return with the IRS (see instructions)?  Yes. Complete the following.  No

Designee's name ►	Phone no. ►	Personal identification number (PIN) ►
-------------------	-------------	--

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

**Sign Here**

Signature _____	Date _____
Type or print name below signature.	Telephone number _____

**Paid Preparer Use Only**

Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
Firm's name ►	Firm's EIN ►		Phone no. _____	
Firm's address ►				

### Tax Computation

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

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

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



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

**Schedule of Heavy Highway Vehicles**

For the period July 1, 2014, through June 30, 2015

OMB No. 1545-0143

▶ **Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.**

<b>Type or Print</b>	Name	Employer identification number <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Address (number, street, and room or suite no.)	
	City or town, state or province, country, and ZIP or foreign postal code	

<b>Part I</b>	<b>Vehicles You Are Reporting</b> (enter VIN and category)	Category A through W (category W for suspended vehicles)
1	<input type="text"/>	
2	<input type="text"/>	
3	<input type="text"/>	
4	<input type="text"/>	
5	<input type="text"/>	
6	<input type="text"/>	
7	<input type="text"/>	
8	<input type="text"/>	
9	<input type="text"/>	
10	<input type="text"/>	
11	<input type="text"/>	
12	<input type="text"/>	
13	<input type="text"/>	
14	<input type="text"/>	
15	<input type="text"/>	
16	<input type="text"/>	
17	<input type="text"/>	
18	<input type="text"/>	
19	<input type="text"/>	
20	<input type="text"/>	
21	<input type="text"/>	
22	<input type="text"/>	
23	<input type="text"/>	
24	<input type="text"/>	

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

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

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

**Schedule of Heavy Highway Vehicles**

For the period July 1, 2014, through June 30, 2015

OMB No. 1545-0143

▶ **Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.**

<b>Type or Print</b>	Name	Employer identification number <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Address (number, street, and room or suite no.)	
	City or town, state or province, country, and ZIP or foreign postal code	

<b>Part I</b>	<b>Vehicles You Are Reporting</b> (enter VIN and category)	Category A through W (category W for suspended vehicles)
1	<input type="text"/>	
2	<input type="text"/>	
3	<input type="text"/>	
4	<input type="text"/>	
5	<input type="text"/>	
6	<input type="text"/>	
7	<input type="text"/>	
8	<input type="text"/>	
9	<input type="text"/>	
10	<input type="text"/>	
11	<input type="text"/>	
12	<input type="text"/>	
13	<input type="text"/>	
14	<input type="text"/>	
15	<input type="text"/>	
16	<input type="text"/>	
17	<input type="text"/>	
18	<input type="text"/>	
19	<input type="text"/>	
20	<input type="text"/>	
21	<input type="text"/>	
22	<input type="text"/>	
23	<input type="text"/>	
24	<input type="text"/>	

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

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

Schedule 1 (Form 2290) (Rev. 7-2014)

### Consent to Disclosure of Tax Information

For the period July 1, 2014, through June 30, 2015

By signing, dating, and entering my employer identification number below, I hereby consent to the Internal Revenue Service (IRS) disclosing information about my payment of the heavy highway vehicle use tax (HVUT) for the tax period listed above to the federal Department of Transportation (DOT), U.S. Customs and Border Protection (CBP), and to state Departments of Motor Vehicles (DMV). The information disclosed to the DOT, CBP, and state DMVs will be my vehicle identification number (VIN) and verification that I have paid the HVUT. The IRS may disclose the information to the DOT, CBP, and to the DMVs of the 50 states and the District of Columbia who have other taxing, registration, or information collecting authority. I agree that the American Association of Motor Vehicle Administrators (AAMVA), a third-party nonprofit organization, may be used as an intermediary to transmit my VIN and payment information from the IRS to the state DMVs.

I understand that the information to be disclosed is generally confidential under the laws applicable to the IRS and that the agency receiving the HVUT information is not bound by these laws and may use the information for any purpose as permitted by other federal laws and/or state law. To be effective, this consent must be received by the IRS within 120 days of the date below.

If signed by a corporate officer or party other than the taxpayer, I certify that I have the authority to execute this consent to disclosure of tax information.

<b>Sign Here</b>	▶ _____	▶ _____
	Signature	Date
	Type or print name below signature.	▶ _____
		<b>Employer identification number</b>

Schedule 1 (Form 2290) (Rev. 7-2014)

## Form 2290-V, Payment Voucher

### Purpose of Form

Complete Form 2290-V if you are making a payment by check or money order with Form 2290, Heavy Highway Vehicle Use Tax Return. We will use Form 2290-V to credit your payment more promptly and accurately, and to improve our service to you.

If you have your return prepared by a third party and a payment is required, provide Form 2290-V to the return preparer.

Do not file Form 2290-V if you are paying the balance due on Form 2290, line 6, using the Electronic Federal Tax Payment System (EFTPS) or electronic funds withdrawal (direct debit). See *How to Pay the Tax* in the Instructions for Form 2290.

### Specific Instructions

**Box 1.** If you do not have an EIN, you may apply for one online. Go to the IRS website at [www.irs.gov/businesses/small](http://www.irs.gov/businesses/small) and click on the “Employer ID Numbers (EINs)” link. You may also apply for an EIN by calling 1-800-829-4933, or you can fax or mail Form SS-4, Application for Employer Identification Number, to the IRS.

**Box 2.** Enter the amount paid from Form 2290, line 6.

**Box 3.** Enter the date as shown on Form 2290, line 1.

**Box 4.** Enter your name and address as shown on Form 2290.

- Enclose your check or money order made payable to “United States Treasury.” Be sure to enter your EIN, “Form 2290,” and the tax period on your check or money order. Do not send cash. Do not staple Form 2290-V or your payment to Form 2290 (or to each other).

- Detach Form 2290-V and send it with your payment and Form 2290 to the address shown in the bottom left corner of Form 2290-V.

▲ Detach here ▲

<b>Form 2290-V</b> (Rev. July 2014) Department of the Treasury Internal Revenue Service		<b>Payment Voucher</b> For the period July 1, 2014, through June 30, 2015 ▶ See <i>How To Pay the Tax</i> in the Instructions for Form 2290. ▶ <b>Do not staple or attach this voucher or your payment to your return.</b>		OMB No. 1545-0143	
1 Employer identification number  -		2 Enter the amount of your payment. Make your check or money order payable to “United States Treasury”		Dollars	Cents
3 Enter date as shown on line 1 of Form 2290. Y   Y   Y   Y   M   M                       Send Form 2290, this voucher, and payment to: Internal Revenue Service P.O. Box 804525 Cincinnati, OH 45280-4525		4 Name  Address (number, street, and room or suite no.)  City or town, state or province, country, and ZIP or foreign postal code			





**VEHICLE REGISTRATION APPLICATION**

**STATE OF ARKANSAS**  
 DEPARTMENT OF FINANCE & ADMINISTRATION  
 PO BOX 1272  
 LITTLE ROCK, AR 72203

TRANSACTION TYPE

LICENSE NO.	INV. TYPE	USE CODE	DECAL NO.	EXPIRATION DATE	VEHICLE IDENTIFICATION NUMBER							
YEAR	MAKE	MODEL	BODY	CYL	COLOR	FUEL	UNLADEN WT.	GROSS WT.	DSP	AXLES	PREVIOUS TITLE NUMBER	
TITLE CODE	PUR. TYPE	PUR. DATE	DEALER #	OD CODE	OD READING	CHECK IF APPLICABLE						
						DAMAGE	PREV. DAMAGE	LEASE	PRORATE	PENALTY	MAIL	
COMPLETE ONLY IF CONVERTING CLASS TWO (2) THROUGH EIGHT (8) TRUCK LICENSE												
OLD LIC. NO.	OLD WT.	OLD FEE	IF INVOLUNTARY, SHOW AMT. OVERLOAD AND SUMMONS NUMBER				VALIDATION PERIOD FOR DRIVE OUT OR INTRANSIT					
			OVERLOAD WEIGHT		SUMMONS NUMBER	BEGINNING DATE & TIME:		ENDING DATE & TIME				
OWNER NAME												
LAST	FIRST								REL			
LAST	FIRST											
COMPANY												
ARKANSAS ADDRESS										CTY CODE		
TITLE MAILING ADDRESS										CTY CODE		
RENEWAL MAILING ADDRESS										CTY CODE		
FIRST LIENHOLDER							CONTRACT DATE		REGISTRATION FEE		REPLACEMENT FEE	
									CREDIT		TRANSFER FEE	
									ADDITIONAL FEE		TITLE FEE	
SECOND LIENHOLDER							CONTRACT DATE		PRORATED FEE		LIEN FEE	
									SPECIAL FEE (1)		PENALTY	
									SPECIAL FEE (2)		POSTAGE	
REVENUE OFFICE CITY			OFFICE NUMBER		COUNTY				SPECIAL FEE (3)		TOTAL REG. FEES	
ARKANSAS REVENUE AGENT							DATE		CTY CODE		SALES TAX RECEIPT NUMBER	
SIGNATURE OF LIENHOLDER (IF APPLICABLE)												
SIGNATURE OF OWNER(S)										PERSONAL PROPERTY ACCT. NO.		

## Instructions for Completing the Motor Carrier Identification Report, Application for USDOT Number (MCS-150)

<u>Topic</u>	<u>Page</u>
I. Federal Motor Carrier Safety Administration (FMCSA) Overview.....	1
II. Filing Options.....	1
III. Step-By-Step Instructions.....	2
IV. Where Can I Get Additional Help And Information?.....	8
V. Motor Carrier Identification Report (MCS-150 form).....	9

### I. Federal Motor Carrier Safety Administration (FMCSA) Overview

The Federal Motor Carrier Safety Administration (FMCSA) registration process requires that companies define the type of business operation (Motor Carrier, Broker, Shipper, Freight Forwarder and/or Cargo Tank Facility) that they plan to establish. FMCSA's responsibilities include monitoring and enforcing compliance with the Federal Motor Carrier Safety Regulations (FMCSR) and the Hazardous Materials Regulations (HMR) governing both safety and financial responsibility. The Agency's focus on both concerns is reflected in the dual path of its current registration process. Companies may find that they are subject to both registration requirements—USDOT Number (Forms MCS-150 and MCS-150B)—and Interstate Operating Authority (Forms OP-1, OP-1(P), OP-1(FF), OP-1(MX), or OP-2).

FMCSA encourages all applicants with Internet access to use our online registration assistant (<http://www.fmcsa.dot.gov/online-registration>) to determine all FMCSA registration requirements. For applicants without Internet access, FMCSA can mail instructions, forms, and other materials designed to assist in the off-line registration process; call FMCSA at 1-800-832-5660.

These instructions assume that the applicant has determined that a USDOT Number is required and that the MCS-150 form must be submitted.

### II. Filing Options

There are two options for filing the necessary forms to obtain a USDOT Number:

- Completing and filing the required MCS-150 forms online, or
- Completing a printed copy and mailing to the FMCSA

FMCSA strongly encourages applicants to use the electronic online application process since it has built-in edit checks and simple yes-and-no questions for easy, accurate completion. It is also significantly faster than applying by mail. The estimated time to complete the form online is approximately 20 minutes.

- **Option 1: Filing Online (recommended).**
  - We encourage you to print all related form instructions prior to completing the online forms.
  - To complete and submit application form(s), go to: <http://www.fmcsa.dot.gov/online-registration>.
  - Upon submission, a USDOT Number for the company is issued immediately, if the application is approved.
  - FMCSA suggests that you record the USDOT Number that is assigned.
- **Option 2: Filing Paper by Mail.**
  - Submit all required MCS and/or OP forms together.
  - Once the application is completed, FMCSA suggests making a copy for the company's files.
  - Mailed applications, on average, take four to six weeks processing time.
  - Notification of USDOT Number will be sent to the mailing address provided in items 8-11 of submitted MCS-150 or MCS-150B form.
  - Mail completed application form(s) to:

**Federal Motor Carrier Safety Administration**  
Attention: USDOT Number Application  
1200 New Jersey Avenue SE  
Washington, DC 20590

**Note:** Applications that are incomplete, unreadable, or unsigned will be rejected and returned via mail, delaying the receipt of the company's USDOT Number.

### III. Step-By-Step Instructions

These instructions will assist in preparing a complete and accurate MCS-150 application. The instruction numbers below correspond to the numbered items on the MCS-150 form. When completing the application, please print clearly in ink or type all information.

**Reason for Filing (Top of Form)** — The information in the table below represents the valid reasons for filing the MCS-150 Form. Select one of the four reasons and mark its corresponding box at the top of the form under "Reason for Filing," and complete all the items on the form that are mandatory for the selected reason.

If you would like to:	Select the following under "Reason for Filing":	Complete the following form items:
Obtain a USDOT Number – first time filer	<b>NEW APPLICATION</b>	All applicable items (1-30); exclude items 16 and 28.
File the formal MCS-150 Biennial Update, or update MCS-150 information	<b>BIENNIAL UPDATE OR CHANGES</b>	All applicable items 1-16, 30, and any others where information has changed since the company's last update.
Notify FMCSA that the company is no longer operating as an interstate Motor Carrier	<b>OUT OF BUSINESS NOTIFICATION</b>	All applicable items 1-16 and 30.
Reapply after New Entrant Registration has been revoked (USDOT Number inactivated)	<b>REAPPLICATION (AFTER REVOCATION OF NEW ENTRANT)</b>	All applicable items (1-30). In item 16 enter the USDOT Number previously assigned to the company.

**NOTE:** If the company was previously assigned a USDOT Number, do NOT submit this form to obtain a new USDOT Number. That is, if the company currently has or has had at any time a USDOT Number, then the only valid reasons for completing this form are: reapplication after revocation of a new entrant registration, out of business notification, or biennial update or other interim change to the company's MCS-150 application information.

See instructions labeled ["To find out if a company already has a USDOT Number"](#) in Section IV of this document.

**1. Name of Motor Carrier** — This is the legal name of the business entity that owns/controls the Motor Carrier operation. The name entered here should be the full legal business name (the name on the incorporation certificate, partnership agreement, tax records, etc.).

For example, if the company is a:

- Sole Proprietorship/Individual, enter the legal name, e.g., John A. Doe
- Partnership, enter the legal names of all partners, e.g., John A. Doe and Jane B. Smith
- Corporation, enter the name on the incorporation certificate (this name must include the type of corporation), e.g., John Doe INC, John Doe LLC.

**2. Trade or D.B.A. (Doing Business As) Name** — Enter the company's trade name if it is different from the company's official business name (the name entered in item 1). For example, if you entered "John A. Doe" in item 1 as the company's official business name, but the trade name, or "Doing Business As" name, is "John's Trucking Company," you would enter "John's Trucking Company" in this item.

**3-6. Principal Address** — Enter the address where the company's safety records are maintained. FMCSA will use this address for on-site visits to Motor Carriers for the purpose of conducting safety audits, compliance reviews, and other activities. For this reason, do not enter a P.O. Box as the Principal Address or processing of the company's application will be delayed.

**7. Colonia (Mexico Only)** — If the company's principal address (and safety records location) is in Mexico, enter the "Colonia" or "Barrio" in Mexico.

**8-11. Mailing Address** — Enter the mailing address where the company wants all its FMCSA correspondence to be sent (this may be a P.O. Box). If all parts of this address are the same as the "Principal Address" (items 3-6) write "SAME" in item 8 and leave items 9-11 blank. However, if any parts of the mailing and principal addresses differ, complete all items 8-11.

**12. Colonia (Mexico Only)** — If the company's mailing address is in Mexico, enter the "Colonia" or "Barrio" in Mexico.

**13. Principal Business Phone Number** — Enter the primary telephone number, including area code, for the "Principal Address" (items 3-6). (This may be a cell phone number.)



**14. Principal Contact Cell Phone Number** — Enter the cell phone number, if any, including area code. (If this is the same as the "Principal Business Phone Number" [item 13], enter "Same.")

**15. Principal Business Fax Number** — Enter the company's fax number, including area code. This number is for the location provided as "Principal Address" (items 3-6) above. If there is no fax number available leave this item blank.

**16. USDOT NO.** — If the company is not a new applicant, that is if it already has a USDOT Number, enter the company's USDOT Number.

**17. MC OR MX NO.** — If the company has already been assigned an "MC" or "MX" identification number for Interstate FMCSA Operating Authority, enter the number. This includes MC or MX numbers that are pending.

**18. Dun & Bradstreet NO.** — If the company has a Dun & Bradstreet identifier number, enter it. If you do not know the number, visit <http://www.dnb.com>, or call Dun & Bradstreet at 1-800-999-3887.

**19. IRS/TAX ID NO.** — Enter either the Employer Identification Number (EIN) assigned to the Motor Carrier company by the Internal Revenue Service, or the owner's Social Security Number (SSN).

**20. Internet E-Mail Address** — Enter the e-mail address, if the company has one, for the official point of contact.

**21. Carrier Mileage** — Enter the total mileage of all Commercial Motor Vehicles (CMV) in the company's operation to the nearest 10,000 miles for the last calendar year (e.g., 2006). If the company did not operate a CMV during the last calendar year, leave this item blank.

**22. Company Operation** — The company operation type will tell FMCSA what type(s) of Motor Carrier or Hazardous Materials Shipper operations the company plans to provide. If you select "Vehicle Registrant Only" you may not select any other carrier or shipper operation. If you select only Hazmat Shipper (no carrier operation) from the list, the company is not required to obtain a USDOT Number, so no filing is needed. Read the instructions and definitions below before responding. These selections will determine if this business is regulated by the FMCSA.

**NOTE:** The Pipeline and Hazardous Materials Safety Administration (PHMSA) regulates Motor Carriers and Shippers of hazardous materials. If the company will carry or ship hazardous materials it may need to be registered with PHMSA (<http://hazmat.dot.gov/regs/register/register.htm>) in addition to FMCSA.

Select all that apply:

- **Interstate Carrier** — The company is an Interstate Carrier if any part of its operation transports property or passengers in support of interstate commerce, i.e., the property or passengers cross State lines either before the company received them, while the company is transporting them, or after the company has transferred the property or passengers. The transportation of the property or passengers may include transport by plane, train, or boat in addition to the company's commercial motor vehicle. For example: if the origination and destination indicated on the bill of lading—when one exists—are not in the same State, then the shipment is interstate and the company needs to be registered as an Interstate Carrier.

The company is also considered to be an Interstate Carrier if the property or passengers being transported will ever do ANY of the following:

- o Cross State lines (including a place outside the United States)
- o Move from the United States or a U.S. territory to a foreign country, or vice versa
- o Have origination and destination points within a State, but pass through another State or foreign country during transport

- **Intrastate Hazmat Carrier** — The company is an Intrastate Hazardous Materials Carrier if any part of its business operation meets ALL of the following criteria:
  - o Transports Hazardous Materials in quantities that are regulated by the Department of Transportation (DOT)
  - o Never crosses State lines (including a place outside the United States)
  - o Never moves from the United States or U.S. territory to a foreign country, or vice versa
  - o Never passes through another State or foreign country during transport

The company is required to comply with FMCSA Safety Regulations and Hazardous Materials Regulations.

- **Intrastate Non-Hazmat Carrier** — The company is an Intrastate Non-Hazardous Materials Carrier if its business operation meets ALL of the following criteria:
  - o Does NOT transport Hazardous Materials in quantities that are regulated by DOT
  - o Never crosses State lines (including a place outside the United States)
  - o Never moves from the United States or U.S. territory to a foreign country, or vice versa

- o Never passes through another State or foreign country during transport
- **Interstate Hazmat Shipper** — The company is an Interstate Hazardous Materials Shipper if any part of its business operation offers, or makes Hazardous Materials available to a carrier for transportation in interstate or foreign commerce. If the company makes the Hazardous Materials available AND also transports the Hazardous Materials, then the company is considered to be both an Interstate Hazmat Shipper and an Interstate or Intrastate Motor Carrier. Companies that are Hazmat Shippers only (don't provide carrier transport) do not need a USDOT Number to operate and therefore are not required to file this form. Interstate Hazmat Shippers must however, still comply with the Hazardous Materials Regulations.
- **Intrastate Hazmat Shipper** — The company is an Intrastate Hazardous Materials Shipper if it exclusively tenders or makes Hazardous Materials available to an Intrastate Hazmat Carrier for actual transport. If the company offers or makes available Hazardous Materials AND transports Hazardous Materials, then it is considered as both an Intrastate Hazmat Shipper and an Interstate or Intrastate Motor Carrier (both options should be selected in response to this item). If the company never operates as a carrier, but only operates as a Hazmat Shipper, it is not required to obtain a USDOT Number and need not file this form. However, they will be required to comply with the Hazardous Materials Regulations.
- **Vehicle Registrant Only** — The company is a Vehicle Registrant Only if its base state of operations requires the company/individual to obtain a USDOT Number as a required part of its state commercial vehicle registration process AND the individual that is listed on the vehicle registration and to whom license plates are issued will never operate the CMV under its own assigned USDOT Number or Operating Authority. Two of the more common reasons to receive a USDOT Number with a "vehicle registrant only" status are illustrated in the examples below. If you select "vehicle registrant only" as the response, do not select any other responses for item 22.

Examples:

- o The company owns and registers its commercial trucks for the sole purpose of renting or leasing those trucks to Motor Carriers that will operate the trucks to transport goods.
- o The company is an owner-operator that will never operate the trucks under its own USDOT Number or Operating Authority (the company only operates under another company's USDOT Number or Operating Authority).

**NOTE:** If the company is a Vehicle Registrant Only, do not select additional company operations. Skip to item 30, sign, and date the form.

**23. Operation Classification** — Is based on the type of business the company is engaged in and will help determine the FMCSA regulations the company is subject to. It will also determine if the company requires Interstate Operating Authority. The company's operations may place it under multiple operation classifications, so selections should be made carefully.

Definitions of Classifications:

- A. Authorized For-Hire** — A non-exempt (exempt Motor Carriers are defined in B, below) Motor Carrier who receives compensation for transporting passengers, FMCSA-regulated goods, or household goods that are owned by others.

**NOTE:** If you select "Authorized For-Hire Carrier" as one of the company's operation classifications, the company will also be required to obtain Interstate Operating Authority (MC or MX Number) by filing the appropriate OP form with the FMCSA.

- B. Exempt For-Hire** — A Carrier who receives compensation for transporting *only* exempt goods (commodities that are NOT regulated by the FMCSA); or an Interstate Carrier transporting exclusively within a commercial zone that is exempt from FMCSA operating authority rules. Carriers are also exempt if they *only* transport employees of their company (e.g., a company shuttles its own employees to and from a work station). Exempt status typically excuses a carrier from the Operating Authority requirement, but a USDOT Number is still required.

**NOTE:** Administrative Ruling No. 119 (<http://www.fmcsa.dot.gov/adminrule119>) provides additional guidance for identifying EXEMPT commodities (those NOT regulated by the FMCSA). If all the commodities that the company transports appear on this list, then the commodities are considered exempt. Information about commercial zone exemptions may be found at 49 CFR 372 (<http://www.fmcsa.dot.gov/49CFR-372>).

- C. Private Property** — A company that transports its own cargo, usually as a part of a business that produces, uses, sells, and/or buys the cargo that is being hauled.

- D. **Private Passengers (Business)** — A "for-profit" company that provides interstate transportation of passengers in order to support its primary line of business. The passenger transportation service should not be available to the general public. For example, a hotel chain that provides a free shuttle service that crosses a state line driving from an airport to a hotel is classified as "Private Passengers (Business)." The shuttle service furthers the business, but is not a source of income.

Refer to regulation 49 CFR 390.5 (<http://www.fmcsa.dot.gov/49CFR-390.5>) for more information on Private Passenger classifications.

- E. **Private Passengers (Non-business)** — A "not-for-profit" company that provides interstate transportation of passengers in order to support its primary line of business. The passenger transportation service that is offered should not be available to the general public. For example, a not-for-profit youth center that uses a bus to transport youth on field trips is a Private Passenger (Non-business). Refer to regulation 49 CFR 390.5 (<http://www.fmcsa.dot.gov/49CFR-390.5>) for more information on Private Passenger classifications.
- F. **Migrant** — Interstate transportation provided by a Contract Carrier, but not a Common Carrier, of three or more migrant workers to or from their employment using any motor vehicle other than a passenger automobile or station wagon. A Contract Carrier provides transport service to one or more companies on a contract basis. Contract carriers do not maintain a regularly scheduled service. A Common Carrier transports persons or property for pay to anyone at any time and to any place within its operating authority.
- G. **U.S. Mail** — Transportation of U.S. mail under contract with the U.S. Postal Service.
- H. **Federal Government** — Transportation of property or passengers by a U.S. Federal Government Agency.
- I. **State Government** — Transportation of property or passengers by a U.S. State Government Agency.
- J. **Local Government** — Transportation of property or passengers by a local municipality.
- K. **Indian Tribe** — Transportation of property or passengers by an Indian tribal government.
- L. **Other** — Transportation of property or passengers by an operation classification not described above.

**NOTE:** If the carrier's vehicles are sometimes leased to another motor carrier, select the appropriate options (A-K) indicating all types of operations performed.

**24. Cargo Classifications** — Refers to the types of materials the company transports or ships (offers for transport). The company may transport/ship materials from multiple categories. Select all the letters corresponding to the types of cargo the company transports/ships. If "Other" is selected, enter the name of the commodity in the space provided.

**NOTE:** If you indicate that the company transports passengers, it means that the company uses a motor coach, school bus, mini-bus, van, or limousine to transport passengers. Do not select this item if someone rides along to assist the driver when the company's primary business is to transport property. If you check this option, you will also have to indicate the number of each type of passenger vehicle that is owned or leased under the motor coach, school bus, mini-bus, van, or limousine headings provided in item 26 of this form.

**25. Hazardous Materials (Carrier or Shipper)** — Complete this item only if the company transports or ships (offers for transport) Hazardous Materials. Otherwise, proceed to item 26.

- The letters "C" and "S" in the columns refer to "Carrier" and "Shipper." Select "C" or "S" next to the Hazardous Materials that the company carries or ships. If the company is both a Carrier and a Shipper of the Hazardous Materials, select both "C" and "S."
- The letters "B" and "NB" refer to "Bulk" and "Non-bulk." Select "B" next to the appropriate Hazardous Materials if the company transports/ships greater than 119 gallons of it. If the company transports/ships 119 gallons or less of the Hazardous Materials, select "NB."

The Hazardous Materials Classes and Divisions listed below correspond to those listed in 49 CFR 173.2. (Short descriptions are provided. For more information see the Hazardous Materials guide at <http://www.fmcsa.dot.gov/hm-comply>.)

- A. Div 1.1 Explosives (with mass explosion hazard)
- B. Div 1.2 Explosives (with projection hazard)
- C. Div 1.3 Explosives (with predominantly fire hazard)
- D. Div 1.4 Explosives (with no significant blast hazard)
- E. Div 1.5 Explosives (Very insensitive explosives; blasting agents)
- F. Div 1.6 Explosives (Extremely insensitive detonating substances)
- G. Div 2.1 Flammable Gas
- H. Div 2.1 LPG (Liquefied Petroleum Gas)
- I. Div 2.1 Methane Gas
- J. Div 2.2 Non-Flammable Compressed Gas
- K. Div 2.2 D (Anhydrous Ammonia)
- L. Div 2.3 A (Poison Gas which is Poison Inhalation Hazard (PIH) Zone A)
- M. Div 2.3 B (Poison Gas which is PIH Zone B)
- N. Div 2.3 C (Poison Gas which is PIH Zone C)
- O. Div 2.3 D (Poison Gas which is PIH Zone D)
- P. Class 3 Flammable and Combustible Liquid
- Q. Class 3 A (Flammable Liquid which is a PIH Zone A)
- R. Class 3 B (Flammable Liquid which is a PIH Zone B)
- S. Combustible Liquid (Refer to 49 CFR 173.20 (b))
- T. Div 4.1 Flammable Solid
- U. Div 4.2 Spontaneously Combustible Material
- V. Div 4.3 Dangerous When Wet Material
- W. Div 5.1 Oxidizer
- X. Div 5.2 Organic Peroxide
- Y. Div 6.2 Infectious Substance (Etiologic agent)
- Z. Div 6.1 A (Poison Liquid which is a PIH Zone A)
- AA. Div 6.1 B (Poison Liquid which is a PIH Zone B)
- BB. Div 6.1 Poison (Poisonous Liquid with no inhalation hazard)
- CC. Div 6.1 Solid (Meets the definition of a poisonous solid)
- DD. Class 7 Radioactive Materials
- EE. HRCQ (Highway Route Controlled Quantity of Radioactive Material)
- FF. Class 8 Corrosive Material
- GG. Class 8 A (Corrosive Liquid which is a PIH Zone A)
- HH. Class 8 B (Corrosive Liquid which is a PIH Zone B)
- II. Class 9 Miscellaneous Hazardous Materials (See <http://www.fmcsa.dot.gov/hm-comply> for more details)
- JJ. Elevated Temperature Material (Meets definition in 49 CFR 171.8 for an elevated temperature material)
- KK. Infectious Waste (Meets definition in 49 CFR 171.8 for an infectious waste)
- LL. Marine Pollutants (Meets Definition in 49 CFR 171.8 for a marine pollutant)
- MM. Hazardous Sub (RQ) (Meets definition in 49 CFR 171.8 of a reportable quantity of a hazardous substance)
- NN. Hazardous Waste (Meets definition in 49 CFR 171.8 of a hazardous waste)
- OO. ORM (Meets definition in 49 CFR 171.8 of Other Regulated Material)

**NOTE:** Information on Poison Inhalation Hazards is found in column 7 of the Hazardous Materials table (49 CFR 172.101). Specific Hazardous Materials information can be obtained by accessing the Hazmat Table at <http://www.fmcsa.dot.gov/hm-comply>.

**26. Number of Vehicles That Will Be Operated In The U.S. —** Provide the number of each type of CMV that the company uses in its U.S. operations broken out by the method used to acquire the vehicle (owned, term-leased or trip-leased). Owned means the company holds title to the CMV, term leased means the vehicle is leased for a specific time period or term of contract, and trip leased means the CMV is leased on a trip-by-trip basis as needed. If the company owns or leases a commercial motor vehicle that is used to transport passengers rather than property within the U.S. (includes motorcoach, school bus, mini-bus, passenger van, or limousines only), then indicate the number of each type of passenger-carrying CMV (by its passenger-carrying capacity) that is owned, term-leased or trip-leased. For passenger-carrying vehicles, count the driver as a passenger when determining a vehicle's passenger-carrying capacity. Reference the definitions for each type of passenger-carrying vehicle below. For example, if the company owns 3 straight trucks and 1 trailer and term leases 2 additional trailers, the table would be filled out like this:

	Straight Trucks	Truck Tractors	Trailers	Hazmat Cargo Tank Trucks	Hazmat Cargo Tank Trailers	Motor-coach	Number of vehicles carrying number of passengers (including the driver)												
							School Bus			Mini-bus	Passenger Van		Limousine						
							1-8	9-15	16+	16+	1-8	9-15	1-8	9-15	16+				
Owned	3		1																
Term Leased			2																
Trip Leased																			

If the company transports passengers and has a term lease on 2 limos that carry 9 passengers each (including the driver) and owns 1 mini-bus that carries 18 passengers (including the driver), the table would be filled out like this:

	Straight Trucks	Truck Tractors	Trailers	Hazmat Cargo Tank Trucks	Hazmat Cargo Tank Trailers	Motor-coach	Number of vehicles carrying number of passengers (including the driver)									
							School Bus			Mini-bus	Passenger Van		Limousine			
							1-8	9-15	16+	16+	1-8	9-15	1-8	9-15	16+	
Owned										1						
Term Leased															2	
Trip Leased																

Passenger vehicles are defined as:

- **Motor Coach** — A vehicle designed for long distance transportation of passengers, usually equipped with storage racks above the seats and a baggage hold beneath the passenger compartment.
- **School Bus** — A vehicle designed and/or equipped mainly to carry primary and secondary students to and from school, usually built on a medium or large truck chassis.
- **Mini-bus** — A motor vehicle designed or used to transport 16 or more passengers, including the driver, and typically built on a small truck chassis; has a smaller seating capacity than a motor-coach.
- **Passenger Van** — A small motor vehicle designed or used to transport 15 or fewer passengers, including the driver (if the company uses a van to transport something other than passengers, enter the number of vehicles under "straight trucks.")
- **Limousine** — A passenger vehicle usually built on a lengthened automobile chassis.

**27. Driver Information** — Enter the number of interstate and intrastate drivers who operate CMVs for the company on an average workday. Part-time, casual, term-leased, trip-leased, and company drivers should be included in the company's total driver headcount. Also, enter the total number of drivers (regardless of employment status) used in the company's operations (interstate and intrastate) and the total number of drivers that hold a valid Commercial Driver's License (CDL). Also, see the "100-mile-radius driver" consideration below

**NOTE:** The total number of drivers should be equal to all interstate plus all intrastate drivers. The total number of CDL drivers should be equal to or less than the total number of drivers.

**100-mile-radius driver** — Driver operates exclusively within a 100 air-mile radius of the normal work-reporting location. For example, the company has 10 drivers, 5 that operate in interstate commerce and 5 that operate in intrastate commerce. Of the 5 that are intrastate, 2 stay exclusively within the 100-mile radius of their work location and 3 go beyond the 100-mile radius. All of the 5 interstate drivers are operating beyond a 100-mile radius. Of the 10 drivers, 8 have their CDL. This is how the form would be completed:

DRIVER INFORMATION	INTERSTATE	INTRASTATE	TOTAL DRIVERS	TOTAL CDL DRIVERS
Within 100-Mile Radius		2	10	8
Beyond 100-Mile Radius	5	3		

**28. If the company's USDOT Number and registration are currently revoked by FMCSA** — Enter the company's assigned USDOT Number in the space provided.

**29. Enter name(s) of sole proprietor(s), officers, or partners and their titles** — If the company's legal business structure is "Sole Proprietor," then enter the owner's name and title in the spaces provided; otherwise, enter the name of two company partners (if the company is a partnership) or two corporate officers and their titles if the company is a corporation (for example, corporate officers might include Vice President, Secretary, Treasurer, President).

**30. Certification Statement** — Print or type the name of the individual authorized to sign documents on behalf of the entity listed in item 1 (Name of Motor Carrier). This individual must sign, date, and print or type his/her name and title in the spaces provided. The individual's signature must match his/her name. The authorized signer in this item should match one of the names provided in response to item 29.

**NOTE:** If this form is not signed and dated with a printed/typed name and title of an authorized individual, the application will be rejected and a USDOT Number will NOT be assigned.

## IV. Where Can I Get Additional Help And Information?

For your convenience, the following is a list of helpful links, most of which are referenced in this instructions document. Information is provided in English-only unless otherwise specified.

1. **FMCSA Registration & Assistance Web page**  
<http://www.fmcsa.dot.gov/online-registration>
2. **Printable Registration Forms**  
<http://www.fmcsa.dot.gov/r-f-forms>
3. **To find out if a company already has a USDOT Number:**  
Call FMCSA toll-free at 1-800-832-5860 or go to <http://www.fmcsa.dot.gov>:
  - a. Under the section "Safety & Security" select "Company Safety Snapshot (SAFER)"
  - b. Select the option labeled "Name" and enter either the company's "D.B.A. Name" (Doing Business As Name) or its Legal Name.
  - c. Click on the "Search" button.
  - d. The system will inform you whether a USDOT Number is assigned to the name entered

Search Criteria

Users can search by DOT Number, MC/MX Number or Company Name.

USDOT Number  
  MC/MX Number  
  Name

Enter Value:

4. Mexico-based carriers should use this site to determine **which forms are required to operate in the U.S.**  
<http://www.fmcsa.dot.gov/new-entrant> (English)  
[http://www.fmcsa.dot.gov/espanol/new\\_entrant\\_sp\\_index.htm](http://www.fmcsa.dot.gov/espanol/new_entrant_sp_index.htm) (Spanish)
5. **Hazardous Materials Table/Hazardous Materials section of the FMCSA Web site**  
<http://www.fmcsa.dot.gov/hm-comply>
6. **Pipeline and Hazardous Materials Safety Administration (PHMSA) registration**  
<http://hazmat.dot.gov/regis/register/register.htm>
7. **To get a Dun & Bradstreet number or find out if a company already has one**  
<http://www.dnb.com>
8. **To determine if the company's commodities are exempt (Administrative ruling 119).** If any commodity the company is transporting does not appear on these lists as exempt, then it is regulated.  
<http://www.fmcsa.dot.gov/adminrule119>
9. **49 CFR 390.5 "Definitions" for more information on Private Passenger (Business) and Private Passenger (Non-business)**  
<http://www.fmcsa.dot.gov/49CFR-390.5>

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2126-0013. Public reporting for this collection of information is estimated to average approximately 20 minutes per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory, and will be provided confidentially to the extent allowed by the Freedom of Information Act (FOIA). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Office, Federal Motor Carrier Safety Administration, MC-80A, 1200 New Jersey Avenue, SE, Washington, DC, 20590.



U.S. Department of Transportation  
Federal Motor Carrier  
Safety Administration

## Motor Carrier Identification Report

(Application for USDOT Number)

REASON FOR FILING (Mark only one)															
NEW APPLICATION			BIENNIAL UPDATE OR CHANGES			OUT OF BUSINESS NOTIFICATION			REAPPLICATION (AFTER REVOCATION OF NEW ENTRANT)						
1. NAME OF MOTOR CARRIER						2. TRADE OR D.B.A. (DOING BUSINESS AS) NAME									
3. PRINCIPAL ADDRESS				4. CITY		5. STATE/PROVINCE		6. ZIP CODE+4		7. COLONIA (MEXICO ONLY)					
8. MAILING ADDRESS				9. CITY		10. STATE/PROVINCE		11. ZIP CODE+4		12. COLONIA (MEXICO ONLY)					
13. PRINCIPAL BUSINESS PHONE NUMBER				14. PRINCIPAL CONTACT CELL PHONE NUMBER				15. PRINCIPAL BUSINESS FAX NUMBER							
16. USDOT NO.		17. MC OR MX NO.		18. DUN & BRADSTREET NO.		19. IRS/TAX ID NO.		EIN		SSN					
20. INTERNET E-MAIL ADDRESS						21. CARRIER MILEAGE (to nearest 10,000 miles for last calendar year) YEAR									
22. COMPANY OPERATION (Mark all that apply)															
A. Interstate Carrier    B. Intrastate Hazmat Carrier    C. Intrastate Non-Hazmat Carrier    D. Interstate Hazmat Shipper    E. Intrastate Hazmat Shipper    F. Vehicle Registrant Only															
23. OPERATION CLASSIFICATION (Mark all that apply)															
A. Authorized For-Hire    D. Private Passengers (Business)    G. U. S. Mail    J. Local Government B. Exempt For-Hire    E. Private Passengers (Non-Business)    H. Federal Government    K. Indian Tribe C. Private Property    F. Migrant    I. State Government    L. Other _____															
24. CARGO CLASSIFICATIONS (Mark all that apply)															
A. GENERAL FREIGHT    O. BUILDING MATERIALS    M. PASSENGERS    S. GARBAGE, REFUSE, TRASH    Y. PAPER PRODUCT B. HOUSEHOLD GOODS    H. MOBILE HOMES    N. OIL FIELD EQUIPMENT    T. U.S. MAIL    Z. UTILITY C. METAL SHEETS, COILS, ROLLS    I. MACHINERY, LARGE OBJECTS    O. LIVESTOCK    U. CHEMICALS    AA. FARM SUPPLIES D. MOTOR VEHICLES    J. FRESH PRODUCE    P. GRAIN, FEED, HAY    V. COMMODITIES DRY BULK    BB. CONSTRUCTION E. DRIVE AWAY/TOWNSHIP    K. LIQUIDS/GASES    Q. COAL/COKE    W. REFRIGERATED FOOD    CC. WATER WELL F. LOGS, POLES, BEAMS, LUMBER    L. INTERMIDIAL CONT.    R. MEAT    X. BEVERAGES    DD. OTHER															
25. HAZARDOUS MATERIALS (CARRIER OR SHIPPER) (Mark all that apply)															
(C) CARRIER    (S) SHIPPER    (B) BULK - IN CARGO TANKS    (NB) NON-BULK - IN PACKAGES															
C S B NB			C S B NB			C S B NB			C S B NB						
A. DIV 1.1			K. DIV 2.2D (Ammonia)			U. DIV 4.2			EE. HRCQ						
B. DIV 1.2			L. DIV 2.3A			V. DIV 4.3			FF. CLASS B						
C. DIV 1.3			M. DIV 2.3B			W. DIV 5.1			GG. CLASS BA						
D. DIV 1.4			N. DIV 2.3C			X. DIV 5.2			HH. CLASS BB						
E. DIV 1.5			O. DIV 2.3D			Y. DIV 6.2			I. CLASS 9						
F. DIV 1.6			P. Class 3			Z. DIV 6.1A			JJ. ELEVATED TEMP. MAT.						
G. DIV 2.1 (Flam. Gas)			Q. Class 3A			AA. DIV 6.1B			KK. INFECTIOUS WASTE						
H. DIV 2.1 LPG			R. Class 3B			BB. DIV 6.1 POISON			LL. MARINE POLLUTANTS						
I. DIV 2.1 (Merchane)			S. COMB LIQ			CC. DIV 6.3 SOLID			MM. HAZARDOUS SLUB (RC)						
J. DIV 2.2			T. DIV 4.1			DD. CLASS 7			NN. HAZARDOUS WASTE						
									OO. ORM						
26. NUMBER OF VEHICLES THAT WILL BE OPERATED IN THE U.S.															
	Straight Trucks	Truck Tractors	Trailers	Hazmat Cargo Tank Trucks	Hazmat Cargo Tank Trailers	Motor-coach	Number of vehicles carrying number of passengers (including the driver)								
							School Bus			Mini-bus		Passenger Van		Limousine	
							1-8	9-15	16+	16+	1-8	9-15	1-8	9-15	16+
OWNED															
TERM LEASED															
TRIP LEASED															
27. DRIVER INFORMATION															
				INTERSTATE		INTRASTATE		TOTAL DRIVERS			TOTAL CDL DRIVERS				
Within 100-Mile Radius															
Beyond 100-Mile Radius															
28. IS YOUR USDOT NUMBER REGISTRATION CURRENTLY REVOKED BY THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION?															
Yes      No															
If Yes, enter your USDOT Number: _____															
29. PLEASE ENTER NAME(S) OF SOLE PROPRIETOR(S), OFFICERS OR PARTNERS AND TITLES (e.g. president, treasurer, general partner, limited partner)															
1. _____ 2. _____															
30. CERTIFICATION STATEMENT (to be completed by authorized official)															
I, _____ certify that I am familiar with the Federal Motor Carrier Safety Regulations and/or Federal Hazardous Materials Regulations. Under penalties of perjury, I declare that the information entered on this report is, to the best of my knowledge and belief, true, correct, and complete.															
Signature _____				Date _____				Title _____							
(Please print)															

## INSTRUCTIONS

This form is available on our website at [www.arkansas.gov/psc](http://www.arkansas.gov/psc) and may be completed on-line and printed.

1. Please complete the affidavit by filling in the "Model Year", the "Make" of the equipment, last six digits of the "VIN#", "Purchase Date", and or "Lease Date" if applicable.
2. Fill in the "Owner/Owner-Operator" and or "Leasing Co" information. This section identifies the owner/owner-operator and to which company the equipment is leased. The "Arkansas M#" is an account number and assigned by the Tax Division. It is used to identify the company. The "MC Authority#" is assigned by the Federal Motor Carrier Administration to all for-hire carriers.
3. This statement must be signed and dated by the owner/owner-operator or his/her authorized agent.
4. This information must be received by APSC-Tax Division before visiting or requesting tags from the IRP office.
5. If you have any questions, you may contact the Tax Division by phone 501.682.1272, fax 501.682.6043 or email [www.tax@psc.state.ar.us](mailto:www.tax@psc.state.ar.us).

*Use additional sheets if necessary*

***Please retain a copy for your records!!***



AFFIDAVIT OF INTENT
ARKANSAS PUBLIC SERVICE COMMISSION-TAX DIVISION
ASSESSMENT YEAR 2015

Any equipment purchased or leased after January 1, 2014, will be assessed with the Tax Division by March 31, 2015. This will serve as your official "assessment" statement to present to the IRP or local revenue office if tags are required for the equipment listed below.

(Please type/print)

Table with 5 columns: Model Year, Make, VIN#(last 6 digits), Purchase Date, Lease Date. Multiple empty rows for data entry.

MC# Authority Running Under:

Legal Name of Company
Mailing Address
City State Zip
Phone (Fax) E-Mail
Arkansas M# MC# US Dot#

Owner-Operator:

Owner's Name
Mailing Address
City State Zip
Phone (Fax) E-Mail

\*\*\*\*\*

I declare under the penalties of perjury, that the foregoing statements are true to the best of my knowledge and belief.

Name (please print/type) Title (please print/type) Company (please print/type)

Signature Date

APSC-TAX DIVISION
Phone: 501.682.1272
Fax: 501.682.6043

**Unified Carrier Registration Program  
Important Notice for All Interstate Motor Carriers,  
Freight Forwarders, Brokers & Leasing Companies**

If you operate a tractor, truck or bus in interstate or international commerce, the registration requirements of the Unified Carrier Registration Agreement (UCR) apply to your business.

The Unified Carrier Registration (UCR) requires individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their business with Indiana and pay an annual fee based on the size of their fleet. **Motor private carriers of passengers only are not required to register and pay fees under the UCR.** The revenues generated will be used for enforcement of motor carrier safety programs. **Companies operating solely as brokers, freight forwarders or leasing companies are also required to register and pay a fee of \$76.** Companies providing both motor carrier services as well as broker, freight forwarder or leasing services are required to pay the fee level set at the motor carrier level.

**\*\*\*If the carrier only operates small vehicles (gross vehicle weight rating or gross weight rating of less than 10,000 lbs.), its fleet size for UCR purposes would be zero and they would register and pay in the lowest fee category (currently \$76).**

You must register for calendar year 2015 by December 1, 2014 in order to be in compliance by January 1, 2015.

NOTE: You must maintain a list of vehicles you have excluded for UCR. The UCR1 form is available on-line at [www.ucr.in.gov](http://www.ucr.in.gov).

UCR System Mobile Version is Now Available! -- Motor carriers can now register and pay for their Unified Carrier Registration using their smart phone 24/7, 365 days a year. From your mobile phone go to [www.ucr.in.gov](http://www.ucr.in.gov)

**THE FEE BRACKETS FOR MOTOR CARRIERS, FREIGHT FORWARDERS,  
BROKERS OR LEASING COMPANIES ARE AS FOLLOWS:**

Fleet Size	Fee per Company
0 - 2	\$ 76.00
3 - 5	\$ 227.00
6 - 20	\$ 452.00
21 - 100	\$ 1,576.00
101 - 1,000	\$ 7,511.00
1,001 - Over	\$ 73,346.00

Example: A broker also offering services as a motor carrier operating four tractors and nine straight trucks has a fleet size of thirteen commercial motor vehicles and pays \$452.00.

**IMPORTANT NOTICE:** If you operated in 2013 and/or 2014 you must pay both your 2013 and/or 2014 UCR fees.



State of Arkansas  
 Department of Finance & Administration  
 P. O. Box 8091  
 Little Rock, AR 72203

**UNIFIED CARRIER REGISTRATION -Year 2014**

To register online go to [WWW.UCR.IN.GOV](http://WWW.UCR.IN.GOV)

SECTION 1. GENERAL INFORMATION				
USDOT Number	MC or MX Number	FF Number	Telephone Number	Fax Number
Legal Name			E-Mail Address	
Doing Business Under The Following Name (DBA)				
Principal Place Of Business Street Address (See Instructions)				
Principal Business City		Principal Business State	Zip Code	
Mailing Street Address				
Mailing City		Mailing State	Mailing Zip Code	

**SECTION 2. CLASSIFICATION – Check All That Apply**

Motor Carrier    
  Motor Private Carrier    
  Broker    
  Leasing Company    
  Freight Forwarder

**SECTION 3. FEES DUE-BROKERS, FREIGHT FORWARDERS AND LEASING COMPANIES ONLY**  
*Note: If your company is also a motor carrier or motor private carrier, skip this section and go to section 4.*  
 Brokers, freight forwarders and leasing companies (not combined with a motor carrier entity), please submit the amount due of \$76. Payment by mail or in person may be made by Check, Certified Check or Money Order payable to the Department of Finance & Administration. Cash is only acceptable for walk-in payments. Go to Section 7.

**SECTION 4. NO. OF MOTOR VEHICLES– MOTOR CARRIER & MOTOR PRIVATE CARRIER**  
*Check only one box:*  
 Option A The number of vehicles shown below has been taken from section 26 of your last reported MCS-150 form.  
 Option B The number of vehicles shown below is the total number owned and operated for the 12-month period ending June 30, 2013.  
*See Instructions for additional requirements if you select Option B.*

LINE NO.	NUMBER OF STRAIGHT TRUCKS AND TRACTORS (COLUMN A)	(COLUMN B)	NUMBER OF MOTOR COACHES, SCHOOL BUSES, MINI-BUSES, VANS AND LIMOUSINES (COLUMN C)	TOTAL (COLUMN D)
1.				
2.	<b>Subtract:</b> (A) The number of vehicles on Line 1 in Column C above that has a vehicle capacity of 10 or less passengers, including the driver. (B) (Optional)The number of vehicles on Line 1 in Column A above that are used exclusively in intrastate transportation. You are required to maintain a list of vehicles excluded under this option. <i>See Instructions for additional requirements if you select this option.</i>			(        )
3.	<b>(Optional) Add a number of vehicles not shown on Line 1 above that are:</b> (A) Commercial motor vehicles operating exclusively in intrastate commerce. <i>(See instructions for definition of commercial motor vehicle.)</i> (B)Used in commerce to transport passengers or property for compensation and have a GVWR or GVW of 10,000 lbs or less, or a passenger capacity of 10 or less, including the driver.			
4.	<b>Total Number of Vehicles (Line 1 minus Line 2 plus Line 3)</b>			

**SECTION 5. FEE TABLE**

Number of Vehicles	Amount Due	Number of Vehicles	Amount Due	Number of Vehicles	Amount Due
0-2	\$76	6-20	\$452	101-1000	\$7,511
3-5	\$227	21-100	\$1,576	1001 or more	\$73,346

**SECTION 6. FEES DUE – MOTOR CARRIER & MOTOR PRIVATE CARRIER**  
 Using the number of vehicles in Section 4, Line 4 above, enter the Amount Due from the table above. Payment by mail or in person may be made by Check, Certified Check or Money Order payable to the Department of Finance & Administration. Cash is only acceptable for walk-in payments.

\$

**SECTION 7. CERTIFICATION**  
 I, the undersigned, under penalty for false statement, certify that the above information is true and correct and that I am authorized to execute and file this document on behalf of the applicant. (Penalty provisions subject to the laws of the registration state.)

Name Of Owner Or Authorized Representative (Printed) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

## Instruction Sheet for 2015 UCR Carrier Registration

### What is my base state for UCR?

- (A) If your principal place of business as completed in Section 1 of the form is AK, AL, AR, CA, CO, CT, DE, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NM, NY, OH, OK, PA, RI, SC, SD, TN, TX, UT, VA, WA, WI or WV, **you must use that state as your base state.** If your principal place of business is not in one of these states, go to (B).
- (B) If your principal place of business is not one of the states listed in (A) above but you have an office or operating facility located in one of the states listed in (A) above, you must use that state as your base state.
- (C) If you cannot select a base state using (A) or (B) above, you must select your base state from (A) above that is nearest to the location of your principal place of business; or
- (D) Select your base state as follows:
- a. If your principal place of business is in DC, MD, NJ, or VT or the Canadian Province of ON, NB, NL, NS, PE, or QC, you may select one of the following states: CT, DE, MA, ME, NH, NY, PA, RI, VA, or WV.
  - b. If your principal place of business is in FL or a state of Mexico, you may select one of the following states: AL, AR, GA, KY, LA, MS, NC, OK, SC, TN, or TX.
  - c. If your principal place of business is in the Canadian Province of ON, MB or NU, you may select one of the following states: IA, IL, IN, KS, MI, MN, MO, NE, OH, or WI.
  - d. **If your principal place of business is in AZ, HI, NV, OR, or WY or the Canadian Province of AB, BC, MB, NT, NU, SK, or YT or a state of Mexico, you may select one of the following states: AK, CA, CO, ID, MT, ND, NM, SD, UT, or WA.**

### Change of Base State

- If you selected your base state using (C) or (D) above and your principal place of business has moved to a qualified state in (A) or (B) above, you may at the next registration year change your base state to a state listed in (A) or (B).

### Section 1. – General Information

- Enter all identifying information for your company. The owner and DBA name should be identical to what is on file for your USDOT number (See <http://safer.fmcsa.dot.gov/CompanySnapshot.aspx>). Enter the principal place of business address that serves as your headquarters and where your operational records are maintained or can be made available.

### Section 2. – Classification (*Definitions*)

- “**Motor carrier**” means a person providing motor vehicle transportation for compensation.
- “**Motor private carrier**” means a person who provides interstate transportation of property in order to support its primary line of business.
- “**Broker**” means a person, other than a motor carrier, who sells or arranges for transportation by a motor carrier for compensation.
- “**Freight forwarder**” means a person who arranges for truck transportation of cargo belonging to others, utilizing for-hire carriers to provide the actual truck transportation, and also performs or provides for assembling, consolidating, break-bulk and distribution of shipments and assumes responsibility for transportation from place of receipt to destination.
- “**Leasing company**” means a person or company engaged in the business of leasing or renting for compensation motor vehicles they own without drivers to a motor carrier, motor private carrier, or freight forwarder.

### Section 3. - Fees Due-Brokers, Freight Forwarders and Leasing Companies

- Brokers, freight forwarders and leasing companies pay the lowest fee tier. If your company is also a motor carrier (whether private or for-hire) you will skip this section of the application.

### Section 4. - No. Of Motor Vehicles– Motor Carrier & Motor Private Carrier

- Check the appropriate box indicating where you obtained the vehicle count for the numbers you entered into the table in this section. If you select Option B, and your fleet count using this method places you in a bracket with a lower fee than if you had selected Option A, you are required to maintain a list of vehicles covered by your UCR registration and submit this information on **Form UCR-2** to your base state upon request. **Form UCR-2 may be obtained from your base state or**

at [www.ucr.in.gov](http://www.ucr.in.gov). You only need to provide Form UCR-2 to your base state upon request, do not submit the form with your UCR registration!

- **Line 1.** In the table, enter the number of commercial motor vehicles you reported on your last MCS-150 form or the total number of commercial motor vehicles owned and operated for the 12-month period ending June 30 of the year immediately prior to the year for which the UCR registration is made. This table includes owned and leased vehicles (term of lease for more than 30 days). Do not include any trailer counts in Columns A, C or D on this line. Trailers are no longer counted in determining fees under this program.
- **Line 2. (A) Subtract the number of** vehicles designed to transport 10 passengers or less, including the driver, that are included in Column C of Line 1. **(B) (Optional).** You may also subtract the number of vehicle(s) that you included in Section 4, Column A that are used exclusively in the intrastate transportation of property, waste, or recyclable material. In order to subtract a commercial motor vehicle under this option, during the UCR registration year 1) the vehicle did not or will not travel outside the state; 2) the vehicle did not or will not carry property, waste, or recyclable material that originated outside the state or is destined for a location outside the state; AND 3) the vehicle was not or will not be registered under the International Registration Plan (IRP) (vehicle must not have an apportioned plate). You may not enter on this line the number of passenger carrying vehicles included in Column C that were used solely in intrastate commerce. You must maintain a list of vehicles you subtracted under this option and provide this information on Form UCR-1 to your base state upon request. **Form UCR-1 may be obtained from your base state or at [www.ucr.in.gov](http://www.ucr.in.gov). You only need to provide Form UCR-1 to your base state upon request, do not submit Form UCR-1 with your UCR registration!**
- **Line 3. (Optional).** **(A)** You may add the number of owned commercial motor vehicles (straight trucks, tractors, motor coaches, school buses, mini-buses, vans or limousines) that were used exclusively in intrastate commerce if they were not included in Column A or C above. **(B)** You may also include on this line the number of other self-propelled vehicles used in interstate or intrastate commerce to transport passengers or property for compensation that are not defined as a commercial motor vehicle that have a gross vehicle weight rating or gross vehicle weight of 10,000 lbs. or less or a passenger capacity of 10 or less, including the driver.
- **Line 4, Total Number of Vehicles.** Total the number of vehicles shown in Column D. Use this total and go to the fee table in Section 5. Pay the amount due for your total number of vehicles.
- Definition - “**Commercial motor vehicle**” (as defined under 49 USC Section 31101) means a self-propelled vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle: (1) Has a gross vehicle weight rating or gross vehicle weight of at least 10,001 pounds, whichever is greater; (2) Is designed to transport more than 10 passengers, including the driver; or (3) Is used in transporting material found by the Secretary of Transportation to be hazardous under section 5103 of this title and transported in a quantity requiring placarding under regulations prescribed by the Secretary under section 5103.”

#### Section 5. – Fee Table for Motor Carrier & Motor Private Carrier

- This table is the approved UCR fees you will pay dependent upon the number of vehicles reported in Section 4. This fee may change from year to year. Contact your base state if you do not have the fee table for the correct registration period.

#### Section 6. – Fee Due for Motor Carrier & Motor Private Carrier

- Enter the amount due for the total number of vehicles calculated in Section 4.

#### Section 7. – Certification

- The owner or an individual who has a power of attorney to sign on behalf of the owner or owners must sign this form. This certification indicates that the information is correct under penalty of perjury.