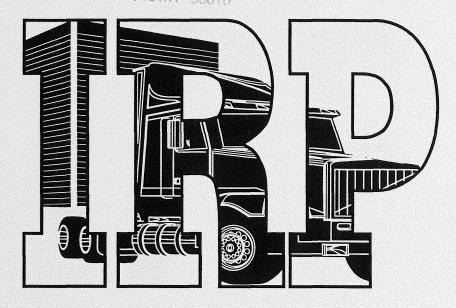
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# INSTRUCTION MANUAL



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# Introduction

The International Registration Plan (IRP) is a registration reciprocity agreement among states of the United States and provinces of Canada. The agreement provides for payment of license fees on the basis of fleet miles operated in various jurisdictions.

The unique feature of this plan is that even though license fees are paid to the various jurisdictions in which fleet vehicles are operated, only one license plate and one cab card is issued for each fleet vehicle when registered under the plan. A fleet vehicle is known as an apportionable vehicle and that vehicle, so far as registration is concerned, may be operated within or across state lines.

The purpose of the plan is to promote and encourage the fullest possible use of the highway system by authorizing apportioned registration of fleets of vehicles, and the recognition of vehicles apportioned in other jurisdictions, thus contributing to the economic and social development and growth of the jurisdictions.

# IRP Member Jurisdictions

Alabama	Indiana	Montana	Saskatchewan
Alberta	Iowa	Nebraska	Tennessee
Arizona	Kansas	Nevada	South Carolina
Arkansas	Kentucky	New Hampshire	South Dakota
California	Louisiana	New Mexico	Texas
Colorado	Maine	New York	Utah
Connecticut	Maryland	North Carolina	Vermont
Delaware	Massachusetts	North Dakota	Virginia
Florida	Michigan	Ohio	Washington
Georgia	Minnesota	Oklahoma	West Virginia
Idaho	Mississippi	Oregon	Wisconsin
Illinois	Missouri	Pennsylvania	Wyoming

# **Trip Permits**

Alaska

British Columbia

You need to contact each of the jurisdictions listed above to acquire proper authority in order to operate in them.

# Reciprocity

Iowa grants license plate reciprocity to any properly licensed vehicle in the following states and provinces.

District of Columbia

Newfoundland

Prince Edward Island

Manitoba

Northwest Territory

Quebec

New Brunswick

Nova Scotia

Rhode Island

New Jersey

Ontario

Yukon

# Renewal Applications

# Renewal Mileage Schedule

The 1995 Renewal Mileage Schedule is made up of five sections; Carrier Information, Mileage Information, Type of Operation, Canadian Operating Authority Information, and Payment Options. Please make changes or corrections as needed. Renewals should be returned by January 1, 1995, to allow for processing and payment prior to February 1, 1995, which is the penalty date. All credentials from units not being renewed must be returned with a postmark by January 1, 1995.

# **Carrier Information**

- 1) Check your location address This address must be an Iowa street address (physical). Plates will be mailed to this address; they cannot be delivered to a post office box. Delinquent notices are also mailed to this address.
- 2) Mailing address This may be the same as location in addition to a post office box, or totally different. All billings and the renewal packet are mailed to this address.
- 3) Carrier account number The federal identification number can be changed by putting a line through the old and writing the new number next to it. (Both the old and the new number must be legible.)
- 4) Complete the name and telephone number to contact regarding the application.
- 5) Complete the fax number with your most commonly used fax number.

# Mileage Information - Middle Portion of Renewal

- 1) Follow the first three instructions on your renewal. Actual miles accrued must be used when available.
- 2) "Estimated Mileage" Explain why miles are estimated and how you estimated them. New carriers that applied after April 1, 1994, may estimate miles for the 1995 year. Carriers who applied before April 1, 1994, must give actual miles or be charged more than 100% for any estimated miles. Carriers who added states after May 31, 1994, may show estimated mileage for those states on their 1995 renewals. All second-year estimates will be charged more than the 100% actual miles. (See estimated mileage chart, page 23, for assistance in estimating mileage.)
- 3) "Total Fleet Mileage" -This is the sum of all miles listed (both actual and estimated).
- 4) "Signature" The mileage schedule must be signed. The title of person signing the schedule and the date signed are also required.

# Type of Operation

- 1) Indicate the type of operation of your firm.
- WY (Wyoming) intrastate authority Y/N.
   If you have intrastate authority in Wyoming, please enter a Y(yes); otherwise enter N (no).

# Canadian Operating Authority Number – Upper Right-Hand Portion

The Canadian Operating Authority Number is only required if you apportion in Alberta and/or Saskatchewan. If you operate in these providences and are not a private carrier, we must have this authority number to complete your return.

# **Payment Options**

Because of a legislative change, carriers can pay for power units with three different options:

- 1) Full-year payments will get full-year stickers (B).
- 2) Half-year payments will get half-year stickers (A).
- 3)\* Half-year payments with bond or letter of credit in the amount of 120% of second-half fees will get full-year stickers (B).
  - Indicate your choice of payment plan here.
- \* When mailing payment using this option, please mail original bond or letter of credit with a copy of the invoice. (See page 21 for a sample.) If payment for second half is not received by July 15, we will bill the bond holder or maker of the letter of credit. You will then not be able to use this option the following year; also, a \$50 administrative fee will be assessed.

# Mileage Schedule Helpful Hints

- ✓ Renewals can be submitted as soon as they are completed.
- ✓ All completed renewals with necessary forms must be received by January 31, 1995. Penalties will begin accruing as of February 1. However, early filing and payment means you will get the credentials faster.
- ✓ Each jurisdiction may have additional regulations which must be met before the vehicle may travel there legally. Be sure to contact each jurisdiction regarding fuel tax, authority and any other requirements that must be satisfied. Licensing through the IRP only satisfies the licensing requirements of each member jurisdiction.
- ✓ Delaware has joined the International Registration Plan, effective with the 1995 registration year.
- ✓ Be sure you wish to apportion in the states that have been marked "P." They cannot be deleted from the fleet during the year.
- ✓ Mark the payment plan if a bond or letter of credit is to be used.
- ✓ Every jurisdiction marked with "P" must show miles. If you do not have actual miles, please estimate. Our system does not allow zero miles.

# Renewal Vehicle Schedules

The 1995 renewal application has two sections on the vehicle schedule; weight group information and the vehicle information. Any changes should be made by drawing a line through the information and writing or typing in the new information.

# Weight groups – Indicate the state and weight vehicles listed are being registered for.

- 1) For every IRP state showing "P" for prorate listed on the mileage schedule, there should be a state and weight listed in the weight group. The cab card will show only the states and weights shown in that weight group. (For weight limits per state, see page 24.)
- 2) Why weight groups? The computer system categorizes vehicles in like groups for the purpose of minimizing the time required for fee calculations. These groupings are based on registered weight and referred to as weight groups.
- 3) Variance of registered weights. The director of the base jurisdiction will require supporting documentation for any vehicle if the highest and lowest weights requested for jurisdictions registering by gross vehicle weight vary 10 percent or more, and may reject or deny registration for those vehicles if the variance does not reflect actual operating practices.

# What is a weight group?

All vehicles in the fleet at the same registered weight should be categorized in the same weight group. For example, if two units are licensed for 80,000 pounds in IA, IL and MN, they are in the same weight group. Now if you wish to add a third vehicle but only register it for 76,000 in IA and 80,000 in IL and MN, the vehicle must be put in a different weight group from the first two vehicles.

Weight groups are carrier specific. Weight group one for company "X" may be very different from weight group one for company "Y."

All vehicles registered with this office are categorized in a weight group. These weight groups are displayed on the renewal. Every vehicle on your renewal will be listed in a specific weight group.

# Importance of Knowing Your Weight Groups

Registration fees are calculated on the basis of the weight group in which each vehicle is included. Check the renewal carefully to be sure you understand how many weight groups there are and what they represent.

Minimizing the number of weight groups will help avoid confusion or errors when adding vehicles or increasing weights. You may find you have several weight groups listing identical weights. In this case, vehicles should be moved to one weight group and the duplicate weight group(s) deleted. Trailer weight groups are a good example of duplication. The only state shown on a trailer cab card is CA unless the carrier has Wyoming intrastate authority and then Wyoming will appear on the cab card. Many carriers have several trailer weight groups; we suggest consolidating those into one at renewal time.

# Moving Vehicles to Different Weight Groups

To move a vehicle to a different weight group, use the change code "C" under transaction type in the left hand column. Then write above the vehicle information the weight group you wish to move the vehicle to.

# **New Weight Group**

There may be situations throughout the registration year where you wish to license a vehicle at weights that don't match any of your existing weight groups. In this instance, a new weight group must be created. Simply complete the states and weights on a vehicle schedule and indicate the new weight group number. The new number cannot be the same as any other weight group in that fleet for the current license year.

# **Deleting Weight Groups**

To delete an unwanted weight group from your renewal, you must first ensure all vehicles are moved to another weight group. This includes vehicles you are deleting. See Moving Vehicles To Different Weight Groups.

After all vehicles have been removed from a weight group, write "Delete Weight Group" across the weight group at the top of the renewal.

# Weight Requirements for the IRP States

Power units should show the total weight of their load in each state with the exception of California, which will show "Qual."

Straight trucks between 10,001 and 16,000 pounds pulling a trailer are required to be licensed for the total gross weight. If your straight trucks pull trailers in Colorado, please put an "X" in the transaction type in the left-hand column.

Trailers are only required to apportion in the following states. If you want to apportion for:

California — Write "Qual" in the trailer weight group.

Wyoming — If you have intrastate authority in Wyoming, please indicate yes or no on the mileage schedule.

# Vehicle Information

Note: The columns on the vehicle schedule form have been rearranged for easier data processing.

- 1) Deletions If you wish to delete a vehicle, you must place a "D" in the transaction type column in front of the unit number. Plates being returned must be postmarked by January 1, 1995.
- 2) Changes When changing vehicle information, you must place a "C" in the transaction type column in front of the unit number.
  - a. Draw a line through the old information and provide the new information. (The old information must be legible.)
  - b. A copy of the title is required when changing the serial number, title number or owner's name.
  - c. If your renewal has "NITI" (no Iowa title issued) listed in the title area, you will need to write or type the current state and title number of the vehicle and provide a copy of the title.
  - d. The owner's name should be listed exactly as shown on the title.
- 3) Listed at the bottom of each schedule are the required abbreviations to be used for vehicle type, fuel type, and transaction type.
- 4) For carriers licensing in Colorado— If your straight truck pulls a trailer and the combined empty weight of truck and trailer is under 16,000 pounds, please use an "X" for the transaction type.
  - Colorado -- The fee structure is a two-tier schedule that is calculated according to the total national mileage travelled by each power unit. If the vehicle travels 30,000 miles or less nationally, it will be necessary to put an "N" in the "COLO" space provided for each unit to calculate fees according to the 30,000 miles-or-less fee schedule. If the vehicle travels over 30,000 miles, no notation is required. The schedule will default to the over-30,000-mile fee schedule. This affects only the GVW fee schedule.
- 5) For carriers licensing in Montana Montana has a new ad-valorem fee for trailers with a manufacturers recommended vehicle gross weight rating of under 26,000 pounds. Please use an "M" for the transaction type if you determine your vehicle is under the 26,000 pounds.
- 6) Adding new vehicles The renewal form will provide a blank vehicle schedule for carriers' convenience in adding vehicles or making changes. Please write or type this information on the forms provided. You must include the current plate number, or dealer's name if just purchased. Extra vehicle schedules are available. Please contact the Office of Motor Carrier Services for additional schedules. It is permissible to make copies for your use.
- 7) Vehicles that were added to your fleet after this renewal was printed also need to be listed. Please indicate whether they are to be billed or deleted.

# Vehicle Schedule Helpful Hints

- ✓ Multi-year trailers must be indicated on the renewal for added units. On the renewal vehicle schedule, in the type column, indicate "3S" for a three-year trailer plate or "6S" for a six-year plate. A one-year trailer plate is indicated by "ST."
- ✓ Vehicles may be put into storage during the months of December and January only. The cab card and plate must be returned to the Office of Motor Carrier Services, along with your renewal. Please use the deletion code on the schedule and make a notation "To be stored." The vehicle will not be accessed penalties, but will be billed from January when bringing it back onto the fleet during the current calendar year. Contact our office if your cab card stamped "Stored" is not mailed back to you.

- ✓ Vehicles which will be licensed in any state with a gross combined weight of 55,000 pounds or more are required to file the heavy road use tax (Form 2290). A receipted copy for the year July 1, 1994, through June 30, 1995, is required for all active units. See page 22 for acceptable verification.
- ✓ Please check the unit numbers. This is the only time this can be changed without additional fees.
- ✓ Weights can only be decreased at this time; please check all vehicle weights.
- ✓ Buses should indicate the number of seats in column 5 instead of the number of axles.

# **Renewal Payments**

You have 15 days to change or cancel a renewal from the time a renewal is submitted. You have 30 days in which to submit payment once an invoice has been generated.

The 30 days is based from January 31 or the invoice date, whichever is later. Any payment received after the 30 days will be assessed a 5% penalty. Additional penalty accrues on the 1st of each month following the first 30 days. Invoices which are 60 days delinquent will result in your fleet(s) being suspended from further activity.

If you submit a renewal in November or December 1994 and wish to delete the vehicle for 1995, you may submit a vehicle schedule deleting the unit and the plate by midnight December 31, 1994, and we will delete it from your 1995 renewal bill.

# Before making payment, please check the following:

- \* Are all states listed on the invoice those in which you wish to apportion? Is there a state listed in which you did not want to apportion?
- X Are you being billed for all units you want licensed?
- X Are you being billed for the same unit twice?
- X Please check the VIN and unit number for each unit.

If a discrepancy has been found, please call or return your billing to our office. If the billing is correct, please make checks payable to: "Iowa Department of Transportation" and mail with a copy of the first three pages of the invoice to our office.

# Payment Helpful Hints

- ✓ Any checks returned from the bank will require you to pay all fees by certified check, cashier's check, money order or cash for a period of one year.
- ✓ Carriers have the option of paying half- or full-year fees if paid before May 19. The half-year option applies to Iowa base jurisdiction fees only. All other states are billed on a full-year basis.
- ✓ It is your responsibility to ensure the accuracy of credentials received after payment; if incorrect, please contact Motor Carrier Services.

# Instructions for New Carrier Applications

Payment for new IRP carriers must be in the form of a certified check, money order, bank draft or cash. Prepayment is required for new IRP carriers requesting temporary registration. The prepayment amount is determined by the combined gross weight on each power unit. Please call our office for the amount of prepayment required.

The exceptions would be:

- a) if the carrier is established with IRP and creating a new fleet.
- b) if the carrier has a current county registration(s) on the vehicle(s) application is being made for.
- c) if the carrier was previously prorated with the Office of Motor Carrier Services within one year of the date of application and in good standing.

The following forms are required in order to establish a new account.

# 1) Mileage Schedule

A new carrier must show estimated miles for all states to be traveled in. Please follow steps A, B and C on the mileage schedule. All states designated with a "P" and a member of the IRP will be listed on the carrier's registration cab card. All carriers are required to show an Iowa-base address although they may indicate a mailing address outside the state of Iowa. The license year will be the current year the application is filed. The carrier number will be the carrier's federal ID number. If the carrier does not have this, the Social Security number may be used. The carrier will assign a fleet number to the schedule. This number is at the carrier's discretion and can range from 1 to 99. An account number will be assigned by the Office of Motor Carrier Services. Please indicate a contact person and a telephone number. The type of operation must be checked. If the carrier is prorating in Alberta or Saskatchewan, a Canadian Authority number is required. If the carrier has Wyoming intrastate authority, a "Y" must be indicated on the mileage schedule. Please sign and date the mileage schedule. See additional weight information on pages 4 and 5.

- 2) Vehicle Schedule(s) See Adding Vehicles on page 10.
- 3) Title Documentation See page 19.
- 4) Verification of Form 2290 (Heavy Vehicle Use Tax) See page 22.

# Maintaining Accurate Records

Carriers must be aware of their responsibility for maintaining accurate records. These records need to substantiate the miles the carrier reports on the renewal form. For auditing purposes, each IRP carrier must preserve the records for a period of three years after the close of the registration year. An example for this reporting period would be:

Reporting Period	Registration Year
July 1, 1993 through June 30, 1994	1995
July 1, 1992 through June 30, 1993	1994
July 1, 1991 through June 30, 1992	1993
July 1, 1990 through June 30, 1991	1992

You need to maintain this information for the 1995 calendar year.

# **General Information**

# **Adding New Fleet**

If you are going to be adding new units that will require different jurisdictions than your fleet is currently licensed for, a new fleet must be established. To establish a new fleet, complete the following forms and return them to our office for a two-digit fleet number:

- 1) Mileage schedule Please write "New Fleet" by your account number.
- 2) Vehicle schedule.
- 3) Proof of ownership.
- 4) Verification of heavy road use tax (if applicable) or bill of sale within 60 days of purchase.

# **Adding States**

Carriers may add a state(s) any time after the renewal has been filed. You will be required to submit a mileage schedule and a vehicle schedule when adding a state(s). The state(s) will be added to all weight groups within the fleet and you will be required to list the weight for each added state. The following instructions should be followed when adding a state(s).

- 1) Complete a mileage schedule listing the state(s) you are adding by placing a "P" in the prorate column, placing an "A" for actual miles if you have them available, or an "E" for estimated mileage, and the miles which you anticipate you will travel in that state during the calendar year. When estimating, you must write an explanation at the bottom of the mileage schedule as to why the miles are estimated and how the miles were determined. (For further information see page 23—Estimated Mileage Chart.) Please write "adding states" by the account number.
  - However, when a state needs to be added back during the registration year, you must use as a minimum the number of miles traveled in that state in the preceding year; the original application percentages that were established will not reflect these changes.
- 2) On the vehicle schedule list the weight group number and the new weight for the added state(s). A vehicle schedule will be needed for each power weight group so that the correct weight will be listed on the carrier's cab card. Weight groups which are not active will also be required to show the added state(s) weight since they are still part of your carrier information on file in our office.

# Adding States Helpful Hints

- ✓ If you want to add state(s) to certain vehicles only, you will be required to create a new fleet. For further information, see Adding New Fleet.
- ✓ States may be added at any time after the renewal has been filed, but you will be registered for these states until the next renewal year. A carrier cannot delete a state(s) during the year.
- ✓ If adding California, a vehicle schedule must also be filed for each trailer weight group.
- ✓ The governments of the provinces of Alberta and Saskatchewan, Canada, require that all registrants desiring apportionment to Alberta and Saskatchewan must first possess Canadian Provincial Operating Authority (CPOA) before requesting apportionment to their province(s) unless the carrier is a private carrier.

# **Adding Vehicles**

Complete a vehicle schedule following the instructions on the back of the form.

- A. Carrier information should be completed (Sections A, B & C).
- B. Indicate the weight group number the unit(s) should be added to. If you do not have a weight group that will accommodate the unit, a new one will need to be created. Write "New" above the weight group number you assign and put weights in all states for which you are currently registered.
- C. Complete columns 1 through 18:

Column 1—Unit number. You cannot use the same unit number that has been used on any previous vehicle; it must be different in some way. This unit number cannot be changed during the year without additional fees.

Column 2—Owner's name as shown on the title documentation.

Column 3—Year.

Column 4—Vehicle type. If you are registering a straight truck (TK), please indicate whether this unit pulls a trailer in Colorado. If the type is ST, 3S or 6S, indicate if manufacturer's recommended gross weight is under 26,000 pounds.

Column 5—Make. Please be sure to use abbreviations listed on back of form or use NCIC Standard abbreviations.

Column 6—Fuel type.

Column 7—Number of axles. List total number of axles for tractors, trucks and trailers. List number of seats for buses.

Column 8—Complete serial number.

Column 9—State abbreviation and title number. If title has not been transferred at the time of filing, please indicate the state abbreviation in which the title has been filed and NITI (no Iowa title issued). A copy of the title transmittal or title will be required at the time of payment.

Column 10—Unladen weight. Empty weight of that vehicle only.

Column 11—Combined gross weight. Gross weight for which the unit is to be registered.

Column 12—Indicate the weight group number the unit(s) should be added to. If you do not have a weight group that will accommodate the unit, a new one will need to be created. Write "New" above the weight group number you assign and put weights in all states for which you are currently registered.

Column 13—Purchase price.

Column 14—Factory price.

Column 15-Purchase date.

Column 16—Lease date.

Column 17—Transferred plate number. Only fill in this column if you are deleting a unit and want to reuse the license plate on the new unit.

Column 18—Power units only. If unit travels over 30,000 miles nationally a year, mark "Y." If it does not, mark "N." (Defaults to "Y.")

Column 19—US DOT number issued to vehicle. See page 16.

Column 20—If leased to another motor carrier, mark "Y." If not, mark "N." What we are asking is, "Will the control and responsibility for the safety of this vehicle be assigned to a different motor carrier during the registration year by lease?"

# Adding Vehicles (cont.)

Column 21—Dealer's name or previous license number. If the unit was purchased from a dealer, please list dealer's name and address. Otherwise, a current license plate number, year and state licensed in is needed. If this is a power unit licensed for 55,000 pounds or more, a copy of the bill of sale (if dated within 60 days of application date) or proof that the heavy road use tax has been paid (Form 2290) will be required at the time of payment. See page 22 for acceptable verification.

If the vehicle being added has back registration fees due, these can now be billed from our office instead of being paid at the county courthouse.

Please be sure to sign and date the form and indicate how you want to receive the temporary authority on the bottom right side.

# **Deletions**

When you delete a vehicle you have two options: you can transfer the credit from the deleted vehicle to an added vehicle or you can apply for a refund.

Option 1 – If you anticipate adding a vehicle, you can maximize the amount transferred by adding a vehicle on the same vehicle schedule application as the one you use to delete. NOTE: Credit will be transferred to a replacement vehicle from a vehicle which was deleted on or before the date the replacement is added. (See Transfer Credit.)

Option 2 – If you don't anticipate adding a vehicle, you can apply for a refund. Refunds can be made by sending a claim form and license credentials along with the vehicle schedule application deleting the vehicle. The claim form needs to be completed and signed. See page 12 for more details on applying for refunds. Remember to include the new license information for the vehicle.

Since one-year trailer plates are not refundable, your only option is to transfer credit (Option #1) to a trailer you are adding. If you will not be adding another trailer on or before December 31, submit the vehicle schedule stating that you do not foresee adding another trailer, and return the plate to our office.

NOTE: You may apply for a refund on multi-year trailers. We will refund the remaining unexpired years. You cannot transfer credit on multi-year trailers.

Iowa law states that a vehicle must be licensed at all times. If you are deleting from prorate, you should consider county plating. See page 19 for proof of prorate.

# **Hunter's Permit**

A hunter's permit is available to owner-operators temporarily moving an empty vehicle from one lessee-carrier fleet to another without violating general registration laws. There is a \$10 fee for this 15-day permit.

# **Ownership Changes**

Complete your information and columns 1 through 9 of the vehicle schedule. Any unit number change will be handled as a transfer. See "Transfer Credit" section.

# Refunds

If you want a refund of the Iowa registration fee on a deleted unit you must file a "Claim for Refund" with the Office of Motor Carrier Services. Claim forms are available by contacting our office. The claim form, vehicle schedule showing the deletion, and the plate and registration cab card must be returned when filing for a refund. No refunds will be paid if the unused portion of the fee is less than \$10. Refunds are given for the unexpired complete months remaining after the claim for refund, license plate, and vehicle schedule are received by the Office of Motor Carrier Services. Claims for refunds may be approved for the following reasons:

- 1) Vehicle has been removed from Iowa to another state and relicensed.
- 2) Vehicle has been destroyed by fire or accident or dismantled and its identity has been entirely eliminated, and a junking certificate has been issued for it.
- 3) Vehicle has been stolen and not recovered by the end of the registration year.
- 4) Vehicle has been sold to a resident of Iowa or an Iowa business and has been relicensed. If the vehicle has been sold or traded to a licensed dealer, attach a copy of the bill of sale or a copy of the title showing the transfer of ownership.
- 5) Vehicle was previously apportioned and has since been registered at the county level.
- 6) Overcharge or error.
- 7) Fees paid in excess of 100%.

Any of these must have supporting documentation with the claim for refund. Please contact Motor Carrier Services if you have any questions concerning refund procedures or you need claim forms.

# **Rental Trailers and Semitrailers**

Where required, trailers and semitrailers over 6,000 pounds gross vehicle weight and used solely in pool fleets shall be licensed by dividing the gross revenue received in the preceding year for the use of such rental vehicles arising from rental transactions occurring in the jurisdiction by the total gross revenue received in the preceding year for the use of such rental vehicles arising from rental transactions in all jurisdictions. The resulting percentage shall be applied to the number of units in such fleet, and that number of vehicles fully registered and plated in the jurisdiction.

# Replacement Credentials

Complete a vehicle schedule through column 8. Indicate in the lower right-hand corner of the schedule what credentials are needed.

# **Reporting Motor Bus Miles**

At the option of the carrier, total miles may be the sum of all actual in-jurisdiction miles or a sum equal to the scheduled route miles per jurisdiction from the furthest point of origination to the furthest point of destination of the scheduled pool.

# **Temporary Registrations**

Temporary registrations may be obtained from the Office of Motor Carrier Services. A vehicle schedule will be required when requesting temporaries. See vehicle schedule processing filing procedures. You should also include on the schedule where the temporary is to be sent.

# **Transfer Credit**

A carrier who deletes a vehicle from the fleet after the beginning of the registration year will be allowed a transfer of credit to a replacement vehicle in accordance with the provisions of section 326.12 of the Iowa Code. The deletion must take place at the same time or prior to the addition. Allowance of transfer credit is subject to the following conditions:

- 1) The Iowa IRP base plate can be transferred from the deleted vehicle and placed on the added vehicle in the same fleet. The registration cab card of the deleted vehicle must be returned to our office with the invoice and payment. You must have a TA (temporary registration authority) covering the added vehicle until the new registration is issued. The vehicle schedule must list both the deleted and added vehicles.
- 2) A fee of \$7 will be assessed for the transfer and issuance of credentials to the added vehicle. No additional Iowa registration fee will be assessed on the replacement vehicle for which the registration fee would have been the same as that of the deleted vehicle.
- 3) Most IRP jurisdictions allow some form of credit transfers. Each jurisdiction establishes its own criteria for administering transfer of credit. Fees will be assessed for any jurisdiction which does not allow credit or allows only partial credit.
- 4) No transfer credit will be allowed unless the vehicle to be removed from service has been relicensed with the county, sold, junked, repossessed, foreclosed by mechanic's lien, title transferred by operation of law, cancellation or expiration of lease arrangement.
- 5) If a leased vehicle is to be deleted from the fleet and unexpired registration fees applied to the replacement vehicle, the lessee is required to refund the unexpired portion of the registration fees to the lessor.
- 6) Under no circumstances may the cab card be physically transferred from one vehicle to another vehicle or altered in any way.
- 7) It is possible to transfer credit from your county to Motor Carrier Services. The unused portion of your county fees can be applied to the IRP fees for the same vehicle. A vehicle schedule, copy of the county registration, license plate and a request in writing are required for filing.
- 8) Multi-year trailers are not transferable. A refund can be filed on the deleted trailer for the remaining unexpired years. See page 12 for information on the refund process.

# Vehicle Schedule Payments

You have 15 days from the invoice date to cancel a supplement. You have 30 days from the invoice date to make payment. Any payment received after 30 days will be accessed a 5% penalty per month. Additional penalty accrues on the first of each month following the first 30 days. Invoices which are 60 days delinquent will result in the carrier's fleet being suspended from further activity. If there is an error

# **Vehicle Schedule Payments (cont.)**

in the invoice or you question the accuracy of the invoice; contact our office as soon as possible. When making payment you must submit the following:

A copy of the first three pages of the invoice. The detail page(s) is for the carrier's information and does not need to be sent back to our office. Make checks payable to the Iowa Department of Transportation. If any of the following items are checked on your invoice, please include with your payment:

- 1) A copy of the heavy road use tax (Form 2290) if the vehicle(s) being invoiced is over 54,999 pounds. A bill of sale may be used in lieu of form 2290, if dated within 60 days from the date of application.
- 2) A copy of the title or the title transmittal.
- 3) A completed vehicle schedule if the information was phoned in.

Incomplete payments will be returned to you requesting the missing documentation. You still must pay the invoice within the initial 30 days.

It is your responsibility to ensure the accuracy of credentials received after payment. If incorrect, please contact Motor Carrier Services.

# Vehicle Schedule Processing

You have four options when doing vehicle schedule processing after the renewal or new application has been filed. You can mail, phone, hand carry or fax the schedule to our office. The following instructions should be used when filing vehicle schedules.

- 1) Completed schedules need to be filed. Incomplete schedules will be returned to you, requesting that all information be completed.
- 2) All support documentation required by our office should be held until the invoice has been received by you and then should be submitted to our office, along with the invoice and payment due. A vehicle schedule does not need to be sent with the invoice unless the information was phoned in.

# Weight Increases

You are allowed to increase the registered weight of the vehicle at renewal time or any time after the renewal has been filed. Although you may increase the weight of a vehicle, you can only decrease the weight of the vehicle when filing the renewal. There are two options you have when doing a weight increase.

Option 1: Increasing The Weight For A Single Vehicle. Complete a vehicle schedule listing the specific vehicle(s) on which the weight increase is to be done.

Check your renewal to see if you have an established weight group to which the increased vehicle(s) may be moved. If you have a weight group in which the vehicle(s) can be registered, list the weight group number on your schedule so the vehicle can be increased to the weight for that weight group. If you do not have a weight group listed on your renewal, you will be required to create a new weight group. (Please refer to the section on weight groups for creating a new weight group.)

Option 2: Increasing The Weight For All Vehicles In The Weight Group. Submit a vehicle schedule listing the weight in the designated state(s) for which the weight group increase is to be done.

# Weight Increases (cont.)

List the designated weight group number you wish to increase. Remember, once the weight group has been increased, you cannot decrease it and all vehicles registered in that weight group will be increased.

In bold letters, please write WEIGHT GROUP INCREASE on the vehicle schedule you submit.

# Weight Increases Helpful Hints

- ✓ Vehicles which will have a weight exceeding 54,999 pounds are required to file the heavy road use tax (Form 2290).
- ✓ The number of months a weight increase is billed for are: If you file the increase prior to July 1 of the calendar year, the Iowa weight increase will be billed for a 12-month period. If you file a weight increase for Iowa on or after July 1 of the calendar year, the weight increase will be billed from the month the increase was requested. We will bill for other IRP states according to their policies on increasing weight.
- ✓ Involuntary weight increases will be processed in the same manner as a voluntary increase. These increases are due to a citation being issued to a carrier hauling a higher weight than what he/she is registered for.

# U. S. DOT Number

# For Registrant:

Please provide the U. S. DOT number of the registrant. Regardless of whether you meet the definition of a motor carrier or not, you need to obtain and provide us with a U. S. DOT number. If you have been issued a number, but are uncertain of the number, you can call 1-800-832-5660 and press "1" twice for U. S. DOT number information.

If you do not have a DOT number, please contact the Federal Highway Administration (FHWA) Office of Motor Carriers in Ames, Iowa at 515-233-1775.

Please submit an updated copy of your MCS-150 form for the registrant. We have enclosed a form for your convenience.

#### For Each Vehicle:

If the registrant is the interstate motor carrier who will be responsible for the safe operation of the vehicle, please enter the U. S. DOT number of the registrant in the U. S. DOT field. If you have multiple vehicles using the same U. S. DOT number: record the number in the first U. S. DOT number field for the first vehicle. Then record "same" in the 2nd vehicle's U. S. DOT number field. In all subsequent fields using the same U. S. DOT number, you can draw a line. For example:

International Registration Plan VEHICLE SCHEDULE						
Unit Number	US DOT No.					
123	658941					
456	same					
789						
654						
312	1					

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

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

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

Please submit a copy of an updated MCS-150 form or complete the enclosed form for each motor carrier represented in your fleet.

Item 20 on the Vehicle Schedule concerning leasing to another motor carrier:

"Will you lease this vehicle to another motor carrier in this registration period." What we are asking is, "Will the control and responsibility for the safety of this vehicle be assigned to a different motor carrier during the registration year by lease?"

NOTE: We are currently working with the FHWA so we can begin issuing U. S. DOT numbers for your convenience. We hope to be able to issue them before June of 1995.

# **Appendix**

# **Definitions**

- "Apportionable Vehicle" means any vehicle except recreational vehicles, vehicles displaying restricted plates, city pickup and delivery vehicles, buses used in transportation of chartered parties, and government-owned vehicles used or intended for use in two or more member jurisdictions that allocate or proportionally register vehicles and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property and:
- 1. is a power unit having a gross vehicle weight in excess of 26,000 pounds; or
- 2. is a power unit registered for weight in excess of 26,000 pounds; or
- 3. is a power unit having three or more axles, regardless of weight; or
- 4. is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle weight; or
- 5. is used to pick up and deliver within a state other than its base state.

Vehicles, or combinations thereof, having a gross vehicle weight of 26,000 pounds or less and two-axle vehicles and buses used in transportation of chartered parties may be proportionally registered at the option of the registrant.

"Base Jurisdiction" means, for purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where mileage is accrued by the fleet, and where operational records of such fleet are maintained or can be made available. In the event the registrant's operational records are not located in the base jurisdiction and it becomes necessary for the base jurisdiction to send auditors to the place where such records are normally kept, the base jurisdiction may require the registrant to reimburse the base jurisdiction for per diem and travel expense of its auditors incurred in the performance of such audit.

"Combined Gross Weight" is the gross weight of a motor vehicle with load plus the gross weight of a trailer or semitrailer with load being drawn by that motor vehicle.

"Converter Gear (CG)" is an auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semitrailer to a full trailer.

"Double Bottom (DB)" is a combination of a power unit pulling two semitrailers or semitrailer and a full trailer.

"Farm Trailer" is a trailer used exclusively by a farmer in his or her own agricultural operation. The term does not include a semitrailer.

"Farm Vehicle" is a vehicle used by a person engaged in farming to transport commodities produced by the owner, or to transport commodities or livestock purchased by the owner for use in his/her own farming operation, or used by any person to transport horses, and is not for hire.

"Fifth Wheel" is a device used to connect a truck tractor or converter dolly to a semitrailer.

"For Hire Vehicle" is a vehicle used to haul for others for which you received compensation for doing the hauling.

"Full Trailer (FT)" is any trailer that does not hook up to a fifth wheel hitch.

"Gross Weight" is the empty weight of a vehicle plus the maximum load to be carried. The maximum load to be carried by a passenger-carrying vehicle shall be determined by multiplying 150 pounds by the number of passenger seats in or on the vehicle.

- "Motor Truck" is every motor vehicle designed primarily for carrying livestock, merchandise, freight of any kind, or more than nine persons as passengers.
- "Operator" is every person, other than a chauffeur, who is in actual physical control of a motor vehicle on a highway.
- "Private Use Vehicle" is a vehicle used by a person in his/her own operation or business and is not for hire.
- "Semitrailer (ST)" is every vehicle without motive power designed for carrying persons or property, and for being drawn by a motor vehicle, and being constructed so some parts of its weight and its load rest on or is carried by another vehicle.
- "Special Truck" is a motor truck or truck tractor not used for hire with a gross weight registration of 6 through 32 tons, used by a person engaged in farming to transport commodities produced only by the owner, or to transport commodities purchased by the owner for use in the owner's own farming operation, or occasional use for charitable purpose. A "special truck" does not include a truck tractor operated more than 7,500 miles annually.
- "Trailer" is every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle, and constructed so no part of its weight rests on the towing vehicle.
- "Truck Tractor (TT or TR)" is every motor vehicle designed and used primarily for drawing other vehicles and not so constructed to carry a load other than a part of the weight of the vehicle and load being drawn.
- "Unladen Weight" is the weight of the vehicle without a load.
- "Utility Trailer" is a full trailer or semitrailer constructed solely for the purpose of carrying property and not to exceed 6,000 pounds gross vehicle weight.

# **Displaying Plates**

All apportioned vehicles will be issued one plate. The plate for tractors, truck/tractors and straight trucks must be mounted on the front. For buses and trailers, they are to be mounted on the rear.

# **Expiration Date**

The 1994 registration credentials will expire on December 31, 1994, at 11:59 p.m. Enforcement for displaying the 1995 credentials will begin March 15, 1995, at 12:01 a.m. for renewed vehicles. The enforcement date does not apply to any unit not renewed with our office by January 31, 1995.

There will be no extension of the grace period for untimely filings or payments. You will need to allow time to get your credentials to your vehicles.

# Multi-year Trailer

You are able to purchase trailer plates that are valid for one, three or six years. One trailer plate will be mailed to you, along with a validation sticker showing when the plate expires.

# Personalized Plates

Personalized plates are available for IRP vehicles. Applications can be obtained from our office or your county treasurer and should be returned with payment to us. An additional \$5 registration fee will be charged for renewed vehicles with personalized plates.

# Plate and Sticker Issuance

If you pay the full-year registration fee, or first-half with bond or letter of credit, the validation sticker for all units will show a December 31, 1995, expiration date. If you pay the first-half year registration fee, the validation stickers for the power units will show an expiration date of June 30, 1995. You will be billed in May 1995 for second-half Iowa fees. After the second-half fees are paid, another validation sticker and cab card will be mailed to you for the remainder of the year. Enforcement for displaying the second-half credentials will begin August 1, 1995, at 12:01 a.m.

# **Proof of Prorate**

When you wish to county plate a vehicle which has previously been prorated, you will be required to bring proof of prorate to your county. This proof lets the county know that fees have been paid for the vehicle and will determine the number of registered months the county will charge for licensing. If it is an Iowa title, that doesn't always mean it's prorated with Iowa. If the vehicle has not been prorated with Iowa for three years, you will not need a proof of prorate. The following information is needed:

- 1) The carrier name and account number the vehicle was last registered to;
- 2) The year, make and serial number of the vehicle;
- 3) The plate number on the vehicle; and
- 4) The receiving fax number, mailing address and telephone number of the person to contact if more information is needed.

This information can be mailed to the person requesting the information, picked up at the Office of Motor Carrier Services, faxed to the company, or it may be sent by the state of Iowa's communication network (electronic mail) to the desired county. If you wish to have your request sent by electronic mail, you will need to indicate to what county it is to be sent.

# Registration

The original cab card must be carried at all times in the vehicle to which it is assigned. Photostatic copies will not be honored by enforcement personnel.

# **Title Documentation**

Acceptable title documentation can be any of the following:

- 1) A copy of the title;
- 2) A title transmittal; or
- 3) A copy of the application for title.

Any of these forms of title documentation should be in the current owner's name.

# **Bond Letter**

# **SAMPLE**

KNOW AI	LL MEN BY THESE	PRESENTS:		
That we	(Applicant)	DBA	(Firm Name)	
	City)	, Iowa,	as Principal, and the	(Bonding)
Surety, are THOUSAN	held and firmly bour	nd unto the State on 000.00) for the pa	f Iowa in the penal s yment of which, well	ness in the State of Iowa, as um of THIRTY-FIVE and truly to be made, we bind presents.
	DITION of the above with Section 326.6(			e Principal presents this bond in
	EREFORE, if the aforgulating or being app	-		with all the statutes of the State
The aggreg	•	urety of all person	s shall not exceed the	e amount of the bond during any
	shall be effective o perate as a new bond			, 19,
Dated this	d	ay _ of		_, 19
WITNESS	TO PRINCIPAL			
WITNESS	TO SURETY			

# **Letter of Credit**

# **SAMPLE**

Date			
To:	Iowa Department of Transportation Office of Motor Carrier Services 100 Euclid Ave., P.O. Box 10382 Des Moines, IA 50306-0382	1	
From:	Financial Institution	RE:	Carrier Name
	1 Mandan Mandanon	143.	
	Address		Address
	City, State & Zip Code		City, State & Zip Code
			IRP Account Number
company	ng the financial institution mentioned y checks of vehicle license fees up to number and bank account name.		antee funds for payment by personal or ade by the subject carrier on bank
	rantee shall remain in full force and e	ffect until the	_ day of,
Motor C	ish to cancel this letter before that dat arrier Services. If you want to have to be completed and submitted to our off	he line of credit exte	end beyond this date, a new form will
	by authorized representatives:		
	Financial Institution	-	Carrier Name
	Date	•	Date

# Acceptable Verification for Form 2290 (Heavy Vehicle Use Tax)

Meaning	Acceptable Verification
Proof of Payment	Receipted Form 2290 - Schedule 1 or copy of Form 2290 - Schedule 1 and copy of cancelled check (front and back) or certified check, money order, cashier's check.
Receipted Proof of Exemption	Receipted Form 2290 - Schedule 1 with Part II completed.
Proof of Exemption	Copy of Form 2290 - Schedule 1 with Part II completed.
Vehicle has changed from nontaxable status to a taxable status (usually) weight increase	Signed statement from registrant that tax was not owed during the tax year.
No status needed (trailers, converter gears and power units grossing under 55,000 pounds.)	No verification needed in these circumstances since they are not taxable.
Bill of Sale	A bill of sale is acceptable in lieu of Form 2290 verficiation if date of purchase is not over 60 days old.

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# **Estimated Mileage Chart**

AL	Alabama	584	LA	Lousiana	372	ОН	Ohio	544
AB	Alberta	500	MA	Massachusetts	160	ОК	Oklahoma	656
AZ	Arizona	782	ME	Maine	596	OR	Oregon	572
AR	Arkansas	584	MD	Maryland	164	PA	Pennsylvania	676
CA	California	1,334	МІ	Michigan	688	SK	Saskatchewan	405
СО	Colorado	910	MN	Minnesota	562	SC	South Carolina	438
СТ	Connecticut	346	MS	Mississippi	308	SD	South Dakota	800
DE	Delaware	100	МО	Missouri	564	TN	Tennessee	870
FL	Florida	778	MT	Montana	1,426	TX	Texas	1,626
GA	Georgia	760	NE	Nebraska	924	UT	Utah	878
ID	Idaho	388	NV	Nevada	804	VT	Vermont	354
IL	Illinois	578	NH	New Hampshire	206	VA	Virginia	394
IN	Indiana	260	NM	New Mexico	754	WA	Washington	882
IA	Iowa	720	NY	New York	566	WV	West Virginia	362
KS	Kansas	844	NC	North Carolina	386	WI	Wisconsin	562
KY	Kentucky	388	ND	North Dakota	706	WY	Wyoming	394

This estimated mileage chart has been designed to assist you when registering as a new carrier or adding new states to your existing fleet.

The mileage shown for each state is an estimate if travelling across the entire state and back.

To calculate mileage, take the total number of trips driven in or through that state taken in one year multiplied by the number of miles listed for each state.

When calculating miles; please keep in mind that we need a total of one year's miles.

You must state on the renewal form or application how you estimated your miles.

# **Jurisdiction Maximum Weight Chart**

AL	92,400 lbs.	Special permit required over 80,000 lbs.	MT	124,000 lbs.	Special permit required over 80,000 lbs.
AB	137,786 lbs.	Special permit required over 80,000 lbs.	NE	94,000 lbs.	Special permit required over 80,000 lbs.
AZ	80,000 lbs.	Special permit required over 80,000 lbs.	NV	80,000 lbs.	Special permit required over 80,000 lbs.
AR	80,000 lbs.	Special permit required over 80,000 lbs.	NH	80,000 lbs.	Special permit required over 80,000 lbs.
CA	80,000 lbs.	Special permit required over 80,000 lbs.	NM	86,400 lbs.	Special permit required over 80,000 lbs.
со	80,000 lbs.	Special permit required over 80,000 lbs	NY	Unlimited	Special permit required over 80,000 lbs.
СТ	Unlimited	Special permit required over 80,000 lbs.	NC	80,000 lbs.	Special permit required over 80,000 lbs.
DE	80,000	Special permit required over 80,000 lbs.	ND	105,500 lbs.	Special permit required over 80,000 lbs. on interstate system
FL	80,000 lbs.	Special permit required over 80,000 lbs.	ОН	80,000 lbs.	Special permit required over 80,000 lbs.
GA	80,000 lbs.	Special permit required over 80,000 lbs.	ок	90,000 lbs.	Special permit required over 80,000 lbs.
ID	106,000 lbs.	Special permit required over 80,000 lbs.	OR	105,500 lbs.	Special permit required over 80,000 lbs.
IL	80,000 lbs.	Special permit required over 80,000 lbs.	PA	80,000 lbs.	Special permit required over 80,000 lbs.
IN	80,000 lbs.	Special permit required over 80,000 lbs.	SK	137,787	
IA	Unlimited	Special permit required over 80,000 lbs.	SC	80,000 lbs.	Special permit required over 80,000 lbs.
KS	85,500 lbs.	80,000 lbs. maximum interstate system	SD	Unlimited	Special permit required over 80,000 lbs.
KY	80,000 lbs.	Special permit required over 80,000 lbs.	TN	80,000 lbs.	Special permit required over 80,000 lbs.
LA	88,000 lbs.	Special permit required over 80,000 lbs.	TX	80,000 lbs.	Special permit required over 80,000 lbs.
ME	90,000 lbs.	Special permit required over 80,000 lbs.	UT	80,000 lbs.	Special permit required over 80,000 lbs.
MA	Unlimited	Special permit required over 80,000 lbs.	VT	80,000 lbs.	Special permit required over 80,000 lbs.
MD	80,000 lbs.	Special permit required over 80,000 lbs.	VA ·	80,000 lbs.	Special permit required over 80,000 lbs.
MI	160,001 lbs.	Special permit required over 80,000 lbs.	WA	105,500	Special permit required over 80,000 lbs.
MN	Unlimited	Special permit required over 80,000 lbs.	wv	80,000 lbs.	Special permit required over 80,000 lbs.
MS	80,000 lbs.	Special permit required over 80,000 lbs.	WI	80,000 lbs.	Special permit required over 80,000 lbs.
МО	80,000 lbs.	Special permit required over 80,000 lbs.	WY	117,000 lbs.	Vehicles must be registered for what can be legally bridged, not to exceed 117,000 lbs. Special permit required over what can be legally bridged.

#### Alabama

#### **Prorate**

Alabama Department of Revenue Motor Vehicles Division International Registration P.O. Box 327620 Montgomery, AL 36132-7620 Telephone 205-242-2999

# **Public Service Commission Information**

Public Service Commission P.O. Box 991 Montgomery, AL 36101-0991 Telephone 205-242-5176 or 202-242-5180

# **Fuel Tax**

Interstate Motor Carrier Fuel Tax Alabama Department of Revenue Natural Resources & License Tax Division, P.O. Box 327570 Montgomery, AL 36132-7570 Telephone 205-242-9606

# Oversize/Overweight Permits

Alabama State Highway Department Permit Section 1409 Coliseum Blvd. Montgomery, AL 36130 Telephone 205-834-1092

## Alaska

# **Prorate Office**

Division of Motor Vehicles, Records and Licensing 5700 E. Tudor Road Anchorage, AK 99507 Telephone 907-269-5571

AK Trucking Association for all other questions - telephone 907-276-1149 / within Alaska call 1-800-478-7636

# Alberta

#### Prorate Office

Alberta Motor Vehicles Prorate/Commercial Unit 4020 Bowness Rd., N.W. Calgary, AB Canada T3B 0A2 Telephone 403-297-2920

# Alberta (cont.)

# **Operating Authority**

Motor Transport Services Fourth Floor, Provincial Bldg. 4920-51 St. Red Deer, AB, Canada T4N 6K8 Telephone 403-340-5430

# Overweight/Overlength

Motor Transport Services Fourth Floor Provincial Bldg. 4920-51 St. Red Deer, AB, Canada T4N 6K8 Telephone 403-342-7138

# Arizona

#### **Prorate Office**

Department of Transportation Motor Vehicle Division Motor Carrier Services P.O. Box 2100, Mail Drop 527M Phoenix, AZ 85001 Telephone 602-255-6775

# Use Fuel Tax

Department of Transportation Motor Vehicle Division, Permits P.O. Box 1200, Room 524M Phoenix, AZ 85007 Telephone 602-255-7346

#### Arkansas

#### **Prorate Office**

Office of Motor Vehicles IRP Unit Room 105, Ledbetter Building P.O. Box 8091 Little Rock, AR 72203 Telephone 501-682-4653

# Operating Authority / Insurance Requirements

Arkansas Transportation Commission P.O. Box 8051 Little Rock, AR 72203 Telephone 501-569-2358

# Arkansas (cont.)

#### Fuel Tax

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

# Overweight/Overdimensional Permits

State Highway and Transportation Department P.O. Box 2261 Little Rock, AR 72203 Telephone 501-569-2381

# British Columbia

# **Prorate Office**

Interjurisdictional Licensing and Financial Responsibility
P.O. Box 7500, Stn. Terminal
Vancouver, BC V6B 5R9
Telephone 604-443-4450

# **Operating Authority**

Motor Carrier Branch Ministry of Solicitor General McLaren Centre 4240 Manor St. Burnaby, BC, Canada V5G 3X5 Telephone 604-660-5454

# California

# Prorate Office, Trip Permits (Commercial)

Department of Motor Vehicles International Registration Plan (IRP) P.O. Box 932320 Sacramento, CA 94232-3200 Telephone 916-657-7971

# IRP Policy Unit

Jackie Beckham or Gale Severns, Analyst P.O. Box 932320 Sacramento, CA 94232-3200 Telephone 916-657-7352 or 916-657-7352

# **Operating Authority**

Public Utilities Commission California State Building 505 Van Ness Ave. San Francisco, CA 94102 Telephone 415-557-3227

# California (cont.)

#### Fuel Tax

Board of Equalization Out-of-State-District 1820 14th St., P.O. Box 188268 Sacramento, CA 95818-0268 Telephone 916-322-2010

# Oversize/Overweight Permits

Obtained from District Office.

Headquarters: Department of Transportation
Division of Transportation Operations
Office of Permits and Truck Operations
1120 "N" St.
Sacramento, CA 95814
Telephone 916-654-4961 (press 3, then 5)

# Colorado

# **Prorate Office**

Motor Vehicles Division International Registration 140 W. Sixth Ave., Room 107 Denver, CO 80204-5195 Telephone 303-572-5602

# **Operating Authority**

Public Utilities Commission 1580 Logan St., Office Level 2 Denver, CO 80215 Telephone 303-894-2000 ext. 364

# **Fuel Tax**

Department of Revenue Excise Tax Division, Mileage & Fuel 1375 Sherman St. Denver, CO 80261 Telephone 303-866-3380

# Size and Weights Permits

Department of Highways 4201 E. Arkansas Ave., Rm 277 Denver, CO 80222 Telephone 303-757-9539

# Connecticut

# **Prorate Office**

Department of Motor Vehicles IRP Unit 60 State St. Wethersfield, CT 06161-1010 Telephone 203-566-2394, Fax 203-566-8120

# **Operating Authority**

Department of Public Utility Control 1 Central Park Plaza New Britain, CT 06051 Telephone 203-827-1553

# **Motor Fuel Taxes**

Department of Revenue Services 92 Farmington Ave. Hartford, CT 06105 Telephone 203-297-4870

# Oversize & Overweight

Department of Transportation Bureau of Public Transportation Motor Carrier Services 375 Willard Ave., P.O. Box 310-998 Newington, CT 06111-0998 Telephone 203-566-4010

# Delaware

# IRP, Operating Authority, Motor Fuel Tax and Oversize & Overweight Office

Department of Transportation Motor Carrier Section Alt 113 & Bay Road Dover, DE 19901 Telephone 302-739-4491

# Florida

# IRP Office & Motor Fuel Use Tax & IFTA

Division of Motor Vehicles Bureau of Motor Carrier Services Neil Kirkman Building, Room A-11 Tallahassee, FL 32399-0626 Telephone 904-488-6921

# Florida (cont.)

# Size & Weight Limits

Department of Transportation Division of Maintenance Bureau of Weights Burns Building MS62L Tallahassee, FL 32399 Telephone 904-488-4961

# Georgia

# Department of Revenue

Georgia Motor Vehicle Division/IRP P.O. Box 38457 Room 214, 270 Trinity Washington Building Atlanta, GA 30334-0457 Telephone 404-651-8740

# Idaho

#### **IRP** Office

Idaho Transportation Department Commercial Vehicles Unit Room 125, P.O. Box 7129 Boise, ID 83707-1129 Telephone 208-334-8620

# **Operating Authority**

Public Utilities Commission Regulated Carrier Division PO Box 83720 Boise, ID 83720 Telephone 208-334-0332

# **Motor Fuel Tax**

State Tax Commission Special Fuels Division P.O. Box 36 Boise, ID 83722 Telephone 208-334-7834

# Oversize/Overweight Permits

Idaho Transportation Department Oversize Permit Office P.O. Box 7129 Boise, ID 83707-1129 Telephone 208-334-8420

# Illinois

#### IRP Office

Secretary of State Commercial and Farm Truck Division 300 Howlett Building, Second & Edwards Springfield, IL 62756 Telephone 217-782-4815 or 782-4816

# **Operating Authority**

Illinois Commerce Commission Leland Building, 527 Capitol P.O. Box 19280 Springfield, IL 62794-9280 Telephone 217-782-4654

# Fuel Use Tax

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

## **Overdimensional Permits**

Department of Transportation Highway Admin. Building 2300 S. Dirksen Parkway Springfield, IL 62764 Telephone 217-782-6271

# Indiana

#### IRP Office

Bureau of Motor Vehicles IRP Division 100 N. Senate Ave., Rm N403 Indianapolis, IN 46204 Telephone 317-232-4406

# **Operating Authority, Motor Fuel Permits**

Indiana Department of Revenue 100 N. Senate Indiana Government Center North, Rm N202 Indianapolis, IN 46204 Telephone 317-232-1845

# Oversize/Overweight Permits

Indiana Department of Highways 100 N. Senate Indiana Government Center North, Rm N855 Indianapolis, IN 46204 Telephone 317-232-5425

# Indiana (cont.)

# Enforcement

Indiana State Police 100 N. Senate Indiana Government Center North, Rm N340 Indianapolis, IN 46204 Telephone 317-233-6018

# Iowa

# Prorate Office, Fuel Tax, Oversize/ Overweight Permits

Department of Transportation
Office of Motor Carrier Services
P.O. Box 10382
Des Moines, IA 50306-0382
Telephones:
Oversize/Overweight Permits 515-237-3264
IRP 515-237-3268
Travel Authority 515-237-3364
Fuel Tax 515-237-3224
Temporary Registrations 515-237-3237

# Kansas

# **Prorate Office**

Department of Revenue Motor Carrier Services Bureau 3718 Burlingame Road Topeka, KS 66614 Telephone 913-266-2542

# **Operating Authority**

Kansas Corporation Commission 1500 S.W. Arrowhead Road Topeka, KS 66604–4027 Telephone 913-271-3165 or 296-3355

# **Motor Fuel Taxes**

Department of Revenue
Division of Taxation, Registration Section
Docking State Office Building
Topeka, KS 66625-0001
Telephone 913-296-4458

# Oversize & Overweight

Bureau of Traffic Engineering Permit Section 8th Floor, Docking State Office Building Topeka, KS 66612-1568 Telephone 913-296-7400

# Kentucky

# **Prorate Office**

Kentucky Transportation Cabinet, IRP Section Box 2014 Frankfort, KY 40622

Telephone 502-564-5301

# Fuel, Operating Authority, Overweight, or Overlength Permits

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

# Louisiana

#### **Prorate Office**

Louisiana Department of Public Safety Office of Motor Vehicles, IRP Unit P.O. Box 64886 109 S. Foster-Annex Baton Rouge, LA 70896 Telephone 504-925-6270 or 504-925-6271 or 504-925-6273

# **Public Service Commission Information**

Public Service Commission P.O. Box 91154 Baton Rouge, LA 70821 Telephone 504-342-4414

#### **Fuel Tax**

Department of Revenue Petroleum Products Tax Section P.O. Box 201 Baton Rouge, LA 70821 Telephone 504-925-7656

# Oversize/Overweight Permits

Department of Transportation and Development Capitol Access Road Truck Permit Office P.O. Box 94042 Baton Rouge, LA 70804 Telephone 504-343-2345

# Maine

# Prorate Office

Secretary of State Commercial Vehicle Center State House Station 29 Augusta, ME 04333 Telephone 207-287-8606

# **Public Service Commission Information**

Secretary of State Commercial Vehicle Center State House Station 29 Augusta, ME 04333 Telephone 207-287-8633

#### Fuel Tax

Secretary of State Commercial Vehicle Center State House Station 29 Augusta, ME 04333-0029 Telephone 207-287-8600

#### **Oversize Permits**

Secretary of State Commercial Vehicle Center State House Station 29 Augusta, ME 04333 Telephone 207-287-8606

# Maryland

# Prorate Office

Motor Vehicle Administration Motor Carrier Services Section Room 120, 6601 Ritchie Highway N.E. Glen Burnie, MD 21062 Telephone 410-787-2971

# **Operating Authority**

Public Service Commission American Building, 231 East Baltimore St. Baltimore, MD 21202 Telephone 410-333-6013

# **Motor Fuel Tax**

Comptroller of the Treasury Motor Vehicle Fuel Tax P.O. Box 1751 Annapolis, MD 21404 Telephone 410-799-4009

# Maryland (cont.)

# Oversize/Overweight Permits

State Highway Administration Office of Traffic and Safety Motor Carrier Division 7491 Connelley Drive Hanover, MD 21076 Telephone 410-787-4093

# Massachusetts

# **IRP Section**

Room 319, Ruggles Center 1135 Tremont St. Boston, MA 02114

# **Prorate Office**

International Registration Plan Room 424, 100 Nashua St. Boston, MA 02114 Telephone 617-351-9396

# **Operating Authority**

Department of Public Utility 100 Cambridge St. Boston, MA 02202 Telephone 617-727-3559

#### Fuel Tax

Department of Revenue Room 605, 100 Cambridge St. Boston, MA 02204 Telephone 617-727-4373

# Oversize & Overweight

Permit Office 525 Maple St. Marl Borbugh, MA 01752 Telephone 508-624-7446

# Michigan

# **Prorate Office**

Michigan Department of State IRP Unit 7064 Crowner Drive, P.O. Box 30029 Lansing, MI 48909-7529 Telephone 517-322-1097

# Michigan (cont.)

# **Operating Authority**

Michigan Public Service Commission 6545 Mercantille Way, P.O. Box 30221 Lansing, MI 48909 Telephone 517-334-6389

# Motor Fuel Tax

Department of Treasury Motor Fuel Tax Section 430 W. Allegan Lansing, MI 48933 Telephone 517-373-3180

# Oversize & Overweight Permits

Michigan Department of Transportation Permit Section 425 W. Ottawa, P.O. Box 30050 Lansing, MI 48909-7550 Telephone 517-373-2120

# Minnesota

# **Prorate Office**

Department of Public Safety Prorate Section 162 Transportation Building 395 John Ireland Blvd. St. Paul, MN 55155 Telephone 612-296-2138

# **Operating Authority**

Department of Transportation Motor Carrier Safety and Compliance 151 Livestock Exchange Building 100 Stockyards Road South St. Paul, MN 55075 Telephone 612-296-7109

# Motor Fuel Tax Licenses & Permits

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

# Overdimensional & Overweight Load Permits

Department of Transportation Road and Vehicle Information Services 152 Livestock Exchange Building 100 Stockyards Road South St. Paul, MN 55075 Telephone 612-296-6441

# Mississippi

# **Prorate Office & Trip Permits**

State Tax Commission P.O. Box 1140 Jackson, MS 39205 Telephone 601-359-1248

# **Operating Authority**

Public Service Commission P.O. Box 1174 Jackson, MS 39215-1174 Telephone 601-961-5439

# Missouri

# **Prorate Office**

Missouri Highway Reciprocity Commission P.O. Box 893 Jefferson City, MO 65105 Telephone 314-751-2362

# **Operating Authority**

Division of Transportation
Department of Economic Development
P.O. Box 1216
Jefferson City, MO 65102
Telephone 314-751-7108

#### **IFTA**

P.O. Box 893 Jefferson City, MO 65102 Telephone 314-751-6433

#### Interstate User of Fuel

Office of Miscellaneous Taxes P.O. Box 300 Jefferson City, MO 6510 Telephone 314-751-2611

# Overweight & Oversize Information

Highway and Transportation Department Highway Building Jefferson City, MO 65101 Telephone 800-877-8499

# Montana

#### **Prorate Office**

Montana Department of Transportation Motor Carrier Services Division P.O. Box 4639 Helena, MT 59604 Telephone 406-444-6130

# **Operating Authority**

Public Service Commission 1701 Prospect Ave. Helena, MT 59620 Telephone 406-444-6199

# Special Fuel Users Tax

Department of Transportation Motor Carrier Services Division Box 4639 Helena, MT 59604 Telephone 406-444-6130

# Nebraska

# **Prorate Office**

Department of Motor Vehicles Interstate Registration Division P.O. Box 94789, 301 Centennial Mall South Lincoln, NE 68509 Telephone 402-471-0249

# **Operating Authority**

Public Service Commission 1200 N St., 300 The Atrium, P.O. Box 94927 Lincoln, NE 68509 Telephone 402-471-3101

#### **Motor Fuel Tax**

Department of Revenue Motor Fuel Tax Division P.O. Box 98904, 301 Centennial Mall South Lincoln, NE 68509 Telephone 402-471-5730 or 800-554-3835

# **Overdimensional Permits**

Department of Roads Permit Section P.O. Box 94759, Room 151, Hwy 2 & 77, Lincoln, NE 68509 Telephone 402-471-0034

#### Nevada

# Prorate Office & Fuel Tax

Department of Motor Vehicle and Public Safety Motor Carrier Bureau 555 Wright Way Carson City, NV 89711-0625 Telephone 702-687-5340

# Operating Authority (Intrastate)

Public Service Commission 727 Fairview Carson City, NV 89710 Telephone 702-687-6007

# Oversize/Overweight Permits

Department of Transportation 1263 S. Stewart St. Carson City, NV 89712 Telephone 702-687-5410

# New Hampshire

# **Prorate Office**

Division of Motor Vehicles IRP Registration Section 10 Hazen Drive Concord, NH 03305 Telephone 603-271-2196

# **Operating Authority**

Bureau of Common Carriers 10 Hazen Drive Concord, NH 03305 Telephone 603-271-2447

#### Fuel

New Hampshire Division of Road Toll 10 Hazen Drive Concord, NH 03305 Telephone 603-271-2311

# **Oversize Permits**

New Hampshire Department of Transportation Hazen Drive Concord, NH 03301 Telephone 603-271-2691

# **New Mexico**

# **IRP** Office

Motor Vehicle Division - Heavy Vehicle Registration P.O. Box 1028 Santa Fe, NM 87504-1028 Telephone 505-827-0392

# **Operating Authority**

State Corporation Commission P.O. Drawer 1269 Santa Fe, NM 87504-1269 Telephone 505-827-4515

# Fuel Tax

Taxation and Revenue - Special Tax Programs P.O. Box 25123
Santa Fe, NM 87504-5123
Telephone 505-827-9892

# Oversize & Overweight Permits

Taxation and Revenue Motor Transportation Division P.O. Box 1028 Santa Fe, NM 87504-1028 Telephone 505-827-0376

# New York

# **Prorate Office**

International Registration Bureau Box 2850-ESP Albany, NY 12220-0850 Telephone 518-473-5834

# **Operating Authority**

Department of Transportation
Proceedings Section
Building 4
G17, W A Harriman State Office Campus
1220 Washington Ave.
Albany, NY 12232
Telephone 518-457-6391

# **Motor Fuel Taxes**

Department of Taxation and Finance Taxpayers Services Division Building 8 W A Harriman State Office Campus Albany, NY 12227 Telephone 518-457-3653

# New York (cont.)

# Oversize/Overweight Permits

Department of Transportation Building 5, Room 311 W A Harriman State Office Campus 1220 Washington Ave. Albany, NY 12232 Telephone 518-457-1155

# North Carolina

#### **IRP** Office

North Carolina Division of Motor Vehicles IRP Section 1100 New Bern Ave. Raleigh, NC 27697-0001 Telephone 919-733-7458

# **Operating Authority**

Division of Motor Vehicles Motor Carrier Safety Regulation Unit 1100 New Bern Ave. Raleigh, NC 27697-0001 Telephone 919-733-7631

# **Motor Fuel Tax**

North Carolina Department of Revenue Fuel Tax Division 501 N. Wilmington St. Raleigh, NC 27604-8001 Telephone 919-733-3409

# Overwidth/Overlength Permits

North Carolina Department of Transportation Division of Hwys./Permit Unit P.O. Box 25201 Raleigh, NC 27611 Telephone 919-733-7154

# North Dakota

#### **Prorate Office**

Department of Transportation - Motor Vehicle Division Motor Carrier Section/Prorate 608 E. Boulevard Bismarck, ND 58505-0780 Telephone 701-224-2725

# North Dakota (cont.)

# **Operating Authority**

Department of Transportation Motor Vehicle Division Motor Carrier Section/Authority 608 E. Boulevard Bismarck, ND 58505-0780 Telephone 701-224-2725

#### Non-IFTA Fuel Tax

State Tax Department Special Fuels Division State Capitol Building, 600 E. Blvd. Bismarck, ND 58505 Telephone 701-224-3239

#### IFTA Fuel Tax

Department of Transportation Motor Vehicle Division Motor Carrier Section/IFTA 608 E. Blvd. Bismarck, ND 58505-0780 Telephone 701-224-2725

# Oversize & Overweight

North Dakota Highway Patrol Commercial Motor Carrier Division 600 E. Blvd. Bismarck, ND 58505 Telephone 701-224-2621

# Ohio

# **Prorate Office**

Bureau of Motor Vehicles IRP Processing Center 2222 Dividend Drive Columbus, OH 43228 Telephone 614-777-8400

# **Operating Authority**

Public Utilities Commission Transportation Department Motor Carrier Registration 180 E. Broad St. Columbus, OH 43206-0573 Telephone 614-466-0359

# **Motor Fuel Tax**

Department of Taxation 30 E. Broad St., P.O. Box 530 Columbus, OH 43216 Telephone 614-466-3410

# Ohio (cont.)

# Oversize/Overweight

Bureau of Permits and Communications 1809 O'Brien Road Columbus, OH 43228 Telephone 614-777-0224

# **Trip Permits**

Bureau of Motor Vehicles Deputy Registrar Control 4300 Kimberly Pkwy. Columbus, OH 43227 Telephone 614-752-7830

#### Oklahoma

#### **Prorate Office**

Oklahoma Tax Commission Motor Vehicle Division 2501 N. Lincoln Blvd. Oklahoma City, OK 73194 Telephone 405-521-3036

# Authority

Oklahoma Corporation Commission Jim Thorpe Building 2101 N. Lincoln Blvd. Oklahoma City, OK 73105 Telephone 405-521-2253

#### Fuel

Oklahoma Tax Commission Motor Vehicle Division 2501 N. Lincoln Blvd. Oklahoma City, OK 73194 Telephone 405-521-3246

# Size and Weights

Department of Public Safety 3600 Martin Luther King Blvd. Oklahoma City, OK 73136 Telephone 405-425-2390

# Oregon

# **Prorate Office**

Public Utility Commission Motor Carrier Services 550 Capitol St. N.E. Salem, OR 97310-1380 Telephone 503-378-6699

# Oregon (cont.)

# **Operating Authority**

Public Utility Commission Motor Carrier Services 550 Capitol St. N.E. Salem, OR 97310-1380 Telephone 503-378-6699

# Oversize/Overweight Permits

Department of Transportation Permits and Weighmaster P.O. Box 14030, 2960 State St., Rm 216 Salem, OR 97310-5003 Telephone 503-378-2568

# Pennsylvania

# **Prorate Office**

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

# **Operating Authority**

Public Utility Commission North Office Building P.O. Box 3265 Harrisburg, PA 17120 Telephone 717-787-3834

# **Motor Fuel Taxes**

Pennsylvania Department of Revenue Bureau of License Funds P.O. Box 8907 Harrisburg, PA 17105 Telephone 717-783-9363

# Oversize/Overweight

Bureau of Maintenance & Operations Division of Traffic Engineering 1014 Transportation & Safety Building Harrisburg, PA 17122 Telephone 717-787-5368

# Saskatchewan

# Saskatchewan Government Insurance

Motor Vehicle Division Central Issuing 2260 11th Ave. Regina Saskatchewan, Canada S4P 2N7 Telephone 306-751-1251, Fax 306-359-0867

# **Operating Authority**

Highway Traffic Board 1855 Victoria Ave. Regina Saskatchewan, Canada S4P 3T2 Telephone 306-787-9095, Fax 306-787-3963

## **Permits**

Central Permit Office 1855 Victoria Ave. Regina Saskatchewan, Canada S4P 3T2 Telephone 306-787-4036 or 306-787-4038 Fax 306-787-3963

# **Fuel Tax**

Fuel Tax 2350 Albert St. Regina Saskatchewan, Canada S4P 4A6 Telephone 306-787-7749, Fax 306-787-0241

# South Carolina

# **Prorate Office**

S.C. Department of Revenue and Taxation P.O. Box 1498 Columbia, SC 29216-0027 Telephone 803-737-6620

# **Operating Authority**

Public Service Commission 111 Doctors Circle, Post Office Drawer 11649 Columbia, SC 29211 Telephone 803-737-5195

# Overweight/Overlength Permits

S.C. Department of Transportation P.O. Box 191 Columbia, SC 29202 Telephone 803-737-1279

# South Dakota

# **Prorate Office**

Department of Revenue Division of Motor Vehicles Office of Proration 118 W. Capitol Ave. Pierre, SD 57501-2080 Telephone 605-773-4111

# **Operating Authority**

Public Utilities Commission 500 E. Capitol Ave. Pierre, SD 57501-5070 Telephone 605-773-5280

# Interstate Fuel

118 W. Capitol Ave. Pierre, SD 57501-2080 Telephone 605-773-5335

#### Tennessee

# **Prorate Office**

Department of Revenue IRP Unit 500 Deaderick St. Andrew Jackson State Office Building Nashville, TN 37242-0300 Telephone 615-741-1786

# **Operating Authority**

Public Service Commission 460 James Robertson Parkway Nashville, TN 37243 Telephone 615-741-2974

# **Highway Fuel Taxes**

Department of Revenue Highway Fuel Tax Unit Andrew Jackson State Office Building 500 Deaderick St. Nashville, TN 37242-0300 Telephone 615-741-3394

# Overweight/Overdimensional Permits

Department of Transportation Suite 300, James K. Polk State Office Building Fifth Ave. at Deaderick St. Nashville, TN 37243-0331 Telephone 615-741-3821

# **Texas**

# **Prorate Office**

Texas Department of Transportation Vehicle Titles and Registration Division Registration Auditing Section Austin, TX 78779-0001 Telephone 512-465-7686

# **Operating Authority**

Texas Railroad Commission P.O. Drawer 12967, Capitol Station Austin, TX 78711 Telephone 512-463-7080

# **Motor Fuel Requirements**

Comptroller of Public Accounts Motor Fuel Tax Division Capitol Station Austin, TX 78774 Telephone 512-463-4600

# Overweight/Overlength

Texas Department of Highways & Public Transportation Central Permit Office 125 E. 11th St. Austin, TX 78701 Telephone 512-465-1784

# Utah

#### Prorate Office & Fuel Tax Permit

Utah State Tax Commission
Division of Motor Vehicles
Motor Carrier Services
799 N. Redwood Rd., Suite A
Salt Lake City, UT 84116-1909
Telephone 801-535-2650, Fax 801-535-2680

# **Operating Authority**

Utah Public Service Commission 160 East 300 South Salt Lake City, UT 84110 Telephone 801-530-6663

# Vermont

# Prorate Office/Fuel Permits/Oversize Permits

Department of Motor Vehicles 120 State St. Montpelier, VT 05603 Telephone 802-828-2070

# Virginia

#### **Prorate Office**

Department of Motor Vehicles Motor Carrier Services P.O. Box 27412 Richmond, VA 23269 Telephone 804-367-2702

# **Operating Authority & Motor Fuel Taxes**

State Corporation Commission Motor Carrier Operations 1220 Bank St. Richmond, VA 23219 **Telephone:** Operating Authority 804-371-9488 Motor Fuel Taxes 804-371-9621

# Overlength/Overweight

Department of Highways & Transportation 1401 E. Broad St. Richmond, VA 23219 Telephone 804-786-2787

# Washington

#### **Prorate Office**

Department of Licensing Prorate & Reciprocity Section 2000 W. 4th Ave., P.O. Box 9036 Olympia, WA 98507-9036 Telephone 206-753-6956

# For-Hire Operating Authority

Washington Utilities & Transportation Commission Permits and Insurance Section Chandler Plaza Building, Rm 200 P.O. Box 9022 1300 Evergreen Park Drive S.W. Olympia, WA 98504-9022 Telephone 206-753-3111

# Washington (cont.)

#### Fuel Tax

Department of Licensing Fuel Tax Section P.O. Box 9228 Olympia, WA 98507-9228 Telephone 206-753-3256

# Overdimensional & Overweight Permit

Department of Transportation Permits Section 4511 Woodview Dr. S.E. Olympia, WA 98504-5200 Telephone 206-459-6715

# West Virginia

#### Prorate Office

Division of Motor Vehicles 1800 Kanawha Blvd. E., Room 60 Charleston, WV 25317 Telephone 304-558-3629

# **Operating Authority**

Public Service Commission of West Virginia P.O. Box 812 Charleston, WV 25323 Telephone 304-340-0417

#### **Fuel Permits**

Division of Tax & Revenue P.O. Box 2666 Charleston, WV 25330 Telephone 304-558-3333

# Oversize/Overweight Permits

Division of Highways Enforcement Division 1900 Kanawha Blvd. E., Charleston, WV 25305 Telephone 304-558-3545

# Wisconsin

#### IRP Office

Department of Transportation Motor Carrier Services Section IRP Unit P.O. Box 7955 Madison, WI 53707-7955 Telephone 608-266-9900

# Wisconsin (cont.)

# **Operating Authority**

Officer of Commissioner of Transportation 212 E. Washington Ave. P.O. Box 8968 Madison, WI 53708 Telephone 608-266-2671

# **Motor Fuel Tax**

Department of Transportation Motor Carrier Services Section Fuel Tax Unit P.O. Box 7979 Madison, WI 53707-7979 Telephone 608-267-4382

# Oversize/Overweight Information

Department of Transportation Motor Carrier Services Section Fuel Tax Unit P.O. Box 7980 Madison, WI 53707-7979 Telephone 608-266-7320

# Wyoming

#### **Prorate**

Wyoming Department of Transportation MV Licensing & Titling, P.O. Box 1708 5300 Bishop Blvd., Cheyenne, WY 82003-1708 Telephone 307-777-4842

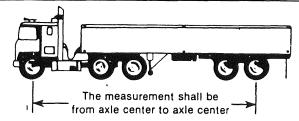
# lowa Department of Transportation

# MAXIMUM GROSS WEIGHT TABLE 1 NON-INTERSTATE HIGHWAYS

(See reverse side for interstate highways)

Axie Weight: No single axie shall carry a gross weight in excess of 20,000 pounds. For axies spaced 40 inches apart but not more than 8 feet apart, 34,000 pounds in total for the two axies, but not more than 20,000 pounds on either individual axie. For axies more than 8 feet apart the maximum weight shall not exceed that shown in the following table. Axies less than 40 inches apart are considered one axie.

The Gross Weight shall be determined by measuring the distance in feet between the first and the last axle in any group under consideration.



Distance *	2 Axles	3 Axles	4 Axles	5 Axles	6 or More Axles
4 5	34,000 34,000				
6 7	34,000 34,000	34,000			
8 8′ <u>1</u> ″	34,000 38,000	34,000 42,000			
9 10	39,000 40,000	42,500 43,500	45,000		
11 12		44,000 45,000	46,000 47,000		
13 14		45,500 46,500	48,000 49,000	48,500 49,500	
<u>15</u> 16		47,000 48,000	50,000 51,000	50,500 51,500	
17 18		48,500 49,500	52,000 53,000	52,500 53,500	54,000 55,000
19 20		50,000 51,000	54,500 55,500	54,500 55,500	56,000 57,000
21 22 23		51,500 52,500 53,000	56,000 56,500 57,500	56,500 57,500 58,500	58,000 59,000 60,000
24 25		54,000 54,500	58,000 58,500	59,500 60,500	61,000 62,000
26 27 28		55,500 56,000 57,000	59,500 60,000 60,500	61,500 62,500 63,500	63,000 64,000 65,000
29 30		57,500 58,500	61,500 62,000	64,500 65,500	66,000 67,000
31 32 33		59,000 60,000	62,500 63,500 64,000	66,500 67,500 68,500	68,000 69,000 70,000
34 35			64,500 65,500	69,500 70,000	71,000 72,000
36 37 38			68,000 68,000 68,000	70,500 71,000 72,000	73,000 74,000 75,000
39 40			68,000 68,500	72,500 73,000	76,000 77,000
41 42 43			69,500 70,000 70,500	73,500 74,000 75,000	78,000 79,000 80,000
44 45			70,500 71,500 72,000	75,500 75,500 76,000	80,000
46 47			72,500 73,500	76,500 77,500	
48 49 50			74,000 74,500 75,500	78,000 78,500 79,000	
· 51 52			76,000 76,500	80,000	
53 54			77,500 78,000		
<u>55</u> 56 57			78,500 79,500 80,000		

<sup>\*</sup> Measured between the centers of the extreme axles of any group of axles and rounded to the nearest whole foot.

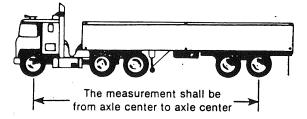
The above maximum gross weight table was calculated in accordance with the current lowa Code weight formula see 321.463.

# MAXIMUM GROSS WEIGHT TABLE 2 INTERSTATE HIGHWAYS

(See reverse side for non-interstate highways)

Axie Weight: No single axle shall carry a gross weight in excess of 20,000 pounds. For axles spaced 40 inches apart but not more than 8 feet apart, 34,000 pounds in total for the two axles, but not more than 20,000 pounds on either individual axle. For axles more than 8 feet apart the maximum weight shall not exceed that shown in the following table. Axles less than 40 inches apart are considered one axle.

The Gross Weight shall be determined by measuring the distance in feet between the first and the last axle in any group under consideration.



Distance * In Feet	2 Axles	3 Axles	4 Axles	5 Axles	6 Axles	7 Axles
4 5	34,000 34,000					
6 7 8 8'1" 9	34,000 34,000 34,000 38,000 39,000	34,000 34,000 42,000 42,500				
10	40,000	43,500	48,500			
11 12 13 14 15		44,000 45,000 45,500 46,500 47,000	49,500 50,000 50,500 51,500 52,000	56,000 57,000 57,500		
16 17 18 19 20		48,000 48,500 49,500 50,000 51,000	52,500 53,500 54,000 54,500 55,500	58,000 58,500 59,000 60,000 60,500	64,000 65,000 65,500 66,000	71,500
21 22 23 24 25		51,500 52,500 53,000 54,000 54,500	56,000 56,500 57,500 58,000 58,500	61,000 61,500 62,500 63,000 63,500	66,500 67,000 68,000 68,500 69,000	72,500 73,000 73,500 74,000 74,500
26 27 28 29 30		55,500 56,000 57,000 57,500 58,500	59,500 60,000 60,500 61,500 62,000	64,000 65,000 65,500 66,000 66,500	69,500 70,000 71,000 71,500 72,000	75,000 76,000 76,500 77,000 77,500
31 32 33 34 35		59,000 60,000	62,500 63,500 64,000 64,500 65,500	67,500 68,000 68,500 69,500 70,000	72,500 73,000 74,000 74,500 75,000	78,000 78,500 79,500 80,000
36 37 38 39 40			68,000 68,000 68,000 68,000 68,500	70,500 71,000 72,000 72,500 73,000	75,500 76,000 77,000 77,500 78,000	· ·
41 42 43 44 45			69,500 70,000 70,500 71,500 72,000	73,500 74,000 75,000 75,500 76,000	78,500 79,000 80,000	
46 47 48 49 50			72,500 73,500 74,000 74,500 75,500	76,500 77,500 78,000 78,500 79,000		(A)
51 52 53 54 55		· · · · · · · · · · · · · · · · · · ·	76,000 76,500 77,500 78,000 78,500	80,000		, in the second
56 57			79,500 79,500 80,000			

<sup>\*</sup> Measured between the centers of the extreme axles of any group of axles and rounded to the nearest whole foot.

The above maximum gross weight table was calculated in accordance with the current lowa Code weight formula see 321.463.



# Iowa Department of Transportation

Dear Carrier:

As an lowa-based carrier engaged in interstate travel, you are responsible for compliance with provisions of the International Registration Plan (IRP) and The Code of Iowa.

Since the concept of the IRP is for the carriers to pay fees to the various jurisdictions based upon the percentage of miles traveled in each state, it is important that you, the carrier, develop an adequate mileage accounting system.

At a minimum, an acceptable mileage accounting system must include:

- 1. Mileage data on each individual vehicle for each trip.
- 2. Monthly summaries for each vehicle.
- 3. Total monthly fleet summaries for July through June.

The single most important document is the mileage record that identifies a trip, including origin, destination, routing and a breakdown of miles by state. The carrier may use odometer or map miles, however it is important to note that use of map miles must be via the route traveled, not short line miles. We have attached several sample trip sheets (Attachment A) to serve as a guide for a reporting document.

The trip sheet totals should be posted in turn to an Individual Vehicle Mileage Record (IVMR) (Attachment B), totaled for the month and then posted to a Monthly Fleet Summary (Attachment C). An Annual Mileage Summary (Attachment D) for the fleet can be documented for the July through June reporting period to provide the basis for the "Schedule B" mileage data on your prorate application.

It is not the intent of the Iowa DOT to require any one mileage accounting system, only to suggest that the attached sample is one acceptable method.

As a carrier engaged in interstate operations, you are obligated to purchase fuel in lowa commensurate with your operation on lowa highways. If you generally purchase more fuel than you consume in lowa, it could be to your benefit to acquire an lowa Interstate Fuel Permit or an IFTA (International Fuel Tax Agreement) permit from the Office of Motor Carrier Services. In any event, you are responsible for retaining fuel invoices to support your fuel purchases and fuel tax responsibilities will be evaluated by the Motor Carrier Audit Staff.

Article XVI of the IRP agreement contains provisions requiring that each base jurisdiction shall audit the apportioned applications and supporting records of the carrier displaying plates from their state. The lowa Department of Transportation is responsible for conducting these audits in lowa. Supporting fuel and mileage documentation must be retained for a period of four (4) years, and such records shall be made available during normal business hours. It will considerably reduce audit time if your records are retained in an organized manner and easily retrievable.

This information is presented to help clarify any problems you may have encountered. If you have any further questions, feel free to contact this office.

Sincerely,

Motor Carrier Audit Manager

Office of Audits (515) 239-1030

attachment

# TRIP RECORD Interstate Fuel And Mileage Reporting System

ompany Name												
eet	Driver _			.,		Truck Tracto	or or#	т	railer#_			
Gas Diesel	Origin City & State Speedometer Reading											
LPG	Destination City & State Speedometer Reading											
ross Revent	ue (For Hire Carri	iers Only) \$			Cargo Weight							
Data	State	Highways	Mile	1	Fuel Purchases							
Date	State	Used	Non-Toll	Toll	Gal.	Vendor	Gal.	Vendor	Gal.	Vendor		
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Carrier Name	•		Month	 Year
	Unit:	#		

0	Date Origin	Destin.	Destin. Highway Traveled	الم ما م	Miles By State								Total		
Date				veled	lowa	111.	Minn.	Mo.	Neb.	N. Dak.	S. Dak.	Wis.			Miles
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Total Fu	el Invoices		gallons	TOTALS											
Total lov	va Fuel		gallons	IUIALS											

Attachment A-1

<b>Year</b>	
	ear/

# MONTHLY FLEET SUMMARY

Unit #	lowa	Neb.	Mo.	Kan.	Minn.	So. Dak.	Others
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Note: When showing mileage under "Others" be sure to identify state, since mileage totals for each state are necessary.