

REQUEST FOR PROPOSALS FOR
PERFORMANCE OF AUDITS
FOR
THE PENNSYLVANIA APPORTIONED REGISTRATION PROGRAM

ISSUING OFFICE

THE DEPARTMENT OF GENERAL SERVICES
BUREAU OF PROCUREMENT
555 WALNUT STREET 6TH FLOOR FORUM PLACE
HARRISBURG PENNSYLVANIA 17101

RFP NUMBER #CN00020766

DATE OF ISSUANCE

December 1, 2006

**REQUEST FOR PROPOSALS FOR
RFP CN00020766**

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CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to emwilliams@state.pa.us	Potential Offerors	Dec 13, 2006
Preproposal Conference—Location. Department of General Services, 555 Walnut Street, 6 th Floor Forum Place, Conference Room #9, Harrisburg Pa 17101	Issuing Office/Potential Offerors	Dec 19, 2006 11:00 AM
Answers to Potential Offeror questions posted to the DGS website (http://www.dgsweb.state.pa.us/comod/main.asp) no later than this date.	Issuing Office	Dec 22, 2006
Please monitor website for all communications regarding the RFP.	Potential Offerors	Ongoing
Sealed proposal must be received by the Issuing Office at Department of General Service, Bureau of Procurement, Attn: Bid Room, 555 Walnut St, 6th Floor forum Place, Harrisburg PA 17101	Offerors	Dec 29, 2006 – 2:00 PM

PART I

GENERAL INFORMATION

I-1. Purpose. This request for proposals (RFP) provides to those interested in submitting proposals for the subject procurement (“Offerors”) sufficient information to enable them to prepare and submit proposals for the **Department of General Services (DGS)** consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”) to satisfy a need **for Performance of Audits** (“Project”).

I-2. Issuing Office. The **DGS Bureau of Procurement** (“Issuing Office”) has issued this RFP on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this RFP shall be **Emanuel L Williams, Commodity Specialist, Department of General Services, Bureau of Procurement, 555 Walnut Street, 6th Floor Forum Place, Harrisburg PA 17101, emwilliams@state.pa.us**, the Issuing Officer for this RFP. Please refer all inquiries to the Issuing Officer.

I-3. Scope. This RFP contains instructions governing the requested proposals, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Offerors must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFP.

I-4. Problem Statement Audit services to determine that registrants are in compliance with the terms of the International Registration Plan (IRP) and Pennsylvania laws and regulations, including authentication and verification of mileage figures derived from operational fleet records, registrations, and asset records of registrants in the Pennsylvania apportioned registration system as well as to verify that proper revenues are being collected. Pennsylvania Code, Chapter 63, Proportional Registration of Fleet Vehicles. Pennsylvania Consolidated Statutes, Title 75, Vehicles, Pennsylvania Apportioned Registration Manual. The audits shall result in final reports that provide findings, conclusions and recommendations, including improvements to internal control. Additional detail is provided in **Part IV** of this RFP.

I-5. Type of Contract. It is proposed that if the Issuing Office enters into a contract as a result of this RFP, it will be a firm-**fixed price** contract containing the Standard Contract Terms and Conditions as shown in **Appendix A** and available at <http://www.dgs.state.pa.us/dgs/lib/dgs/forms/comod/procurementforms/gspur12b.doc> The Issuing Office, in its sole discretion, may undertake negotiations with Offerors whose proposals, in the judgment of the Issuing Office, show them to be qualified, responsible and capable of performing the Project.

I-6. Rejection of Proposals. The Issuing Office reserves the right, in its sole and complete discretion, to reject any proposal received as a result of this RFP.

I-7. Incurring Costs. The Issuing Office is not liable for any costs the Offeror incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of the contract.

I-8. Preproposal Conference. The Issuing Office will hold a preproposal conference as specified in the Calendar of Events. The purpose of this conference is to provide opportunity for clarification of the RFP. Offerors should forward all questions to the Issuing Office in accordance with **Part I, Section I-9** to ensure adequate time for analysis before the Issuing Office provides an answer. Offerors may also ask questions at the conference. The preproposal conference is for information only. Any answers furnished during the conference will not be official until they have been verified, in writing, by the Issuing Office. All questions and written answers will be posted on the Department of General Services' (DGS) website as an addendum to, and shall become part of, this RFP. Attendance at the Preproposal Conference is optional.

I-9. Questions & Answers. If an Offeror has any questions regarding this RFP, the Offeror must submit the questions by email (**with the subject line "RFP CN00020766 Question"**) to the Issuing Officer named in **Part I, Section I-2** of the RFP. If the Offeror has questions, they must be submitted via email **no later than** the date indicated on the Calendar of Events. The Offeror shall not attempt to contact the Issuing Officer by any other means. The Issuing Officer shall post the answers to the questions on the DGS website by the date stated on the Calendar of Events.

All questions and responses as posted on the DGS website are considered as an addendum to, and part of, this RFP in accordance with RFP **Part I, Section I-10**. Each Offeror shall be responsible to monitor the DGS website for new or revised RFP information. The Issuing Office shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Issuing Office. The Issuing Office does not consider questions to be a protest of the specifications or of the solicitation. The required protest process for Commonwealth procurements is described on the DGS website

I-10. Addenda to the RFP. If the Issuing Office deems it necessary to revise any part of this RFP before the proposal response date, the Issuing Office will post an addendum to the DGS website at www.dgsweb.state.pa.us/comod/main.asp. It is the Offeror's responsibility to periodically check the website for any new information or addenda to the RFP. Answers to the questions asked during the Questions & Answers period also will be posted to the website as an addendum to the RFP.

I-11. Response Date. To be considered for selection, hard copies of proposals must arrive at the Issuing Office on or before the time and date specified in the RFP Calendar of Events. The Issuing Office will **not** accept proposals via email or facsimile transmission. Offerors who send proposals by mail or other delivery service should allow sufficient delivery time to ensure timely receipt of their proposals. If, due to inclement weather, natural disaster, or any other cause, the Commonwealth office location to which proposals are to be returned is closed on the proposal response date, the deadline for submission will be automatically extended until the next Commonwealth business day on which the office is open, unless the Issuing Office otherwise notifies Offerors. The hour for submission of proposals shall remain the same. The Issuing Office will reject, unopened, any late proposals.

I-12. Proposals. To be considered, Offerors should submit a complete response to this RFP, using the format provided in **Part II**, providing **ten (10) paper** copies of the proposal to the Issuing Office. In addition to the paper copies of the proposal, Offerors shall submit one **complete and exact** copy of the technical proposal on CD-ROM in Microsoft Office or Microsoft Office-compatible format. The Offeror shall make no other distribution of its proposal to any other Offeror or Commonwealth official or Commonwealth consultant. Each proposal page should be numbered for ease of reference. An official authorized to bind the Offeror to its provisions must sign the proposal. For this RFP, the proposal must remain valid for **120** days or until a contract is fully executed. If the Issuing Office selects the Offeror's proposal for award, the contents of the selected Offeror's proposal will become, except to the extent the contents are changed through Best and Final Offers or negotiations, contractual obligations. The information in the proposal will become a public record upon contract execution, except as limited by Section 106 (b)(1) of the *Commonwealth Procurement Code*, 62 Pa. C.S. § 106 (b)(1).

Each Offeror submitting a proposal specifically waives any right to withdraw or modify it, except that the Offeror may withdraw its proposal by written notice received at the Issuing Office's address for proposal delivery prior to the exact hour and date specified for proposal receipt. An Offeror or its authorized representative may withdraw its proposal in person prior to the exact hour and date set for proposal receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the proposal. An Offeror may modify its submitted proposal prior to the exact hour and date set for proposal receipt only by submitting a new sealed proposal or sealed modification which complies with the RFP requirements.

I-13. Disadvantaged Business Information. The Issuing Office encourages participation by small disadvantaged businesses as prime contractors, joint ventures and subcontractors/suppliers and by socially disadvantaged businesses as prime contractors.

Small Disadvantaged Businesses are small businesses that are owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social disadvantages. The term includes:

- a. Department of General Services Bureau of Minority and Women Business Opportunities (BMWBO)-certified minority business enterprises (MBEs) and women business enterprises (WBEs) that qualify as small businesses; and
- b. United States Small Business Administration-certified small disadvantaged businesses or 8(a) small disadvantaged business concerns.

Small businesses are businesses in the United States that are independently owned, are not dominant in their field of operation, employ no more than 100 persons and earn less than \$20 million in gross annual revenues (\$25 million in gross annual revenues for those businesses in the information technology sales or service business).

Socially disadvantaged businesses are businesses in the United States that BMWBO determines are owned or controlled by a majority of persons, not limited to members of minority groups, who are subject to racial or ethnic prejudice or cultural bias, but which do not qualify as small businesses. In order for a business to qualify as “socially disadvantaged,” the offeror must include in its proposal clear and convincing evidence to establish that the business has personally suffered racial or ethnic prejudice or cultural bias stemming from the businessperson’s color, ethnic origin or gender.

Questions regarding this Program can be directed to:

Department of General Services
Bureau of Minority and Women Business Opportunities
Room 611, North Office Building
Harrisburg, PA 17125
Phone: (717) 787-6708
Fax: (717) 772-0021
Email: gs-bmwbo@state.pa.us

Program information and a database of BMWBO-certified minority- and women-owned businesses can be accessed at www.dgs.state.pa.us, DGS Keyword: BMWBO. The federal vendor database can be accessed at <http://www.ccr.gov> by clicking on *Dynamic Small Business Search* (certified companies are so indicated).

I-14. Information Concerning Small Businesses in Enterprise Zones. The Issuing Office encourages participation by small businesses, whose primary or headquarters facility is physically located in areas the Commonwealth has identified as *Designated Enterprise Zones*, as prime contractors, joint ventures and subcontractors/suppliers.

The definition of headquarters includes, but is not limited to, an office or location that is the administrative center of a business or enterprise where most of the important functions of the business are conducted or concentrated and location where employees are conducting the business of the company on a regular and routine basis so as to contribute to the economic development of the geographical area in which the office or business is geographically located.

Small businesses are businesses in the United States that are independently owned, are not dominant in their field of operation, employ no more than 100 persons and earn less than \$20 million in gross annual revenues (\$25 million in gross annual revenues for those businesses in the information technology sales or service business).

There is no database or directory of small businesses located in Designated Enterprise Zones. Information on the location of *Designated Enterprise Zones* can be obtained by contacting:

Aldona M. Kartorie
Center for Community Building
PA Department of Community and Economic Development

4th Floor, Commonwealth Keystone Building
400 North Street
Harrisburg, PA 17120-0225
Phone: (717) 720-7409
Fax: (717) 787-4088
Email: akartorie@state.pa.us

I-15. Economy of Preparation. Offerors should prepare proposals simply and economically, providing a straightforward, concise description of the Offeror’s ability to meet the requirements of the RFP.

I-16. Alternate Proposals. The Issuing Office has identified the basic approach to meeting its requirements, allowing Offerors to be creative and propose their best solution to meeting these requirements. The Issuing Office will not accept alternate proposals.

I-17. Discussions for Clarification. Offerors may be required to make an oral or written clarification of their proposals to the Issuing Office to ensure thorough mutual understanding and Offeror responsiveness to the solicitation requirements. The Issuing Office will initiate requests for clarification.

I-18. Prime Contractor Responsibilities. The contract will require the selected Offeror to assume responsibility for all services offered in its proposal whether it produces them itself or by subcontract. The Issuing Office will consider the selected Offeror to be the sole point of contact with regard to contractual matters.

I-19. Proposal Contents. Offerors should not label proposal submissions as confidential or proprietary. The Issuing Office will hold all proposals in confidence and will not reveal or discuss any proposal with competitors for the contract, unless disclosure is required:

- i) Under the provisions of any Commonwealth or United States statute or regulation; or
- ii) By rule or order of any court of competent jurisdiction.

After a contract is executed, however, the successful proposal is considered a public record under the *Right-to Know Law*, 65 P.S. § 66.1—66.9, and therefore subject to disclosure. The financial capability information submitted under **Part II, Section II-7** shall not be disclosed in the final contract. All material submitted with the proposal becomes the property of the Commonwealth of Pennsylvania and may be returned only at the Issuing Office’s option. The Issuing Office, in its sole discretion, may include any person other than competing Offerors on its proposal evaluation committee. The Issuing Office has the right to use any or all ideas presented in any proposal regardless of whether the proposal becomes part of a contract.

I-20. Best and Final Offers. The Issuing Office reserves the right to conduct discussions with Offerors for the purpose of obtaining “best and final offers.” To obtain best and final offers from Offerors, the Issuing Office may do one or more of the following:

- i) Enter into pre-selection negotiations, including the use of an online auction;
- ii) Schedule oral presentations; and
- iii) Request revised proposals.

The Issuing Office will limit any discussions to responsible Offerors (those that have submitted responsive proposals and possess the capability to fully perform the contract requirements in all respects and the integrity and reliability to assure good faith performance) whose proposals the Issuing Office has determined to be reasonably susceptible of being selected for award. The Criteria for Selection found in **Part III, Section III-4**, shall also be used to evaluate the best and final offers. Price reductions offered through any reverse online auction shall have no effect upon the Offeror's Technical Submittal. Dollar commitments to Disadvantaged Businesses and Enterprise Zone Small Businesses can be reduced only in the same percentage as the percent reduction in the total price offered through negotiations, including the online auction.

I-21. News Releases. Offerors shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.

I-22. Restriction of Contact. From the issue date of this RFP until the Issuing Office selects a proposal for award, the Issuing Officer is the sole point of contact concerning this RFP. Any violation of this condition may be cause for the Issuing Office to reject the offending Offeror's proposal. If the Issuing Office later discovers that the Offeror has engaged in any violations of this condition, the Issuing Office may reject the offending Offeror's proposal or rescind its contract award. Offerors must agree not to distribute any part of their proposals beyond the Issuing Office. An Offeror who shares information contained in its proposal with other Commonwealth personnel and/or competing Offeror personnel may be disqualified.

I-23. Debriefing Conferences. Offerors whose proposals are not selected will be notified of the name of the selected Offeror and given the opportunity to be debriefed. The Issuing Office will schedule the time and location of the debriefing. The debriefing will not compare the Offeror with other Offerors, other than the position of the Offeror's proposal in relation to all other Offeror proposals. An Offeror's exercise of the opportunity to be debriefed does not constitute the filing of a protest.

I-24. Issuing Office Participation. Offerors shall provide all services, supplies, facilities, and other support necessary to complete the identified work, except as otherwise provided in this **Part I, Section I-24**.

I-25. Term of Contract. The term of the contract will commence on the Effective Date and will end **February 12, 2010. The contract will have two additional one-year renewal options.** The Issuing Office will fix the Effective Date after the contract has been fully executed by the

selected Offeror and by the Commonwealth and all approvals required by Commonwealth contracting procedures have been obtained. The selected Offeror shall not start the performance of any work prior to the Effective Date of the contract and the Commonwealth shall not be liable to pay the selected Offeror for any service or work performed or expenses incurred before the Effective Date of the contract.

I-26. Offeror's Representations and Authorizations. By submitting its proposal, each Offeror understands, represents, and acknowledges that:

- a. All of the Offeror's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in awarding the contract(s). The Commonwealth shall treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the Proposal submission, punishable pursuant to 18 Pa. C.S. § 4904.
- b. The Offeror has arrived at the price(s) and amounts in its proposal independently and without consultation, communication, or agreement with any other Offeror or potential offeror.
- c. The Offeror has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is an Offeror or potential offeror for this RFP, and the Offeror shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.
- d. The Offeror has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e. The Offeror makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f. To the best knowledge of the person signing the proposal for the Offeror, the Offeror, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Offeror has disclosed in its proposal.
- g. To the best of the knowledge of the person signing the proposal for the Offeror and except as the Offeror has otherwise disclosed in its proposal, the Offeror has no outstanding, delinquent obligations to the Commonwealth including, but not

limited to, any state tax liability not being contested on appeal or other obligation of the Offeror that is owed to the Commonwealth.

- h. The Offeror is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Offeror cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
- i. The Offeror has not made, under separate contract with the Issuing Office, any recommendations to the Issuing Office concerning the need for the services described in its proposal or the specifications for the services described in the proposal.
- j. Each Offeror, by submitting its proposal, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Offeror's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- k. Until the selected Offeror receives a fully executed and approved written contract from the Issuing Office, there is no legal and valid contract, in law or in equity, and the Offeror shall not begin to perform.

I-27. Notification of Selection. The Issuing Office will notify the selected Offeror in writing of its selection for negotiation after the Issuing Office has determined, taking into consideration all of the evaluation factors, the proposal that is the most advantageous to the Issuing Office.

I-28. RFP Protest Procedure. The RFP Protest Procedure is on the DGS website at <http://www.dgs.state.pa.us>. A protest by a party not submitting a proposal must be filed within **seven** days after the protesting party knew or should have known of the facts giving rise to the protest, but no later than the proposal submission deadline specified in the Calendar of Events of the RFP. Offerors may file a protest within **seven** days after the protesting Offeror knew or should have known of the facts giving rise to the protest, but in no event may an Offeror file a protest later than **seven** days after the date the notice of award of the contract is posted on the DGS website. The date of filing is the date of receipt of the protest. A protest must be filed in writing with the Issuing Office.

I-29. Use of Electronic Versions of this RFP. This RFP is being made available by electronic means. If an Offeror electronically accepts the RFP, the Offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of a conflict between a version of the RFP in the Offeror's possession and the Issuing Office's version of the RFP, the Issuing Office's version shall govern.

I-30. Participating Addendum with an External Procurement Activity. (See Rider Clause Appendix D)

Section 1902 of the *Commonwealth Procurement Code*, 62 Pa.C.S. § 1902, permits external procurement activities to participate in cooperative purchasing agreements for the procurement of services, supplies or construction.

a. **Definitions.** The following words and phrases have the meanings set forth in this subsection

- 1) *External procurement activity:* The term, as defined in 62 Pa. C. S. § 1901, means a “buying organization not located in the Commonwealth [of Pennsylvania] which if located in this Commonwealth would qualify as a public procurement unit [under 62 Pa. C.S. §1901]. An agency of the United States is an external procurement activity.”
- 2) *Participating addendum:* A bilateral agreement executed by the Contractor and an external procurement activity that clarifies the operation of the Contract for the external procurement activity concerned. The terms and conditions in any participating addendum shall affect only the procurements of the purchasing entities under the jurisdiction of the external procurement activity signing the participating addendum.
- 3) *Public procurement unit:* The term, as defined in 62 Pa. C. S. § 1901, means a “local public procurement unit or purchasing agency.”
- 4) *Purchasing agency:* The term, as defined in 62 Pa. C. S. § 103, means a “Commonwealth agency authorized by this part or any other law to enter into contracts for itself or as the agent of another Commonwealth agency.”

b. **General.** A participating addendum shall incorporate the terms and conditions of the Contract resulting from this RFP. The Contractor shall not be required to enter into any participating addendum.

c. **Additional Terms.**

- 1) A participating addendum may include additional terms that are required by the law governing the external procurement activity.
- 2) A participating addendum may include new, mutually agreed upon terms that clarify ordering procedures specific to a participating external procurement activity.
- 3) The construction and effect of any participating addendum shall be governed by and construed in accordance with the laws governing the external procurement activity.

- 4) If an additional term requested by the external procurement activity will result in an increased cost to the Contractor, the Contractor shall adjust its pricing up or down accordingly.

d. **Prices.**

- 1) **Price adjustment.** For any costs affecting the percent markup that the Contractor will or will not incur or that differ from costs incurred or not incurred in the fulfillment of this Contract, the Contractor shall adjust its pricing up or down accordingly. These costs may include, but not be limited to:
 - a) State and local taxes;
 - b) Unemployment and workers compensation fees;
 - c) E-commerce transaction fees; and
 - d) Costs associated with additional terms, established pursuant to this **Part I, Section I-30**.
- 2) The Contractor's pricing for an external procurement activity shall be firm and fixed for the duration of the initial term of the Contract. After the initial term of the Contract, if the Contract is renewed, the Contractor's pricing may be adjusted up or down based on market conditions only with the mutual agreement of both the Contractor and any external procurement activity.

- e. **Usage Reports on External Procurement Activities.** The Contractor shall furnish to the Contracting Officer an electronic quarterly usage report, preferably in spreadsheet format no later than the fifteenth calendar day of the succeeding calendar quarter. Reports shall be e-mailed to the Contracting Officer for the Contract. Each report shall indicate the name and address of the Contractor, contract number, period covered by the report, the name of the external procurement activity that has used the Contract and the total volume of sales to the external procurement activity for the reporting period.

- f. **Electronic Copy of Participating Addendum.** The Contractor, upon request of the Contracting Officer, shall submit **one** electronic copy of the participating addendum to the Contracting Officer within **ten** days after request.

I-31 Joint Auditing Venture: In the event that the Commonwealth enters into a partnering agreement with another IRP jurisdiction in the performance of a joint auditing venture, the

Contractor agrees to negotiate with the Commonwealth and any additional jurisdiction, a split fee arrangement that is commensurate with and not to exceed the fee schedule that is adopted under the terms of this contract.

PART II

PROPOSAL REQUIREMENTS

Offerors must submit their proposals in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Offerors should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the Proposal. All cost data relating to this proposal and all Disadvantaged Business cost data should be kept separate from and not included in the Technical Submittal. Each Proposal shall consist of the following **three** separately sealed submittals:

- a. Technical Submittal, which shall be a response to RFP **Part II, Sections II-1 through II-8**;
- b. Disadvantaged Business Submittal, in response to RFP **Part II, Section II-9**; and
- c. Cost Submittal, in response to RFP **Part II, Section II-10**.

The Issuing Office reserves the right to request additional information, which, in the Issuing Office's opinion, is necessary to assure that the Offeror's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.

The Issuing Office may make investigations as deemed necessary to determine the ability of the Offeror to perform the Project, and the Offeror shall furnish to the Issuing Office all requested information and data. The Issuing Office reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Offeror fails to satisfy the Issuing Office that such Offeror is properly qualified to carry out the obligations of the RFP and to complete the Project as specified.

II-1. Statement of the Problem. State in succinct terms your understanding of the problem presented or the service required by this RFP.

II-2. Management Summary. Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided. Summary will:

- a. Provide a description of the Offeror's understanding of the purpose of this RFP
- b. Provide the name title, telephone number, fax number, mailing address, e-mail address and work hours of a person who will be available to answer any questions

II-3. Work Plan. Describe in narrative form your technical plan for accomplishing the work. Use the task descriptions in **Part IV** of this RFP as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained. Indicate

the number of person hours allocated to each task. Include a Program Evaluation and Review Technique (PERT) or similar type display, time related, showing each event. If more than one approach is apparent, comment on why you chose this approach. Detail a plan to meet the timeline as described in this RFP. Provide key advantage points for why the Issuing Office should choose your proposed solution.

II-4. Prior Experience. Include experience in performance of IRP Audits. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Studies or projects referred to must be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted. Explain how the prime contractor plans to monitor and evaluate the performance of subcontractors and personnel.

II-5. Personnel. Include the number of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be engaged in the work. Show where these personnel will be physically located during the time they are engaged in the Project. For key personnel include the employee's name and, through a resume or similar document, the Project personnel's education and experience in **IRP Audits**. Indicate the responsibilities each individual will have in this Project and how long each has been with your company. Identify by name any subcontractors you intend to use and the services they will perform.

The Pa Dept of Transportation and any jurisdiction that is a member of the International Registration Plan and executes a contract with the Contractor under the Rider Clause (Appendix D) reserves the right to approve or disapprove the employees that have been assigned to work on this contract by the Contractor or subcontractors.

II-6. Training. If appropriate, indicate recommended training of agency personnel. Include the agency personnel to be trained, the number to be trained, duration of the program, place of training, curricula, training materials to be used, number and frequency of sessions, and number and level of instructors.

II-7. Financial Capability. Describe your company's financial stability and economic capability to perform the contract requirements. Financial documents such as audited financial statements or recent tax returns will be acceptable to the Commonwealth.

II-8. Objections and Additions to Standard Contract Terms and Conditions. The Offeror will identify which, if any, of the terms and conditions (contained in **Appendix A**) it would like to renegotiate and what additional terms and conditions the Offeror would like to add to the standard contract terms and conditions. The Offeror's failure to make a submission under this paragraph will result in its waiving its right to do so later, but the Issuing Office may consider late objections and requests for additions if to do so, in the Issuing Office's sole discretion, would be in the best interest of the Commonwealth. The Issuing Office may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions. The Offeror shall not request changes to the other provisions of the RFP, nor shall the Offeror request to completely substitute its own terms and conditions for **Appendix A**. All terms and conditions must appear in one integrated contract. The Issuing Office will not accept references

to the Offeror's, or any other, online guides or online terms and conditions contained in any proposal. Regardless of any objections set out in its proposal, the Offeror must submit its proposal, including the cost proposal, on the basis of the terms and conditions set out in **Appendix A**. The Issuing Office will reject any proposal that is conditioned on the negotiation of terms and conditions other than those set out in **Appendix A**.

II-9. Disadvantaged Business Submittal.

a. Disadvantaged Business Information.

- i) To receive credit for being a Small Disadvantaged Business or a Socially Disadvantaged Business or for entering into a joint venture agreement with a Small Disadvantaged Business or for subcontracting with a Small Disadvantaged Business (including purchasing supplies and/or services through a purchase agreement), an Offeror must include proof of Disadvantaged Business qualification in the Disadvantaged Business Submittal of the proposal, as indicated below:
 - 1) A Small Disadvantaged Businesses certified by BMWBO as an MBE/WBE must provide a photocopy of their BMWBO certificate.
 - 2) Small Disadvantaged Businesses certified by the U.S. Small Business Administration pursuant to Section 8(a) of the *Small Business Act* (15 U.S.C. § 636(a)) as an 8(a) or small disadvantaged business must submit proof of U.S. Small Business Administration certification. The owners of such businesses must also submit proof of United States citizenship.
 - 3) All businesses claiming Small Disadvantaged Business status, whether as a result of BMWBO certification or U.S. Small Business Administration certification as an 8(a) or small disadvantaged business, must attest to the fact that the business has 100 or fewer employees.
 - 4) All businesses claiming Small Disadvantaged Business status, whether as a result of BMWBO certification or U.S. Small Business Administration certification as an 8(a) or small disadvantaged business, must submit proof that their gross annual revenues are less than \$20,000,000 (\$25,000,000 for those businesses in the information technology sales or service business). This can be accomplished by including a recent tax return or audited financial statement.

ii) All businesses claiming status as a Socially Disadvantaged Business must include in the Disadvantaged Business Submittal of the proposal clear and convincing evidence to establish that the business has personally suffered racial or ethnic prejudice or cultural bias stemming from the businessperson's color, ethnic origin or gender. The submitted evidence of prejudice or bias must:

- 1) Be rooted in treatment that the businessperson has experienced in American society, not in other countries.
- 2) Show prejudice or bias that is chronic and substantial, not fleeting or insignificant.
- 3) Indicate that the businessperson's experience with the racial or ethnic prejudice or cultural bias has negatively impacted his or her entry into and/or advancement in the business world.

BMWBO shall determine whether the Offeror has established that a business is socially disadvantaged by clear and convincing evidence.

iii) In addition to the above verifications, the Offeror must include in the Disadvantaged Business Submittal of the proposal the following information:

- 1) The name and telephone number of the Offeror's project (contact) person for the Small Disadvantaged Business.
- 2) The business name, address, name and telephone number of the primary contact person for each Small Disadvantaged Business included in the proposal. The Offeror must specify each Small Disadvantaged Business to which it is making commitments. The Offeror will not receive credit for stating that it will find a Small Disadvantaged Business after the contract is awarded or for listing several businesses and stating that one will be selected later.
- 3) The specific work, goods or services each Small Disadvantaged Business will perform or provide.
- 4) The estimated dollar value of the contract to each Small Disadvantaged Business.
- 5) Of the estimated dollar value of the contract to each Small Disadvantaged Business, the percent of the total value of services or products purchased or subcontracted that will be provided by the Small Disadvantaged Business directly.

- 6) The location where each Small Disadvantaged Business will perform these services.
 - 7) The timeframe for each Small Disadvantaged Business to provide or deliver the goods or services.
 - 8) The amount of capital, if any, each Small Disadvantaged Business will be expected to provide.
 - 9) The form and amount of compensation each Small Disadvantaged Business will receive.
 - 10) For a joint venture agreement, a copy of the agreement, signed by all parties.
 - 11) For a subcontract, a signed subcontract or letter of intent.
- iv) The Offeror is required to submit only **one** copy of its Disadvantaged Business Submittal. The submittal shall be clearly identified as Disadvantaged Business information and sealed in its own envelope, separate from the remainder of the proposal.
 - v) The Offeror must include the dollar value of the commitment to each Small Disadvantaged Business in the same sealed envelope with its Disadvantaged Business Submittal. The following will become a contractual obligation once the contract is fully executed:
 - 1) The amount of the selected Offeror's Disadvantaged Business commitment;
 - 2) The name of each Small Disadvantaged Business; and
 - 3) The services each Small Disadvantaged Business will provide, including the timeframe for performing the services.
 - vi) A Small Disadvantaged Business can be included as a subcontractor with as many prime contractors as it chooses in separate proposals.
 - vii) An Offeror that qualifies as a Small Disadvantaged Business and submits a proposal as a prime contractor is not prohibited from being included as a subcontractor in separate proposals submitted by other Offerors.

b. Enterprise Zone Small Business Participation.

- i) To receive credit for being an enterprise zone small business or entering into a joint venture agreement with an enterprise zone small business or subcontracting with an enterprise zone small business, an Offeror must include the following information in the Disadvantaged Business Submittal of the proposal:
 - 1) Proof of the location of the business' headquarters (such as a lease or deed or Department of State corporate registration), including a description of those activities that occur at the site to support the other businesses in the enterprise zone.
 - 2) Confirmation of the enterprise zone in which it is located (obtained from the local enterprise zone office).
 - 3) Proof of United States citizenship of the owners of the business.
 - 4) Certification that the business employs 100 or fewer employees.
 - 5) Proof that the business' gross annual revenues are less than \$20,000,000 (\$25,000,000 for those businesses in the information technology sales or service business). This can be accomplished by including a recent tax return or audited financial statement.
 - 6) Documentation of business organization, if applicable, such as articles of incorporation, partnership agreement or other documents of organization.

- ii) In addition to the above verifications, the Offeror must include in the Disadvantaged Business Submittal of the proposal the following information:
 - 1) The name and telephone number of the Offeror's project (contact) person for the Enterprise Zone Small Business.
 - 2) The business name, address, name and telephone number of the primary contact person for each Enterprise Zone Small Business included in the proposal. The Offeror must specify each Enterprise Zone Small Business to which it is making commitments. The Offeror will not receive credit for stating that it will find an Enterprise Zone Small Business after the contract is awarded or for listing several businesses and stating that one will be selected later.
 - 3) The specific work, goods or services each Enterprise Zone Small Business will perform or provide.

- 4) The estimated dollar value of the contract to each Enterprise Zone Small Business.
 - 5) Of the estimated dollar value of the contract to each Enterprise Zone Small Business, the percent of the total value of services or products purchased or subcontracted that each Enterprise Zone Small Business will provide.
 - 6) The location where each Enterprise Zone Small Business will perform these services.
 - 7) The timeframe for each Enterprise Zone Small Business to provide or deliver the goods or services.
 - 8) The amount of capital, if any, each Enterprise Zone Small Business will be expected to provide.
 - 9) The form and amount of compensation each Enterprise Zone Small Business will receive.
 - 10) For a joint venture agreement, a copy of the agreement, signed by all parties.
 - 11) For a subcontract, a signed subcontract or letter of intent.
- iii) The dollar value of the commitment to each Enterprise Zone Small Business must be included in the same sealed envelope with the Disadvantaged Business Submittal of the proposal. The following will become a contractual obligation once the contract is fully executed:
- 1) The amount of the selected Offeror's Enterprise Zone Small Business commitment;
 - 2) The name of each Enterprise Zone Small Business; and
 - 3) The services each Enterprise Zone Small Business will provide, including the timeframe for performing the services.

II-10. Cost Submittal. The information requested in this **Part II, Section II-10** shall constitute the Cost Submittal. The Cost Submittal shall be placed in a separate sealed envelope within the sealed proposal, separated from the technical submittal. The total proposed cost shall be broken down into the following components: Payments shall be made as deliverables when completed and accepted by DGS or PennDOT. **SEE APPENDIX C for work sheet. Work sheet must be returned with cost proposal.** Offerors should **not** include any assumptions in their cost submittals. If the Offeror includes assumptions in its cost submittal, the Issuing Office may reject the proposal. Offerors should direct in writing to the Issuing Office pursuant to **Part I,**

Section I-9, of this RFP any questions about whether a cost or other component is included or applies. All Offerors will then have the benefit of the Issuing Office's written answer so that all proposals are submitted on the same basis.

- a. **Direct Labor Costs.** Itemize to show the following for each category of personnel with a different hourly rate:
 - i) Category (e.g., partner, project manager, analyst, senior auditor, research associate).
 - ii) Estimated hours.
 - iii) Rate per hour.
 - iv) Total cost for each category and for all direct labor costs.
- b. **Labor Overhead.** Specify what is included and rate used.
- c. **Travel and Subsistence.** Itemize transportation, lodging and meals per diem costs separately. Travel and subsistence costs must conform with the requirements of the most current version of Commonwealth Management Directive 230.10, *Travel and Subsistence Allowances*. The Issuing Office may accept higher rates normally paid by an Offeror, if those rates were approved by the Offeror's officials and published prior to submitting this proposal to the Issuing Office.
- d. **Consultant Costs.** Itemize as in (a) above.
- e. **Subcontract Costs.** Itemize as in (a) above.
- f. **Cost of Supplies and Materials.** Itemize.
- g. **Other Direct Costs.** Itemize.
- h. **General Overhead Costs.** Overhead includes **two** major categories of cost, operations overhead and general and administrative overhead. Operations overhead includes costs that are not **100%** attributable to the service being completed, but are generally associated with the recurring management or support of the service. General and administrative overhead includes salaries, equipment and other costs related to headquarters management external to the service, but in support of the activity being completed. Specify what specific items are included and the rates used.
- i. **Profit.**
- j. **Total Cost.**

The Issuing Office will reimburse the selected Offeror for work satisfactorily performed after execution of a written contract and the start of the contract term, in accordance with contract requirements, and only after the Issuing Office has issued a notice to proceed.

II-11. Domestic Workforce Utilization Certification. Complete and sign the Domestic Workforce Utilization Certification contained in **Appendix B** of this RFP. Offerors who seek consideration for this criterion must submit in hardcopy the signed Domestic Workforce Utilization Certification Form in the same sealed envelope with the Cost Submittal.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal must be:

- a. Timely received from an Offeror;
- b. Properly signed by the Offeror.

III-2. Technical Nonconforming Proposals. The Issuing Office reserves the right, in its sole discretion, to waive technical or immaterial nonconformities in an Offeror's proposal.

III-3. Evaluation. The Issuing Office has selected a committee of qualified personnel to review and evaluate timely submitted proposals. Independent of the committee, BMWBO will evaluate the Disadvantaged Business Submittal and provide the Issuing Office with a rating for this component of each proposal. The Issuing Office will notify in writing of its selection for negotiation the responsible Offeror whose proposal is determined to be the most advantageous to the Commonwealth as determined by the Issuing Office after taking into consideration all of the evaluation factors. The Issuing Office will award a contract only to an Offeror determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, *Contractor Responsibility Program*.

III-4. Criteria for Selection. The following criteria will be used, in order of relative importance from the highest to the lowest weighted factors, in evaluating each proposal:

- a. **Technical:** Evaluation will be based upon the following in order of importance:
 1. Soundness of Approach
 2. Contractor Qualifications
 3. Personnel Qualifications
 4. Understanding the Problem
- b. **Cost.** While this criterion will be weighed heavily, it may not be the deciding factor
- c. **Disadvantaged Business Participation** Evaluation will be based upon the following in order of priority:

Priority Rank 1

Proposals submitted by Small
Disadvantaged Businesses.

Priority Rank 2	Proposals submitted from a joint venture with a Small Disadvantaged Business as a joint venture partner.
Priority Rank 3	Proposals submitted with subcontracting commitments to Small Disadvantaged Businesses.
Priority Rank 4	Proposals submitted by Socially Disadvantaged Businesses.

Each proposal will be rated for its approach to enhancing the utilization of Small Disadvantaged Businesses and/or Socially Disadvantaged Businesses. Each approach will be evaluated, with Priority Rank 1 receiving the highest score and the succeeding options receiving scores in accordance with the above-listed priority ranking

To the extent that an Offeror qualifies as a Small Disadvantaged Business or a Socially Disadvantaged Business, the Small Disadvantaged Business or Socially Disadvantaged Business cannot enter into subcontract arrangements for more than **40%** of the total estimated dollar amount of the contract. If a Small Disadvantaged Business or a Socially Disadvantaged Business subcontracts more than **40%** of the total estimated dollar amount of the contract to other contractors, the Disadvantaged Business Participation scoring shall be proportionally lower for that proposal.

- d. **Enterprise Zone Small Business Participation:** The following options will be considered as part of the final criteria for selection:

Priority Rank 1	Proposals submitted by an Enterprise Zone Small Business will receive the highest score.
Priority Rank 2	Proposals submitted by a joint venture with an Enterprise Zone Small Business as a joint venture partner will receive the next highest score for this criterion.
Priority Rank 3	Proposals submitted with a subcontracting commitment to an Enterprise Zone Small Business will receive the lowest score for this criterion.

Priority Rank 4

Proposals with no Enterprise Zone Small Business Utilization shall receive no points under this criterion.

To the extent that an Offeror is an Enterprise Zone Small Business, the Offeror cannot enter into contract or subcontract arrangements for more than **40%** of the total estimated dollar amount of the contract in order to qualify as an Enterprise Zone Small Business for purposes of this RFP.

- e. **Domestic Workforce Utilization:** Each proposal will be scored for its commitment to use domestic workforce in the fulfillment of the contract. Maximum consideration will be given to those Offerors who will perform the contracted direct labor exclusively within the geographical boundaries of the United States. Those who propose to perform a portion of the direct labor outside of the United States will receive a correspondingly smaller score for this criterion. Offerors who seek consideration for this criterion must submit in hardcopy the signed Domestic Workforce Utilization Certification Form in the same sealed envelope with the Cost Submittal. The certification will be included as a contractual obligation when the contract is executed.

PART IV
WORK STATEMENT

IV-1 PURPOSE, BACKGROUND, AND OBJECTIVES

- a. The Department of General Services is issuing this Audit Contract RFP on behalf of PennDOT to obtain audit services to determine that registrants are in compliance with the terms of the International Registration Plan (IRP) and Pennsylvania laws and regulations, including authentication and verification of mileage figures derived from operational fleet records, registrations, and asset records of registrants in the Pennsylvania apportioned registration system as well as to verify that proper revenues are being collected. The audits shall result in final reports that provide findings, conclusions and recommendations, including improvements to internal control.
- b. For clearer understanding of the concepts and terminology of apportioned vehicle registration and the International Registration Plan (IRP), readers are referred to the Pennsylvania Code, Chapter 63, Proportional Registration of Fleet Vehicles. Pennsylvania Consolidated Statutes, Title 75, Vehicles, Pennsylvania Apportioned Registration Manual (Appendix F).

IV-2 Agency Background

The overall purpose of this procurement is to establish an audit program to perform distance audits of registrants of the Pennsylvania Apportioned Registration Program. Such audits will achieve objectives defined by law and/or regulation. The major goal of the audit program is to help protect the integrity of apportioned registrations in Pennsylvania, for the sake of the Commonwealth and its citizens and for the sake of all other member jurisdictions in the International Registration Plan (IRP).

The desired Audit program will result in maximization of Pennsylvania's deterrent capability to prevent apportioned-registered fleet errors and omissions. Such deterrence includes accurate and substantiated assessment of applicable penalties.

PennDOT's Commercial Registration Section is responsible for administration of Pennsylvania's International Registration Plan (IRP) for the apportioned registration fleet vehicles that have interstate operations. Pennsylvania, as a member of the IRP, operates an apportioned registration system, based on distance, for commercial vehicles engaged in interstate operations. The audit applies to Pennsylvania based carriers going into jurisdictions that are members of the IRP, as well as for carriers based in IRP jurisdictions who operate in Pennsylvania.

Pennsylvania's membership in the IRP mandates that audits be completed periodically on three percent (3%) of the number of IRP, Pennsylvania-registered fleets renewed annually. Each American state and Canadian province that is an IRP member has a like requirement. This ensures the integrity of the system whereby one locality (based jurisdiction) collects registration money for other localities (the jurisdictions where a given fleet travels outside its base). It varies each year:

2006 - 501

2005 - 415

2004 - 419

2003 - 473

IV-3 The objectives of this Audit Contract RFP

- To ensure compliance with provisions of the IRP and related Pennsylvania laws and regulations, including verifying the accuracy of fleet ownership/leasing records and the completeness of the fleet's mileage records; and
- To verify the accuracy of registration fees collected based on fleet records and fleet travel in order to prevent apportioned-registered fleet errors and omissions.

The audits shall result in final reports that provide findings, conclusions and recommendations, including improvements to internal control.

GENERAL STATEMENT OF WORK (SOW)

IV-4 The Audit Contractor selected for award shall:

Perform audits to ensure registrants comply with provisions of the IRP and applicable Pennsylvania laws and regulations as well as to verify that proper revenues are being collected. The general purpose of the audits is to protect the integrity of the vehicle registration laws of all IRP member jurisdictions. In addition to audits conducted by the Audit Contractor, PennDOT at its discretion may conduct audits on its own or jointly with other jurisdictions.

The Audit Contractor shall conduct audits to meet PennDOT's minimum audit objectives for the Apportioned Registration Plan. The minimum audits required to meet this objective is 3% of the number of IRP, Pennsylvania-registered fleets renewed annually. The audits shall result in final reports that provide findings, conclusions and recommendations, including improvements to internal control. The audits should accomplish the following objectives:

- a. Assure the accuracy of the ownership/lease records of vehicles as identified on registration and supplemental applications
- b. Confirm the accuracy and completeness of PennDOT's vehicle information with company (registrant) information

- c. Assure the registrants proper use of a PennDOT issued 60-day temporary authorizations
- d. Assure compliance with state laws and the PennDOT's Regulations for the IRP
- e. Compare mileage reported to other jurisdictions with mileage reported for IRP registration (when applicable)
- f. Verify that proper revenues were collected, and (where applicable) determine if any fees are owed by the registrant, net of any fees owed to the registrant

IV-5 The Audit Contractor must review applicable statutes, regulations, agreements and programs such as, but not limited to:

- a. The Pennsylvania Code, Chapter 63, Proportional Registration of Fleet Vehicles. Pennsylvania Apportioned Registration Manual (see Appendix F)
- b. International Registration Plan, with Official Commentary Incorporated (See Appendix I)
- c. International Registration Plan Audit Procedures Manual (See Appendix M)

IV-6 The Audit Contractor must demonstrate the ability to perform the audits specified in several work environments, as noted:

- Small, single audit that involves essentially a manual audit process
- Large, multiple audit that involves essentially automated auditing tools
- Other audit levels and mixture of audit processes

IV-7 The Audit Contractor shall conduct the audit using the following audit standard:

Audit will be conducted under the guidelines of the International Registration Plan (IRP) agreement and IRP Audit Procedures Manual and must be performed in accordance with generally accepted accounting and auditing standards, with adequate planning, independence in mental attitude and due professional care. The audits shall result in final reports that provide findings, conclusions and recommendations, including improvements to internal control. The Audit Contractor must comply with any updates to the IRP Plan and/or Audit Procedures Manual at no cost to the Commonwealth.

IV-8 The Audit Contractor shall accomplish the work under this Audit Contract RFP in the following phases:

- Phase I: Develop a comprehensive and detailed Work Plan
- Phase II: Preparation of Audit Schedule & Selection of Registrants for Audit
- Phase III: Execution of the Work Plan developed in Phase I
- Phase IV: Draft Reports
- Phase V: Final Reports and Presentations

Final audit reports need to be submitted as they are completed.

IV-9 Phase I: Develop a comprehensive and detailed Work Plan

The Audit Contractor shall develop a written, comprehensive, detailed Work Plan to perform the audits. The Work Plan shall result in final reports that provide findings, conclusions and recommendations on improvements to internal control. The Work Plan shall include the schedule of audits to be performed and estimated task hours of effort. (Note, the total of these hours should not exceed the total estimated hours in the Audit Contractor's original SOW)

The Work Plan shall be submitted to the Audit Program Manager for review and approval.

The Work Plan shall include the following tasks:

1. Pre-Audit Procedures:
 - a. Notify registrants in writing that they have been selected for audit (See Appendix K: Registrant Notification and Determination Forms).
 - b. After contact with the registrant, complete the determination of auditability form to be included in the final report (See Appendix L).
 - c. Determine if the registrant's records are maintained in the jurisdiction of Pennsylvania.
 - d. Approximately 20 days before the audit is scheduled to commence Contact selected registrant by telephone, facsimile or email;
 1. Advise the registrant of the purpose of the audit,
 2. Make arrangements for the records to be delivered to the selected Audit Contractor via registered mail, or for a field visit either at registrant's facility or at a facility agreed to by the registrant and the selected contractor,
 3. Make requested records available,
 4. Dates of the audit,
 5. Individuals to be contacted at jurisdiction levels regarding any questions.
 - e. Ascertain if the registrant's records are manually based or computer generated.
 - f. Send a confirmation-of-audit letter to registrant, verifying the subjects discussed in the telephone conversation, facsimile or email.
 - g. Confirm arrangements for audit approximately ten (10) business days prior to the delivery date of the information.

- h. Obtain an understanding of the registrant's system for obtaining and accumulating information.
- i. Advise registrant in writing (if records are unavailable) that thirty (30) days will be given to make records accessible, after which registrant will be assessed fees in accordance with The Pennsylvania Code, Chapter 63.152 Audit of Records.

2. Conducting the Audit-Basic Procedures:

Generally, audits are to be conducted on a sampling basis. However, a complete audit of the registrant's distance records for the twelve-month period or actual months of operation may be necessary if test of internal controls reveal major weaknesses in the registrant's reporting system, or if there is an absence of distance summaries.

a. Prepare a Vehicle Listing

In determining a registrant's fleet of proportionally registered vehicles that is subject to audit, the Audit Contractor must first review the registrant's registration file reported to PennDOT. From these files, a list of vehicles that were proportionally registered during the audit year should be prepared for each fleet. Notations should be made indicating the period of time the vehicles were in service. (This list will provide the Audit Contractor with a reference from which records of specific vehicles may be randomly selected for audit. The vehicle listing must be included in the registrant's audit report.)

b. Review of Registrant's Application

The Audit Contractor shall request the registrant to supply the records to support the application filed. These would be the same records previously discussed during the initial contact with the registrant person(s) responsible for such records.

The Audit Contractor shall sum the twelve (12) monthly fleet recaps (or actual months of operation if less than twelve months), comparing totals with the registrant's yearly recap and application for each fleet.

The Audit Contractor shall ascertain that all vehicles owned, rented, or maintained have been apportion registered (if they travel into another member jurisdiction), using IRP Schedule A.

If any vehicles are not included in the registrant's schedules, the Audit Contractor shall determine that they are exempt from the IRP, such as government owned vehicles, city pick-up and delivery vehicles and buses used in transportation of chartered parties; or if such vehicles had purchased trip permits for each trip.

The Audit Contractor shall determine whether errors exist in duplication of vehicles and/or fees that have been paid twice.

The Audit Contractor shall verify that if the registrant is deleting a vehicle from an existing IRP fleet and adding a comparable vehicle using the IRP Schedule A, registration fees have been transferred by every IRP member (except those that do not provide for transfer).

c. Verification of Mileage and the Individual Vehicle Mileage Reports (IVMR)

Since the concept of the Plan is to pay fees based on the percentage of jurisdictional miles traveled, it is essential that the Audit Contractor verify the integrity of the Individual Vehicle Mileage Reports (IVMR) or source document operation transaction, for accurate computation, payment and assessment for deficiencies or allowance for credits. The Audit Contractor shall randomly select three (3) months worth of data within the last reporting period to verify the registrant's mileage reports.

However, if any major discrepancies have been revealed, this would indicate the necessity to conduct a more thorough, or, possibly, a complete audit of the registrant's mileage records for the twelve (12) month period (or actual months of operation if less than twelve (12) months).

The Audit Contractor shall examine supporting documentation for the individual vehicle mileage reports (IVMR). Documentation shall be inspected to ensure that each registrant has established and practiced adequate procedures for controlling, recording and reporting trip mileage, to include:

- Date of trip (starting and ending)
- Trip origin and destination
- Route of travel and/or beginning and ending odometer or barometer reading of the trip
- Total trip miles
- Mileage by jurisdiction (can be collected by odometer readings, state maps, or household goods mileage. The important point is that it is accurate and consistent.)
- Unit or vehicle identification number
- Vehicle fleet number
- Registrant's account number
- Trailer number
- Driver's signature and/or name
- Actual mileage of the apportioned vehicle
- All movements (interstate and intrastate), loaded, empty, deadhead and/or bobtail miles, miles generated under a trip permit, and miles in a trip lease (if registrant is the lessor)
- Mileage reports filed for appropriate jurisdictions
- Accurate and reasonable weights which can be supported by evidence

The Audit Contractor must be satisfied that the registrant has not incurred significant unrecorded mileage through failure to comply with laws and regulations. If, for example, in the Audit Contractor's judgment, the IVMR's have not been properly maintained, the Audit Contractor shall examine the adequate support documentation to verify reasonableness of registrant's mileage (e.g., matching household goods mileage guide with adequacy of trip and registrant employee records).

NOTE: If the registrant has apportioned for a second or subsequent registration year based on estimated miles in a member jurisdiction, the base jurisdiction adjusts the 100% apportionment distribution formula to exclude such miles. This will, in effect, cause the estimated fees to be calculated in excess of 100%.

If the Audit Contractor is satisfied that the mileage has been properly reported, the schedule B, MV-551 of miles may be prepared.

d. Review of Registrant's Temporary Apportioned Registration

The Audit Contractor shall examine Temporary Apportioned Registration authorizations, if applicable, to ensure the proper use of forms and verify the numerical sequence. Determine when the last Temporary Authorization was filed with a Temporary Authorization Agent (TA Agent).

e. Registrant's Records

The Audit Contractor shall ascertain that the registrant has maintained the appropriate records for the required three-year period.

If inadequacies exist in the registrant's records, explain the limitations to the registrant and provide recommendations to correct inadequacies in future records. Include a summary of the recommendations on the audit report.

f. Completion of Schedule B, MV-551

Schedule B, MV-551 will be completed for each year for each fleet. The examination of one fleet for one registration year constitutes one audit.

Mileage on Pennsylvania IRP Schedule B relating to jurisdictions that are not members of the IRP should be aggregated and reported on Schedule B, MV-551 as nonmember jurisdiction miles.

Estimated mileage must be identified with an "E" for estimated.

If a new jurisdiction is added for the first time, estimated mileage should be treated in the same manner as for the first year applicants.

If a second year application has been filed, mileage must be computed on the basis of actual operations. The exception to these procedures for second estimates is when a new carrier begins operation late in a registration year such that no mileage is accrued for at least a three (3) month span of time during the period used for reporting in the subsequent year.

If the registrant continues to report estimated mileage, the procedures performed by the Audit Contractor to complete Schedule B, MV-551 should be as follows:

1. Reported Mileage B:
Enter the original mileage, percents and totals and identify with an "D" for 2nd year estimates.
2. Audited Mileage B:
 - Any miles in the same jurisdiction which are estimated for a second year are to be placed in the Double Estimate column on Schedule B, MV-551.
 - Compute the increases/decreases in percents. Note that these amounts will not equal each other when estimates are used for a second year.
 - Compute billing/refund. Take original fees paid by registrant and divide by the original percent. This will be the fee used to calculate any billing/refund. Subtract audited percent from original percent to determine the percent difference.
 - Enter amounts in the appropriate blocks on Schedule B, MV-551. Take fee amount and multiply it by the percent difference. This total will equal the refund or billing due.

a. Completion of Schedule A, MV-550

Schedule A, MV-550 must be completed if there has been a vehicle(s), for the registration year under audit, which:

1. Did not engage in interstate commerce with other member jurisdictions;
2. Traveled only in Pennsylvania and nonmember jurisdictions; or
3. Traveled into member jurisdictions using trip permits.

Calculate: $100\% - \% \text{ audited} = \% \text{ of full fee due for PA}$
 $\text{Full fee for PA} \times \% \text{ due} = \text{fee owed}$

b. Conclusion of Audit

The Audit Contractor shall document all exceptions identified during the audit and notify the registrant of these exceptions prior to the completion of the audit. Note that the Audit Contractor may require Audit Program Manager assistance to resolve large or technical exceptions. All exceptions are to be listed on the Audit Summary.

NOTE: The Audit Contractor must be alert to situations that could be indicative of fraud, abuse, and illegal acts, and if such evidence exists, extend audit steps to identify the effect on the registrant's records.

Upon completion of a field audit, the Audit Contractor shall obtain the registrant's signature on the Audit Summary.

The Audit Contractor shall complete the Audit Schedule, along with signing and dating the schedule to verify it is complete.

IV-10. Post-Audit Basic Procedures

Conduct a supervisory review of each completed audit to determine whether:

- Conformance with audit standards and the Audit is obtained;
- The audit programs are followed, unless deviation is justified and authorized;
- The working papers adequately support the findings and conclusions of the audit and provide sufficient data to prepare a meaningful report;
- Computer programs have calculated amounts correctly; and
- The audit objectives have been met.

The Work Plan shall include a detailed description of the planned audit activities; a description of the auditors approach for conducting reviews and for testing; and each area and function to be audited based on a preliminary review conducted by the Audit Contractor.

IV-11 Phase II: Selection of Registrants for Audit

The Audit Contractor will provide a listing of registrants selected to the Audit Manager for review and approval to audit, including the methodology used to select the group of registrants

The Audit Manager's approval must be obtained prior to commencement of every group of audits performed. The Audit Manager may request a meeting with the Audit Contractor to review the selected registrant list. The Audit Manager or designee must approve any and all subsequent adjustments to the listing prior to any related work being performed.

Upon approval of the selected registrants, PennDOT will provide the Audit Contractor with all pertinent information relative to the registrants to be audited, via an electronic format; i.e., fees paid to each jurisdiction, distance traveled and vehicles registered. The data elements will be available electronically but not the actual documents.

IV-12 Phase III: Execution of Work Plan developed in Phase I

For the registrants approved in Phase II, the Audit Contractor shall execute the authorized Work Plan developed in Phase I. The Execution of Phase III is solely dependent upon the Audit Contractor's satisfactory completion of Phase I and approval of a list of registrants to be audited, as determined during Phase II. Phase III shall not begin until the Audit Manager has issued a written notice to proceed. The Audit Program Manager or designee must approve any and all subsequent adjustments to the work plan (developed in Phase I) and the list of registrants to be audited (developed in Phase II) prior to the commencement of such work.

During this phase, periodic meeting will be held with the Audit Program Manager or a designee in order to notify PennDOT of any issues, concerns or problems encountered. The initial schedule of these meetings may be established at the Initiation (Kick-Off) Meeting. Additional meetings may be required, as deemed necessary.

IV-13 Phase IV: Draft Report

No later than 05-calendar days after the conclusion of Phase III, the Audit Contractor shall submit electronically by a means prescribed by PennDOT a separate Draft Report for each audit completed. At minimum, the Draft report shall include:

- a. Schedule B, MV-551 (Schedule of Mileage)
- b. Schedule A, MV-550 (Summary of Vehicles)
- c. Findings, conclusions and recommendations, when applicable
- d. Summary report that, at minimum, should include:
 - Registration year of audit
 - Date audit performed
 - Date of approved schedule received from PennDOT
 - Account number
 - Fleet number
 - Registrant name
 - Type of carrier (i.e. small, med. large)
 - Type of audit (i.e. completed, un-auditable, etc.)
 - Fees

Meetings to discuss audit findings and recommendations will be scheduled with the Audit Program Manager and may include additional PennDOT Personnel and registrants as deemed necessary.

The Draft Report shall be submitted to the Audit Program Manager. The Audit contractor shall participate in discussion meetings to review the findings and recommendations of the Draft Report with the Audit Program Manager and registrants, and other PennDOT Personnel as deemed necessary by the Audit Program Manager. These meetings may be done individually with each appropriate registrant to discuss only those finding and recommendations applicable to them.

The Audit Contractor should ensure that facts and conclusions in the Draft Audit Report are fully supported by information obtained or developed during the audit. Information in the Audit Report should be restricted to matters that are materially important and relevant to the audit objectives.

IV-14 Phase V: Final Report and Presentation

The Final Audit Report should be received no later than 30-calendar days after the conclusion of Phase III.

Within 10 days of formal acceptance of the Draft Report by the Audit Program Manager, the Audit Contractor shall submit a Final Report addressed to Craig Johnson, PennDOT, Commercial Registration Section, 1101 South Front Street, Harrisburg, PA 17104, crajohnson@state.pa.us. The Final Report shall be in an electronic format as described during the Initiation Meeting.

The Audit Contractor should be prepared to present the Final Report to the Audit Program Manager or designee and other individuals, as determined by the Audit Program Manager.

IV-15 Audit Close-Out

The Audit Contractor shall participate in a final program closeout conference with the Audit Program Manager or designee and additional PennDOT personnel, as deemed necessary by the Audit Program Manager.

IV-16 Audit Schedules

The Audit Contractor shall prepare and maintain an audit schedule for the Audit Program Manager, which provides for the current status of audits in progress and a periodic review of progress and accomplishments. This schedule will be submitted to the Audit Program Manager on a quarterly basis.

IV-17 Meetings, Progress Reports & Program Changes

Within ten days of issuance of the Notice to Proceed, the Audit Contractor shall attend an Initiation (Kick-off) meeting. The meeting shall accomplish the following:

- Review all contract/Audit requirements;
- Review the overall Work Plan from the Audit Contractor's technical proposal, including assignment of personnel, other resources, and timeframes for accomplishing the required and proposed activities;
- Establish format for subsequent meetings;
- Establish initial schedule of future meetings; and
- Determine format (both electronic and hardcopy) of all written reports.

The Audit Contractor will meet with PennDOT management at a minimum of two times per year for the purpose of discussing the audit contract progress. The Audit Contractor will be required to attend progress meetings, Annual IRP/IFTA Audit Training (travel outside of PA) and IRP Audit Dispute meetings/conference calls to present or discuss audit reports. Meetings will be scheduled as deemed necessary by the Audit Program Manager.

Progress reports should be submitted monthly, unless deemed otherwise by the Audit Program Manager. At minimum, the written Progress Reports shall include:

- a. Number of requests for audit
- b. Audits in progress
- c. Audits completed

Note, the Audit Schedule, which is to be submitted quarterly, is an additional and separate requirement.

The Audit Contractor shall immediately communicate, in writing, to the Audit Program Manager the discovery of any significant reportable condition found during the conduct of any registrant audit. While the Audit Contractor's reasonable judgment shall be the primary determiner for fulfilling this requirement, a "significant reportable condition" shall be defined as a deficiency or malfeasance found by the Audit Contractor which could, in the Audit Contractor's judgment, be of a magnitude to adversely affect PennDOT's ability to record, process, summarize, or report upon any aspect, financial or otherwise, of the registrant's association with the Commonwealth of Pennsylvania or the International Registration Plan.

IV-18 Work Papers and Other Audit Documentation

The Audit Contractor will maintain all audit results and findings in a PennDOT approved electronic format that will allow for the Department or a third party to summarize the information for a variety of purposes. This would include, but not be limited to, compilations of data regarding:

- a. Offenders--registrant specific and per category of offense;
- b. Audit findings--registrant specific and per category of finding;
- c. Efficiency of the audit program; and
- d. Measurement of audit program effectiveness as a deterrent to audit-related offenses.

The Audit Contractor will supply to PennDOT the required data in an Excel format along with one (1) copy of the audit in an Adobe PDF format.

The Audit Contractor will supply to PennDOT a monthly audit netting spreadsheet in an Excel format listing all of the audits submitted for the report period and a fee breakdown per jurisdiction along with a total column. (Attachment X)

The Audit Contractor must ensure that working papers and also in an electronic format and must contain the results and scope of the auditing examination, be legible and not require detailed supplementary oral explanation. All working papers must contain the name(s) of the Audit Contractor personnel actually involved in their creation, and must be uniformly numbered and dated. The Audit Contractor will use approved application software as prescribed by PennDOT to record and calculate trip reported distances.

The Audit Contractor shall render cooperative assistance to any successor contracting with PennDOT to conduct similar audits.

IV-19 Post-Audit Basic Procedures:

If inadequacies exist in the registrant's records, explain the limitations to the registrant and provide recommendations to correct inadequacies in future records. Include a summary of the recommendations on the audit report.

Ensure that facts and conclusions in the Audit Report are fully supported by information obtained or developed during the audit. Information in the Audit Report should be restricted to matters that are materially important and relevant to the audit objectives.

Ensure that working papers must contain the results and scope of the auditing examination, be legible and not require detailed supplementary oral explanation. All working papers must contain the name (s) of the Audit Contractor personnel actually involved in their creation, and must be uniformly numbered and dated.

Conduct a supervisory review of each completed audit to determine whether:

- a. Conformance with audit standards and the Audit contract is obtained;
- b. The audit programs are followed

IV-20 Deliverables

Audit Contract Agreement is for a period of 3 years with 2 one year extensions. All Deliverables apply to the entire period of the Audit. The electronic format for all deliverables will be determined at the initiation meeting.

Audit Contractor must complete audits on three percent (3%) of the number of IRP, Pennsylvania-registered fleets renewed annually in each year of the audit contract.

IV-21 Final Detailed Work Plan

A final detailed Work Plan, as described in IV-9, shall be presented in conclusion of Phase I. The execution of Phase III is solely dependent upon the Audit Contractor's satisfactory completion of Phase I, and upon the Audit Program Manager's issuance of a written Notice to Proceed. The Audit Program Manager or designee must approve any

and all subsequent adjustments to the Work Plan prior to the commencement of such work.

IV-22 Written Progress Reports

Progress reports should be submitted at least monthly, unless deemed otherwise by the Audit Program Manager. At minimum, the written Progress Reports shall include:

- a. Number of requests for audit
- b. Audits in progress
- c. Audits completed
- d. Any issues, problems or concerns the Audit Contractor has encountered or other information that required immediate attention
- e. A summary of the work accomplished during the preceding period; and sufficient detail to facilitate the Audit Program Manager's ongoing evaluation of the Audit Contractor's progress

Note, the Audit Schedule, which is to be submitted quarterly, is an additional and separate requirement.

In addition, the Audit Contractor shall immediately communicate, in writing, to the Audit Program Manager the discovery of any significant reportable condition found during the conduct of any registrant audit. While the Audit Contractor's reasonable judgment shall be the primary determiner for fulfilling this requirement, a "significant reportable condition" shall be defined as a deficiency or malfeasance found by the Audit Contractor which could, in the Audit Contractor's judgment, be of a magnitude to adversely affect the PennDOT's ability to record, process, summarize, or report upon any aspect, financial or otherwise, of the registrant's association with the Commonwealth of Pennsylvania or the International Registration Plan.

IV-23 List of Registrants to be Audited

A list of registrants to be audited, as described in IV-11, shall be presented in conclusion of Phase II. The execution of Phase III is solely dependent upon the Audit Contractor's satisfactory completion of Phase II, and upon the Audit Program Manager's written approval of the List provided in Phase II. The Audit Program Manager or designee must approve any and all subsequent adjustments to the List of Registrants selected for Audit, as well as future List of Registrants to be audited, prior to the commencement of such work.

IV-24 Audit Schedule

As described in IV-16, the Audit Contractor shall prepare and maintain an audit schedule for the Audit Program Manager, which provides for the current status of audits in progress and a periodic review of progress and accomplishments. This schedule will be submitted to the Audit Program Manager on a quarterly basis. The format, both electronic and hardcopy will be determined at the Initiation Meeting.

IV-25 Draft Audit Reports

The execution of Phase III shall result in a Draft Audit Report, as described in IV-13 (Phase IV), for each registrant audited. The Draft Audit Report shall be submitted electronically to the Audit Program Manager. The Audit Contractor shall participate in the discuss meetings to review the findings and recommendations of the Draft Report with the Audit Program Manager or designee, the registrant, and additional PennDOT personnel as deemed necessary by the Audit Program Manager.

The Draft Audit Report will be in a format(s) agreed upon at the Initiation Meeting.

IV-26 Final Audit Reports

The Final Audit Report should be received no later than 30-calendar days after the conclusion of Phase III.

Within 10 days of formal acceptance of the Draft Report by the Audit Program Manager, the Audit Contractor shall submit a Final Report addressed to Craig Johnson, Commercial Registration Section, 1101 South Front Street, Harrisburg, PA 17104, crajohnson@state.pa.us . The Final Report shall be in the format(s) agreed upon during the Initiation Meeting. The Audit Contractor will be provided formal acceptance of the Final Audit Report by the Audit Program Manager.

IV-27 Presentations

The Audit Contractor will provide a presentation of its Final Audit Report(s) to the Audit Program Manager and other individuals as deemed appropriate by the Audit Program Manager. The presentation will include an executive summary of the audit approach, findings and recommendations.

The Audit Contractor shall participate in a final program closeout conference with the Audit Program Manager or designee and additional PennDOT personnel, as deemed necessary by the Audit Program Manager

IV-28 On-Site Performance of Work

The majority of the work will be completed at the Audit Contractor's offices. As noted below most audits will be accomplished through the mail, the audits would be completed at their office location. Offerors are also asked to be mindful of the fact that based on the experience of other IRP jurisdictions, PennDOT estimates that it may be possible for the Audit Contractor to undertake and complete approximately 90% of all required Pennsylvania IRP account audits entirely by mail and telephone/FAX/e-mail communications; i.e., no travel to registrant required.

If travel is determined to be necessary to undertake or complete an audit, than said travel must be pre-approved by the Audit Program Manager.

IV-29 Billing Instructions

The Audit Contractor will invoice PennDOT on a monthly basis, for audits completed and for which final acceptance was submitted by the Audit Program Manager during the previous month. The Audit Contractor shall bill only for actual services rendered for the completed and approved audit(s).

The Audit Contractor shall provide the Audit Program Manager with all invoices and supporting documentation for employee time, include subcontractors.

Certified Back-up documentation for employee time: The Audit Contractor shall provide to the Audit Program Manager documentation of the time of employees, or subcontractors for this Audit. The documentation shall be either certified employee time sheets or electronic time keeping records certified by the Audit Contractor's Contract Manager to be the actual time worked by the employees, or its subcontractors on this Audit. It is preferred that each invoice includes:

- a. An expenditure report or detailed billing report that provides a description of the work performed and the date and hours worked on the Audit by each of the Audit Contractor's personnel and subcontractors during the invoice period; and
- b. An identification of the labor category under which each individual was working.
- c. Labor overhead, other overhead, profit, retainage and travel expenses.
- d. The number of audits completed to date and the number of audits in progress.

IV-35 Confidentiality and Security Requirements

Audit Contractor is processing and has access to confidential information. Audit Contractor agrees to provide adequate security measures (hardware, software, practices, and procedures) in order to maintain the confidentiality of the information. PennDOT reserves the right to approve any such security measures or to require changes.

Access to the PennDOT's record information shall be limited to only that information necessary for the purposes outlined in this Contract.

The Audit Contractor agrees to file prior to the Notice to Proceed and annually thereafter with PennDOT an "Affidavit of Intended Use" on the form prescribed by PennDOT. The Audit Contractor agrees to have all its employees and subcontractor employees complete a Statement of Intended Use provided by the PennDOT.

PennDOT reserves the right to require removal of individuals who are employed in any capacity or to remove any individual from performing any services under this contract.

Audit Contractor agrees that they, or any of their subcontractors, shall not sell, share, distribute, assign, or otherwise transfer any information or portions of information obtained pursuant to the Contract to any other party. The Audit Contractor shall not use any record information so obtained pursuant to the Contract for any purpose other than those as specifically authorized by this Contract; Title 75, §6114 of the Vehicle Code, Limitation on Sale, Publication, and Disclosure of Records; Title 67, Pennsylvania Code, Chapter 95, Sale, Publication or Disclosure of Driver, Vehicle Accident Records and Information; the Federal Driver's Privacy Protection Act, 18 U.S.C. §2721, et. seq.; and the Federal Fair Credit Reporting Act, 15 U.S.C. §1681, et. seq.

Under no circumstances shall Audit Contractor use or permit others to use any information provided by PennDOT for direct mail advertising, telemarketing, internet advertising, or any other type or types of mail or mailings. Audit Contractor shall not disclose or publish any information appearing in any record.

Audit Contractor will be the sole user of record information supplied by the PennDOT.

Record information supplied by PennDOT shall not be used to create or update a file to be used by the Audit Contractor or to develop their own source of record information. Record information shall not be retained, stored, combined and/or linked in with any other data on any database by the Audit Contractor, except information may be stored or retained on a temporary basis to allow the PennDOT to conduct error resolution. Once the error resolution is completed, the information may no longer be stored or retained by the Audit Contractor.

The Audit Contractor agrees not to disseminate or publish on the Internet the vehicle record information obtained from PennDOT or to allow any other person to disseminate or publish any vehicle record information on the Internet without the approval of PennDOT.

PennDOT retains exclusive ownership of vehicle record information provided to the Audit Contractor under this contract.

The Audit Contractor shall, at all times, maintain the highest degree of security over information furnished by PennDOT and shall take all necessary steps to prevent the divulgence or use of such information in any form or manner not expressly permitted by this Contract. Storage arrangements shall be subject to inspection or audit by PennDOT.

IV-36 Contract Requirements—Disadvantaged Business Participation and Enterprise Zone Small Business Participation

All contracts containing Disadvantaged Business participation and/or Enterprise Zone Small Business participation must also include a provision requiring the selected contractor to meet and maintain those commitments made to Disadvantaged Businesses and/or Enterprise Zone Small Businesses at the time of proposal submittal or contract negotiation, unless a change in the

commitment is approved by the BMWBO. All contracts containing Disadvantaged Business participation and/or Enterprise Zone Small Business participation must include a provision requiring Small Disadvantaged Business subcontractors, Enterprise Zone Small Business subcontractors and Small Disadvantaged Businesses or Enterprise Zone Small Businesses in a joint venture to perform at least **50%** of the subcontract or Small Disadvantaged Business/Enterprise Zone Small Business participation portion of the joint venture.

The selected contractor's commitments to Disadvantaged Businesses and/or Enterprise Zone Small Businesses made at the time of proposal submittal or contract negotiation shall be maintained throughout the term of the contract. Any proposed change must be submitted to BMWBO, which will make a recommendation to the Contracting Officer regarding a course of action.

If a contract is assigned to another contractor, the new contractor must maintain the Disadvantaged Business participation and/or Enterprise Zone Small Business participation of the original contract.

The selected contractor shall complete the Prime Contractor's Quarterly Utilization Report (or similar type document containing the same information) and submit it to the contracting officer of the Issuing Office and BMWBO within **10** workdays at the end of each quarter the contract is in force. This information will be used to determine the actual dollar amount paid to Small Disadvantaged Business and/or Enterprise Zone Small Business subcontractors and suppliers, and Small Disadvantaged Business and/or Enterprise Zone Small Business participants involved in joint ventures. Also, this information will serve as a record of fulfillment of the commitment the selected contractor made and for which it received Disadvantaged Business and Enterprise Zone Small Business points. If there was no activity during the quarter then the form must be completed by stating "No activity in this quarter."

NOTE: EQUAL EMPLOYMENT OPPORTUNITY AND CONTRACT COMPLIANCE STATEMENTS REFERRING TO COMPANY EQUAL EMPLOYMENT OPPORTUNITY POLICIES OR PAST CONTRACT COMPLIANCE PRACTICES DO NOT CONSTITUTE PROOF OF DISADVANTAGED BUSINESSES STATUS OR ENTITLE AN OFFEROR TO RECEIVE CREDIT FOR DISADVANTAGED BUSINESSES UTILIZATION.

APPENDIX A
STANDARD CONTRACT TERMS AND CONDITION

<http://www.dgs.state.pa.us/dgs/lib/dgs/forms/comod/procurementforms/gspur12b.doc>

APPENDIX B
DOMESTIC WORKFORCE UTILIZATION CERTIFICATION

Each proposal will be scored for its commitment to use the domestic workforce in the fulfillment of the contract. Maximum consideration will be given to those offerors who will perform the contracted direct labor exclusively within the geographical boundaries of the United States. Those who propose to perform a portion of the direct labor outside of the United States will receive a correspondingly smaller score for this criterion.

In order to be eligible for any consideration for this criterion, offerors must complete and sign the following certification. This certification will be included as a contractual obligation when the contract is executed. Failure to complete and sign this certification will result in no consideration being given to the offeror for this criterion.

I, _____ [title] of _____ [name of Contractor] a _____ [place of incorporation] corporation or other legal entity, ("Contractor") located at _____ [address], having a Social Security or Federal Identification Number of _____, do hereby certify and represent to the Commonwealth of Pennsylvania ("Commonwealth") (Check **one** of the boxes below):

All of the direct labor performed within the scope of services under the contract will be performed exclusively within the geographical boundaries of the United States.

OR

_____ percent (____%) [Contractor must specify the **percentage**] of the direct labor performed within the scope of services under the contract will be performed within the geographical boundaries of the United States. Please identify the direct labor performed under the contract that will be performed outside the United States: _____

[Use additional sheets if necessary]

The Department of General Services [or other purchasing agency] shall treat any misstatement as fraudulent concealment of the true facts punishable under Section 4904 of the *Pennsylvania Crimes Code*, Title 18, of Pa. Consolidated Statutes.

Attest or Witness:

Corporate or Legal Entity's Name

Signature/Date

Signature/Date

Printed Name/Title

Printed Name/Title

APPENDIX C	Year #1	Year #2	Year #3	Year #4 Renewal	Year #5 Renewal
Price Proposal For IRP Audits CN00020766					
Cost for 500 estimated Small Audits 1-5 Vehicles	\$	\$	\$	\$	\$
Cost Per Small Audits	\$	\$	\$	\$	\$
Cost for 50 estimated Medium Audits 6 - 10 Vehicles	\$	\$	\$	\$	\$
Cost Per Medium Audits	\$	\$	\$	\$	\$
Cost for 50 estimated Large Audits Over 10 Vehicles	\$	\$	\$	\$	\$
Cost Per Large Audits	\$	\$	\$	\$	\$
Total Contract Cost Per Year	\$ -	\$ -	\$ -	\$ -	\$ -
Total Contract Cost	\$ -				
All Travel Cost Must Be Per-Approved By The Dept of Transportation (PennDOT)					
Pennsylvania has an estimated total of 15,181 IRP Fleets *					
Small Fleets 12,719 estimated					
Medium Fleets 1,136 estimated					
Large Fleets 1,326 estimated					
Completion of 3% = 455 audits per year					
Contractor must bid for all 5 years of contract					
* Our registration period runs through 5/31/2007. We anticipate by the end of our registration period the number of IRP Fleet will increase several hundred. Therefore it is anticipated our audit requirement will be about 600 per year.					
Although not required, the Department would prefer the contractor perform 2 or 3 year audits of carriers in order to reduce cost.					
** It shall be understood and agreed that the quantities listed in this RFP are estimated only, and may be increased or decreased in accordance with actual requirements.					

RIDER CLAUSE

APPENDIX D

RIDER AGREEMENT

The Contractor shall extend to any jurisdiction member of the International Registration Plan (IRP) the right to directly execute a contract with the contractor for the purchase of Audit Services

- a. Any of the participating systems listed below that utilize this Rider Agreement will execute their contracts directly with the Contractor. There shall be no obligation on the part of any participating system to utilize this rider clause.
- b. It is the Contractor’s responsibility to notify the participating systems of the availability of the contract rates and terms that are available through this rider clause.
- c. Each participating jurisdiction has the option to execute a separate contract with the Contractor. Contracts entered into with the participating systems may contain terms and conditions unique to that jurisdiction including, by way of illustration, and not limitation, clauses covering areas such as minority participation, non-discrimination, etc. If, when preparing such a contract, the general terms and conditions of a participant system are unacceptable to the Contractor, the Contractor may withdraw its extension of the contract to that participant system.
- d. The Commonwealth of Pennsylvania shall not be held liable for any cost or damage incurred by a participant system as a result of any contract activities extended by the Contractor to the participant system under this Rider Clause.
- e. PARTICIPATING SYSTEMS:

Any Jurisdiction that is a member of the International Registration Plan

**CHAPTER 63. PROPORTIONAL REGISTRATION OF
FLEET VEHICLES**

Subchap.	Sec.
A. GENERAL PROVISIONS	63.1
B. APPLICATION FOR PROPORTIONAL REGISTRATION	63.11
C. REGISTRATION CRITERIA	63.31
D. TEMPORARY REGISTRATION	63.51
E. PAYMENT PROCEDURES	63.71
F. REGISTRATION CREDENTIALS	63.91
G. FEES	63.111
H. ENFORCEMENT	63.131
I. RECORDS AND AUDITS	63.151
J. TRANSITIONAL PROVISIONS	63.171

Authority

The provisions of this Chapter 63 issued under the Vehicle Code, 75 Pa.C.S. §§ 6103, 6142 and 6145, unless otherwise noted.

Source

The provisions of this Chapter 63 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440, unless otherwise noted.

Cross References

This chapter cited in 67 Pa. Code § 41.5 (relating to bus registration plate types); and 67 Pa. Code § 65.1 (relating to purpose).

Subchapter A. GENERAL PROVISIONS

Sec.	
63.1.	Purpose.
63.2.	Scope.
63.3.	Member jurisdictions.
63.4.	Definitions.

§ 63.1. Purpose.

The purpose of this chapter is to establish rules and procedures to implement bilateral agreements and the International Registration Plan entered into with other jurisdictions for the registration of fleets of vehicles on an apportioned basis as authorized by 75 Pa.C.S. §§ 6142 and 6145 (relating to reciprocity agreements, arrangements and declarations authorized; and proportional registration of fleet vehicles).

Source

The provisions of this § 63.1 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial page (155503).

§ 63.2. Scope.

(a) *Registration recognition.* Vehicles proportionally registered in jurisdictions which have entered into proportional registration agreements, including the International Registration Plan, under this chapter and have paid fees to the Commonwealth will be deemed to be fully registered in this Commonwealth for any type of movement or operation, if the registrant has proper interstate or intrastate authority from the appropriate regulatory agency or is exempt from regulation by the regulatory agency.

(b) *Other fees not waived.* The agreements do not waive fees or taxes charged or levied by a jurisdiction in connection with the ownership or operation of vehicles other than the apportionable fees as defined in this chapter. Other fees and taxes shall be paid to each jurisdiction in accordance with the laws of each jurisdiction.

(c) *Base jurisdiction choice.* Registrants based in a jurisdiction other than a member jurisdiction, who have been licensing vehicles in a member jurisdiction under the basing point, allocation or proration forms of registration may declare the Commonwealth as a base jurisdiction for purposes of the agreements until the registrant's base jurisdiction becomes a member jurisdiction if the most miles traveled among the member jurisdictions are in this Commonwealth.

(d) *Options of registrants.*

(1) The registrant may choose to fully register in a jurisdiction or purchase a limited number of trip permits in lieu of apportioned registration.

(2) The registrant may divide his vehicles into a number of fleets.

(3) A vehicle or combination of vehicles which travels in two or more member jurisdictions but which is not otherwise within the definition of "apportionable vehicle" may be proportionally registered at the option of the registrant.

(e) *Other general rules.*

(1) Apportionable vehicles registered nonproportionally in member jurisdictions or registered proportionally in a member jurisdiction but excluding the Commonwealth in their apportionment shall be subject to the restrictions contained in 75 Pa.C.S. § 1303 (relating to vehicles of nonresidents exempt from registration).

(2) Rental vehicles subject to § 63.34 (relating to rental vehicles) which are not proportionally allocated or registered with this Commonwealth shall be subject to the restrictions contained in 75 Pa.C.S. § 1303.

(3) A vehicle based in this Commonwealth for use only in this Commonwealth or nonmember jurisdictions, or both, shall continue to be registered in this Commonwealth on a nonapportioned basis.

Source

The provisions of this § 63.2 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial pages (155504) and (127583).

§ 63.3. Member jurisdictions.

The following are member jurisdictions of the International Registration Plan: Alabama, Alberta, Arizona, Arkansas, California, Colorado, Connecticut, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

Source

The provisions of this § 63.3 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial page (127583).

§ 63.4. Definitions.

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise:

Agent-lessor—One who furnishes facilities and service including sales, warehousing, motorized equipment and drivers under contract or other arrangement to a carrier for transportation of property by a household goods carrier.

Applicant—A person, firm or corporation in whose name an application to apportion the registrations of a fleet of vehicles is filed.

Apportionable fee—A periodically recurring fee required for licensing or registering vehicles, such as, but not limited to, registration fees, license or weight fees.

Apportionable vehicle—A 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 for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property:

- (i) Having a gross vehicle weight in excess of 26,000 pounds.
- (ii) Having three or more axles, regardless of weight.

(iii) If used in combination, with a gross weight of such combination exceeding 26,000 pounds.

Auxiliary axle—An auxiliary under carriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer.

Base jurisdiction—For the purpose 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 the fleet are maintained or can be made available.

Base plate—The registration plate issued by the base jurisdiction, identified by having the word “APPORTIONED” and the base jurisdiction’s name on the plate.

Bilateral agreement—A registration reciprocity agreement between the Commonwealth and another jurisdiction providing the payment of registration fees on the basis of fleet miles operated in each jurisdiction.

Bureau—The Bureau of Motor Vehicles of the Department.

Cab card—A registration card issued by the base jurisdiction for a vehicle of an apportioned fleet containing the make and VIN of the vehicle, the base plate number, the jurisdictions in which the vehicle is registered, registered gross weight for each jurisdiction and other information deemed necessary.

Carrier—An individual, partnership or corporation engaged in the business of transporting goods or persons.

Chartered party—A group of persons who—under a common purpose and under a single contract, and at a fixed charge for the vehicle in accordance with the carrier’s tariff, lawfully on file with the Interstate Commerce Commission—have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the chartered group after having left the place of origin.

Commercial Registration Section—The Commercial Registration Section of the Bureau.

Credentials—A cab card and apportioned plate issued for a vehicle registered by a jurisdiction which is a party to an agreement.

Department—The Department of Transportation of the Commonwealth.

Established place of business—A physical structure owned or leased by a fleet registrant designated by a street and number or road location, which is open during normal business hours and in which are located:

- (i) A telephone publicly listed in the name of the fleet registrant.
- (ii) A person conducting the fleet registrant’s business.
- (iii) The operational records of the fleet unless the records can be made available.

Fleet—One or more apportionable vehicles.

Household goods—

(i) Personal effects and property used or to be used in a dwelling when a part of the equipment or supply of such dwelling.

(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, hospitals or other establishments.

(iii) Articles including objects of art, displays and exhibits which because of their unusual nature or value require the specialized handling and equipment usually employed in moving household goods.

Hunter permit—A temporary vehicle registration permit issued to an owner-operator, not operating as a lessor, for a registered gross weight not exceeding the empty weight of the vehicle.

I.V.M.R.—Individual vehicle mileage record.

In-jurisdiction miles—The total number of miles operated by a fleet of proportionally registered vehicles in a jurisdiction during the preceding year. Mileage of Commonwealth registered vehicles accrued in jurisdictions which are not member jurisdictions shall be counted as in-jurisdiction miles operated in this Commonwealth.

International Registration Plan—A registration reciprocity agreement among the signatory states of the United States and provinces of Canada providing for the payment of registration fees on the basis of fleet miles operated in each jurisdiction, which agreement is the product of the American Association of Motor Vehicle Administrators, 1201 Connecticut Avenue, N. W., Washington, D. C. 20036, and is generally administered by that association.

Interstate operations—Vehicle movement between or through two or more jurisdictions.

Intrastate operations—Vehicle movement from one point within a jurisdiction where passengers or freight are loaded to another point within the same jurisdiction, where passengers or freight are unloaded regardless of the route travelled.

Jurisdiction—A state, territory or possession of the United States; the District of Columbia; or a province of Canada.

Lease—A written document vesting exclusive possession and control of a vehicle owned by another.

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

Long-term lease—A lease having a term of 30 days or more.

Member jurisdiction—A jurisdiction which has signed an agreement with the Commonwealth or a jurisdiction which is a party to the International Registration Plan.

Negotiable title—A title issued by a jurisdiction which documents ownership of a vehicle and can be used to transfer ownership.

Operational records—Documents supporting in-jurisdiction miles traveled in each jurisdiction and total miles traveled, such as fuel reports, trip sheets and logs.

Owner-operator—An equipment lessor who leases his vehicular equipment with driver to a carrier pursuant to Interstate Commerce Commission regulations, 49 CFR 1057 or similar regulations of a jurisdiction's regulatory body.

Power unit—A vehicle which is self propelled by power other than muscular power.

Preceding year—The 12-month period after June 30 of one year and before July 1 of the following year, which immediately precedes the registration or license year for which proportional registration is sought.

Reciprocity—Exemption from further registration by any member jurisdiction of an apportionable vehicle registered under an agreement.

Recreational vehicle—An apportionable vehicle designed or converted and used exclusively for personal pleasure or travel by an individual or the individual's family.

Registrant—A person, firm, or corporation in whose name a vehicle is registered.

Registration year—The 12-month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.

Restricted plate—A registration plate which is restricted as to time—less than a full registration year, geographic area, mileage or commodities or persons which may be hauled—Example—Farm truck plate, Dealer Plate.

Service representative—An agent-lessor.

Short term lease—A lease having a term of less than 30 days.

Telegram of authority—A temporary registration transmitted by a wire service authorizing the operation of a Commonwealth-based vehicle for 60 days while application for a change in fleet registration is being processed by the Bureau.

Temporary authorization certificate—A temporary registration authorizing the operation of a Commonwealth-based vehicle for 60 days while application for a change in fleet registration is being processed by the Bureau.

Total miles—The total number of miles operated by a fleet of proportionally registered vehicles in all jurisdictions during the preceding year.

Tractor—A motor vehicle designed and used primarily for drawing other vehicles but not so constructed as to carry a load other than a part of the weight of the vehicles and load so drawn.

Trip permit—A temporary permit issued by a jurisdiction in lieu of regular apportioned registration.

Truck tractor—A motor vehicle designed and used primarily for drawing other vehicles but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

Authority

The provisions of this § 63.4 amended under the Vehicle Code, 75 Pa.C.S. §§ 6103 and 7501—7506.

Source

The provisions of this § 63.4 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278; amended June 2, 2006, effective June 3, 2006, 36 Pa.B. 2684. Immediately preceding text appears at serial pages (260005) to (260009).

**Subchapter B. APPLICATION FOR PROPORTIONAL
REGISTRATION**

Sec.

63.11. Application for registration.

§ 63.11. Application for registration.

(a) *General rule.* Application for registration of vehicles under this chapter, in lieu of registration under other provisions of 75 Pa.C.S. §§ 101—9701 (relating to the Vehicle Code) shall be made on a form furnished by the Bureau by April 30 of each registration year.

(b) *Contents.* The application—Schedule A—shall contain a description of each power unit, trailer, semi-trailer and auxiliary axle and be accompanied by a uniform mileage schedule—Schedule B. The initial or renewal application for proportional registration shall contain the mileage data in all jurisdictions for the preceding year for each vehicle. If no operations were conducted with a vehicle during the preceding year, the application shall contain a full statement of the proposed method of operation and estimates of annual mileage in each jurisdiction. The applicant shall determine the in-jurisdiction and total miles to be used in computing the proportional registration fee for the vehicle. The Bureau may adjust the estimate in the application if it is not satisfied as to its correctness. Changes to an original or renewed application may be made after it has been filed by notifying the Commercial Registration Section by May 1.

(c) *Evidence of ownership.* The owner or lessor of a vehicle to be proportionally registered shall hold in its name a Pennsylvania certificate of title or a negotiable title issued in another jurisdiction for each vehicle. If the registration of a vehicle not titled in this Commonwealth has not been previously apportioned in the applicant's name, a photocopy of the out-of-State vehicle title, bill of sale or registration card shall accompany the registration application.

Source

The provisions of this § 63.11 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial pages (127587) to (127588).

Subchapter C. REGISTRATION CRITERIA

- Sec.
63.31. Owner-operator vehicles.
63.32. Leased vehicles.
63.33. Household goods carriers.
63.34. Rental vehicles.
63.35. Changes in apportionable vehicle fleets.

§ 63.31. Owner-operator vehicles.

(a) *Proportional registration.* Owner-operators who lease their vehicles to carriers on a long-term basis may proportionally register their vehicles in one of the following methods:

(1) Registration may, at the option of the lessor, be in the name of the lessee-carrier, but shall also indicate the owner-operator's name. Allocation of fees shall be based on the records of the carrier. The registration plate and cab card shall be the property of the lessee. The carrier shall, within 30 days of a transfer, reimburse the lessor for the value of the unused portion of any registration transferred to a newly acquired vehicle when the lease is canceled between the parties if the lessor had been charged for the registration fee by the carrier.

(2) Registration may, at the option of the lessor, be in the name of the lessor. Allocation of fees shall be based on the records of the lessor. The registration plate and cab card shall be the property of the lessor.

(b) *Trip permits.* Vehicles of owner-operators which are not proportionally registered or not fully registered in a jurisdiction having a separate reciprocity agreement with the Commonwealth shall be subject to the trip permit requirements of this chapter.

Source

The provisions of this § 63.31 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial pages (127588) to (127589).

Cross References

This section cited in 67 Pa. Code § 63.32 (relating to leased vehicles).

§ 63.32. Leased vehicles.

(a) *General.* Except as provided in § 63.31 (relating to owner-operator vehicles), for purposes of proportional registration, the long-term lessee-operator of a vehicle is responsible for its registration—that is, the operator of a fleet, part or all of which is leased, shall qualify the leased vehicles in its own name in the same manner as if the lessee-operator owned them. The Pennsylvania credentials for the leased vehicles belong to the fleet operator by whom they were propor-

tionally registered and may be transferred from one vehicle to another as if the operator owned the vehicles. If the lease of a vehicle is terminated, the lessee-operator shall transfer the Pennsylvania registration to another vehicle which replaces it in the fleet. A renewal or series of renewals of a shortterm lease covering the same vehicle shall be construed as being a long-term lease if the time period covered by the original lease and subsequent consecutive renewals is 30 days or more.

(b) *Exceptions.* If an apportioned vehicle is leased temporarily to another person, regardless of whether the lessee is an apportioned carrier, the lessor shall be responsible for reporting the miles traveled by the temporarily-leased vehicle. The temporarily-leased vehicle shall continue to bear proportional registration credentials and may be operated on those credentials only in jurisdictions to which fees have been paid.

Source

The provisions of this § 63.32 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial page (127589).

§ 63.33. Household goods carriers.

Household goods carriers, using vehicles leased from service representatives, may elect to base the vehicles in the base jurisdiction of the service representative or of the carrier according to the following:

(1) *Vehicles based in service representative's jurisdiction.* If the household goods carrier elects the base jurisdiction of the service representative: the vehicles shall be registered in the service representative's name, and the household goods carrier shall be indicated as lessee. The apportionment of fees shall be according to the combined mileage records of the service representative and the carrier. Such records shall be kept or made available in the service representative's base jurisdiction.

(2) *Vehicles based in carrier's jurisdiction.* If the household goods carrier elects the base jurisdiction of the carrier, the vehicles shall be registered by the carrier and the service representative shall be designated as lessor. The apportionment of fees shall be according to the combined mileage records of the service representative and the carrier. The records shall 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.

(3) *Vehicles of owner-operators.* Vehicles owned and operated by owner-operators other than service representatives which are used exclusively to transport cargo for a household goods carrier shall be registered by the carrier in the base jurisdiction of the carrier, in both the name of the owner-operator and the

name of the carrier as lessee. The apportionment of fees shall be according to the mileage records of the carrier.

Source

The provisions of this § 63.33 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial page (87683).

§ 63.34. Rental vehicles.

(a) *Definitions.* The following words and terms, when used in this chapter, have the following meanings, unless the content clearly indicates otherwise:

(1) *Rental owner*

An owner principally engaged in renting rental fleets to others or offering for rental the vehicles of such fleets without drivers.

(2) *Rental fleet*

Five or more vehicles which are rented or offered for rental without drivers and which are designated by a rental owner as a rental fleet.

(3) *Rental vehicle*

A vehicle of a rental fleet.

(4) *Renting (or leasing)*

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

(b) *Rental vehicles.* Rental vehicles of a rental owner who registers them in accordance with this section will be regarded as proportionally-registered vehicles if the rental owner has received approval from Pennsylvania to apportion the rental fleets.

(1) The operational records of the rental fleet shall be maintained by the rental owner.

(2) The rental vehicles may be registered in the name of the rental owner or in the name of individual lessees.

(c) *Tractor, truck-tractor and truck fleet registrations.* Rental owners having a rental fleet of trucks, tractors and truck-tractors based in Pennsylvania—excluding one-way vehicles—and operating into or through one or more other member jurisdictions may proportionally register the vehicles by paying apportionable registration fees based on mileage using Forms Schedule A, Schedule B and Supplement, if needed.

(d) *Rental passenger cars.* Rental owners who rent or lease rental passenger cars for operation in Pennsylvania and one or more other jurisdictions may, in lieu of full registration of each vehicle in this Commonwealth, register the number of passenger cars determined as follows: divide the gross revenue received in the preceding year for rentals of passenger cars operated in this Commonwealth by the total gross revenue received in the preceding year for passenger car rentals

in all jurisdictions, and multiply the quotient by the total number of passenger cars in the fleet on the first day of each registration year.

(1) Monthly and yearly records shall be maintained to reflect accurately the gross revenue earned in each jurisdiction.

(i) Monthly summaries shall be supported by rental settlement contracts.

(ii) Yearly earnings shall be supported by the company's financial statements and copies of Federal and State income tax returns.

(2) When vehicles are added to the fleet after the first day of any licensing year, the same percentage factor used at the beginning of that licensing year shall be used to determine the number of additional vehicles to be registered in Pennsylvania.

(e) *Trailers and semitrailers in pool fleets.* Rental owners who rent or lease trailers and semitrailers having a registered gross weight in excess of 6,000 pounds and used solely in pool fleets for operation in Pennsylvania and one or more other jurisdictions may, in lieu of full registration of each vehicle in this Commonwealth, register the number of trailers and semitrailers determined as follows: divide the gross revenue received in the preceding year for rentals of trailers and semitrailers operated in this Commonwealth by the total gross revenue received in the preceding year for trailer and semitrailer rentals in all jurisdictions, and multiply quotient by the total number of trailers and semitrailers in the fleet on the first day of each registration year.

(1) Monthly and yearly records shall be maintained to reflect accurately the gross revenue earned in each jurisdiction.

(i) Monthly summaries shall be supported by rental settlement contracts.

(ii) Yearly earnings shall be supported by the company's financial statements and copies of Federal and State income tax returns.

(2) When vehicles are added to the fleet after the first day of any licensing year, the same percentage factor used at the beginning of that licensing year shall be used to determine the number of additional vehicles to be registered in this Commonwealth.

(f) *Utility trailers.* Rental owners who rent or lease utility trailers having a registered gross weight of 6,000 pounds or less in more than one member jurisdiction may, in lieu of full registration of each vehicle in this Commonwealth, register a number of trailers equal to or more than the average number of the trailers rented in or through this Commonwealth during the preceding year.

(1) Monthly and yearly records shall be maintained to reflect accurately the inventory count and Pennsylvania registrations.

(i) Inventory records shall include a count of the vehicles not rented located in each jurisdiction at the time of inventory count; a count of the

entire fleet owned or operated, whether rented or not rented, at the time of inventory count; and a listing of registration plate numbers and dates purchased each year.

(ii) The registration records and cancelled checks representing payment of license plates purchased or renewed shall be available for auditor review.

(2) When vehicles are added to the fleet after the first day of any licensing year, the same percentage factor used at the beginning of that licensing year shall be used in determining the number of additional vehicles subject to be registered in Pennsylvania registration.

(g) *One-way fleet vehicles.* Rental owners who rent or lease trucks having a registered gross weight of less than 26,000 pounds in more than one member jurisdiction may, in lieu of full registration of each vehicle in this Commonwealth, register the number of trucks determined as follows: in each weight class divide the mileage traveled in this Commonwealth in the preceding year by the total mileage traveled in all jurisdictions, and multiply the quotient by the total number of vehicles of the same weight class owned or operated in the particular class on the first day of each registration year.

(1) Monthly and yearly records shall be maintained to reflect accurately mileage traveled in each jurisdiction by weight class and inventory counts of each class of vehicle. Inventory records shall include a listing of registration plate numbers and dates purchased each year.

(2) When vehicles are added to the fleet after the first day of any licensing year, the same percentage factor used at the beginning of that licensing year for each weight class shall be used to determine the number of additional vehicles subject to Pennsylvania registration.

Source

The provisions of this § 63.34 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial pages (87684) to (87686).

Cross References

This section cited in 67 Pa. Code § 63.2 (relating to scope).

§ 63.35. Changes in apportionable vehicle fleets.

(a) *Registration of vehicles added to fleets.* Vehicles acquired by a registrant after the commencement of the registration year may be added to the proportionally registered fleet by applying the mileage percentage used in the original application for registration of the fleet for the registration period to the regular registration fees applicable to the additional vehicles for the remainder of the registration year. Applications for proportional registration of additional fleet vehicles shall be filed and processed in the same manner as the original application, using supplemental registration forms furnished by the Bureau.

(b) *Withdrawal and replacement of vehicles from fleets.* The following shall apply to the withdrawal of a vehicle from a proportionally registered fleet:

(1) If a vehicle is withdrawn from a proportionally registered fleet during the period for which it is registered, the registrant shall so notify the Bureau on the appropriate form.

(2) If the registrant replaces a vehicle for one withdrawn from the fleet the registrant shall file a supplemental application. The Bureau will issue a new cab card and transfer the registration to the new vehicle. Additional proportional fees will be required for those jurisdictions that do not allow transfer credit.

(3) If a vehicle is permanently withdrawn from a proportionally registered fleet because it has been destroyed, sold or otherwise completely removed from the service of the registrant; the unused portion of the fees paid with respect to such vehicle will be applied against registration fees which may be payable for additions to the fleet during the same registration year.

(4) If a vehicle of an apportioned fleet is withdrawn from the fleet, the vehicle cannot be returned to the fleet during the same registration year except upon payment of a proportional registration fee for the vehicle determined in accordance with subsection (a), unless the vehicle was leased and the previous lease expired 30 days or more before the date of return to the fleet.

(c) *Increase in registered weight.* The registered gross weight for a vehicle of a fleet may be increased after the commencement of the registration year by applying the mileage percentage used in the original application for registration of the fleet for the registration period to the difference between the regular registration fees for the current and the new weights for the remainder of the registration year. Application for a weight increase shall be filed and processed in the same manner as the original application, using supplemental registration forms furnished by the Bureau.

(d) *Adding jurisdictions.* A registrant who has filed an original apportioned registration application for a registration year may expand its operation into or through a jurisdiction not previously included by filing a Schedule F application form which:

- (1) Describes the new operation.
- (2) Indicates the estimated miles in the new jurisdictions.
- (3) Indicates the desired weight in the new jurisdictions.

Source

The provisions of this § 63.35 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial pages (87686) to (87687).

Cross References

This section cited in 67 Pa. Code § 63.51 (relating to Pennsylvania temporary authorization certificates); and 67 Pa. Code § 63.92 (relating to replacement of credentials).

Subchapter D. TEMPORARY REGISTRATION

- Sec.
63.51. Pennsylvania temporary authorization certificates.
63.52. Telegrams of authority.
63.53. Trip permits.
63.54. Hunter permits.

§ 63.51. Pennsylvania temporary authorization certificates.

(a) *General rule.* Temporary authorization certificates may be obtained from the Commercial Registration Section in bulk, by registrants with five or more apportionable vehicles, for use on an additional vehicle or when it is necessary to increase a vehicle's registered weight. The registrant's fees on its original apportioned registration application shall be paid prior to approval of the request for temporary authorization certificates. Temporary authorization certificates are not transferable and may not be used by another carrier. A temporary authorization certificate is valid for 60 days from the date of its first use. A temporary authorization certificate may not be used in conjunction with 75 Pa.C.S. § 1311(c) (relating to registration card to be signed and exhibited on demand) to avoid prosecution under 75 Pa.C.S. § 1301 (relating to registration and certificate of title required).

(b) *Application security requirements.* The initial application for temporary authorization certificates shall be accompanied by an irrevocable letter of credit from a bank naming the Department as sole beneficiary, or by a bond executed by a surety company, authorized to do business in this Commonwealth, naming the Department as obligee. The letter or bond shall be:

- (1) Established in the amount equal to 50% of the fee for registering a truck or combination at 80,000 pounds gross weight times the number of temporary authorization certificates to be purchased, up to a maximum of 25 certificates.
- (2) Maintained for 3 years from the date of application.
- (3) Used by the Department to cover unpaid fees due to the Department for temporary authorization certificates.

(c) *Conditions for renewal of security.* If the Department has not made a claim against the letter of credit or bond to cover unpaid fees during the 3-year period, a new bond or letter of credit will not be required.

(d) *Use.* The carrier shall complete the temporary authorization certificate by typewriter or in ink at the time it is to be used. The original copy shall be mailed within 5 days to the Commercial Registration Section with a supplemental registration application; the second copy shall be carried in the cab of the vehicle; and the third copy shall be retained by the carrier. If a temporary authorization certificate must be voided because it is filled out incorrectly, the original and second copy shall be sent to the Commercial Registration Section immediately with an explanation.

(e) *Cancellation.* If a registrant desires to cancel a temporary authorization certificate after the original copy has been forwarded to the Commercial Registration Section and avoid paying the registration fee, the second copy shall also be forwarded to the Section within 5 days of the date of completion; otherwise the registrant shall pay the supplemental registration fees as provided in § 63.35 (relating to changes in apportionable vehicle fleets).

(f) *Effect of late application.* The Department may suspend the proportional registration privileges of a carrier who does not file within 5 days a supplemental application for proportional registration of a vehicle for which the carrier issued a temporary authorization certificate. The suspension will be in effect until the proportional registration of the additional vehicle is completed. Transfer credit will not be allowed for the vehicle.

(g) *Return of certificates.* A carrier who discontinues business, has not issued a temporary authorization certificate within a year, fails to renew apportioned registration with this Commonwealth, has its registration suspended or canceled or is so ordered by the Department, shall within 5 days return unused temporary authorization certificates to the Bureau.

(h) *Security and theft.* Carriers shall keep temporary authorization certificates in a secure place, such as a locked cabinet. The carrier shall notify the Bureau within 5 days of the loss or theft of temporary authorization certificates. Loss or theft on the second occasion will result in the cancellation of the carrier's privilege to obtain and issue temporary authorization forms.

(i) *Misuse.* A carrier who misuses or fails to report the loss or theft of a temporary authorization certificate will be assessed a fee for each certificate misused, lost or stolen, equal to the full annual registration fee for a truck-tractor in the registered gross combination weight class of 80,000 pounds. The Department, upon making a determination that a registrant has misused temporary authorization certificates, may also require the registrant to comply with the security requirements specified in subsection (b). Misuse on the second occasion will result in the cancellation of the carrier's privilege to obtain and issue temporary authorization forms. Misuse, as referred to in this section, includes the following:

- (1) The failure to transmit, to the Commercial Registration Section, an application for apportioned registration within 5 days after issuing a temporary authorization certificate.
- (2) The failure to remit apportionable fees for vehicles issued temporary authorization certificates.
- (3) The issuance of temporary authorization certificates with incorrect weight information.
- (4) The issuance of temporary authorization certificate forms with incomplete information or dates.
- (5) The transfer of a temporary authorization certificate to a vehicle for which it is not originally issued.

- (6) The consignment of a temporary authorization certificate to another carrier.
- (7) The failure to transmit to the Commercial Registration Section, within 30 days, the documents necessary to title an apportioned vehicle after issuing a temporary authorization certificate.
- (8) The failure to transmit to the Commercial Registration Section, the Department's copy of a temporary authorization certificate within 5 days after issuance.
- (9) The issuance of a temporary authorization certificate other than in the prenumbered order.
- (10) The utilization of fraudulent information when issuing a temporary authorization certificate.
- (11) The issuance of temporary authorization certificates for states other than those for which the fleet is apportioned.
- (12) The issuance of a temporary authorization certificate for a vehicle after the vehicle has been placed in service and operated on the highways.

Authority

The provisions of this § 63.51 amended under the Vehicle Code, 75 Pa.C.S. §§ 6103 and 7501—7506.

Source

The provisions of this § 63.51 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278; amended June 2, 2006, effective June 3, 2006, 36 Pa.B. 2684. Immediately preceding text appears at serial pages (260016) to (260018).

Cross References

This section cited in 67 Pa. Code § 63.119 (relating to temporary authorization certificate); and 67 Pa. Code § 63.123 (relating to refunds).

§ 63.52. Telegrams of authority.

- (a) *General.* A collect telegraphic authorization for the operation of a vehicle whose registration process is pending will be authorized by the Commercial Registration Section upon request of a carrier, if the carrier requesting the telegram has a fleet currently apportioned in this Commonwealth, and the vehicle is subject to proportional registration and permanently registered as a part of the fleet.
- (b) *Duties of the carrier.* The application for proportional registration of the vehicle covered by the telegram shall be submitted by the carrier to the Commercial Registration Section within 5 days of the date of authorization. If the vehicle for which a telegram was requested is not placed in use by the carrier and the carrier wishes to avoid paying the registration fee, the telegram shall be returned by the carrier to the Commercial Registration Section within 5 days of the date of its issuance with an explanation as to why proportional registration fees should not be done.
- (c) *Late application.* The Department will bill a carrier for proportional registration fees based on vehicle information in the telegram if an application to proportionally register the vehicle is not mailed to the Department with all sup-

porting documents within 5 days of the issuance of the telegram. Transfer credit will not be allowed unless proof is furnished that the vehicle was permanently removed prior to the operation of a replacement vehicle. The Department may suspend the proportional registration of the remainder of the fleet of the carrier for repeated violations of this subsection.

(d) *Effect of telegram.* A telegram of authority issued by the Department is valid for 60 days. An extension of a telegram of authority may be granted if, in the judgment of the Department, the supplemental application for proportional registration was submitted and fees were paid on a timely basis but there was insufficient time to process the application and forward the credentials to the carrier.

(e) *Discretionary authority of Department.* The Department may refuse issuance of telegrams of authority to a carrier whose account is not in good standing.

Authority

The provisions of this § 63.52 amended under the Vehicle Code, 75 Pa.C.S. §§ 6103 and 7501—7506.

Source

The provisions of this § 63.52 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278; amended June 2, 2006, effective June 3, 2006, 36 Pa.B. 2684. Immediately preceding text appears at serial pages (260018) to (260019).

§ 63.53. Trip permits.

(a) *General.* Seventy-two hour trip permits may be obtained from the Bureau or authorized issuing agents in accordance with Chapter 65 (relating to permit agents) for the occasional or emergency operation into or through this Commonwealth of vehicles registered in member jurisdictions but not proportionally registered in this Commonwealth.

(b) *Carrying of permits.* Every trip permit shall be carried in the cab of the vehicle for which the permit is issued.

Source

The provisions of this § 63.53 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial page (87690).

§ 63.54. Hunter permits.

Twenty-day hunter permits may be obtained from the Bureau or authorized issuing agents in accordance with Chapter 65 (relating to permit agents) for use by owner-operators whose lease with a carrier has terminated or for newly pur-

chased vehicles. Hunter permits shall be issued for a registered gross weight not in excess of the empty weight of the vehicle.

Source

The provisions of this § 63.54 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial page (87690).

Subchapter E. PAYMENT PROCEDURES

Sec.

63.71. Billing notices.

63.72. Payment procedures.

§ 63.71. Billing notices.

(a) *General.* Upon the approval of an application for apportioned registration, the Department will mail a billing notice in duplicate to the address of the registrant shown on the application. The notice will list the amount of the registration fees due the Commonwealth as well as the apportioned registration fees due each member jurisdiction, except for those jurisdictions which bill directly.

(b) *Direct bill jurisdictions.* The Commercial Registration Section will forward a copy of an application for apportioned registration to direct bill jurisdictions with which the applicant seeks apportioned registration. A separate billing notice will be sent to the registrant by each direct bill jurisdiction.

Source

The provisions of this § 63.71 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial pages (127597) to (127598).

§ 63.72. Payment procedures.

The following apply to the payment of the apportioned registration fees:

(1) Payments due to the Department shall be made payable to the "Pennsylvania Department of Transportation," or "Pa. D.O.T."

(2) Payments shall be made by certified check, money order or cashier's check or by personal check if a bond has been posted for the amount of the carrier's renewal fees.

(3) Payments for original applications and renewals must be received by the Department by May 15 of a registration year.

(4) Payments to direct bill jurisdictions shall be made by separate checks or money orders for each billing notice and sent to the jurisdiction's apportioned registration office.

Source

The provisions of this § 63.72 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial page (87691).

Subchapter F. REGISTRATION CREDENTIALS

Sec.	
63.91.	Vehicle identification.
63.92.	Replacement of credentials.
63.93.	Cancellation.

§ 63.91. Vehicle identification.

(a) *Issuance of plate and cab cards.* Upon approval of an application for apportioned registration and payment of the necessary fees, the Bureau will issue the following to Pennsylvania based carriers:

- (1) A Pennsylvania base plate bearing the legend “apportioned.”
- (2) An apportioned cab card containing the following information:
 - (i) Name and address of the registrant.
 - (ii) Make and vehicle identification number of the vehicle.
 - (iii) Pennsylvania registration plate number and registered gross weight for Pennsylvania.
 - (iv) Name of each jurisdiction in which apportioned and registered gross weight for each jurisdiction.
 - (v) Other information the Department deems necessary.

(b) *Display.* Credentials issued by the Department will be maintained or displayed as follows:

- (1) The apportioned registration plate shall be mounted on the front of every tractor and truck tractor and on the rear of every truck, trailer and other apportioned vehicle.
- (2) The cab card shall be carried in the vehicle for which it is issued.

(c) *Return of credentials.* An apportioned registration plate and cab card shall be returned to the Bureau by June 10 if not renewed by June 1 of the same year. Failure to return the apportioned registration plate will result in assessment of a full 12-month registration fee for the plate according to the previously registered weight of the vehicle on which the plate was used.

Source

The provisions of this § 63.91 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial pages (127598) to (127599).

§ 63.92. Replacement of credentials.

(a) *Application.* If a Pennsylvania apportioned registration plate or cab card is defaced, lost, or stolen: the carrier shall apply for a replacement on the appropriate form furnished by the Department, accompanied by the fee provided in this chapter.

(b) *Replacement at transfer.* Application for replacement of a lost or stolen registration plate will not be accepted with a registration transfer application unless the cab card is surrendered with the supplemental registration application required in § 63.35 (relating to changes in apportionable vehicle fleets).

(c) *Cab cards.* Application for replacement of a lost cab card will not be accepted at the time a supplemental registration application is filed under § 63.35.

Source

The provisions of this § 63.92 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial page (87692).

§ 63.93. Cancellation.

The Department may cancel apportioned registration plates, cab cards and temporary registrations issued under this chapter and Chapter 65 (relating to permit agents), if they were issued in error, or if fees remain unpaid.

Source

The provisions of this § 63.93 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial pages (127599) to (127600).

Subchapter G. FEES

Sec.

- 63.111. General rule.
- 63.113. Trailer and auxiliary axle fees.
- 63.114. Additional vehicle fees.
- 63.115. Weight increase.
- 63.116. Cab cards.
- 63.117. Duplicate cab cards.
- 63.118. Transfer of registration.
- 63.119. Temporary authorization certificate.
- 63.120. Hunter permit.
- 63.121. Trip permit.
- 63.122. Nontitled fleet registration.
- 63.123. Refunds.
- 63.124. Transition credit or refund.

§ 63.111. General rule.

Registration fees for apportionable vehicles shall be determined as follows:

(1) Obtain the percentage factor for each member jurisdiction by dividing the miles travelled in each jurisdiction by the total fleet miles accrued during the preceding year. The Commonwealth mileage shall include all of the following:

- (i) mileage accrued within this Commonwealth;
- (ii) mileage accrued in any nonmember jurisdiction which does not apportion registration fees but which grants reciprocity; and
- (iii) mileage accrued in member jurisdictions in which the applicant does not desire to apportion registration fees.

(2) Multiply the fee for each vehicle for each jurisdiction by the percentage factor obtained in paragraph (1) for each jurisdiction.

(3) Add the products resulting from each computation to determine the total fee for registration of all vehicles in each jurisdiction. The sum is the amount payable for the apportioned registration of the fleet in each jurisdiction for the registration year.

Source

The provisions of this § 63.11 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial pages (87692) to (87693).

Cross References

This section cited in 67 Pa. Code § 63.113 (relating to trailer and auxiliary axle fees).

§ 63.113. Trailer and auxiliary axle fees.

The fee for the proportional registration of trailers, semi-trailers and auxiliary axles shall be computed for those jurisdictions which require it by using the same factor determined by in-jurisdiction and total miles in § 63.111 (relating to general rule). Since the Commonwealth does not apportion these vehicles, the regular Commonwealth registration fee for trailers will be added to the apportioned fees.

Source

The provisions of this § 63.113 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial page (87693).

§ 63.114. Additional vehicle fees.

(a) *General.* If a vehicle is to be added to a fleet to replace a vehicle having the same registered gross weight, no additional registration fee is due to the Department for Pennsylvania registration. However, additional fees will be due for those jurisdictions which do not allow transfer credits.

(1) If the added vehicle is to have a higher registered gross weight than the vehicle it replaces, an additional registration fee is due, based on the difference between the registration fees of the vehicles, multiplied by the mileage percentage factor.

(2) A registration transfer fee shall be paid in all cases.

(b) *Estimating mileage.* A carrier may, upon receiving apportioned registration for a registration year, estimate the mileage in any jurisdiction in which it has no mileage history and into or through which it desires to expand operations. The fees calculated for expanded operations will be in excess of the 100% registration percentages established at renewal.

(1) In lieu of estimating mileage, a carrier may conduct expanded operations by use of trip permits.

(2) Carriers estimating mileage in any jurisdiction for a second full consecutive registration year will continue to pay in excess of 100% registration fees.

Source

The provisions of this § 63.114 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial pages (87693) to (87694).

§ 63.115. Weight increase.

The fee for obtaining a higher registered gross weight for a vehicle shall be determined by multiplying the difference between the fees for the old and the new weight classifications by the applicable mileage percentage factors.

Source

The provisions of this § 63.115 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial page (87694).

§ 63.116. Cab cards.

The fee for a cab card issued in connection with the filing of an application requiring no Pennsylvania registration fees, is \$4.50.

Authority

The provisions of this § 63.116 amended under the Vehicle Code, 75 Pa.C.S. §§ 6103 and 7501—7506.

Source

The provisions of this § 63.116 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 16, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278; amended June 2, 2006, effective June 3, 2006, 36 Pa.B. 2684. Immediately preceding text appears at serial page (260024).

§ 63.117. Duplicate cab cards.

The fee for each duplicate cab card shall be \$1.50 when ordered at the time of vehicle registration or transfer, or renewal of registration. The fee for each duplicate cab card ordered at any other time is \$4.50.

Authority

The provisions of this § 63.117 amended under the Vehicle Code, 75 Pa.C.S. §§ 6103 and 7501—7506.

Source

The provisions of this § 63.117 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended June 2, 2006, effective June 3, 2006, 36 Pa.B. 2684. Immediately preceding text appears at serial page (260025).

§ 63.118. Transfer of registration.

The fee for transfer of registration from a vehicle within an apportioned fleet to another vehicle within the same fleet or another apportioned fleet of the same carrier is \$6.

Authority

The provisions of this § 63.118 amended under the Vehicle Code, 75 Pa.C.S. §§ 6103 and 7501—7506.

Source

The provisions of this § 63.118 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended June 2, 2006, effective June 3, 2006, 36 Pa.B. 2684. Immediately preceding text appears at serial page (260025).

§ 63.119. Temporary authorization certificate.

- (a) *Issuance.* The fee for each temporary authorization certificate is \$2.
- (b) *Return.* A service fee of \$10 will be charged for temporary authorization certificates returned to the Department in accordance with § 63.51(d) (relating to Pennsylvania temporary authorization certificates).

Source

The provisions of this § 63.119 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial page (127603).

§ 63.120. Hunter permit.

The fee for a hunter permit is \$10.

Source

The provisions of this § 63.120 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial page (87695).

§ 63.121. Trip permit.

The fee for a trip permit is \$15.

Source

The provisions of this § 63.121 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial page (87695).

§ 63.122. Nontitled fleet registration.

The fee for establishing a registration record for an apportioned vehicle not titled in this Commonwealth is \$22.50.

Authority

The provisions of this § 63.122 amended under the Vehicle Code, 75 Pa.C.S. §§ 6103 and 7501—7506.

Source

The provisions of this § 63.122 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended June 2, 2006, effective June 3, 2006, 36 Pa.B. 2684. Immediately preceding text appears at serial page (260026).

§ 63.123. Refunds.

(a) *Apportioned registration fees.* A refund of the Commonwealth's apportioned registration fees will be made in the event of any of the following:

- (1) A billing error of a jurisdiction.
- (2) A duplication of registration fees paid for the same apportioned vehicle.
- (3) Payment in error of a full fee for a Commonwealth registration plate when only an apportioned registration is required. The amount of the refund will be the unused portion of the full registration fee.
- (4) An overpayment in excess of \$10 for apportioned registration, as determined by audit.
- (5) A request for deletion of a vehicle listed on the original or renewal application for apportioned registration received on or before the first day of the registration year.

(b) *Fees of other jurisdictions.* No refund of apportioned registration fees of other jurisdictions will be made by the Department. Application for a refund of such fees shall be made directly to the proper authorities in accordance with the appropriate statutes or regulations of the jurisdiction.

(c) *Temporary authorization certificates.* Refunds for unused temporary authorization certificates will be made to carriers in accordance with § 63.51 (relating to Pennsylvania temporary authorization certificates).

Source

The provisions of this § 63.123 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial pages (87695) to (87696).

§ 63.124. Transition credit or refund.

A partial refund or credit for registration fees paid for regular, unapportioned Commonwealth registrations for vehicles to be registered proportionally will be made as follows:

- (1) If the apportioned registration applicant is the vehicle owner, credit will be applied to the apportioned billing.
- (2) If the apportioned registration applicant is a lessee, the lessor may request a refund or may permit the lessee to obtain credit in the apportioned billing.

Source

The provisions of this § 63.124 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial page (87696).

Subchapter H. ENFORCEMENT

Sec.

63.131. Enforcement date.

63.132. Notification of extension.

§ 63.131. Enforcement date.

A Pennsylvania apportioned registration plate shall be attached to a vehicle and the appropriate cab card carried in the vehicle no later than June 1 of a registration year.

Source

The provisions of this § 63.131 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial page (87697).

§ 63.132. Notification of extension.

In the event an extension of the enforcement date is necessary for any reason, the Bureau will notify the law enforcement agency of each jurisdiction of the extension.

Source

The provisions of this § 63.132 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130. Immediately preceding text appears at serial page (87697).

Subchapter I. RECORDS AND AUDITS

Sec.

63.151. Duty to maintain.

63.152. Audit of records.

§ 63.151. Duty to maintain.

(a) *Operational records.* Every apportioned carrier shall maintain the operational records on which its registration application is based for a period of 3 years. Operational records include documents supporting mileage traveled in each jurisdiction and total mileage traveled, such as fuel reports, trip sheets, logs and computer runs. An acceptable source document for verification of fleet mileage shall be some type of "Individual Vehicle Mileage Record" which shall be completed for each movement of a vehicle and which shall contain the following:

- (1) Dates—starting and ending.
- (2) The trip origin and destination.
- (3) The route of travel.
- (4) The total trip miles, including all movement—loaded, empty, deadhead or bobtail number.
- (5) The mileage by jurisdiction.
- (6) The unit number or vehicle identification.
- (7) The vehicle fleet number.
- (8) The registrant's name.
- (9) The driver's signature or name.

(b) *Failure to maintain records.* An apportioned vehicle as to which a carrier fails to maintain adequate records, as required, shall be registered at the full annual registration fee for each year for which records were not maintained, unless the carrier provides evidence of nonuse of the vehicle satisfactory to the Commercial Registration Section.

Source

The provisions of this § 63.151 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial pages (127605) to (127606).

§ 63.152. Audit of records.

(a) *General rule.* Operational records of a carrier shall be subject to audit by the Department or its agents and shall be made available by the carrier within 30 days of notice from the Commercial Registration Section or its agents. The carrier shall pay a deficiency found due as the result of the audit plus 1% per month assessment calculated from the first day of the audited registration year, plus a 5% additional assessment if the audited assessment is not paid within 30 days of the billing date.

(b) *Out-of-State records.* If the operational records of a carrier are not located or made available in this Commonwealth, the carrier shall pay the per diem and travel expenses of Department auditors or its agents.

Source

The provisions of this § 63.152 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; corrected February 24, 1984, effective November 26, 1983, 14 Pa.B. 661; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial page (127606).

Subchapter J. [Reserved]

§ 63.171. [Reserved].

Source

The provisions of this § 63.171 adopted April 29, 1983, effective April 30, 1983, 13 Pa.B. 1440; readopted May 6, 1988, effective immediately and applies retroactively to April 30, 1988, 18 Pa.B. 2130; amended January 15, 1993, effective January 16, 1993, 23 Pa.B. 278. Immediately preceding text appears at serial page (127607).

[Next page is 65-1.]

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APPORTIONED REGISTRATION

INSTRUCTION MANUAL

Pennsylvania Department of Transportation
Bureau of Motor Vehicles
Commercial Registration Section

Pub. 181 August 2006 Edition

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APPORTIONED REGISTRATION MANUAL

PURPOSE

This manual has been prepared as a guide to securing apportioned registration in Pennsylvania and should provide the basic information needed when preparing applications for annual registration. Of course, the contents will not cover every unique situation that may arise. Please contact the office for particular information.

Without prior notice, it might not be possible to process an application completely within the same day. However, needed assistance in preparing forms or request for information will be given to those who come to or telephone the office.

Office Location

Mailing Address - Bureau of Motor Vehicles
P.O. Box 68286
Harrisburg, PA 17106-8286

Office Location - Commercial Registration Section
1101 South Front Street
Riverfront Office Center, 1st Floor
Harrisburg, PA 17104

Office hours are from 7:30 a.m. to 4:30 p.m, Monday through Friday. Our office is closed Saturday, Sunday and all official State holidays.

Business Telephone Numbers

If calling within
Pennsylvania 1-800-292-1148

If calling from
out-of-state 1-717-391-6190

APPORTIONED REGISTRATION SUMMARY

Pennsylvania has a program for apportioned registration, based on mileage, for commercial vehicles engaged in interstate operating. This is applicable for Pennsylvania based carriers going into jurisdictions that are members of the International Registration Plan (IRP) as well as for carriers based in those jurisdictions who operate in Pennsylvania.

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

Under the program, the interstate operator is required to file an application with the jurisdiction in which the operator 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 operator to operate interstate or intrastate in member jurisdictions. The cab card will list those jurisdictions to which the operator has apportioned registration fees. The base jurisdiction collects the registration fees ("apportioned fees") for each jurisdiction at one time and divides them among the other jurisdictions according to:

Distance traveled in each jurisdiction.

Vehicle and load weight.

Jurisdiction in which vehicle is titled or "based".

(A "base" is the jurisdiction where one 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.)

The agreements allow both interstate and intrastate vehicle movements provided the registrant has proper interstate or intrastate authority from the appropriate regulatory agency or is exempt from regulation by the regulatory agency.

QUALIFICATIONS

You must register your vehicle(s) apportionately if the vehicle(s) travels or is intended for travel in two or more of the member jurisdictions (see members list on page 3) and:

- is used for the transportation of persons for hire or is designed, used, or maintained primarily for the transportation of property, and
- is a power unit having a gross or registered weight in excess of 26,000 pounds, or
- is a power unit having three or more axles regardless of weight, or
- is used on combination when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Vehicles, or combinations thereof, having a gross vehicle weight of 26,000 pounds or less and two axle vehicles may be apportioned at the option of the registrant.

EXEMPTIONS

The following vehicles are exempt from the apportioned registration program:

1. Government-owned vehicles.
2. City pick up and delivery vehicles.
3. Buses used in transportation of chartered parties.
4. Recreational vehicles (defined as a vehicle used for personal pleasure or travel by an individual or family).
5. Vehicles operating with a restricted plate.

IRP MEMBER JURISDICTIONS

Alabama	Manitoba	Oklahoma
Alberta	Maryland	Ontario
Arizona	Massachusetts	Oregon
Arkansas	Michigan	Pennsylvania
British Columbia	Minnesota	Prince Edward Isle
California	Mississippi	Quebec
Colorado	Missouri	Rhode Island
Connecticut	Montana	Saskatchewan
Delaware	Nebraska	South Carolina
District of Columbia	Nevada	South Dakota
Florida	New Brunswick	Tennessee
Georgia	Newfoundland	Texas
Idaho	New Hampshire	Utah
Illinois	New Jersey	Vermont
Indiana	New Mexico	Virginia
Iowa	New York	Washington
Kansas	North Carolina	West Virginia
Kentucky	North Dakota	Wisconsin
Louisiana	Nova Scotia	Wyoming
Maine	Ohio	

EXAMPLE

To give a very simplified example of how license apportionment applies, we'll take a tractor/trailer (Pennsylvania based for-hire operator) which operates in Pennsylvania, Virginia, Tennessee and Kentucky. The total preceding year mileage for the tractor/trailer was 100,000 with an exact 25,000 miles in each jurisdiction. Under the apportioned registration, the license fees will be computed as follows:

	Jurisdiction Mileage	Percent of Total	X	Full Year Fees (By Jurisdiction) 80,000 lbs.	=	Apportion Fees
Pennsylvania	25,000	25%	X	1687.50	=	421.88
Virginia	25,000	25%	X	1219.00	=	304.25
Tennessee	25,000	25%	X	1300.00	=	325.00
Kentucky	25,000	25%	X	840.00	=	210.00
TOTAL	100,000	100%			=	1261.13

All miles traveled in states where an agreement has not been signed will be calculated on the basis of Pennsylvania fees.

NOTES

DEFINITIONS APPLICABLE

AGENT-LESSOR AND/OR SERVICE REPRESENTATIVE - One who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangement to a carrier for transportation of property by a household goods carriers.

AGREEMENT/BILATERAL AGREEMENT - An agreement for apportioned registration between Pennsylvania and other Jurisdictions and Provinces.

APPLICANT - A person, firm or corporation in whose name the application to apportion a fleet of vehicles is filed.

APPORTIONABLE FEE - Any periodic recurring fee required for licensing or registering vehicles, such as, but not limited to, registration fees, license or weight fees.

AXLE - An assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration, an "axle" is any such assembly whether or not it is load-bearing only part of the time. For example, a single unit truck with a steering axle and two axles in a rear-axle assembly is an apportionable vehicle even though one of the rear axles is a so-called "dummy", "drag", or "pusher" type axle.

AXLE WEIGHT - The weight transmitted to the surface by one axle or a combination of axles in a tandem assembly.

BASE JURISDICTION - 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.

AN ESTABLISHED PLACE OF BUSINESS - A physical structure owned, leased or rented by a fleet registrant the location of which is designated by street number or road location, and which is open during normal business hours and in which are located:

1. a telephone or telephones publicly listed in the name of the fleet registrant,
2. a person or persons conducting the fleet registrant's business, and
3. the operational records of the fleet (unless the records can be made available).

BASE PLATE - The plate issued by the base jurisdiction and the only registration identification plate issued for the vehicle by any member jurisdiction.

Base plates shall be identified by having the word "APPORTIONED" and the jurisdiction's name on the plate.

CAB CARD - A registration card issued only by the Base Jurisdiction for a vehicle of an apportioned fleet which identifies the vehicle, base plate, registered weight by jurisdictions and showing the jurisdictions where the vehicle is properly registered.

CARRIER - An individual, partnership, or corporation engaged in the business of transporting goods or persons.

CHARTERED PARTY - A group of persons who, pursuant to a common purpose and under a single contract, and at a fixed charge for the vehicle in accordance with the carrier's tariff, lawfully on file with the U.S. Department of Transportation, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the chartered group after having left the place of origin.

COMBINATION - A power unit used in combination with trailers and semi-trailers.

COMMERCIAL VEHICLE - Any vehicle operated for the transportation of persons or property in furtherance of any commercial or industrial enterprises, for hire or not for hire.

CONVERTER DOLLY - An auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer. (Sometimes called "CONVERTER GEAR".)

CREDENTIAL - The cab card and apportioned plate issued for vehicles registered under the apportioned registration program.

DEADHEAD - To operate a commercial vehicle from one point to another without transporting any type of cargo.

DOUBLE-BOTTOM COMBINATION - A combination of a power unit pulling two (2) semi-trailers or a semi-trailer and a full trailer.

FIFTH WHEEL - A device used to connect a truck tractor or converter dolly to a semi-trailer.

FLEET - One or more apportionable vehicles.

INTERNATIONAL REGISTRATION PLAN (IRP) - See Agreement.

INTERSTATE OPERATIONS - Vehicle movement between or through two or more jurisdictions.

INTRASTATE OPERATIONS - Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

I.V.D.R. - Individual vehicle distance record.

JURISDICTION - A state, territory, or possession of the United States, the District of Columbia, or a Province of Canada.

LEASE - A written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to the lessee for a specific period of time.

LESSEE - A person, firm or corporation which has the legal possession and control of a vehicle owned by another under the terms of a lease agreement.

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

LONG TERM LEASE - A lease which covers 30 days or more.

MEMBER JURISDICTION - States of the United States and Provinces of Canada which are members of the IRP.

MILEAGE

IN-JURISDICTION MILES - The total number of miles operated by a fleet of apportioned registered vehicles in a jurisdiction during the preceding year.

TOTAL MILES - The total number of miles operated by a fleet of apportioned registered vehicles in all jurisdictions during the preceding year.

MOTOR CARRIER - An individual, partnership, or corporation engaged in the transportation of goods or persons.

COMMON CARRIER - Any motor carrier which holds itself out to the general public to engage in the transportation by motor vehicle of passengers or property for compensation.

CONTRACT CARRIER - Any motor carrier transporting persons or property for compensation or hire under contract to a particular person for compensation.

EXEMPT CARRIER - An individual, partnership, or corporation engaged in the business of transporting exempt goods or persons for compensation.

PRIVATE CARRIER - A person, firm, or corporation which utilizes its own trucks to transport its own freight.

MOTOR VEHICLE - Every vehicle which is self-propelled by power other than muscular power.

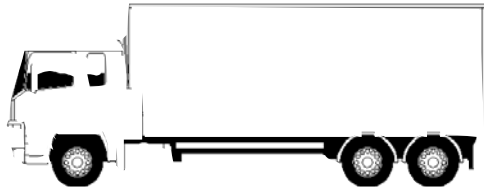
BUS - A vehicle designed for carrying more than nine (9) passengers and used for the transportation of persons.

ROAD TRACTOR (MOBILE HOME TOWER) - Every motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon either independently or any part of the weight of a vehicle or load so drawn.

TRACTOR - A motor vehicle designed and used primarily for drawing other vehicles but not so constructed as to carry a load other than a part of the weight of the vehicles and load so drawn.



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



TRUCK TRACTOR - A motor vehicle designed and used primarily for drawing other vehicles but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.



OPERATIONAL RECORDS - Documents supporting miles traveled in each jurisdiction and total miles traveled such as fuel reports, trip sheet and logs.

PRECEDING REPORTING YEAR - The July 1 - June 30 period which immediately precedes the registration or license year for which apportioned registration is sought.

RECREATIONAL VEHICLE - A vehicle designed or converted and used for personal pleasure or travel.

REGISTERED WEIGHT - The weight for which a vehicle or combination of vehicles have been licensed or registered within a particular jurisdiction.

REGISTRANT - A person, firm, or corporation in whose name or names a vehicle is properly registered.

REGISTRATION YEAR - The twelve month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction. The Pennsylvania registration year is June 1 to May 31.

RESTRICTED PLATE - One that has time (less than a registration year), geographic area, mileage or commodity restriction.

SERVICE REPRESENTATIVE - One who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.

SHORT TERM LEASE - A lease which covers less than 30 days.

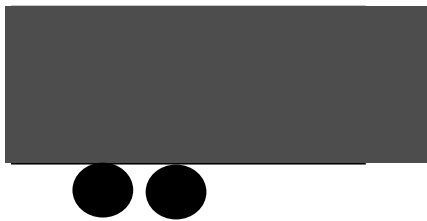
TRAILERS

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

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



UTILITY TRAILER - A full trailer or semi-trailer constructed solely for the purpose of carrying property and not to exceed 6,000 lbs., Declared Gross Vehicle Weight.



TRIP PERMIT - A temporary permit issued by a jurisdiction in lieu of regular apportioned registration.

U.S. DOT NUMBER - Number issued to a motor carrier by U.S. Department of Transportation.

OPERATIONS

OWNER-OPERATOR VEHICLES

Apportioned registration for owner-operators may be accomplished in one of the following procedures.

1. The owner-operator (lessor) may be the registrant and the vehicle may be registered in the name of the owner-operator. The allocation of fees shall be according to the operational records of the owner-operator. The plate and cab card shall be the property of the lessor; or
2. The lessee may be the registrant at the option of the lessor and the vehicle may be registered by the carrier, but in both owner-operator's name and that of the carrier as lessee, with allocation of fees according to the records of the carrier. The plates and cab cards shall be the property of the lessee. It is the obligation of the carrier as lessee to reimburse the lessor for the unused portion of any registration fees transferred to a newly acquired vehicle when the lease is cancelled between the parties. Reimbursement must be made within 30 days of the transfer.

LEASED VEHICLES

(Rental Vehicles - See Appendix)

- A. An apportioned operator may temporarily lease equipment to another apportioned fleet operator and the lessor shall be responsible for reporting, on the apportioned application, the miles traveled by the leased equipment. The lessee shall be the person using and operating the equipment by the lease agreement. The leased vehicle must bear apportioned credentials and be operated only in the jurisdiction to which fees have been paid or a trip permit will be required.
- B. Full fee Pennsylvania carriers may temporarily lease apportioned registered vehicles bearing proper Pennsylvania credentials, provided the apportioned carrier reports the mileage traveled while the equipment is under lease. The Pennsylvania full-fee carrier must send a report of mileage traveled by the leased equipment to the apportioned carrier.
- C. An apportioned vehicle may be leased to a non-apportioned carrier. The lessor shall be responsible for reporting the mileage traveled by the leased equipment. The leased vehicle must bear apportioned credentials and can be operated in Pennsylvania only if fees have been paid to Pennsylvania, otherwise a trip permit will be required.

HUNTER PERMIT

Pennsylvania will provide a means of temporary registration for owner-operators not operating as a lessor. Such registration is a restricted permit issued for a registered gross weight not in excess of the empty weight of the vehicle.

An owner-operator may apply for a 20-day hunter permit by submitting form MV-585 with a fee of \$10.00 to the Commercial Registration Section or by purchasing the permit from the lessee or permit agent. (Not all lessees carry these permits.)

HOUSEHOLD GOODS CARRIERS

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

If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name and the Household Goods Carrier shall be indicated as lessee. The apportionment of fees shall be according to the combined records of the service representative and those of the carrier. Such records must be kept or made available in the service representative's base jurisdiction.

If the base jurisdiction of the Household Goods Carrier is selected, the equipment shall be registered by the carrier and the service representative shall be designated as lessor. The apportionment of fees shall be according to the mileage records of the carrier and the service representative which must include intrastate 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 selection shall be full registered for operators under their own authority as well as under the authority of the carrier.

BUSES

Common carriers of passengers must apportion registration unless the bus is used exclusively for charter.

Common carriers of passengers having any doubt as to whether they should file an Apportioned Registration application should contact the Bureau of Motor Vehicles - Commercial Registration Section for assistance.

NOTES

APPLICATIONS

GENERAL INFORMATION

Application forms for apportioned registration are available from the Bureau of Motor Vehicles, Commercial Registration Section, P.O. Box 68286, Harrisburg, PA 17106-8286.

The registration year period in Pennsylvania begins June 1 and ends midnight May 31 of the following year.

To ensure processing and receipt of registration credentials by above deadline (May 31), the apportioned registration application must be filed between March 1 and April 20.

The following forms must be completed to obtain Pennsylvania Apportioned Registration.

Pennsylvania Schedule A (Form MV-550)

Pennsylvania Schedule B (Form MV-551)

For changes during the year, the Pennsylvania Supplement Schedule (Form MV-552) must be used.

Instructions for completing forms are contained in this manual.

It is the applicant's responsibility to properly complete all forms necessary to register vehicles under the apportioned registration program. If required information is missing from submitted applications, the applicant will be called, or the application will be returned. The Commercial Registration Section staff will aid in any way possible.

All apportioned applications will be processed through the Bureau of Motor Vehicles, Commercial Registration Section. Transactions concerning titling or transfer of the title may also be handled by the Commercial Registration Section. Copy of log records must be submitted with original application or within six (6) months after initial registration.

Under the IRP agreement, the member jurisdictions will not honor applications mailed directly to them by an out-of-state carrier.

Please do not send fees for apportioned registration with the application. Pennsylvania will send a billing notice for payment due. This will help ensure correct payment, avoid over or underpayments and speed the mailing of credentials.

Even though an application has been filed, the vehicle is not legal to operate on Pennsylvania highways without a trip permit, temporary authorization, or telegraphic authority in lieu of the registration credentials. (See temporary registration section.)

OTHER REQUIREMENTS

1. The Heavy Vehicle Use Tax is imposed only on highway motor vehicles which have a taxable gross weight or combination weight of at least 55,000 pounds. An exemption from the tax is provided for vehicles that will not be used for more than 5,000 miles on public highways during any taxable period and to agricultural vehicles not used for more than 7,500 miles on public highways during any taxable period.

Federal regulations require all states to verify payment of, or exemption from the tax before issuing or renewing vehicle registrations. Owners of vehicles affected do not need proof of payment of the tax if they have owned the vehicle for less than 60 days. However, this is not an exemption from actual payment of the tax.

A registrant of an affected vehicle must submit to the Bureau of Motor Vehicles, Form 2290, Schedule 1, with all registration renewal applications. A copy of IRS Form 2290, Schedule 1 must also be included with title/registration applications if the vehicle has been owned for more than 60 days.

Form 2290, Schedule 1 must be validated by the Internal Revenue Service as proof of payment of the Heavy Vehicle Use Tax. If you do not have a copy of your validated Form 2290, Schedule 1, submit a photocopy of your unvalidated, completed Form 2290, Schedule 1 along with a photocopy of both sides of your cancelled check showing payment to the IRS for this tax.

If the name of the taxpayer listed on Form 2290, Schedule 1 is not the same name as the registrant listed on Department records, the Form 2290, Schedule 1 will be processed as proof of tax payment if a written statement accompanies the form. The statement must include a list of the VIN's for the applicable vehicles and written confirmation of Heavy Vehicle Use Tax payment for the listed vehicles. The statement must be executed and signed by the person whose name appears on Form 2290.

2. Insurance - - Financial Responsibility as required by Pennsylvania law must be maintained continuously throughout a registration year for all vehicles on Pennsylvania highways.
3. Certificate of Title - - The owner or lessor shall hold in his or her name a negotiable Pennsylvania Certificate of Title or a negotiable title issued by another jurisdiction for each vehicle. If the registration of the vehicle has not been previously apportioned in the applicant's name and the vehicle is titled in a jurisdiction other than Pennsylvania, a photocopy of the title must be included with the registration application. When a fleet vehicle is not currently titled in Pennsylvania or another jurisdiction, the owner or lessor shall secure the title from another jurisdiction or make application for Pennsylvania title using the prescribed form MV-1. These application forms may be obtained from any notary public. Return the completed forms along with all other papers necessary to secure apportioned registration.

New Vehicles: Include the Manufacturers Certificate of Origin indicating the empty weight of the vehicle and a tracing of the VIN plate and GVWR plate. Mileage should be indicated on the Certificate of Origin or on the "Odometer Reading" form, for vehicles under 16,000 pounds. Sales tax of six percent (6%) must be paid unless vehicle is exempt from the tax, seven percent (7%) if you are located in City of Philadelphia or Allegheny County.

Used Vehicles: Include the outstanding negotiable title properly executed showing the empty weight of the vehicle. List the mileage as the time of sale on the title or on the MV-1 form. Sales tax of six percent (6%) must be paid unless vehicle is exempt from tax, seven percent (7%) if you are located in City of Philadelphia or Allegheny County.

Leased Vehicles: The lessee shall not be issued a title in his or her name, however if the lessor of a vehicle is holding Certificate of Title issued by another jurisdiction, the lessee shall provide the Commercial Registration Section with a photocopy of the title to verify the lessor's ownership of the vehicle.

ORIGINAL APPLICATION

In order to establish a fleet of proportional registration, Schedules A and B must be completed. Owners/operators must attach a copy of their lease agreement. The lease shall contain the following:

1. The complete and full names of the lessor and lessee.
2. A description of the leased or rented vehicle by year, make and identification number.
3. The effective and expiration dates of the lease or rental agreement.
4. The signatures of the lessee and lessor or their duly authorized agents.

RENEWAL APPLICATION

In August, the Phase I mileage report will be mailed by the Bureau of Motor Vehicles to Pennsylvania carriers presently apportioned. The mileage report must be completed and returned to the Department by mid-October.

In February, the Phase II apportioned renewal application form will be mailed. This computer printout will show all information as it was the previous year, along with the mileage figures which had been submitted on the Phase I mileage report.

Instructions for Schedule "A":

- Verify all pre-printed information.
- Using red ink, draw a line through those units or states you want to delete.
- Using red ink, list any vehicles or states that were added to your fleet after February of the current year.
- Make any other corrections in red ink.
- If not pre-printed, enter vehicle Federal operating authority numbers (US DOT numbers) in red ink.
- Place an "X" in the last column behind any vehicle operated more than 10,000 miles in the state of Colorado.

Instructions for Schedule "B":

- Using red ink, change the total number of vehicles if you added or deleted vehicles on Schedule "A".
- Verify the pre-printed mileage. Complete or correct the mileage data, as necessary, using red ink. List any actual miles for all jurisdictions, in which you traveled, during the current reporting period.
- If you did not travel in a jurisdiction during the current reporting period, and you wish to apportion in that jurisdiction, list a reasonable one-year estimate for that jurisdiction along with an explanation as to how you arrived at that estimate. IF THE ESTIMATE IS NOT REASONABLE, THE COMMERCIAL REGISTRATION SECTION WILL INSERT MILES BASED ON AN AVERAGE OF ACTUAL MILES OPERATED BY OTHER CARRIERS. Using estimated mileage (designated by the letter "D") for a second year will cause the total percentage to exceed 100 percent. We will delete from your record any jurisdiction where the mileage is left blank.
- In the space provided, enter your insurance information and your Employer Identification Number (EIN), if not pre-printed. If you do not have an EIN, please list your Social Security Number (SSN).

At the option of the registrant of an apportioned bus fleet, total distance may be the sum of all actual in-jurisdiction miles or kilometers or a sum equal to the scheduled route miles or kilometers per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.

If not pre-printed, enter your US DOT number. There are two locations that require a US DOT number. The first is located on Schedule A in the column marked "VEH US DOT". In this column, please list YOUR OWN US DOT number next to the vehicles that operated under your US DOT number. If you have vehicles that are leased to a company, list the LEASING COMPANY'S US DOT number. If you have vehicles that are leased to a company, list the LEASING COMPANY'S US DOT number next to those vehicles. The second location is on schedule B. Please place YOUR OWN US DOT number in the column marked "US DOT #". If you do not have a DOT number, indicate this by printing the word "none" in red ink in the spaces provided for the US DOT number. The Commercial Registration Section will send you an application to obtain a US DOT number. APPORTIONED RENEWAL APPLICATIONS WILL NOT BE PROCESSED UNTIL YOU HAVE GIVEN US YOUR US DOT NUMBER.

If currently qualified units are not to be re-registered, and the plate is not being transferred, **the license plate must be returned** to the Commercial Registration Section by June 10. **If not returned, it will be assumed vehicle(s) is(are) being operated in the new registration year and fees will be due. Failure to return the apportioned registration plate will result in assessment of a full 12 month registration fee for the plate according to the previously registered weight of the vehicle on which the plate was used.**

Motor Carrier Definition and Inspection Self-Certification

A motor carrier vehicle is now defined as a truck, truck tractor or combination having a gross vehicle weight rating, gross combination weight rating, registered gross weight, registered combination weight or actual gross weight of 17,001 pounds or more. Or, a truck, truck tractor or combination weight rating, registered gross weight, registered combination weight or actual gross weight of 10,001 pounds or more. At the time of renewal, motor carrier vehicles are now required to include a self-certification of vehicle safety inspection.

SUPPLEMENTAL APPLICATION

Additions and Deletions

After an original application has been filed, vehicles can be added or deleted or weights can be changed by filing a supplemental application form in the same manner as the original. The forms should be filed within five (5) days after a vehicle has been added or deleted so that proper credentials can be issued.

Registration fees for supplemental applications are calculated from the date of purchase or lease, unless the vehicle was previously registered in the fleet, then the fees shall be calculated upon an annual rate. When a supplemental application is filed to add a unit and delete a similar unit, the registration fees will be transferred from the deleted unit to the added unit for the proper fees. However, if the supplemental application is not filed within five (5) days after the new unit receives a temporary authorization, the carrier may be subject to penalty.

The registration fees may be transferred from the deleted vehicle to the added vehicle, if the deleted vehicle was sold or destroyed or if the long term lease on the vehicle is being terminated on or before the date the replacement vehicle was acquired by the registrant. To transfer the registration fees, the cab card for the deleted vehicle must be returned with the supplemental application.

Once apportioned fees have been paid on a vehicle by a carrier during the year and the vehicle is deleted from the fleet, this vehicle cannot again be added to the fleet during the year except by again paying the necessary apportioned fees for the vehicle.

A carrier may transfer a tag to a vehicle leased from an owner-operator which had been registered in the fleet previously if the new lease is executed one month or more after the previous lease was terminated.

Pennsylvania allows apportioned registration to be transferred from the deleted unit to the added unit; however, no refund can be made where a vehicle is deleted and there is no vehicle added to which the apportioned registration can be transferred. The transfer of the plate may be completed any time during the current registration year.

Pennsylvania allows apportioned registration to be transferred from one fleet to another existing fleet of the same carrier. The cab card must be surrendered with the supplement. Credit will be allowed for the Pennsylvania fees already paid on such unit. If the percent is greater in the transferred fleet, a billing notice will be sent for the fees due.

If an additional vehicle is replacing a vehicle presently part of the fleet, and the vehicles are of like gross weight, no additional registration fee is due for most jurisdictions. However, some jurisdictions do not allow transfer credit. If the additional vehicle is of a greater gross weight than the vehicle removed from the fleet, additional registration fees are due, based upon the difference between the registration fees applicable for the two gross weights and the difference multiplied by your mileage percentage. A transfer fee of six dollars (\$6.00) will also be charged. The cab card for the deleted vehicle must be returned with the supplement. The supplement cannot be processed until this old cab card is received. The new vehicle CANNOT be operated on the transferred license until the new cab card is on the vehicle except by temporary authorization (See temporary registration section).

An application for lost license plate will not be accepted when a transfer is being made by supplemental application and credit on the vehicle cannot be transferred under this circumstance unless the original cab card is surrendered with the supplement. An application for a replacement cab card will not be accepted when a supplement is filed. Credit cannot be allowed for any deleted vehicles unless the cab card accompanies the supplemental application.

Because of the registration system requirements, different transactions cannot be combined on one supplemental application. A separate supplemental form should be used:

1. To show deletions.
2. To show additions.
3. To show even transfer (one vehicle being added for a vehicle being deleted).
4. For increasing and decreasing weights.
5. To transfer and change weight.
6. To correct or change a lessor, VIN, year, make, etc.

Vehicle Sold

When a vehicle is sold, the apportioned license must be removed from the vehicle. A supplemental application must be filed with the Commercial Registration Section, with the original cab card attached. The registrant may keep the apportioned license plate for possible transfer to another vehicle.

Vehicle Junked or Destroyed

When the vehicle is junked or destroyed, the license plate must be removed from the vehicle for possible transfer to a substituted vehicle. The supplemental application must be filed with the Commercial Registration Section, with the original cab card of the junked or destroyed vehicle attached to the supplemental application.

ADDED JURISDICTIONS

After filing an original apportioned application for a particular registration year, a registrant may expand his operation into or through a jurisdiction not previously included by filing a Schedule F showing the desired weight in the new member jurisdiction and estimated miles for that jurisdiction.

For this expanded operation, registrants will pay in excess of 100% registration fees. In lieu of estimating mileage for these expanded operations, registrants may elect to operate with trip permits.

On an apportioned renewal application for a particular registration year, a registrant may expand operations into or through jurisdictions for which the registrant has no mileage history by estimating miles in those jurisdictions. List on Schedule B the jurisdiction for which miles are estimated and provide a statement explaining why miles were estimated as well as the method of determining these estimated miles. These miles will be included in the 100% registration fees.

Registrants estimating miles in any jurisdiction for a second consecutive registration year will pay in excess of 100% registration fees.

Registrants may reduce their operation by eliminating jurisdictions, however, if the jurisdictions need to be added back to the operations during the registration year, the carrier must use the actual number of miles traveled in those jurisdictions from the preceding year.

INSTRUCTIONS FOR
COMPLETION OF
FORMS

MV-550 (1-05)

APPORTIONED REGISTRATION APPLICATION - SCHEDULE A

BUREAU OF MOTOR VEHICLES
COMMERCIAL REGISTRATION SECTION
P.O. BOX 68286
HARRISBURG, PA 17106-8286

Name of Applicant	E.I.N.	Account Number	License Year	Page
A	C	F	E	G
Business Address	Mailing Address	Contact Person		
B	D	H		
City	County	State	Zip	U.S. DOT #
B	I	J		

UNITS LISTED ON PAGE WILL BE AUTHORIZED TO OPERATE IN THE STATES AND AT THE WEIGHTS LISTED BELOW. EXCEPTIONS ON ANY STATE OR WEIGHT SHOULD BE GROUPED ON SEPARATE PAGES.

Equipment Number	Vehicle Serial or Identification Number	Year & Make	* Type	Axes/ Seats	** Fuel	Unladen or Chassis Wt.	Gross Weight	Combined Gross Wt.	U.S. DOT #
1	2	3	4	5	6	7	8	9	10
Lessor / Lessee or Pool		Factory Price	Purchase Price	PA Title Number		Current Tag No. and State			
11	12	13	14	15		16			
AL	AB	AR	BC	CA	CO	CT	DC	DE	FL
GA	ID	IN	IA	KS	KY	LA	MA	MB	ME
MD	MI	MS	MO	MT	NE	NV	NB	NF	NH
NJ	NM	NC	ND	NS	OH	OK	ON	OR	PE
QC	RI	SC	SD	TN	TX	UT	VT	VA	WA
							WV	WI	WY

NOTE PAD

Equipment Number	Vehicle Serial or Identification Number	Year & Make	* Type	Axes/ Seats	** Fuel	Unladen or Chassis Wt.	Gross Weight	Combined Gross Wt.	U.S. DOT #
Lessor / Lessee or Pool		Factory Price	Purchase Price	PA Title Number		Current Tag No. and State			

Equipment Number	Vehicle Serial or Identification Number	Year & Make	* Type	Axes/ Seats	** Fuel	Unladen or Chassis Wt.	Gross Weight	Combined Gross Wt.	U.S. DOT #
Lessor / Lessee or Pool		Factory Price	Purchase Price	PA Title Number		Current Tag No. and State			

* VEHICLE TYPE TT - Truck Tractor TR - Tractor TK - Truck (Single)	BS - Bus CG - Converter Gear DB - Double Bottoms
** FUEL D - Diesel G - Gasoline P - Propane	

Insurance Company Name		K
Policy Number	Effective Date	Expiration Date
K	K	K

Number of duplicate cab cards for each vehicle in the fleet **L**

I acknowledge that I may lose my operating privilege or vehicle registration for failure to maintain financial responsibility on the currently registered vehicle for the period of registration. My signature attests to knowledge of all applicable State and Federal Motor Carrier safety laws and regulations.

By _____ M _____ (Owner or Authorized Representative) Title _____ M _____ Date _____ M _____

SCHEDULE A INSTRUCTIONS

Complete a separate Schedule A for each series of weight designations (see number 17)

FLEET INFORMATION

Name of Applicant	A	Name of the person, firm or corporation requesting apportioned registration.
Business Address	B	(Street, city, county, state, zip code) - Where the applicant has an established place of business, maintains records, or accumulates mileage. A post office box without a physical address number is unacceptable.
E.I.N. Number	C	Employee Identification Number.
Mailing Address	D	(Street, city, county, state, zip code) - All correspondence and credentials will be sent to this address. A post office box number is acceptable. However, for delivery purposes, a physical address must be included.
License Year	E	The year in which you wish to be registered.
Account Number	F	Use Account Number space only if you have been assigned a number by the Bureau of Motor Vehicles. Leave the space blank if securing apportioned registration for the first time. An application must be filed for each fleet to be registered. Number each fleet in order (e.g. fleet 1,2,3, . . .) and put the fleet number in the box.
Page	G	Consecutively number the pages.
Person to Contact	H	The name of the person who should be contacted in the event there are questions concerning the application.
Phone Number	I	The phone number of the person listed in H.
U.S. DOT Number	J	Number issued to carrier by U.S. Department of Transportation. This number will be the US DOT number assigned to you.
Insurance	K	The insurance company name, policy number, effective date and expiration date (or agent if binding coverage) that maintains the required PA insurance for the fleet. If more than one company covers the fleet, list company and policy number for each vehicle and the VIN on the reverse of Schedule A.
Duplicate	L	The number of duplicate cab cards desired for each vehicle in the fleet. (Fee: \$1.50 per duplicate per vehicle on a Schedule A.)
Signature/Title	M	The original signature of the person authorized to apply for apportioned registration and title held in company.

When ever an applicant owns the equipment listed on the application, the name appearing on each of the following shall match:

1. Name of applicant for apportioned registration.
2. Name on vehicle title.

SCHEDULE A INSTRUCTIONS (Continued)

- Name of individual or business legally certified if operating as a private hauler, or name on certificate and/or permit of authority if operating as a common carrier, contract carrier or exempt for hire carrier.

VEHICLE INFORMATION

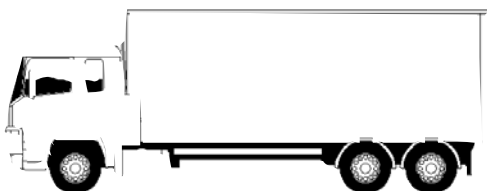
Equipment Number	1	Show the equipment or unit number assigned by applicant. Be sure to use different unit numbers for each vehicle listed. It is suggested that units of the same gross or combined gross weight be listed consecutively.
Vehicle Identification Number	2	Show complete serial (VIN) number as listed on MCO or title.
Year and Make	3	The model year of each vehicle. The trade name of each vehicle (Mack, Ford, GMC, etc.). Refer to Abbreviation Section of this manual.
Type	4	Refer to key at bottom of Schedule A and the definitions in this manual.
Axles/Seats	5	Enter the number of axles for each truck or trailer or the number of seats for each bus.
Fuel	6	The type of fuel used by the vehicle, (D) diesel, (G) gasoline, (PO) propane.]
Unladen or Chassis Weight	7	The weight of the vehicle fully equipped for service excluding the weight of any load. (See drawing below.)



Tractor Unladen Weight

Semi-Trailer Unladen Weight

Gross Weight	8	The unladen (empty) weight of a vehicle plus the weight of the load carried on that vehicle. For vehicles in combination, the gross weight of the power unit would be the empty weight of the truck/tractor plus the loaded weight of the front end of the semi-trailer resting on the truck/tractor. (See drawings below.)
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Truck Gross Weight



Truck Gross Weight

Semi-Trailer Gross Weight

SCHEDULE A (Continued)

Combined Gross Weight 9 For vehicles in combination, combined gross weight shall mean weight of a truck or tractor, plus the weight of any trailer or semi-trailer, together with the cargo or pay load transported. This column will be used to determine the registered weight for Pennsylvania. For buses, use this space to indicate the horsepower of the bus. See drawing below.



Combined Gross Weight

U.S. DOT Number 10 Seven digit number issued to interstate motor carriers by the U.S. Department of Transportation. In this space list your US DOT number or the US DOT number of the leasing company if the vehicle is leased.

Lessor/Lessee 11 The owner/operator of each vehicle or the name of the person or firm or corporation from whom a vehicle is leased.

Date of Purchase or Lease 12 The month and year vehicle was purchased by present owner (if the owner is the registration applicant) or leased by lessee/registrant.

Factory Price 13 90% of the manufacturer's retail price, excluding the trade-in and sales or use tax, including accessories attached to the vehicle.

Purchase Price of Vehicle 14 The actual purchase price of the vehicle paid by the current owner excluding any trade-in and sales or use tax.

Title Number and State 15 Enter the number shown on the title and the initials of the state where titled. If the lessor is a resident of another state, proof of title is required: a copy of the title or a copy of the preceding year's registration showing title number.

Current License Plate Number 16 Enter the tag number and the issuing state of the tag presently on the vehicle.

Weight 17 List the weight to be carried in each state in which apportioned registration is desired.

For each jurisdiction, the gross weight for single truck or the combined gross weight for combination units must be shown for each power unit apportioned.

An applicant may elect to register a vehicle at a different gross vehicle weight in member jurisdictions. Example: if the applicant desires to register in Iowa at 80,000 pounds and only 74,000 pounds in Texas, the applicant must show 80,000 pounds for Iowa and 74,000 for Texas. the applicant will pay the Iowa fees based on 80,000 pounds and the TEXas fees based on 74,000 pounds. The cab card issued with indicate the applicant has paid fees for a combined weight of 80m,000 pounds in Iowa and 74,000 in Texas.

MV-550 (1-05)

APPORTIONED REGISTRATION APPLICATION - SCHEDULE A

BUREAU OF MOTOR VEHICLES
COMMERCIAL REGISTRATION SECTION
P.O. BOX 68286
HARRISBURG, PA. 17106-8286

Name of Applicant John Doe Trucking	E.I.N. 23-1234567	License Year 06/07	Account Number	Page
Business Address 360 Mountain Road	Mailing Address Same	Contact Person Jane Doe		
City Anywhere	State PA	Zip 17000	Phone Number 1724-000-1111	U.S. DOT # 178923

UNITS LISTED ON PAGE WILL BE AUTHORIZED TO OPERATE IN THE STATES AND AT THE WEIGHTS LISTED BELOW. EXCEPTIONS ON ANY STATE OR WEIGHT SHOULD BE GROUPED ON SEPARATE PAGES.

Equipment Number	Vehicle Serial or Identification Number	Year & Make	Type	Axles/ Seats	** Fuel	Unladen or Chassis Wt.	Gross Weight	Combined Gross Wt.	U.S. DOT #
AL	AB	AZ	AR	BC	CA	CO	CT	DE	FL
GA	ID	IL	IN	IA	KS	KY	LA	MA	ME
MD 80,000	MI	MN	MS	MO	MT	NE	NV	NB	NH
NJ	NM	NY	NC	ND	NS	OH	OK	ON	PE
QC	RI	SK	SC	SD	TN	TX	UT	VT	WA
								WV	WY

NOTE PAD

Equipment Number 12	Vehicle Serial or Identification Number XXXXX000X	Year & Make 85 Inter	Type TT	Axles/ Seats 3/5	** Fuel D	Unladen or Chassis Wt. 16500	Gross Weight 80,000	Combined Gross Wt. 80,000	U.S. DOT # 68945
Lessor / Lessee or Pool Jack Frost		Lease/Purchase Date 8/06	Factory Price 115,000	Purchase Price 115,000	PA Title Number 555666401		Current Tag No. and State AD00555		

Equipment Number	Vehicle Serial or Identification Number	Year & Make	Type	Axles/ Seats	** Fuel	Unladen or Chassis Wt.	Gross Weight	Combined Gross Wt.	U.S. DOT #
Lessor / Lessee or Pool	Lease/Purchase Date	Factory Price	Purchase Price	PA Title Number		Current Tag No. and State			

Equipment Number	Vehicle Serial or Identification Number	Year & Make	Type	Axles/ Seats	** Fuel	Unladen or Chassis Wt.	Gross Weight	Combined Gross Wt.	U.S. DOT #
Lessor / Lessee or Pool	Lease/Purchase Date	Factory Price	Purchase Price	PA Title Number		Current Tag No. and State			

* VEHICLE TYPE TT - Truck Tractor TR - Tractor TK - Truck (Single)	BS - Bus RT - Road Tractor ST - Semi-Trailer TL - Full Trailer
** FUEL D - Diesel G - Gasoline P - Propane	

Insurance Company Name	Effective Date	Expiration Date
Policy Number		

Number of duplicate cab cards for each vehicle in the fleet _____

I acknowledge that I may lose my operating privilege or vehicle registration for failure to maintain financial responsibility on the currently registered vehicle for the period of registration. My signature attests to knowledge of all applicable State and Federal Motor Carrier safety laws and regulations.

By Jane Doe (Owner or Authorized Representative) Title _____ Owner _____ Date 05/01/06

NOTES

Name of Applicant _____
1

ACCOUNT NO. _____ 2
LICENSE YEAR _____ 3

FLEET MILEAGE FOR PERIOD JULY 1, 20 ____ THROUGH JUNE 30, 20 ____

ENTER AN "X" IN THE BOX IN FRONT OF EACH MEMBER JURISDICTION FOR WHICH YOU ARE APPLYING FOR PROPORTIONAL REGISTRATION. IN THE "CODE" BLOCK ENTER AN "E" FOLLOWING ANY MILEAGE WHICH IS ESTIMATED, ENTER A "D" FOLLOWING MILEAGE WHICH IS A SECOND YEAR ESTIMATE AND ENTER AN "N" FOLLOWING ANY MILEAGE FOR A JURISDICTION WHICH YOU ARE NOT APPORTIONED THIS YEAR FOR WHICH YOU HAD MILES FOR THE REPORTING PERIOD. DO NOT COMBINE THE MILES OF ANY TWO OR MORE JURISDICTIONS.

JURISDICTION	MILEAGE	CODE	JURISDICTION	MILEAGE	CODE	JURISDICTION	MILEAGE	CODE
<input type="checkbox"/> Alabama	6		<input type="checkbox"/> Manitoba			<input type="checkbox"/> Ohio		
<input type="checkbox"/> Alaska			<input type="checkbox"/> Maryland			<input type="checkbox"/> Oklahoma		
<input type="checkbox"/> Alberta			<input type="checkbox"/> Massachusetts			<input type="checkbox"/> Ontario		
<input type="checkbox"/> Arizona			<input type="checkbox"/> Mexico			<input type="checkbox"/> Oregon		
<input type="checkbox"/> Arkansas			<input type="checkbox"/> Michigan			<input type="checkbox"/> Pennsylvania		
<input type="checkbox"/> Brit. Columbia			<input type="checkbox"/> Minnesota			<input type="checkbox"/> Prince Ed. Is.		
<input type="checkbox"/> California			<input type="checkbox"/> Mississippi			<input type="checkbox"/> Quebec		
<input type="checkbox"/> Colorado			<input type="checkbox"/> Missouri			<input type="checkbox"/> Rhode Island		
<input type="checkbox"/> Connecticut			<input type="checkbox"/> Montana			<input type="checkbox"/> Saskatchewan		
<input type="checkbox"/> Delaware			<input type="checkbox"/> Nebraska			<input type="checkbox"/> South Carolina		
<input type="checkbox"/> Dist. Columbia			<input type="checkbox"/> Nevada			<input type="checkbox"/> South Dakota		
<input type="checkbox"/> Florida			<input type="checkbox"/> Newfoundland			<input type="checkbox"/> Tennessee		
<input type="checkbox"/> Georgia			<input type="checkbox"/> New Brunswick			<input type="checkbox"/> Texas		
<input type="checkbox"/> Idaho			<input type="checkbox"/> New Hampshire			<input type="checkbox"/> Utah		
<input type="checkbox"/> Illinois			<input type="checkbox"/> New Jersey			<input type="checkbox"/> Vermont		
<input type="checkbox"/> Indiana			<input type="checkbox"/> New Mexico			<input type="checkbox"/> Virginia		
<input type="checkbox"/> Iowa			<input type="checkbox"/> New York			<input type="checkbox"/> Washington		
<input type="checkbox"/> Kansas			<input type="checkbox"/> North Carolina			<input type="checkbox"/> West Virginia		
<input type="checkbox"/> Kentucky			<input type="checkbox"/> North Dakota			<input type="checkbox"/> Wisconsin		
<input type="checkbox"/> Louisiana			<input type="checkbox"/> Northwest Terr.			<input type="checkbox"/> Wyoming		
<input type="checkbox"/> Maine			<input type="checkbox"/> Nova Scotia			Total 100% Fleet Miles	7	

Explain in detail how & why mileage is estimated: _____ 8

TYPE OF OPERATION
State of Incorporation _____ 9
U.S. DOT No. _____ 10
PA Utility Comm. Certificate No. _____ 11
Canadian Province Authority No. _____ 12

Haul for Hire 13 Household Goods Carrier
 Private Carrier Rental Company
 Exempt Carrier Passenger Carrier
Exempt
Commodity: _____

Unless otherwise indicated, I hereby certify the mileage shown on this schedule represents all intrastate and interstate mileage (including miles while trip lease to other carriers) traveled by this fleet of vehicles for the designated reporting period. Further, the mileage shown include loaded and empty (deadhead and/or bobtail) miles.

14

Signature of Owner or Authorized Representative 25 Title of Representative Date

Schedule B - Original Mileage Schedule

This schedule is one of the two schedules required for the Bureau of Motor Vehicles to process an application for apportioned registration.

The applicant must list the total mileage traveled (loaded and empty) in each jurisdiction for the mileage reporting period. Do not combine miles of any two or more jurisdictions. The mileage is for power units only, not trailers.

SCHEDULE B INSTRUCTIONS

VEHICLE INFORMATION

- | | | |
|-------------------|---|--|
| Name of Applicant | 1 | Name of person, firm or corporation requesting apportioned registration. |
| Account Number | 2 | Use this space only if you have been assigned a number by the Bureau of Motor Vehicles. Leave this space blank if securing apportioned registration for the first time. |
| License Year | 3 | The year in which you wish to be registered. use the year which begins the registration period. |
| Reporting Period | 4 | The mileage reporting period is from July 1 through June 30 immediately preceding the registration year for which proportional registration is sought. |
| Jurisdiction | 5 | Check box for each IRP state in which you wish to be registered. (See member jurisdictions.) |
| Mileage | 6 | Enter the miles traveled in all states during the reporting period whether you are apportioning registration in all of those states or not. if this is the first year an apportioned registration application has been filed and mileage cannot be computed for a particular fleet on the basis of actual operations during the reporting period, estimated mileage will be acceptable. Estimated mileage shall be based on the proposed operation of the fleet during the entire year for which registration is sought. |
| Total Mileage | 7 | Enter total mileage for all jurisdictions. |

NOTE: Pennsylvania does not require that you compute mileage percentages; however, if for any reason you need the percentages, proceed as follows - compute the percentages of miles operated in each jurisdiction by dividing each jurisdiction's mileage by the total fleet miles (carried out to 5 places). The general rule - "to consider one half or over to the nearest whole" - shall be applicable when rounding of the last digit in the percentage.

At the option of the registrant, of an apportioned bus fleet, total distance may be sum of all actual in-jurisdiction miles or kilometers or a sum equal to the scheduled route miles or kilometers per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.

- | | | |
|-------------------|---|--|
| Estimated Mileage | 8 | Must be clearly marked "estimate". Explain the estimated mileage by giving type of operations, its location, routes, frequency, and any additional information which will explain the basis for estimated mileage in the space provided. |
|-------------------|---|--|

SCHEDULE B - ORIGINAL MILEAGE SCHEDULE (Continued)

State of Incorporation	9	Enter state where business was incorporated. Leave blank if not applicable.
U.S. DOT Number	10	Enter number assigned by the United States Department of Transportation.
Public Service Number	11	Enter registration number assigned by the Public Utilities Commission. Leave blank if not applicable.
Canadian Province Authority Number	12	Required for operation in any Canadian Province.
Operation	13	Enter X in the boxes which describe your business operation. If exempt carrier, name the load which is carried.
Signature Title and Date	14	The original signature of the person authorized to apply for apportioned registration, title and date.

Estimated Mileage - Fleets Traveling EAST of the Mississippi

AL	182	ID		MN		ND		SD	
AK		IL	343	MS	80	NT		TN	239
AB		IN	1,201	MO		NS		TX	
AZ		IA		MT		OH	4,241	UT	
AR		KS		NE		OK		VT	233
BC		KY	514	NV		ON	497	VA	1,843
CA		LA	166	NF		OR		WA	
CO		ME	355	NB	137	PA	26,001	WV	1,083
CT	1,675	MB	955	NH	323	PE		WI	224
DE	810	MD	2,551	NJ	4,894	QC	161	WY	
DC	31	MA	1,430	NM		RI	277		
FL	2,117	MX		NY	3,667	SK			
GA	843	MI	1,495	NC	1,196	SC	951	TOTAL	60,715

Estimated Mileage - Fleets Traveling WEST of the Mississippi

AL	806	ID	205	MN	190	ND	72	SD	94
AK	386	IL	1,458	MS	479	NT	11	TN	1,727
AB	22	IN	2,129	MO	855	NS	9	TX	1,707
AZ	1,333	IA	580	MT	224	OH	6,430	UT	330
AR	771	KS	289	NE	632	OK	922	VT	101
BC	14	KY	828	NV	403	ON	297	VA	4,038
CA	2,087	LA	479	NF	4	OR	287	WA	248
CO	303	ME	292	NB	50	PA	29,735	WV	1,439
CT	1,368	MB	19	NH	145	PE	3	WI	419
DE	449	MD	2,924	NJ	4,307	QC	92	WY	581
DC	17	MA	953	NM	1,183	RI	130		
FL	1,465	MX	203	NY	4,161	SK	20		
GA	1,597	MI	632	NC	1,836	SC	1,420	Total	86,194

This estimated mileage chart is based on the average actual mileage of current accounts.

If no actual mileage was accumulated in a state in which you wish to apportion, a reasonable estimate covering one year of operation should be listed along with an explanation on how you arrived at that figure. If you do not have a reasonable estimate and explanation, you must use the estimated figures above. If the Department determines that the listed estimate is not reasonable or the explanation is not reasonable, the above estimated mileage will be used to compute the fees.

MV-551 (08-01)

**PENNSYLVANIA APPORTIONED
REGISTRATION APPLICATION - SCHEDULE B**

Name of Applicant
Pennsylvania Trucking Company

FLEET MILEAGE FOR PERIOD JULY 1, 20 04 THROUGH JUNE 30, 20 05

ACCOUNT NO. _____
LICENSE YEAR 2004-2005

ENTER AN "X" IN THE BOX IN FRONT OF EACH MEMBER JURISDICTION FOR WHICH YOU ARE APPLYING FOR PROPORTIONAL REGISTRATION. IN THE "CODE" BLOCK ENTER AN "E" FOLLOWING ANY MILEAGE WHICH IS ESTIMATED, ENTER A "D" FOLLOWING MILEAGE WHICH IS A SECOND YEAR ESTIMATE AND ENTER AN "N" FOLLOWING ANY MILEAGE FOR A JURISDICTION WHICH YOU ARE NOT APPORTIONED THIS YEAR FOR WHICH YOU HAD MILES FOR THE REPORTING PERIOD. DO NOT COMBINE THE MILES OF ANY TWO OR MORE JURISDICTIONS.

JURISDICTION	MILEAGE	CODE	JURISDICTION	MILEAGE	CODE	JURISDICTION	MILEAGE	CODE
<input checked="" type="checkbox"/> Alabama	13,482		<input type="checkbox"/> Manitoba			<input checked="" type="checkbox"/> Ohio	3,563	
<input type="checkbox"/> Alaska			<input checked="" type="checkbox"/> Maryland	50,108		<input type="checkbox"/> Oklahoma		
<input type="checkbox"/> Alberta			<input type="checkbox"/> Massachusetts			<input type="checkbox"/> Ontario		
<input type="checkbox"/> Arizona			<input type="checkbox"/> Mexico			<input type="checkbox"/> Oregon		
<input type="checkbox"/> Arkansas			<input type="checkbox"/> Michigan			<input checked="" type="checkbox"/> Pennsylvania	65,660	
<input type="checkbox"/> Brit. Columbia			<input type="checkbox"/> Minnesota			<input type="checkbox"/> Prince Ed. Is.		
<input type="checkbox"/> California			<input type="checkbox"/> Mississippi			<input type="checkbox"/> Quebec		
<input type="checkbox"/> Colorado			<input type="checkbox"/> Missouri			<input type="checkbox"/> Rhode Island		
<input type="checkbox"/> Connecticut			<input type="checkbox"/> Montana			<input type="checkbox"/> Saskatchewan		
<input type="checkbox"/> Delaware			<input type="checkbox"/> Nebraska			<input checked="" type="checkbox"/> South Carolina	5,032	
<input type="checkbox"/> Dist. Columbia			<input type="checkbox"/> Nevada			<input type="checkbox"/> South Dakota		
<input type="checkbox"/> Florida			<input type="checkbox"/> Newfoundland			<input checked="" type="checkbox"/> Tennessee	19,408	
<input checked="" type="checkbox"/> Georgia	285		<input type="checkbox"/> New Brunswick			<input type="checkbox"/> Texas		
<input type="checkbox"/> Idaho			<input type="checkbox"/> New Hampshire			<input type="checkbox"/> Utah		
<input checked="" type="checkbox"/> Illinois	1,506		<input type="checkbox"/> New Jersey			<input type="checkbox"/> Vermont		
<input checked="" type="checkbox"/> Indiana	2,506		<input type="checkbox"/> New Mexico			<input checked="" type="checkbox"/> Virginia	21,875	
<input type="checkbox"/> Iowa			<input type="checkbox"/> New York			<input type="checkbox"/> Washington		
<input type="checkbox"/> Kansas			<input checked="" type="checkbox"/> North Carolina	19,644		<input type="checkbox"/> West Virginia		
<input checked="" type="checkbox"/> Kentucky	37,403		<input type="checkbox"/> North Dakota			<input type="checkbox"/> Wisconsin		
<input type="checkbox"/> Louisiana			<input type="checkbox"/> Northwest Terr.			<input type="checkbox"/> Wyoming		
<input type="checkbox"/> Maine			<input type="checkbox"/> Nova Scotia			Total 100% Fleet Miles	280,918	

Explain in detail how & why mileage is estimated: _____

TYPE OF OPERATION
State of Incorporation PA
U.S. DOT No. 135778
PA Utility Comm. Certificate No. _____
Canadian Province Authority No. _____

Haul for Hire
 Private Carrier
 Exempt Carrier
 Household Goods Carrier
 Rental Company
 Passenger Carrier
Exempt Commodity: _____

Unless otherwise indicated, I hereby certify the mileage shown on this schedule represents all intrastate and interstate mileage (including miles while trip lease to other carriers) traveled by this fleet of vehicles for the designated reporting period. Further, the mileage shown include loaded and empty (deadhead and/or bobtail) miles.

Jane Doe

Vice President

7-14-04

Signature of Owner or Authorized Representative

Title of Representative

Date

NOTES

MV-552A (1-05)

**APPORTIONED REGISTRATION
SUPPLEMENT APPLICATION**

BUREAU OF MOTOR VEHICLES
COMMERCIAL REGISTRATION SECTION
P.O. BOX 68286
HARRISBURG, PA 17106-8286

A Name of Applicant	Mailing Address				C	License Year	D Account Number	E U.S. DOT #	F Phone Number	G Page
B Business Address	City	State	Zip	C		Person to Contact Regarding Application	H			
B City	County	State	Zip	B		<input type="checkbox"/> New Vehicle Only <input type="checkbox"/> License Transfer with Weight Increase <input type="checkbox"/> Increase Weight on Vehicle Originally Licensed at a Lower Weight <input type="checkbox"/> Delete Only <input type="checkbox"/> License Transfer <input type="checkbox"/> Correct Information NOTE: All Cab cards (including duplicates) must be returned when applying for transfer.				

AL	AB	AZ	AR	BC	CA	CO	CT	DE	DC	FL	GA	ID
IL	IN	IA	KS	KY	LA	MA	ME	MD	MI	MN	MS	MO
MT	NE	NV	NH	NJ	NM	NY	NC	ND	OH	OK	OR	RI
SK	SC	SD	TN	TX	UT	VT	VA	WA	WV	WI	WY	ON
IMB	NB	NF	NS	PE	QC							

ADDITIONS

Equipment Number	Vehicle Serial or Identification Number	Year & Make	Factory Price	Purchase Price	* Type	* Axles/ Seats	** Fuel	Unladen or Chassis Wt.	Gross Weight	Combined Gross Wt.	U.S. DOT #	Equipment Number	Vehicle Serial or Identification Number
1	2	3	13	14	4	5	6	7	8	9	10	18	19
Lessor / Lessee or Pool	Lease/Purchase Date							Title Number and State	Current Tag No. and State			Plate No.	Replacement Equipment No.
11	12	13	14	15							16	20	21

DELETIONS

Equipment Number	Vehicle Serial or Identification Number	Year & Make	Factory Price	Purchase Price	* Type	* Axles/ Seats	** Fuel	Unladen or Chassis Wt.	Gross Weight	Combined Gross Wt.	U.S. DOT #	Equipment Number	Vehicle Serial or Identification Number
Lessor / Lessee or Pool	Lease/Purchase Date							Title Number and State	Current Tag No. and State			Plate No.	Replacement Equipment No.

Equipment Number	Vehicle Serial or Identification Number	Year & Make	Factory Price	Purchase Price	* Type	* Axles/ Seats	** Fuel	Unladen or Chassis Wt.	Gross Weight	Combined Gross Wt.	U.S. DOT #	Equipment Number	Vehicle Serial or Identification Number
Lessor / Lessee or Pool	Lease/Purchase Date							Title Number and State	Current Tag No. and State			Plate No.	Replacement Equipment No.

** FUEL D - Diesel G - Gasoline P - Propane	** VEHICLE TYPE RT - Road Tractor ST - Semi-Trailer TL - Full Trailer BS - Bus CG - Converter Gear DB - Double Bottoms
---	---

Insurance Company Name		
Policy Number	Effective Date	Expiration Date
K	K	K

Number of duplicate cab cards for each vehicle in the fleet **L**

I acknowledge that I may lose my operating privilege or vehicle registration for failure to maintain financial responsibility on the currently registered vehicle for the period of registration. My signature attests to knowledge of all applicable State and Federal Motor Carrier safety laws and regulations.

By M (Owner or Authorized Representative) Title M Date M

Supplemental Application

Complete A - M on all supplemental applications.

Adding a vehicle

To add a vehicle(s) for registration:

1. Describe added units in number 1 through 16.
2. Check new vehicle only box in Section J.

Transfer with weight increase

To transfer a plate(s) and increase the registered weight:

1. Describe the added unit(s) in number 1 through 16.
2. Describe the removed unit(s) in numbers 18 through 21.
3. Check license transfer with weight increase box in Section J.

Exchanging vehicles (Transfer)

To exchange vehicles:

1. Describe the added unit(s) in number 1 through 16.
2. Describe the removed unit(s) in numbers 18 through 21.
3. Check license transfer box in Section J.

Change vehicle weight

To register vehicle(s) for an increased weight:

1. Describe unit(s) to have weight increase in number 1 through 16. List new weight.
2. Check increase weight box in Section J.

Removing a vehicle

To remove a vehicle:

1. Describe removed unit(s) in numbers 18 through 21.
2. Check delete only box in Section J.

Correct Information

To correct vehicle or weight information:

1. Describe unit(s) to be corrected in numbers 1 through 16.
2. Underline corrected information in red ink.
3. Check Correct Information box in Section J.

Fleet Information

Name of Applicant	A	Name of the person, firm or corporation requesting apportioned registration.
Business Name	B	(Street, city, county, state, zip code) - Where the applicant has an established place of business, maintains records, or accumulates mileage.
Mailing Address	C	(Street, city, state, zip code) - License plates will be sent to this address by United Parcel Service unless applicant advises differently. All correspondence and credentials will be sent to this address.
License Year	D	The year in which you wish to be registered (Beginning year).
Account Number	E	The number assigned by the Bureau of Motor Vehicles.
U.S. DOT Number	F	The number issued to carrier by the U.S. Department of Transportation. This number will be the U.S. DOT number assigned to you.
Page	G	Consecutively number the pages.
Contact Person	H	The name of the person who should be contacted in the event there is a problem with the application.
Phone Number	I	The phone number of the person listed in H.
Reason	J	Check appropriate box for reason supplemental is being filed.
Insurance	K	Enter the insurance company name, policy number, effective date and expiration date (or agent if binding coverage) that maintains the required PA no fault insurance for the fleet. If more than one company covers the fleet, list company and policy number for each vehicle and the VIN on the reverse side.
Duplicate	L	Indicate the number of duplicate cab cards desired for each vehicle in the fleet. (Fee: \$1.50 per duplicate per vehicle on a supplemental application.)
Signature/Title	M	The original signature of the person authorized to apply for apportioned registration and title held in company.

Whenever an applicant owns the equipment listed on the application, the name appearing on each of the following shall match:

- 1 Name of applicant for apportioned registration.
- 2 Name on vehicle title.
- 3 Name of individual or business legally certified if operating as a private hauler,
or
Name on certificate and/or permit of authority if operating as a common carrier, contract carrier or exempt for hire carrier.
If above are not in the same name, it will be mandatory for applicant to have necessary changes made through appropriate channels.

VEHICLE INFORMATION

Equipment Number	1	Show the equipment or unit number assigned by applicant. Be sure to use different unit numbers for each vehicle listed. It is suggested that units of the same gross or combination gross weight be listed consecutively.
Vehicle Identification	2	Show complete serial (VIN) number as listed on MCO or title number
Year and Make	3	The model year of each vehicle. The make of each vehicle (Mack, Ford, GMC, etc.). Refer to Abbreviation Section of this manual.

Type	4	Refer to code key at bottom of application and the definition in this manual.
Axle/Seats	5	Enter the number of axles for each truck or trailer or the number of seats for each bus.
Fuel	6	The type of fuel used by the vehicle - (D) diesel, (G) gasoline, (P) propane.
Unladen or Weight Chassis Weight	7	The weight of the vehicle fully equipped for service excluding the weight of any load.
Gross Weight	8	The unladen (empty) weight of a vehicle plus the weight of the load carried on that vehicle. For vehicles in combination, the gross weight of the power unit would be the empty weight of the truck/tractor plus the loaded weight of the front end of the semi-trailer resting on the truck/tractor.
Combined Gross Weight	9	For vehicles in combination, combined gross weight shall mean weight of a truck or tractor, plus the weight of any trailer or semi-trailer, together with the cargo or payload transported. This column will be used to determine the registered weight for Pennsylvania. For buses use this space to indicate horsepower of the bus.
U.S. DOT Number	10	Seven digit number issued to motor carrier by U.S. Department of Transportation. In this space, list your US DOT number or the US DOT number of the leasing company if the vehicle is leased.
Lessor	11	The owner/operator of each vehicle or the name of the person for firm or corporation from whom a vehicle is leased.
Date of Purchase the registration of Lease	12	The month and year vehicle was purchased by present owner (if the owner is applicant) or leased by lessee/registrant.
Factory Price	13	90% of the manufacturer's retail price, excluding trade-in and sales or use tax, including accessories attached to the vehicle.
Purchase Price any trade-in of Vehicle	14	The actual purchase price of the vehicle paid by the current owner excluding and sales or use tax.
Title Number and State	15	Enter the number shown on the title and the initials of the state where titled. If the lessor is a resident of another state, proof of title is required: a copy of the title, a copy of preceding year's registration showing title number, or a letter from the Bureau of Motor Vehicles in the state where titled.
Previous License Number and State	16	Enter the tag number and the issuing state of the tag presently on the vehicle.
Weight	17	List weight to be carried in each state in which apportioned registration is desired.

DELETIONS

Equipment Number	18	The unit number of each vehicle being deleted as reported on the original application.
Vehicle Identification Number	19	Complete serial number.
Plate Number	20	Plate number transferred if applicable.
Replacement Equipment Number	21	Owner's number of the vehicle which replaces the one listed, if applicable.

APPORTIONED REGISTRATION SUPPLEMENT APPLICATION

BUREAU OF MOTOR VEHICLES COMMERCIAL REGISTRATION SECTION P.O. BOX 68286

HARRISBURG, PA 17106-8286

Form containing applicant information: Name of Applicant (John Doe Trucking), Business Address (360 Mountain Road), City (Anywhere), County (22), State (PA), Zip (17000), License Year (12345-01), Account Number (687123), U.S. DOT # (12345-01), and Person to Contact (Jane Doe).

Table with columns: Equipment Number, Vehicle Serial or Identification Number, Year & Make, Factory Price, Lease/Purchase Date, Purchase Price, Title Number and State, U.S. DOT #, Combined Gross Wt., Gross Weight, Unladen or Chassis Wt., Axles/Seats, Fuel, and U.S. DOT #. Includes a 'DELETIONS' section.

Table with columns: Equipment Number, Vehicle Serial or Identification Number, Year & Make, Factory Price, Lease/Purchase Date, Purchase Price, Title Number and State, U.S. DOT #, Combined Gross Wt., Gross Weight, Unladen or Chassis Wt., Axles/Seats, Fuel, and U.S. DOT #.

Table with columns: Equipment Number, Vehicle Serial or Identification Number, Year & Make, Factory Price, Lease/Purchase Date, Purchase Price, Title Number and State, U.S. DOT #, Combined Gross Wt., Gross Weight, Unladen or Chassis Wt., Axles/Seats, Fuel, and U.S. DOT #.

Best Casualty Insurance form with fields for Insurance Company Name (TRP1234X), Policy Number (12-01-07), Effective Date (12-1-08), and Expiration Date (12-1-08).

Form with fields for * VEHICLE TYPE (TT - Truck Tractor, TR - Tractor, TK - Truck (Single)), ** FUEL (D - Diesel, G - Gasoline, P - Propane), and other vehicle details.

I acknowledge that I may lose my operating privilege or vehicle registration for failure to maintain financial responsibility on the currently registered vehicle for the period of registration. My signature attests to knowledge of all applicable State and Federal Motor Carrier safety laws and regulations.

By Jane Doe (Owner or Authorized Representative), Title Owner, Date 12/01/07



**PENNSYLVANIA APPORTIONED
 REGISTRATION APPLICATION**

A

NAME OF APPLICANT

B

ACCOUNT NUMBER

C

FLEET NUMBER

**ADD A JURISDICTION
 SCHEDULE F**

Number of duplicate
 cab cards for each
 vehicle in the fleet _____

NOTE: This form is to be used only to add a jurisdiction to a fleet which is currently registered under the apportioned program.

JURISDICTION D	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION
MILEAGE E	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE
WEIGHT F	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT

JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION
MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE
WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT

JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION
MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE
WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT

JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION
MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE
WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT

If no actual miles, you may list an estimate of fleet miles to be traveled in each jurisdiction with explanation of how mileage is estimated:

G

Signature _____ Title _____ Date _____

Add A Jurisdiction Schedule F Instructions

The Add A Jurisdiction Schedule F should only be used to add a jurisdiction to a fleet which is currently apportionately registered. This schedule is used in figuring the registration fees as well as indicating what licensed weight is to be listed on the base jurisdiction cab card. The schedule must list the units in the same order as they appear on the original application.

Maximum weight limits and weight/fee structure for other member jurisdictions should be reviewed carefully before completing this form.

SCHEDULE F

FLEET INFORMATION

Name of Applicant	A	Name of the person, firm or corporation requesting apportioned.
Account Number	B	The number assigned by the Bureau of Motor Vehicles
Fleet Number	C	An application must be filed for each fleet for which you desire to add a jurisdiction. Place the fleet number which you used on your original application.
Jurisdiction	D	List in the boxes the apportioned jurisdictions in which you wish to add registration.
Mileage Estimate	E	Estimate the number of fleet miles to be traveled in each added jurisdiction. Do not combine the miles for any two or more jurisdictions.
Weight in Jurisdiction	F	Put the weight to be carried next to the proper vehicle under each jurisdiction block.
Mileage Explanation	G	Explain how the mileage was estimated and why the jurisdiction is being added.
Signature Title Date	H	The original signature of the person authorized to apply for apportioned registration and title held in company and the current date.



**PENNSYLVANIA APPORTIONED
 REGISTRATION APPLICATION**

John Doe Trucking

**ADD A JURISDICTION
 SCHEDULE F**

NAME OF APPLICANT
12345
ACCOUNT NUMBER
01
FLEET NUMBER

Number of duplicate
 cab cards for each
 vehicle in the fleet _____

NOTE: This form is to be used only to add a jurisdiction to a fleet which is currently registered under the apportioned program.

JURISDICTION RI	JURISDICTION MD	JURISDICTION NJ	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION
MILEAGE 762	MILEAGE 7,379	MILEAGE 11,926	MILEAGE	MILEAGE	MILEAGE	MILEAGE
WEIGHT 80,000	WEIGHT 80,000	WEIGHT 80,000	WEIGHT	WEIGHT	WEIGHT	WEIGHT

JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION
MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE
WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT

JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION
MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE
WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT

JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION	JURISDICTION
MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE	MILEAGE
WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT	WEIGHT

If no actual miles, you may list an estimate of fleet miles to be traveled in each jurisdiction with explanation of how mileage is estimated:

Estimating from chart. This will be my first time traveling in these states.

Signature John Doe Title _____ Date 9-30-04

NOTES

MAXIMUM WEIGHTS

	Interstate Highways	Non-Interstate Highways	* With Permit Maximum Weight * on the Cab Card
Alabama	80,000	92,400	Qual
Alberta	137,778	137,778	137,778
Arizona	80,000	80,000	80,000
Arkansas	80,000	80,000	80,000
British Columbia	141,100	141,100	139,994
California	80,000	80,000	80,000
Colorado	80,000	85,008	80,000
Connecticut	80,000	80,000	None
Delaware	80,000	80,000	80,000
District of Columbia	80,000	80,000	80,000
Florida	80,000	80,000	80,000
Georgia	80,000	80,000	80,000
Idaho	80,000	105,500	106,000
Indiana	80,000	80,000	80,000
Illinois	80,000	80,000	80,000
Iowa	80,000	80,000	Unlimited
Kansas	80,000	85,500	85,500
Kentucky	80,000	82,000	80,000
Louisiana	83,400	88,000	88,000
Maine	80,000	90,000	90,000
Manitoba	137,770	137,770	62,500KG
Maryland	80,000	80,000	80,000
Massachusetts	Unlimited	Unlimited	Unlimited
Michigan	80,000	160,001	160,001
Minnesota	80,000	73,280	Unlimited
Mississippi	80,000	80,000	80,000
Missouri	80,000	80,000	80,000
Montana	80,000	80,000	Unlimited
Nebraska	80,000	95,000	94,000
Newfoundland	137,786	137,786	62,500KG
Nevada	129,000	129,000	80,000
New Brunswick	137,787	137,787	137,787
New Hampshire	80,000	80,000	80,000
New Jersey	80,000	80,000	80,000
New Mexico	80,000	86,400	80,000
New York	80,000	80,000	Unlimited
North Carolina	80,000	80,000	80,000
North Dakota	105,500	105,500	105,500
Nova Scotia	80,000	80,000	80,000
Ohio	114,000	114,000	114,000
Oklahoma	80,000	90,000	90,000
Ontario	139,992	139,992	63,500KG
Oregon	80,000	80,000	105,500
Pennsylvania	80,000	80,000	80,000
Prince Edward Isle	137,787	137,787	62,500KG
Quebec	59,000KG	59,000KG	59,000KG
Rhode Island	80,000	80,000	80,000
Saskatchewan	137,787	137,787	62,500KG
South Carolina	80,000	80,000	80,000
South Dakota	80,000	95,000	Unlimited
Tennessee	80,000	80,000	80,000
Texas	80,000	80,000	80,000
Utah	80,000	80,000	80,000
Vermont	80,000	80,000	80,000
Virginia	80,000	80,000	80,000
Washington	105,000	105,500	105,500
West Virginia	80,000	73,280	80,000
Wisconsin	80,000	80,000	80,000
Wyoming	80,000	101,000	117,000

ABBREVIATIONS

Jurisdiction Abbreviated Key Code

AB - Alberta	NC - North Carolina
AL - Alabama	NE - Nebraska
AK - Alaska	NF - Newfoundland
AR - Arkansas	NH - New Hampshire
AZ - Arizona	NJ - New Jersey
BC - British Columbia	NM - New Mexico
CA - California	NS - Nova Scotia
CO - Colorado	NT - Northwest Territory
CT - Connecticut	NV - Nevada
DC - District of Columbia	NY - New York
DE - Delaware	OH - Ohio
FL - Florida	OK - Oklahoma
GA - Georgia	ON - Ontario
IA - Iowa	OR - Oregon
ID - Idaho	PA - Pennsylvania
IL - Illinois	PE - Prince Edward Island
IN - Indiana	QC - Quebec
KS - Kansas	RI - Rhode Island
KY - Kentucky	SC - South Carolina
LA - Louisiana	SD - South Dakota
MA - Massachusetts	SK - Saskatchewan
MB - Manitoba	TN - Tennessee
ME - Maine	TX - Texas
MD - Maryland	UT - Utah
MI - Michigan	VA - Virginia
MN - Minnesota	VT - Vermont
MO - Missouri	WA - Washington
MS - Mississippi	WI - Wisconsin
MT - Montana	WV - West Virginia
MX - Mexico	WY - Wyoming
NB - New Brunswick	YT - Yukon Territory
ND - North Dakota	

ABBREVIATIONS

Make/Model Abbreviated Key Code

ACE	ACE	FALLS	FALLS
ACE BRILL	ACBR	FEDERAL	FEDE
AMERICAN MOTOR	AMMO	FLEETWOOD	FLEOD
ASTRA	ASTRA	FLEXIBLE	FLEX
AUSTIN	AUST	FORD	FORD
AVAILABLE	AVAI	FRANK	FRAN
BARRETT	BARRTT	FRANKLIN	FRANK
BAUGHMAN	BAUGH	FREIGHTLINER	FREI
BECK	BECK	GMC	GEMO
BIRMINGHAM	BIRMI	GOLDEN EAGLE	GOLD
BLACK DIAMOND	BLDI	HAYES	HAYES
BLUE BIRD	BLUE	HENDRICKSON	HEND
BOSS	BOSS	HYSTER	HYST
BROCKWAY	BROC	INTERNATIONAL	INTE
CCC	CCC	KASSBOHRER	KASSB
CHALLENGER	CHAL	KENTUCKY	KENK
CHECKER	CHEC	KENWORTH	KENW
CHEVROLET	CHEV	MACK	MACK
CLARK	CLAR	MARMON	MARM
CLEMENT	CLEME	MARMON HERRINGTON	MAHE
CLINE	CLNE	MERCEDES BENZ	MEBE
CORBITT	CORB	MOBIL	MOBLI
CRANE	CRAN	MOTOR COACH INDUSTRIES INC. . .	MCI
CROWN	CROW	OSHKOSH	OSHK
CRUSADER	CRUS	PETERBILT	PETE
CUSTOM-BILT	CUSBIQ	PREVSOST	PREV
DART	DART	REO	REO
DIAMONG	DIAMO	SHOPBUILT	SHOBU
DIAMOND REO	DIRE	SILVER EAGLE	SIEA
DIAMOND T	DIAM	STUDEBAKER	STUD
DIVCO	DIVC	TWIN COACH	TWCO
DODGE	DOGE	VOLVO	VOLV
EAGLE	EAGL	WARF LAS FRANCE	WALA
EMERY	EMER	WESTERN STAR	WEAR
EUCLID	EUCL	WHITE	WHIT
FWD	FWD	WHITE FREIGHTLINE	WHFR
FAGEOL	FAGE	YELLOW COACH	YECO

Abbreviations of Model of Vehicles

TRACTORS - TRUCKS - BUSES

ABCO	ABCO	CORNHUSKER	CORNH
ACRO	ACRO	CROWN	CROW
ADAMS	ADAMS	CUSTOM	CUST
ADVANCE	ADVA	DACO	DACO
AERO	AERO	DAKOTA	DAKO
ALMONT	ALMO	DALWORTH	DALWO
ALLOY	ALLOYI	DART	DART
AMERICAN	AMER	DELTA	DELTA
ANDREWS	ANDRE	DEMPSTER	DEMPS
ANTHONY	ANTH	DONAHUE	DONAH
APEX	APEX	DORSEY	DORSE
ARROW	ARR	DUGAN	DUGAN
ASHDOWN	ASHDO	DUROBILT	DUROB
ASTRO	ASTR	EAGLE	EAGLE
AUTO TRAILER	AUTTR	EDWARDS	EDWAR
AWARD	AWRY	EVANS	EVANS
BOG	BOG	FAYETTE	FAYET
BADGER	BANG	FERREE	FERRE
BAKER	BAKE	FLASCO	FLASC
BALDWIN	BALM	FONTAINE	FONTA
BANKHEAD	BANKH	FORTE	FORTE
BARNS	BARN	FRAZIER	FAZI
BARRETT	BARR	FRUEHAUF	FRUEH
BARTLETT	BARL	FWD	FWD
BEARD	BEARD	GARWOOD	GARWO
BECK	BECK	GENERAL	GENER
BELSHE	BELSH	GINDY	GINDY
BILTWELL	BILWE	GORBETT	GORBE
BIRMINGHAM	BRIM	GOLDEN NUGGET	GOLNU
BLACK DIAMOND	BLDI	GRAHAM	GRAH
BLIMP	BLIMP	GREAT DANE	GREDA
BOCAT	BOCAT	HACKNEY	HACKN
BOCK	BOCK	HAUL-IT-ALL	HAIAL
BROWN	BROW	HAMMOND	HAMMO
BRUTE	BRUTE	HANOVER	HANO
BUDD	BUDD	HARMON	HARM
BUTLER	BUTLE	HAULETTE	HAULE
CC	CC	HAWKEYE	HAWKE
CH	CH	HEAVY HAUL	HEAHA
CO	CO	HEIL	HEIL
CARDOX	DARDO	HENDERSON	HENDE
CARRIER KING	CARK	HERCULES	HERC
CERTIFIED	CERTI	HERMAN	HERMA
CHAMPION	CHAM	HIGHWAY	HIGH
CHIEF	CHIE	HILLSBORO	HILLS
CITY	CITY	HOBBS	HOBBS
CLARK BILT	CALB	HOFFMAN	HOFF
CLINE	CLIN	HOLDEN	HOLD
COLUMBIAN	COLAN	HYDE	HYDE
COMET	COME	HYSTER	HYSTE
COMMERCIAL	COMRL	INSLEY	INSL

Abbreviations of Model of Vehicles

TRAILERS

INTERNATIONAL	INTE	SAMPSON	SAMP
IRWIN	IRWIN	SAMSON	SAMS
J & L	JL	SHOPBUILT	SHOBU
JAHN	JAHN	SHOPMADE	SHOPM
JANZT	JANTZ	SOUTHWEST	SOUTH
JOPLIN	JOPI	SPECIAL	SPEC
KARI KOOL	KARKO	SPENCER	SPEN
KENTUCKY	KENTU	SPRINGFIELD	SPRLD
KEYSTONE	KEYS	STANDARD	STAN
KING MADDEN	KINMA	STANDARD STL WK	SSW
KINGHAM	KINGH	STAR	STAR
KIRKWOOD	KIRKW	STERLING	STER
LA CROSSE	LACRO	STEVENSON	STEVE
LELAND	LELAN	STRICK	STRIC
LOADKING	LOADK	STRICKLAND	STRIL
LOADCRAFT	LOADC	STOUGHTON	STOU
LUBBOCK	LUBBO	STUART	STUAR
LUFKIN	LUFKI	SUNWARD	SUNWA
MADDEN	MADDE	SUPERIOD	SUPE
MARION	MARIO	SWANSON	SWAS
MATLOCK	MATLO	TALBERT	TALBE
MILLER	MILLE	TANKCRAFT	TKFT
MONO	MNOO	TIMPTE	TIMPT
MONON	MONON	TITAN	TITAN
MUL-VALL	MUVAL	TONCO	TONCO
MULTIHAUL	MULT	TOTEM	TOTEM
NABORS	NABOR	TOTEMALL	TOTLE
NELSON	NELS	TRADEWIND	TRAD
NEWAY	NEWAY	TRAILCO	TRACO
OHIO	OHIO	TRAIL-R-CRAFT	TRAFT
OMAHA	OMAH	TRAILBLAZER	TRARE
OWENS	OWENS	TRAILKING	TRKI
PAGE	PAGE	TRAILMASTER	TARER
PEERLESS	PEER	TRAILMOBILE	TRALE
PENNSYLVANIA	PENNS	TRASCRAFT	TRAFT
PENN. FURN	PENFU	TRAVIS	TRAV
PIKE	PIKE	TRINTY	TRINI
PINE	PINE	TROYLER	TROYL
POLAR	POLA	UTILITY	ULIT
POLE	POLE	VULCAN	VULC
PREMIER	PREM	WARRENVILLE	WARRN
PROGRESS	PROG	WELLS CARGO	WECA
RANCH KING	RANKI	WESCO	WESCO
RANGER	RANG	WESTERN	WERN
RAVENS	RAVEN	WHITEHEAD & KALES	WHAKA
RELIABLE	RELA	WILSON	WILSO
RELIANCE	RELCE	WINNEBAGO	WINN
ROGERS	ROGE	WINTER WEISS	WINWE
ROLCO	ROLCO		

TEMPORARY AUTHORIZATION

Registrants whose apportioned accounts are paid in good order and who pre-pay the required security deposit may purchase Pennsylvania Temporary Authorization (TA's). The security deposit shall be equal to 50% of the fee for registering a combination at 80,000 pounds gross weight times the number of authorizations purchased up to a maximum of 25. The security deposit may be either an irrevocable letter of credit from a bank naming the Department as the sole beneficiary, or a bond executed by a surety company authorized to do business in this Commonwealth naming the Department as obligee. The bond or letter of credit shall be maintained for three years from date of application.

Application for bulk orders must be submitted indicating the personnel authorized to issue and sign for the carrier. Fees on the original registration application must be paid before the initial request for the Temporary Authorization forms can be approved. The forms are not transferable and may not be used by another carrier.

SELF-INSURANCE OF TA'S IS A SPECIAL PRIVILEGE: ALL ISSUANCE PROCEDURES MUST BE ADHERED TO BY THE REGISTRANT:

The carrier must complete the TA form by typewriter or ink at the time it is to be used. The original copy is to be mailed to the Commercial Registration Section with a supplemental application **within five (5) days**; the second copy is to be carried in the cab of the vehicle as a credential; the third copy is to be retained by the carrier for audit. The TA is valid for 60 days. The temporary authorization covers a specific vehicle and cannot be transferred to another vehicle. Only one TA may be issued per unit. (Exception: with prior approval when application processing may be delayed.)

If a TA is filled out incorrectly, it must be voided, the original and second copy must be sent to the Commercial Registration Section immediately, with an explanation of the void.

If the registrant wishes to cancel or void a TA after the state copy has been forwarded, the vehicle copy must be forwarded also within five (5) days after date of issuance or the carrier will have to pay the fees due for the vehicle described in the TA.

If a registrant fails, within the time limit, to register a vehicle for which a TA was issued, the apportioned registration privileges of such carrier will be suspended until the registration of this additional vehicle is completed. Transfer credit will not be allowed. Misuse of the temporary authorization permits will result in cancellation of the carrier's privilege to issue TA's. Full registration and related taxes will be assessed for missing TA forms.

Any carrier who discontinues business, fails to renew apportioned registration with Pennsylvania, has its registration suspended or cancelled shall immediately return all unused TA's to the Bureau of Motor Vehicles.

Registrants shall keep all TA's in a secure place, such as a locked cabinet, and shall notify the Bureau of Motor Vehicles immediately of any loss or theft of TA's. Loss, theft or misuse of TA's may result in the cancellation of the carriers privileges to issue TA's.

TELEGRAMS OF AUTHORITY

Upon request from a currently apportioned registrant, Pennsylvania will issue a TA's authorization for a vehicle. The issuance of this authorization is a privilege and a courtesy in order that a new or additional vehicle may be operated immediately and prior to receipt of credentials. A supplemental application form for the added vehicle must be submitted **within five (5) days** of the date of authorization so that credentials can be received before the expiration date of the telegram.

If a TA is issued but the supplemental application to register the vehicle is not forwarded with all supporting documents within five (5) days of the date of the TA, the carrier will be billed for fees based on vehicle information in the initial application. Transfer credit will not be allowed unless proof is furnished that the vehicle was permanently removed prior to operation of replacement vehicle. The remainder of the carrier's fleet may be suspended for repeated violations of this type.

If a vehicle for which a TA's was requested, is not used, the telegram must be returned to the Commercial Registration Section within 5 days of issuance date explaining why registration fees should not be charged.

1. Telephone requests for TA's must be made personally by the registrant, or their duly authorized messenger service between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.
2. The carrier requesting the TA's shall have a vehicle or a fleet currently apportioned with Pennsylvania and the added vehicle shall be subject to proportional registration and be permanently registered as part of the carrier's fleet in Pennsylvania.
3. The applicant shall fax to the Bureau of Motor Vehicles all necessary documents.
4. The supplemental registration application for the vehicle covered by the TA shall be completed and submitted within 5 days of the date of the authorization. Failure to submit the registration application within the time limit shall be cause for suspension of proportional registration privileges in Pennsylvania. The TA will be valid for 60 days.
5. The TA covering a specific vehicle cannot be transferred or assigned to another vehicle.
6. The Bureau of Motor Vehicles reserves the right to refuse issuing TA's to any carrier whose account is not in good standing.



MV-586 (3-05)
Commonwealth of Pennsylvania

TEMPORARY APPORTIONED REGISTRATION AUTHORIZATION

Permit Number: **315501**

Issued: _____ Begins: _____ Expires: _____ VOID IF ISSUED AFTER DECEMBER 31, 2006

Carrier: _____ Account Number: _____

Address: _____

Unit		Year		Make		Serial No.		Fuel		Reg. Gross Wt.		Comb. Gross Wt.		Plate No.	
State	Weight	State	Weight	State	Weight	State	Weight	State	Weight	State	Weight	State	Weight	State	Weight

VOID

I certify that the vehicle described is a part of a fleet which is proportionally registered, and that application for registration will be filed within 5 days.

Signature of Registrant: _____ Date: _____

Issuing Authority: _____ Date: _____

Carrier is hereby authorized to operate the vehicle described above in _____ states pending issuance of permanent registration credentials. A copy of this authority must be carried in the vehicle.

ANY ALTERATION OR ERASURE RENDERS THIS PERMIT VOID.

STATE COPY (RETURN WITHIN 5 DAYS)

TRIP PERMITS

Trip permits will be required on vehicles over 26,000 pounds or 3 axles in other member jurisdictions if a Pennsylvania based registrant does not apportion with that jurisdiction. If not proportionally registered before entering any other member jurisdiction, a trip permit must be secured and carried in the cab of the vehicle for which issued or the vehicle may be subject to the assessment of full registration fees in that jurisdiction.

With a trip permit, and provided you have proper operating authority in the member jurisdiction, your vehicle is entitled to be operated intrastate, as well as interstate operations during the period allowed under such permit.

Fees and duration of temporary trip permits are dependent upon the registration laws of the particular jurisdiction. Trip permits are intended to be used for occasional or emergency need and shall not be used to evade proportional registration.

Trip permits are available from each member jurisdiction and may either be ordered in advance from the jurisdiction for which the permit is needed or obtained from Transmitter Services.

Unless obtained directly from the jurisdiction involved, there is a service charge in addition to the jurisdiction's fee, through the following:

Toll Free Numbers

Jet Permit LTD.....	1-800-788-0603
Transcom	1-800-888-9101
Transceiver	1-800-749-6058

Specific information on other jurisdictions' trip permits, including cost, time limits, and where to purchase, can be found on the cart on the following pages.

Jurisdiction Name	Available From	Cost/Duration of Permit	Obtained Prior to Entry
Alabama	Motor Vehicle Division	\$20 for 7 days	Yes
Alberta	Port of Entry and Weigh Scales	Varies by distance, net weight for 3days	No
Arizona	Department of Transportation	Varies based on distance and number of axles for 96 hours	No
Arkansas	Weigh Stations and Local Revenue Offices	\$33 for 72 hours	No
British Columbia	Weight Scales ICBC Permit Line 1-800-559-9688	1/12 of annual registration fee for vehicle weight	No

California	Department of Motor Vehicle Field Offices	\$45 power unit for 4 days and \$30 fuel tax permit for 4 days	Yes
Colorado	Department of Revenue	\$60 to \$80 depending on weight for 72 hours	No
Connecticut	Department of Motor Vehicles, IRP Unit	\$15 for 72 hours	Yes
Delaware	Department of Transportation, Wire Service	\$15 for 72 hours	Yes
District of Columbia	Department of Public Works	\$19	Yes
Florida	Division of Motor Vehicles, Wire Service	\$30 for 10 days	Yes
Georgia	Office of Permits and Enforcement, Wire Service	\$30 for 72 hours	Yes
Idaho	Ports of Entry, Department of Transportation	\$30 single unit/\$60 combination for 120 hours	No
Illinois	Secretary of State Commercial & Farm Truck Division	\$19 for 72 hours	Yes
Indiana	Department of Revenue, Vendor stations	\$15 for 72 hours	Yes
Iowa	Motor carrier Services, Vendor Stations	\$10 for 72 hours	Yes
Kansas	Motor Carrier Inspection Stations, Central Permit Office	\$26 for 72 hours	No

Kentucky	Division of Motor Carriers	\$40 for 10 days	Yes
Louisiana	Port of Entry, Weight Scales, Motor Vehicle District Offices	\$25 for 48 hours	Yes
Maine	Motor Vehicle Division, Wire Service	\$25 for 72 hours	Yes
Manitoba	Traffic Division	Truck - .9 X weight X distance Bus - .083 X distance X passengers	
Maryland	Department of Transportation	\$15 for 72 hours	Yes
Massachusetts	Wire Service Only	\$15 for 72 hours	Yes
Michigan	Department of State IRP Unit	\$20 for 72 hours	Yes
Minnesota	Department of Public Safety Driver & Vehicle Services	\$15 for 120 hours	Yes
Mississippi	Department of Transportation Permit Section	\$25 for 72 hours	No
Missouri	Highway Reciprocity Commission	\$10 for 72 hours	Yes
Montana	Motor Carrier Services Highway Office and Weight Station	Up to 46,000 lbs: \$10/0-200 miles; \$15/201-400 miles; 46,001 - 80,000 lbs: \$20/0-200 miles; \$30 /201 - 400 miles; \$40/over 400 miles Over 80,001 lbs: \$50/0-200 miles, \$65/201-400 miles, \$80/over 400 miles; Triple combinations: \$60/0-200 miles, \$80/201-400 miles; Unregisterd Trailer; \$10/0-200 miles, \$15/201-400 miles, \$20/over 400 miles	Yes

Nebraska	Motor Carrier Services	\$25 for 72 hours	No
Nevada	Motor Carrier Bureau, Wire Service	\$5 plus 15 cents per mile for 24 hours	No
New Brunswick	Department of Transportation District Offices	\$81 truck, \$161 truck tractor for 5 days	
New Hampshire	Department of Public Safety Bureau of Road Tolls	\$15 for 72 hours	Yes
New Jersey	Bureau of Motor Carriers	\$25 for 72 hours	Yes
New Mexico	Motor Transportation Division	Varies upon mileage and vehicle weight for 48 hours	No
New York	Department of Taxation & Finance Vendors Office	\$15 for 72 hours	Yes
Newfoundland		\$50 truck, \$100 truck tractor for various validation periods	
North Carolina	Division of Motor Vehicles IRP Section, Weigh Stations	\$15 for 10 days	Yes
North Dakota	Ports of Entry Highway Patrol Mobile Units & Central Office	\$20 for 72 hours	No
Nova Scotia	Port Entry, Weigh Scales	\$50 truck, \$100 truck tractor for 30 days	
Ohio	Department of Transportation Special hauling Permit Section, Wire service	\$15 for 72 hours	Yes

Oklahoma	Motor Carrier Oklahoma Tax Commission Motor Vehicle Prorate Division, Local Tag Agents	\$12 for 72 hours	Yes
Ontario		\$75 truck, \$132 truck tractor for 10 days	
Oregon		\$21 for 10 days	Yes
Pennsylvania		\$15 for 72 hours	Yes
Prince Edward Island		Straigh Truck \$75; \$150 truck tractor for 5 days	No
Quebec		\$38 for 10 days	Yes
Rhode Island			
Saskatchewan		Varies by weight and distance for a single trip	Yes
South Carolina		\$15 for 72 hours (each unit)	Yes
South Dakota		\$15 for 72 hours	Yes
Tennessee		\$30 for 72 hours	Yes
Texas		\$25 for 72 hours	Yes

Utah		\$25 for 96 hours or \$50 for a combination	No
Vermont		\$15 for 72 hours	Yes
Virginia		\$15 for 10 days	Yes
Washington		\$10 for 3 days	Yes
West Virginia		\$24 for 5 days	Yes
Wisconsin		\$15 for 72 hours	Yes
Wyoming		\$20 single unit/\$40 combination for 96 hours	No

NOTES

**PAYMENT PROCESSING
DETERMINING PERCENTAGE/FEEES**

Pennsylvania does not require that you compute mileage percentages; however, if for any reason you need percentages, proceed as follows:

1. To calculate the percentage for a specific jurisdiction, divide the miles traveled in that jurisdiction by the total fleet miles generated during the preceding reporting year (July 1 - June 30). The result (or quotient) shall be computed to the nearest thousandth (three places beyond the decimal, e.g., 10.555%). This percentage shall remain in effect for all supplemental applications filed during a registration year.
2. Multiply the percentage obtained in item #1 by the fee required for each and every vehicle in the fleet, based on the registration prescribed by the fee schedule for that jurisdiction.
3. Add the amount of total fees (item #2) to determine the total amount necessary to register all the vehicles in all jurisdictions.

NOTE: If the operation of a registrant is reduced and has generated actual miles during the previous mileage reporting period in an IRP jurisdiction which is not renewed, the base jurisdiction will eliminate the actual mileage for this jurisdiction in the total mileage calculation.

MISCELLANEOUS FEES

Duplicate Cab Card	
Requested with Original/Renewal Application	\$ 1.50
Requested during the Registration Period	\$ 4.50
Replacement Cab Card	\$ 4.50
Title	\$ 22.50
Establish Title Record (out-of-state vehicle)	\$ 22.50
Recording Security on Title	\$ 5.00
Duplicate Title	\$ 22.50
Replacement License Plate/Renewal Sticker	\$ 7.50
Transfer License Plate	\$ 6.00

BILLING

Upon approval of the application, a billing notice in duplicate will be mailed to the registrant's mailing address shown on the application. This notice will set forth the amount of all registration fees due Pennsylvania. It will also indicate the amount of apportioned registration fees due each other member jurisdiction with which the application indicated apportionment.

It is only necessary to submit one check or cover the fees for all jurisdictions. Carefully examine your remittance to be certain that it is exactly the amount billed.

Your remittance is to be made out to: "Commonwealth of Pennsylvania".

You must pay by certified check, money order, or cashier's check unless a bond in the amount of the annual registration fees has been posted. A company or personal check will be acceptable for renewal only if postmarked no later than April 15, however, credentials will be held for 20 days before being mailed.

Return the Commonwealth copy (white) of the billing notice along with the total fees due to the Commercial Registration Section, P.O. Box 68285, Harrisburg, PA 17106-8285.

All plates, cab cards, and temporary authorities are subject to cancellation and revocation in the event of erroneous issuance, thereof, if any fees remain unpaid.

REFUNDS

Refunds of Pennsylvania apportioned license fees due to applicants will be made for the following reasons:

- (a) if a billing error was made by an jurisdiction;
- (b) if there is a duplication of vehicles apportioned and fees are paid twice;
- (c) if the applicant purchases regular (full fee) plate(s) in error and an apportioned registration is required, partial refund may be made;
- (d) if an audit of an apportioned carrier indicates an overpayment; or
- (e) if a request for deletion of vehicle, listed on the original or renewal application filed prior to April 15, is received on or before May 1 of the current registration year. (If fees have been paid, the amount due will be recalculated).

No refund will be made in any amount less than ten dollars (\$10.00).

Pennsylvania will not accept applications from Pennsylvania-based carriers for refunds of apportioned registration fees for other jurisdictions. Applications for refund from other jurisdictions must be handled directly between application and other jurisdictions in accordance with the statutes of the various jurisdictions.

Some examples of reasons for which no refund is issued are:

- (a) Business is discontinued.
- (b) Vehicle is removed from fleet (i.e., sold, junked, etc.)
- (c) Lease expires or is terminated.

VEHICLE IDENTIFICATION

Pennsylvania will issue to Pennsylvania based carriers the following IDENTIFICATION devices:

- A. A Base License Plate bearing the legend "Apportioned"
- B. An Apportioned Registration Cab Card indicating the jurisdictions and the qualified weight, the name and address of the registrant, the description of the vehicle, the Pennsylvania license plate number, etc.

Identification credentials must be maintained or displayed as follows:

- A. On a tractor-trailer combination, the apportioned license plate must be mounted on the front of the tractor. Trucks must have the plate mounted on the rear of the truck. Display the registration plate on the rear of trailers and semi-trailers.
- B. A Cab Card must be carried on or in the vehicle for which it is issued. If any cab card is not on the vehicle or in the drivers book, driver may be subject to arrest and fine.

REPLACEMENT OF IDENTIFICATION

If the Pennsylvania Base Plate or Cab Card is lost or stolen, the carrier must file the appropriate form with the Commercial Registration Section.

NOTES



PENNSYLVANIA DEPARTMENT OF TRANSPORTATION
BUREAU OF MOTOR VEHICLES
COMMERCIAL REGISTRATION SECTION
P.O. BOX 68286
HARRISBURG, PA 17106-8286
PHONE: (717) 783-6095

DEPARTMENT USE ONLY

1 NAME OF APPLICANT

2 MAILING ADDRESS

2 CITY STATE ZIP CODE

3 LICENSE YEAR ACCOUNT NUMBER 4 FLEET NUMBER 5

6 PERSON TO CONTACT

7 PHONE NUMBER

REPLACEMENT OF APPORTIONED REGISTRATION CREDENTIALS

(See Instructions on Reverse Side)

A APPLICATION FOR REPLACEMENT - (Check appropriate blocks)

- 8 Apportioned registration plate Weight Class Decal
- 9 Number of duplicate cab cards _____ Cab Card
- Number of duplicate cab cards _____
- Renewal sticker only Stolen Defaced Never Received
- Reason: Lost Stolen Defaced Never Received

B VEHICLE INFORMATION

EQUIPMENT NUMBER	VIN	PA GROSS WEIGHT	PA COMBINED GROSS WEIGHT	PLATE NO.
10	11	12	13	14

C I certify that all information given is true and correct.

Signature _____ Date _____

D Complete only if applicant is entitled to a free issuance because original was lost in the mail and application is being made within 90 days of original issuance.

- I hereby confirm that application and payment were made for apportioned registration renewal and items were never received due to loss in the mail.
- I hereby confirm that application and payment were made for the items listed in Section A for the vehicles listed in Section B and items were never received due to loss in the mail.

16

SUBSCRIBED AND SWORN TO BEFORE ME: _____ MONTH _____ DAY _____ YEAR

SIGNATURE OF PERSON ADMINISTERING OATH

18

SIGN IN PRESENCE OF NOTARY

SIGNATURE OF APPLICANT _____ 17

TITLE _____ DATE _____

**Replacement of Credentials
Plate, Stickers, Weight Decals or Cab Cards
Form MV-558**

For Lost, Stolen or Defaced:

Complete information at the top of the form and Sections, A, B, and C.

Never Received:

1. If vehicle plates, stickers, weight decals or cab cards were never received after payment for a supplemental application, or previous replacement application, and application for replacement is made within 45 days from date of issue, no fee is required. Complete Sections A, B, and D.
2. If entire fleet registration plates, stickers, weight decals, and cab cards were never received at renewal and application for replacement is made within 45 days from date of issue, no fee is required. Complete Sections A and B.

Fleet Information

Name of Applicant	1	Name of person, firm, or corporation.
Mailing Address	2	(Street, city, state, zip code) - License plates will be sent to this address by United Parcel Service unless applicant advises differently.
License Year	3	The year in which you are registered. (Beginning year).
Account Number Fleet Number	4 & 5	Use these spaces for the numbers which were assigned by the Bureau of Motor Vehicles.
Contact Person	6	The name of the person who should be contacted in the event there is a problem with the application.
Phone Number	7	The phone number of the person listed in number 6.
Section A	8	Check the block(s) for the credential(s) you wish to replace.
	9	Check the reason for replacement.

Section B

VEHICLE INFORMATION

Equipment Number	10	Show the equipment or unit number assigned by applicant. Enter "ALL" if replacement credentials are requested for the entire fleet.
Vehicle Identification Number	11	Show complete serial (VIN) number as listed on MCO or title.
Gross Weight	12	The unladen (empty) weight of a vehicle plus the weight of the load carried on that vehicle. For vehicles in combination the gross weight of the power unit would be 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 trailer, enter semi-trailer empty weight plus the weight of the heaviest load to be transported on the rear axle.

Combined Gross Weight	13	For vehicles in combination, combined gross weight shall mean weight of a truck or tractor, plus the weight of any trailer or semi-trailer, together with cargo or payload transported. This column will be used to determine the registered weight for Pennsylvania.
License Number	14	Enter the tag number presently assigned to the vehicle.
Section C	15	Signature of the applicant and date.
Section D		This section is only to be completed when an applicant is entitled to free replacement of credentials.
	16	Check appropriate box.
	17	Sign in the presence of a notary.
	18	Notary must place a seal on the application and complete the information requested.



PENNSYLVANIA DEPARTMENT OF TRANSPORTATION
 BUREAU OF MOTOR VEHICLES
 COMMERCIAL REGISTRATION SECTION
 P.O. BOX 68286
 HARRISBURG, PA 17106-8286
 PHONE: (717) 783-6095

DEPARTMENT USE ONLY

NAME OF APPLICANT
Pennsylvania Trucking Company

MAILING ADDRESS
1420 S. 5th Street, P.O. Box 420

CITY STATE ZIP CODE
Philadelphia PA 19104

**REPLACEMENT OF APPORTIONED
 REGISTRATION CREDENTIALS**

(See Instructions on Reverse Side)

LICENSE YEAR ACCOUNT NUMBER FLEET NUMBER
2004 PA00001-01 1

PERSON TO CONTACT
Jane Doe

PHONE NUMBER
(717) 555-1222

A APPLICATION FOR REPLACEMENT - (Check appropriate blocks)

- Apportioned registration plate Weight Class Decal
- Number of duplicate cab cards _____ Cab Card
- Renewal sticker only Defaced Never Received
- Reason: Lost Stolen Defaced Never Received
- Number of duplicate cab cards _____

B VEHICLE INFORMATION

EQUIPMENT NUMBER	VIN	PA GROSS WEIGHT	PA COMBINED GROSS WEIGHT	PLATE NO.
3	F773ST2613	73,280		AA46322

I certify that all information given is true and correct.

Signature _____ Date _____

Complete only if applicant is entitled to a free issuance because original was lost in the mail and application is being made within 90 days of original issuance.

- I hereby confirm that application and payment were made for apportioned registration renewal and items were never received due to loss in the mail.
- I hereby confirm that application and payment were made for the items listed in Section A for the vehicles listed in Section B and items were never received due to loss in the mail.

SUBSCRIBED AND SWORN TO BEFORE ME: _____ MONTH _____ DAY _____ YEAR

SIGNATURE OF PERSON ADMINISTERING OATH

SIGN IN PRESENCE OF NOTARY

SIGNATURE OF APPLICANT _____

TITLE _____ DATE _____

ENFORCEMENT

1. Credentials (registration cab card and apportioned license plate) must be on the vehicle by the first day of June. Enforcement begins June 1.

Should the need arise for the Bureau of Motor Vehicles to extend its deadline, law enforcement personnel in IRP states will be notified.

2. Pennsylvania apportioned vehicles not displaying the current license plate and cab card, a valid trip permit, or temporary authority, will be in violation and the driver subject to arrest and fines in all states.
3. Pennsylvania carriers going into other states should learn the requirements of those states before entering. A vehicle apprehended operating in a jurisdiction without being properly registered may be required to pay the fee for full registration in that jurisdiction. For your information, within this manual is a list of the jurisdictions and their telephone numbers (See Appendix).
4. Enforcement personnel look to the cab card for verification that vehicles are properly registered. The cab card should be carried in the vehicle described, and must not be mutilated or altered in any way.

NOTE: Enforcement personnel will be noting the vehicle identification number on the vehicle itself and on cab card. Exercise extreme care in listing this number correctly on your Application for Apportioned Registration (Schedule A).

AUDITS

Summary

Apportioned carriers are required to preserve the "Operational Records" on which the registration application is based for three years. As an example, the mileage record of the year 1999 and 2000 must be retained until 2004 in order to support the 2000 application. Notice of intent to audit will be given to the carrier. Authenticity of mileage and registration will be verified and assessment made for any deficiency found due. Any apportioned carrier, who refuses to comply with the mileage reporting requirement, shall not be entitled to apportioned registration privileges.

The operational records do not have to be kept in Pennsylvania. However, the records must be made available for audit. In the event that the registrant's operational records are not located in Pennsylvania and it becomes necessary to send auditors out-of-state, Pennsylvania will require reimbursement for per diem and travel expense of its auditors incurred in the performance of the audit.

The carrier shall be assessed for any deficiency found to be due as a result of the audit. Assessments based on audit, interest on assessments at a monthly rate of 1%, refunds, or credits on any other amounts including auditor's per diem and travel shall be made in accordance with Pennsylvania's regulations. In addition, each jurisdiction involved with such audit will assess or refund based on the audit and in accordance with their individual statutes.

RECORDS

Operational records kept for the carrier shall be documents supporting miles traveled in each jurisdiction and total miles traveled, such as fuel reports, trip sheets, logs or computer runs that can be supported by source documents when requested. An acceptable source document to verify fleet mileage is some type of "Individual Vehicle Distance Records." I.V.D.R.'s shall contain the following basic information: (see page for I.V.D.R. suggested format).

1. Date (starting and ending).
2. Trip origin and destination.
3. Route of travel.
4. Total trip miles (including all movement, loaded, empty, deadhead and/or bobtail miles).
5. Mileage by jurisdiction.
6. Unit number or vehicle identification number.
7. Vehicle fleet number.
8. Registrant's name.
9. Trailer number.
10. Driver's signature and/or name.

An I.V.D.R. must be completed for each vehicle movement. Registrants must be able to explain any unaccounted for time lapse of vehicle movement.

Computer printouts and monthly reports such as fuel reports are merely recaps and are not acceptable at face value. These must be supported by an I.V.D.R. in order to be of any use during an audit. Trip leases during the mileage reporting period should be attached to the I.V.D.R.

An I.V.D.R. is worthless unless the information recorded is accurate and readable. The mileage figures to be entered on the I.V.D.R. can be obtained from various sources such as odometer and/or hubdrometer readings, state maps or household goods mileage guide, as long as the method used is consistent. In recording the actual mileage of a vehicle, the carrier must report all movement (interstate and intrastate) including loaded, empty, deadhead and/or bobtail miles.

Miles operated under trip permits must be included.

Registrants shall accumulate I.V.D.R.'s and prepare a monthly recap in which the miles are broken down by unit and by state. The recap is to include the total mileage for all units within the apportioned fleet.

Monthly recaps must be supported by source documents. Source documents may be stored on microfiche.

From the monthly recaps the yearly recap can be prepared. The reporting period for miles to be included in the apportioned registration application shall cover the period July 1 through June 30 of the year immediately preceding the new registration year. For example, the registration year 2001, use the period of July 1, 1999 through June 30, 2000. Registrants must prepare and maintain separate monthly fleet summaries and a yearly fleet recap for each apportioned fleet.

All registrants are responsible for the proper maintenance of their mileage records. **Mileage records must be maintained for three registration years** after the registration year for which they were used to apply for apportioned registration. Any registrant failing to maintain adequate records for a unit or units qualified in registrant's fleet during the reporting period must provide evidence of non-use or the registrant is subject to full fee assessment for each unit(s) involved. An apportioned fleet operator may trip lease apportioned equipment to another apportioned fleet operator or to a nonapportioned fleet operator; however, the registrant/lessor shall be responsible for reporting the miles traveled by the apportioned equipment trip lease to others. An apportioned fleet operator should not report miles traveled by equipment trip leased from others unless the registrant leases equipment from others and elects to license the leased equipment in his name as lessee. If this occurs, the registrant shall maintain, in addition to all information required for his own equipment the lease dates (beginning and ending) on each leased vehicle.

NOTE: The three year retention requirement differs from federal regulations for retention of mileage records. THE REQUIREMENT FOR ALL IRP REGISTRANTS IS THREE (3) REGISTRATION YEARS. (Five (5) Calendar Years)

An owner-operator may elect to be the registrant. However, the proper maintenance of the operational records is then the responsibility of the owner-operator, not the lessee company.

Total fleet miles include all miles operated in all jurisdictions (states and provinces). Total fleet miles shall mean the mileage generated by any truck or truck-tractor which was part of the apportioned fleet during the reporting period preceding the registrant year. The total mileage to be reported for any truck or truck-tractor which was deleted from or added to the apportioned fleet during the reporting period shall be those miles generated by such vehicle while it was part of the apportioned fleet during the reporting period.

Total miles in relation to trailers or semi-trailers, which were part of an apportioned fleet, shall mean the mileage generated by the power units of the fleet.

The registrant will be subject to audit on actual miles traveled. Estimated miles for expanded operations into additional jurisdictions should reflect a time period that is directly proportional to the time period covered by actual operations in the reporting mileage year.

IMPORTANT THINGS TO REMEMBER ABOUT RECORDS AND AUDITS

1. The individual vehicle distance records must be maintained so the continuous movement of the individual vehicle may be audited. The registrant shall maintain a record (in sufficient detail) from which the registrant will be able to explain any unaccounted for time lapse of vehicle movement. This will insure that all mileage is properly recorded and accounted for.
2. All mileage records must be maintained for five (5) registration years.
3. Complete mileage records supported by I.V.D.R.'s can be used in numerous areas where a registrant is required to file various types of mileage reports.
4. Complete vehicle information records are necessary since several member jurisdictions compute their fees from information other than combined gross weight fee schedules.
5. Failure by registrants to maintain records necessary to support the apportioned applications may result in cancellation of the registration privileges provided by the IRP agreement and full assessment for each unit involved.

Moreover, the registrant must maintain and make available, adequate mileage records to support the apportioned registration application. Otherwise, the privilege to apportion may be revoked.

NOTES

GENERAL INFORMATION

1. An Individual Vehicle Mileage and Fuel Report must account for all miles traveled and all fuel received.
2. If you use a substitute vehicle, prepare a separate Individual Vehicle Mileage and Fuel Report to account for the miles traveled and fuel received by the substitute vehicle.

INDIVIDUAL VEHICLE DISTANCE RECORD

(To be kept by driver for each trip)

License Year _____

Account No.		Registrar Name and Address				Driver's Name		
Fuel No.	Vehicle Identification Number		Trip Origin	Destination		Jurisdiction		
Trip No.	City No.	Mileage No.	Start Date	End Date	Fuel Type	Total Fuel	Rate Per Trip MPG	
(1) Line	(2) Jurisdiction	(3) Date	(4) Highway or Route Traveled	(5) Show Odometer Reading At Beginning of Trip B) When Entering Jurisdiction C) At Ending of Trip	(6) Jurisdiction Miles Traveled	(7) Name and Address of Fuel Stop	(8) Gallons of Fuel Purchased	(9) Invoice Number for Fuel
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
				Total Trip Miles		Total Fuel		

End Odometer _____
 Beginning Odometer _____
 Total Miles _____

SAMPLE OF HOW TRIP SHEETS SHOULD BE SUMMARIZED

The trip sheet or I.V.D.R.'s should be summarized by truck by month by state. Only apportioned vehicle should be included in the summaries.

See below for sample of record keeping:

TRUCK #	<u>PA</u>	<u>OH</u>	<u>NJ</u>	<u>NY</u>	<u>TOTAL</u>
3-July	300		75	92	467
4-July	210		40	50	300
5-July	30	327			267
6-July	310				310
7-July	65	125			180
:					
:					
31-July	<u>250</u>		<u>40</u>	<u>110</u>	<u>400</u>
MONTHLY TOTALS	2,005	500	400	800	3,705

Monthly summaries, by fleet, must be maintained.

The monthly totals should then be summarized to arrive at the yearly (July 1, 20XX to June 30, 20XX) totals which should agree with those amounts reported on your Schedule B.

See below for sample:

	<u>PA</u>	<u>OH</u>	<u>NJ</u>	<u>NY</u>	<u>TOTAL</u>
July	2,005	500	400	800	3,705
August	3,000	300	600	275	4,175
September	2,750	425	525	456	4,156
:					
:					
June	<u>250</u>		<u>40</u>	<u>110</u>	<u>400</u>
YEARLY TOTALS	25,000	5,475	6,000	5,600	42,075

**QUESTIONS
AND
ANSWERS**

- Q. How will participation in an Apportioned Registration Program help my trucking operation?**
- A. The Apportioned Registration Program provides a method for motor carriers to operate interstate or intrastate in jurisdictions with a minimum of operating credentials. Presently, a carrier is issued one (1) license plate and one (1) cab card listing all jurisdictions in which the carriers intend to travel. Prior to this program, a carrier had to display a license plate and cab card from each jurisdiction in which he intended to operate.
- Q. Must I register my equipment at the same gross vehicle weight in all states party to the agreements?**
- A. No. Your gross weight, as shown on both your application and cab card, may vary from state to state. Enforcement personnel, however, may issue a citation to your vehicle if found operating in any state at a weight exceeding the weight for which it is registered in that state.
- Q. Are there any special problems that might be encountered in securing overweight special permits?**
- A. No. However, most states require a unit to be registered for the maximum allowable weight before issuing a special permit. A list of other jurisdiction permit centers is in the appendix.
- Q. For my first apportioned registration, what mileage figures should I use if I have little or no data?**
- A. If you have any mileage data on prior operations, this is the information you should use. If you have no data, you may estimate your miles in each jurisdiction. Please refer to the estimated mileage chart section.
- Q. If I anticipate operating in states during the next registration year that I did not enter in the current year, how can I get these states into my application and on my cab card?**
- A. You have two options in these situations. You may ignore the new states on your application this year and use trip permits next year. As an alternative, you may estimate the miles to be traveled in these states throughout next year and pay only 100% registration fees.
- Q. If I anticipate operating in states with no miles listed on my current application and not identified on my current cab cards, how do I qualify my vehicles for these new operations during the current registration year?**
- A. You have two options in these situations. You may either operate in the new states under trip permits or you may file a complete supplemental application Schedule F. In the second case, however, you'll be paying apportioned fees on a basis of more than 100% of your miles when you provide payment of the apportioned fees for the new states.
- Q. What is the minimum number of vehicles that may be apportioned in a fleet?**
- A. One (1) vehicle is the minimum number that may be apportioned in a fleet.
- Q. Must all of my vehicles be apportioned as a single fleet?**
- A. No. You may register your vehicles either as a single fleet or in several fleets to meet the nature of your operation.
- Q. How do I add or delete vehicles or transfer license in my fleet during a registration year?**
- A. These changes are accomplished through your submission of appropriate supplemental applications.
- Q. Is there a procedure for my changing the registered gross weight for my vehicles during the registration year?**
- A. Yes. You must file a complete supplemental application and pay additional fees where the gross weight is to be increased.

APPENDICES

RENTAL VEHICLES

A Rental Owner has the option of licensing a rental fleet in the name of the rental owner rather than in the name of each individual lessee. The following definitions are applicable:

RENTAL OWNER - An owner principally engaged in renting (one or more rental fleets) to others or offering for rental the vehicles of such fleets, with or without drivers.

RENTAL FLEET - Vehicles which are rented or offered for rental, with or without drivers, and which are designated by rental owner as a rental fleet.

RENTAL VEHICLE - A vehicle of a rental fleet.

RENTING AND LEASING - The giving of possession and control of a vehicle for valuable consideration for a specified period of time.

A RENTAL TRANSACTION - For the rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

RENTAL VEHICLE BASE JURISDICTION - The jurisdiction from, or in which, the vehicle is most frequently dispatched, garaged, serviced, maintained, operated, or otherwise controlled.

Rental Fleets owned by any person or firm engaging in the business of renting such vehicles shall be extended full interstate and intrastate privileges, provided:

1. The operational records of the fleet are maintained by the owner rental company; and
2. Such rental fleet includes any vehicles for which Pennsylvania is the base jurisdiction; and
3. Such vehicles are part of a rental fleet and are identifiable as being part of such fleet; and
4. Such person or firm has received approval from the jurisdiction to apportion such rental fleet; and
5. Such person or firm registers the vehicles in accordance with the following instructions:

FLEETS OF TRACTORS, SINGLE TRUCKS AND TRUCK-TRACTORS BASED IN PENNSYLVANIA (Excluding One-Way Vehicles)

Pennsylvania registrants engaged in the business of renting and/or leasing such apportionable vehicles with or without drivers into or through one or more other member jurisdiction(s), as well as any person or firm (registrants) of any other jurisdiction electing to base a fleet of such rental apportionable vehicles in Pennsylvania, must pay apportionable registration fees based on mileage using Forms **Schedule A**, **Schedule B**, and **Supplement**, if needed. Every fleet registered in the name of the rental company **MUST** consist of at least five (5) vehicles.

Any vehicles based in Pennsylvania for use only in Pennsylvania or non-member jurisdiction would continue to be registered in Pennsylvania on a non-apportioned basis.

RENTAL PASSENGER CARS

Registrants engaged in the business of renting or leasing rental passenger cars in more than one jurisdiction shall prepare and maintain monthly and yearly records which will reflect gross revenue earned in each jurisdiction where such passenger cars are rented. The monthly summaries shall be supported by rental settlement contracts. The yearly earnings shall be supported by company financial statements and/or copies of income tax returns (in-jurisdiction and/or federal).

Registrants of rental passenger cars shall prepare and maintain monthly inventories of each vehicle owned and/or operated. These inventories shall be taken on, or as near as possible, the first day of each month of each year. These monthly inventories shall be supported by the actual inventory reports.

To allocate and register such vehicles: divide the gross revenue, received in the preceding year for use of such rental vehicles arising from passenger car rental transactions occurring in Pennsylvania, by the total gross revenue, received in the preceding year for the use of such rental vehicles arising from passenger car rental transactions occurring in all jurisdictions in which such vehicles are rented. The resulting percentage shall be applied to the total number of passenger cars that shall be fully registered in Pennsylvania during the first quarter of each registration year.

When equipment is added to the fleet after the first day for any licensing year, the same percent used at the beginning of that licensing year shall be used in determining the number of additional vehicles subject to registration in Pennsylvania during a particular quarter.

A listing of license numbers and dates purchased each year from Pennsylvania must be prepared and maintained for audit.

TRAILERS AND SEMI-TRAILERS (Pool Fleets)

Registrants engaged in the business of renting or leasing trailers and/or semi-trailers in pool fleets in more than one jurisdiction shall prepare and maintain monthly and yearly records which will reflect gross revenue earned in each jurisdiction where such trailers and/or semi-trailers are rented. The monthly summaries shall be supported by rental settlement contracts. The yearly earnings shall be supported by company financial statements and/or copies of income tax returns (in-jurisdiction and/or federal).

Registrants of pool fleet trailers and/or semi-trailers shall prepare and maintain monthly inventories of each vehicle owned and/or operated. These inventories shall be taken on, or as near as possible, the first day of each month of each year. these monthly inventories shall be supported by the actual inventory reports.

To allocate and register trailers and/or semi-trailers over 6,000 pounds gross vehicle weight and used solely in pool fleets, divide the gross revenue received in the preceding year for use of such rental vehicles arising from rental transactions occurring in Pennsylvania 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 total number of vehicles owned and/or operated in such fleet on the first day of each registration year and that figure shall be the number of rental pool fleet trailers and/or semi-trailers that shall be fully registered in Pennsylvania during the renewal period of each registration year. Pennsylvania will issue a base "apportioned" license plate and cab card. The cab card will identify the registrant as PFO (Pool Fleet Operator).

When equipment is added to the fleet after the first day of any licensing year, the same percent used at the beginning of that licensing year shall be used in determining the number of additional vehicles subject to registration in Pennsylvania during a particular quarter.

A listing of license numbers and dates purchased and/or renewed in Pennsylvania must be prepared and maintained. Such registration records and canceled checks representing payments of pool fleet trailer license plates purchased and/or renewed, shall be available for auditor(s) review.

UTILITY TRAILERS

Registrants engaged in the business of renting or leasing utility trailers, 6,000 pounds gross vehicle weight and under, in more than one jurisdiction shall prepare and maintain monthly records which will reflect:

1. An inventory count of such vehicles located in each jurisdiction (not rented) at time of inventory count.
2. Total inventory count of all such vehicles located in all jurisdictions (not rented) at time of inventory count.
3. An inventory count of entire fleet of such vehicles owned and/or operated (whether rented or not rented) at time of inventory count.

Above listed inventories shall be supported by the actual inventory reports and inventories shall be taken on the same day each month.

Every owner of such trailers shall allocate and register in Pennsylvania during the renewal period of each registration year, licensing year shall be used in determining the number of additional vehicles subject to registration in Pennsylvania during a particular quarter.

When equipment is added to the fleet after the first day of any licensing year, the same percent used at the beginning of that licensing year shall be used in determining the number of additional vehicles subject to registration in Pennsylvania during a particular quarter.

A listing of license numbers and dates purchased and/or renewed in Pennsylvania must be prepared and maintained. Such registration records and cancelled checks representing payment of utility trailer license plates purchased and/or renewed, shall be available for auditor(s) review.

One-Way Vehicles

Trucks of less than 26,000 pounds gross vehicle weight operated as a part of an identifiable one-way fleet will allocate vehicles to the respective jurisdiction based on the mileage factor procedure and fully plate said allocated vehicles in such jurisdiction.

The minimum number of vehicles to be fully registered in Pennsylvania during the first quarter of each registration year shall be determined as follows:

1. List the actual miles traveled by all vehicles, in each weight class, in all jurisdictions.
2. Determine the Pennsylvania percent by dividing the Pennsylvania miles by total (all jurisdictions) miles.
3. Multiply the Pennsylvania percent times the total number of vehicles of the same weight classification owned and/or operated in the particular class on the first day of each registration year.

When equipment is added to a particular class of such vehicles after the first day of any licensing year, the same percent used at the beginning of that licensing year shall be used in determining the number of additional vehicles subject to registration in Pennsylvania during a particular quarter.

Registrants operating this type of rental vehicle shall prepare and maintain yearly inventories of each vehicle owned and/or operated in each class. These inventories shall be supported by the actual inventory reports for each class.

A listing for each class of vehicle registered, of license numbers and dates purchased each year from Pennsylvania must be prepared and maintained for audit. Upon request and prior to an audit, such listing of licenses purchased for a particular year shall be furnished to the Pennsylvania Commercial Registration Section for verification.

NOTES

MOTOR FUEL TAXES

ALABAMA

Department of Revenue
Motor Vehicles Division
IFTA Section
P.O. Box 327570
Montgomery, Alabama 36132-7570
Telephone: (334) 353-7839

ALBERTA

Alberta Treadury
Revenue Administration
Hautlain bldg, 6th Floor
9811-109th Street
Edmonton, alberta, Canada T5K2L5
Telephone: (780) 427-3244

ARIZONA

Dept. of Transportation
Motor Vehicles Division
1801 West Jefferson Street
Mail Drop 527M
Phoenix, Arizona 85007
Telephone: (602) 387-0635

ARKANSAS

Arkansas Motor Fuel Tax Section
P.O. Box 1752
Little rock, Arkansas 72203
Telephone: (501) 682-4800

BRITISH COLUMBIA

fuel & Tobacco Section
Consumer Taxation Branch
Motor Fuel Section
P.O. Box 9442, St. Prov. Govt.
Victoria, British Columbia V8V 3K5
Telephone: (604) 387-0635

CALIFORNIA

State Board of Equalization
450 N. Street - MIC:65
P.O. Box 94279
Sacramento, California 94279-0065
Telephone: (916) 322-9669

COLORADO

Department of Revenue
Motor Carrier Services Section
1881 Peirce Street, Room 114
Lakewood, Colorado 80214
Telephone: (303) 205-5683

CONNECTICUT

Department of Revenue Services
25 Sigourney Street
Hartford, Connecticut 06105
Telephone: (860) 541-3222

DELAWARE

Motor Fuel Tax Administration
Motor Carrier Services Section
P.O. Drawer E
Dover, Delaware 19903-1565
Telephone: (302) 744-2702

FLORIDA

Bureau of Motor Carrier Services
Dept. of Hwy. Safety/Motor Vehicles
neil Kirkman Bldg., MS62
2900 Apalachee Pkwy.
Tallahassee, Florida 32399-0625
Telephone: (850) 487-0117

GEORGIA

GA Department of Revenue
P.O. Box 38040
Atlanta, Georgia 30224
Telephone: (404) 656-4089

IDAHO

Idaho State Tax commission
Fuel Tax Section
P.O. Box 36
Boise, Idaho 83722-0036
Telephone: (208) 334-7834

ILLINOIS

Department of Revenue
Motor Fuel Use Tax Section
P.O. Box 19477, 101 W. Jefferson
Springfield, Illinois 62794-9477
Telephone: (217) 785-1397

INDIANA

Department of Revenue
Motor Carrier Service Section
special Tax Division
5252 Decatur Blvd. Ste. R
Indianapolis, Indiana 46241
Telephone: (317) 615-7345

IOWA

Iowa Dept. of Transportation
Office of Motor Carrier Services
P.O. Box 10382
Des Moines, Iowa 50306-0382
Telephone: (515) 237-3224

KANASAS

Department of Revenue
Division of Taxation
915 SW Harrison Street
Topeka, Kansas 66625
Telephone: (785) 291-3898

KENTUCKY

Commonwealth of Kentucky
P.O. Box 2007
Frankfort, Kentucky 40602
Telephone: (502) 564-4118

LOUISIANA

Department of Revenue/Taxation
P.O. Box 201
Baton Rouge, Louisiana 70821
Telephone: (225) 925-7656

MAINE

Commercial Vehicle Center
Bureau of Motor Vehicles
IFTA Unit
#29 State House Station
Augusta, Maine 04333-0029
Telephone: (207) 624-9000

MARYLAND

Comptroller of Maryland
Motor Fuel Tax Div/IFTA Program
P.O. Box 1751
Annapolis, Maryland 21404-1751
Telephone: (410) 260-7215 or
(410) 799-4009

MASSACHUSETTS

Department of Revenue
P.O. Box 7027
Boston, Massachusetts 02204
Telephone: (617) 887-5080

MICHIGAN

Michigan Dept. of Treasury
Customer Contact Division/
Motor Fuel Tax
430 W. allegan
lansing, Michigan 48922
Telephone: (517) 373-3180

MINNESOTA

Driver and Vehicle Services
Prorate & IFTA Office
1110 Centre Pointe Curve, Ste. 425
Mendota Heights, Minnestoa 55120
Telephone: (651) 405-6161

MISSISSIPPI

State Tax Commission
P.O. Box 1033
Jackson, Mississippi 39215
Telephone: (601) 923-7150

MISSOURI

Dept of Revenue
Highway Reciprocity Comm.
P.O. Box 893
Jefferson City, Missouri 65105-0893
Telephone: (573) 751-3671

MOTOR FUEL TAXES (CONTINUED)**MONTANA**

Department of Transportation
Motor Carrier Services Division
P.O. Box 4639
Helena, Montana 59620
Telephone: (406) 444-6130

NEBRASKA

Department of Revenue
Motor Carrier Services
P.O. Box 98935
Lincoln, Nebraska 68509
Telephone: (888) 622-1222

NEWFOUNDLAND

Tax Administration, Dept. of Finance
Confederation Building
Prince Phillip parkway
P.O. Box 8720
St. John's NF, Canada A1B 4K1
Telephone: (709) 729-2935

NEW BRUNSWICK

Dept. of Finance
Revenue Division
P.O. Box 3000
Frederickton, New Brunswick CND
E3B 5G5
Telephone: (506) 444-5758

NEW HAMPSHIRE

Road Toll Bureau
Department of Safety
10 Hazen Drive
Concord, New Hampshire 03305
Telephone: (603) 271-2311

NEW JERSEY

Division of Motor Vehicles
225 E. State St - P.O. 133
Trenton, NJ 08666
Telephone: (609) 633-9400

NEW MEXICO

Dept. of Tax/Revenue
1100 South St. Francis Drive
Manuel Jujan Bldg.
Santa Fe, New Mexico 87504
Telephone: (505) 827-0392

NEW YORK

State Dept. of Taxation & Finance
IFTA, Bldg, 8, Room 400
W. H. Harriman Campus
Albany, New York 12227
Telephone: 1-800-721-1233

NORTH CAROLINA

Department of Revenue
Motor Fuel Tax Division
1429 Rock Quarry Road
Suite 105
Raleigh, North Carolina 27610
Telephone: (919) 733-3409

NORTH DAKOTA

DOT Motor Vehicle Division
608 E. Blvd. Avenue
Bismarck, North Dakota 58505-0780
Telephone: (701) 328-2725

OHIO

Dept. Taxation
Highway Use Tax Section
30 E. Broad Street
Columbus, Ohio 43215
Telephone: (614) 466-3410

OKLAHOMA

Tax Commission
Motor Vehicle Division/IFTA
2501 Lincoln Boulevard
Oklahoma City, Oklahoma 73194
Telephone: (905) 433-6412

OREGON

ODOT Motor Carrier Transportation
550 Capitol Street N.E.
Salem, Oregon 97301-2530
Telephone: (503) 378-6699

PENNSYLVANIA

PA Department of Revenue
Bureau of Motor Fuel Taxes
Department 280646
Harrisburg, PA 17128-0646
Telephone: 800-482-4382

PRINCE EDWARD ISLAND

Taxation/Property Records Division
Dept. of Provincial Treasury
P.O. Box 1330
Charlottetown, PEI, Canada, C1A7N1
Telephone: (902) 368-5703

QUEBEC

Dept of Revenue, IFTA Section 3-2-1
3800, de Marly
Ste. Foy, Quebec G1X4A5
Telephone: (418) 652-4382
1-800-567-4692 (outside Canada)

RHODE ISLAND

Dept. of Administration
Division of Taxation-Excise Tax Sect.
One Capitol Hill
Providence, Rhode Island 02908
Telephone: (401) 222-6317

SASKATCHEWAN

Fuel Tax
2350 Albert Street
Regina, Saskatchewan S4P 4A6
Telephone: 306) 775-7749

SOUTH CAROLINA

Dept. of Public Safe
Motor Carrier Services
P.O. Box 1498
Columbia, South Carolina 29216-0027
Telephone: (803-737-6620)

SOUTH DAKOTA

Dept. of Revenue, Division of Motor
Vehicles, Motor Fuel Tax
445 E. Capital Avenue
Pierre, South Dakota 57501-3100
Telephone: (605) 773-5335

TENNESSEE

Department of Safety, IFTA Unit
1150 Menzler Road
Nashville, Tennessee 37210
Telephone: (615) 253-2296

TEXAS

Comptroller of Public Accts.
111 East 17th
Austin, Texas 78774
Telephone: (800) 252-1382

UTAH

State Tax Commission
210 N. 1950 W
Salt Lake City, Utah 84134
Telephone: (801) 297-2200

VERMONT

Department of Motor Vehicles
Commercial Vehicle Operations
120 State Street
Montpelier, Vermont 05603
Telephone: (802) 828-2070

VIRGINIA

Dept. of Motor Vehicles
P.O. Box 27412
Richmond, Virginia 23269
Telephone: (804) 367-0558

WASHINGTON

Department of Licensing, Motor Carrier
IFTA Unit
Fuel Tax Section
P.O. Box 9228
Olympia, Washington 98507-9228
Telephone: (360) 664-1868

WEST VIRGINIA

Dept. of Tax & Revenue, Motor Fuels
Reporting
IFTA Unit
1001 East Lee Street
Charleston, West Virginia 25301
Telephone: (800) 542-1902

WISCONSIN

Dept. of Transportation, Motor Carrier
Registration, IFTA Unit
P.O. Box 7979
Madison, Wisconsin 53707-7979
Telephone: (608) 267-4382

WYOMING

Dept. of Transportation
Motor Vehicle Services/IFTA
5300 Bishop Blvd.
Cheyenne, Wyoming 82009-3340
Telephone: (307) 777-4827

OPERATING AUTHORITY

ALABAMA

Public Service Commission
100 North Union Street
P.O. Box 991
Montgomery, Alabama 36101-0991
Telephone: (334) 242-5176

ALBERTA

Vehicle Safety and Carrier Services
4th Floor, Provincial Bldg.
4920-51 Street
Red Deer, Alberta, Canada T4N 6K8
Telephone: (403) 340-5444

ARIZONA - Not needed

ARKANSAS

Arkansas Regulatory Unit
P.O. Box 8051
Little Rock, Arkansas 72203
Telephone: (501) 569-2506

BRITISH COLUMBIA

Motor Carrier Department
4240 Manor Street
Burnaby, B.C. V5GV-3X5
Telephone: (604) 660-5454

CALIFORNIA

Department of Motor Vehicles
Industry Operations Div.
SSRS Unit
Mall Station H160, PO Box 932332
Sacramento, CA 947232-3200
Telephone: (916) 657-6636

COLORADO

Department of Regulatory Agencies
Public Utilities Commission
1580 Logan Street, OL2
Denver, Colorado 80203
Telephone: (303) 894-2867

CONNECTICUT

Connecticut Dept. of Motor Vehicles
SSRS Unit
60 State Street, Room 104
Wethersfield, CT 06161-1015
Telephone: (860) 263-5281

DELAWARE - Not needed

DISTRICT OF COLUMBIA

Motor Carrier Services
400 Virginia Ave., SW
Suite 400
Washington, DC 20001
Telephone: (202) 358-7108

FLORIDA - Not needed

GEORGIA

Public Service Commission
Certification & Permitting
1007 Virginia Ave., Suite 310
Hapeville, Georgia 30354
Telephone: (404) 559-6600

IDAHO

Motor Carrier One Stop Shop
P.O. Box 7129
Boise, Idaho 83707-1129
Telephone: (208) 334-8611

ILLINOIS

Illinois Commerce Commission
Leland Building
527 E. Capitol
Springfield, Illinois 62701
Telephone: (217) 782-4654

INDIANA

Indiana Department of Revenue
5252 Decatur Blvd., Ste. R
Indianapolis, Indiana 46241
Telephone: (317) 615-7285

IOWA

Iowa Dept. of Transportation
Office of Motor Carrier Services
Park Fair Mall, 100 Euclid Ave.
P.O. Box 10382
Des Moines, Iowa 50306-03282
Telephone: (515) 237-3224

KANSAS

Kansas Corporation Commission
Transportation Division
1500 SW Arrowhead
Topeka, Kansas 66604-4027
Telephone: (785) 271-3165

KENTUCKY

Kentucky Transportation Cabinet
Division of Motor Carriers
P.O. Box 2007
Frankfort, Kentucky 40601
Telephone: (502) 564-4540

LOUISIANA

Louisiana Public Service Commission
P.O. Box 91154
Baton Rouge, Louisiana 70821-9154
Telephone: (225) 342-4414

MAINE

State of Maine
Commercial Vehicle Center
Operating Authority Unit
29 State House Station
Augusta, Maine 04333-0029
Telephone: (207) 624-9000 Ext. 52127

MASSACHUSETTS

Department of Public Utilities
Room 1203
100 Cambridge Street
Boston, MA 02202
Telephone: (617) 727-3559

MICHIGAN

Michigan Dept. of Consumer & Industry
Serv.
6545 Mercantile Way
P.O. Box 30221
Lansing, Michigan 48909
Telephone: (517) 241-6030

MINNESOTA

Minnesota Dept. of Transportation
Office of Motor Carrier Services
1110 Centre Pointe Curve
Suite 420
Mendota Heights, MN 55120-4152
Telephone: (651) 405-6060

MISSOURI

Division of Motor Carrier & Railroad
Safety
P.O. Box 1216
Jefferson City, Missouri 65102
Telephone: (406) 444-6130

MONTANA

Department of Transportation
Motor Carrier Services Division
P.O. Box 4639
Helena, Montana 59620-2601
Telephone: (406) 444-6130

NEBRASKA

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

NEVADA

Transportation Services Authority
727 Fairview
Carson City, Nevada 89710
Telephone: (775) 688-2800

NEW HAMPSHIRE

Department of Safety
Bureau of Common Carriers
10 Hazen Drive
Concord, New Hampshire 03305
Telephone: (603) 271-2447

NEW JERSEY

Department of Transportation
1035 Parkway Ave. CN600
Trenton, NJ 08625
Telephone: (609) 292-8225

Operating Authority (continued)

NEW MEXICO

N.M State Corporation Commission
4th Floor Pera Bldg.
P.O. Drawer 1269
Santa Fe, New Mexico 87504-1269
Telephone: (505) 827-4519

NEW YORK

N.Y. State Dept. of Transportation
Passenger & Freight Safety Div.
Bldg. 7A, Room 402
W.A. Harriman State Office Campus
1220 Washington Ave.
Albany, New York 12232
Telephone: (518) 457-1017

NORTH CAROLINA

International Registration Plan
1425 Rock Quarry road., suite 100
Raleigh, North Carolina 27610
Telephone: (919) 861-3720

NORTH DAKOTA

Dept. of Transportation
Motor Vehicle Division
Motor Carrier Section
608 E. Blvd. Ave.
Bismarck, North Dakota 58505-0780
Telephone: (701) 328-2725

OHIO

Public Utility Commission
Transportation Dept.
Motor Carrier Registration
180 E. Broad Street
Columbus, Ohio 43266-0573
Telephone: (614) 466-3392

OKLAHOMA

Oklahoma Corporation Commission
Transportation Division
Jim Thorpe Building
2101 N. Lincoln Blvd.
P.O. Box 52000-2000
Oklahoma City, Oklahoma 73152
Telephone: (405) 521-2251

OREGON

Office of DOT
Weight Distance Tax
Motor Carrier Transportation Div.
550 Capitol Street NE
Salem, Oregon 97301-2530
Telephone: (503) 378-6699
Telephone: (503) 378-6699

PENNSYLVANIA

PA Public Utility Commission
321 State Street
Harrisburg, PA 17105
Telephone: (717) 787-3034

RHODE ISLAND

Public Utility Commission
Div. of Public Utilities & Carriers
100 Orange Street
Providence, Rhode Island 02908
Telephone: (401) 941-4500

SASKATCHEWAN

Motor Transport Services
SGI
2260 11th Ave, 4th Floor
Regina, Saskatchewan S4P OJ9
Telephone: (306) 775-6674

SOUTH CAROLINA

Public Service Commission
P.O. Drawer 11649
Columbia, South Carolina 29211
Telephone: (803) 737-5195

SOUTH DAKOTA

Public Utilities Commission
2520 East Franklin
Pierre, South Dakota 57501
Telephone: (605) 773-5280

TENNESSEE

Dept. of Safety
Motor Carrier Authority
1150 Menzler Road
Nashville, Tennessee 37210
Telephone: (615) 253-2293

TEXAS

Texas Dept. of Transportation
P.O. Box 12984
Austin, Texas 78711-2984
Telephone: (800) 299-1700

UTAH

Utah Dept. of Transportation
Single State Registration
Port of Entry
4501 South, 2700 West
Salt Lake City, Utah 84119
Telephone: (801) 965-4340

VIRGINIA

Motor Carrier Operations
State Corporation Commission
P.O. Box 1158
Richmond, Virginia 23209
Telephone: (804) 371-9621

WASHINGTON

Utilities & Transportation Commission
1300 S. Evergreen Park Dr. SW
P.O. Box 47250
Olympia, Washington 98504-7520
Telephone: (360) 664-1221

WEST VIRGINIA

Public Service Commission
201 Brooks Street
Charleston, West Virginia 25323
Telephone: (304) 340-0417

WISCONSIN

Insurance/Authority
HVUT Unit
P.O. Box 7967
Madison, Wisconsin 53707-7967
Telephone: (608) 266-1356

WYOMING

Department of Transportation
Regulatory Section
5300 Bishop Blvd.
Cheyenne, Wyoming 82009-3340
Telephone: (307) 777-4850

OVERSIZE AND OVERWEIGHT

ALABAMA
Alabama State Highway Dept.
Permit Section
Montgomery, Alabama 36130
Telephone: (334) 834-1092

ALBERTA
Motor Transport Board
2nd Floor Boardwalk Bldg.
1022B-103rd Street
Edmonton, Alberta, Canada T5J-0Y8
Telephone: (402) 427-7385

ARIZONA
Department of Transportation
Motor Vehicle Division
1225 N. 25th Avenue
Phoenix, Arizona 85009
Telephone: (602) 932-2247

ARKANSAS
State Highway Department
Permit Section
P.O. Box 2261
Little Rock, Arkansas 72203
Telephone: (501) 569-2381

BRITISH COLUMBIA
Commercial Transport Dept.
Ministry of Transportation & Highway
2631 Douglas Street
Victoria, B.C. V8T-5A3
Telephone: (604) 387-4404

CALIFORNIA
Department of Transportation
Office of Permits & Truck Operations
Sacramento, California 95814
Telephone: (916) 322-1297

COLORADO
State Highway Department
4201 E. Arkansas Avenue, Room 277
Denver, Colorado 80222
Telephone: (303) 205-5602

CONNECTICUT
Department of Transportation
P.O. Box 317546
Newington, Connecticut 06131-7546
Telephone: (806) 594-2880

DELAWARE
Delaware Motor Fuel Tax
P.O. Drawer E
Dover, Delaware 19903-1565
Telephone: (302)744-2701

DISTRICT OF COLUMBIA
Highway Representatives
Department of Public Works
614 8th Street NW
Washington, DC 20001
Telephone: (202) 727-5000

FLORIDA
Department of Transportation
Bureau of Maintenance
Douglas Bldg., Room 206
2540 Executive Center Circle, W.
Tallahassee, Florida 32301
Telephone: (853) 488-5140

GEORGIA
Georgia Dept. of Transportation
Office of Permits & Enforcement
275 Memorial Drive
SW Atlanta, Georgia 30303
Telephone: (404) 562-3620

IDAHO
Department of Transportation
3311 W. State Street
P.O. Box 7129
Boise, Idaho 83707-7129
Telephone: (208) 334-8420

INDIANA
Bureau of Highways
Oversize, Overweight Permits
100 N. Senate Avenue
IGCN, Room 202
Indianapolis, Indiana 46204
Telephone: (317) 233-6000

IOWA
Motor Carrier Services
Park Fair Mall
100 Euclid Avenue
P.O. Box 10382
Des Moines, Iowa 50306-0382
Telephone: (515) 237-3264

KANSAS
Department of Transportation
Permit Section
10th Floor, State Office Building
Topeka, Kansas 66612
Telephone: (785) 296-7400

KENTUCKY
Division of Motor Carriers
Department of Transportation
Frankfort, Kentucky 40601
Telephone: (502) 564-4120

LOUISIANA
Department of Transportation
1201 Capitol Access Road
Baton Rouge, Louisiana 70821-9154
Telephone: (225) 343-2345

MAINE
Bureau of Motor Vehicles
Oversize/Overweight
State House Station #29
Augusta, Maine 04333-0029
Telephone: (207) 624-9000 xt 52134

MARYLAND
State Highway Administration
Motor Carrier
7491 Connelley Drive
Hanover, Maryland 21076
Telephone: (410) 333-6062

MASSACHUSETTS
Massachusetts Highway Department
Commercial Motor Vehicle Center
1525 Maple Street
Marlboro, Massachusetts 01752
Telephone: (508) 624-7446

MICHIGAN
Department of Transportation
Permit Section
P.O. Box 30050
Lansing, Michigan 48909
Telephone: (517) 373-2120

MINNESOTA
Minnesota Dept. of Transportation
Road & Vehicle Information
152 Livestock Exc. Bldg.
100 Stockyards Road
S. St. Paul, Minnesota 55075
Telephone: (651) 405-6000

MISSISSIPPI
Mississippi Highway Department
P.O. Box 1140
Jackson, Mississippi 39205
Telephone: (601) 359-1717
1-888-737-0061

MISSOURI
Highway & Transportation Dept.
Highway Building
P.O. Box 270
Jefferson City, Missouri 65102
Telephone: 800-877-8499

MONTANA
Montana Dept. of Transportation
Motor Carrier Services
P.O. Box 4639
2701 Prospect Avenue
Helena, Montana 59604
Telephone: (406) 444-6130

NEBRASKA
Department of Roads
Permit Section
Hwy. 2 & 77
P.O. Box 94759
Lincoln, Nebraska 68509
Telephone: (402) 471-0034

NEVADA
Department of Transportation
1263 South Stewart Street
Carson City, Nevada 89712
Telephone: (775) 684-4711

OVERSIZE AND OVERWEIGHT (Continued)

NEW HAMPSHIRE

Department of Transportation
Hazen Drive
Concord, New Hampshire 03301
Telephone: (603) 271-2691

NEW JERSEY

Motor Carriers Unit
Special Permit Section
225 E. State Street
Trenton, NJ 08666
Telephone: (609) 633-9402

NEW MEXICO

N.M Motor Transportation Division
P.O. Box 1208
Santa Fe, New Mexico 87504-1208
Telephone: (518) 827-0376

NEW YORK

Department of Transportation
Building 58, Room 311
W.A. Harriman State Office Campus
Alabany, New York 12232
Telephone: (518) 457-9176

NORTH CAROLINA

Division of Highway
Department of Transportation
Permit Unit
P.O. Box 25201
Raleigh, North Carolina 27611
Telephone: (919) 733-7154

NORTH DAKOTA

N.D. Highway Patrol
Commercial Motor Carrier Division
600 E. Boulevard Avenue
Bismark, North Dakota 58505-0241
Telephone: (701) 328-2621

OHIO

Ohio Department of Transportation
Bureau of Permits and Commission
1809 O'Brien Road
Columbus, Ohio 43228
Telephone: (614) 351-2300

OKLAHOMA

Size and Weight Division
Department of Public Safety
3600 N. Eastern
Oklahoma City, Oklahoma 73111
Telephone: 1-877-425-2390

OREGON

State Highway Division
2960 E. State Street
Salem, Oregon 97310
Telephone: (503) 373-0000

RHODE ISLAND

Rhode Island Dept of Administration
286 Main Street
Pawtucket, RI 02860
Telephone: (401) 222-2970

PENNSYLVANIA

Bureau of Maintenance and Operations
Motor Carriers
Central Permit Office
P.O. Box 8210
Harrisburg, PA 17105
Telephone: (717) 787-5367

RHODE ISLAND

Permit Section
Division of Motor Vehicles
Room 103
287 Main Street
Pawtucket, RI 02860
Telephone: (401) 222-2970

SASKATCHEWAN

Saskatchewan Central Permit Office
1855 Victoria Avenue
Regina, SK S4P-3T2
Telephone: (306) 775-6969

SOUTH CAROLINA

Dept. of Highway & Public
Transportation
P.O. Box 191
Columbia, South Carolina 29126
Telephone: (803) 253-6250

SOUTH DAKOTA

Highway Patrol
Department of Transportation
Permit Center
Sisseton, South Dakota 57501
Telephone: (605) 698-3925

TENNESSEE

Department of Transportation
James Polk Building
3rd Floor
5th Avenue at Deaderick Street
Nashville, Tennessee 37243
Telephone: (615) 741-3821

TEXAS

Department of Transportation
Central Permit office
125 E. 11th Street
Austin, Texas 78701
Telephone: 800-299-1700

UTAH

Utah Public Safety
Highway Patrol
4507 S. 2700 West
Salt Lake City, Utah 84119
Telephone: (801) 965-4508

VERMONT

Department of Motor Vehicles
Commercial Vehicle Operations
120 State Street
Montpelier, Vermont 05603-0001
Telephone: (802) 828-2064

VIRGINIA

Department of Motor Vehicles
1221 E. Broad Street
Richmond, Virginia 23219
Telephone: 800-713-9581

WASHINGTON

Department of Transportation
Permits Division
Highway Administration Building
Olympia, Washington 98507
Telephone: (360) 704-6340

WEST VIRGINIA

Department of Highways
1900 Washington Street East
Charleston, West Virginia 25305
Telephone: (304) 558-0384

WISCONSIN

Highway Division
Department of Transportation
4802 Sheboygan Avenue
Madison, Wisconsin 53702
Telephone: (608) 266-8353

WYOMING

Wyoming Highway Department
P.O. Box 1708
Cheyenne, Wyoming 82001
Telephone: (307) 777-4376

Name of Applicant				E.I.N.				License Year	Account Number		Page
Business Address				Mailing Address				Contact Person			
City	County	State	Zip	City	State	Zip	Phone Number		U.S. DOT #		

UNITS LISTED ON PAGE WILL BE AUTHORIZED TO OPERATE IN THE STATES AND AT THE WEIGHTS LISTED BELOW. EXCEPTIONS ON ANY STATE OR WEIGHT SHOULD BE GROUPED ON SEPARATE PAGES.

AL	AB	AZ	AR	BC	CA	CO	CT	DE	DC	FL
GA	ID	IL	IN	IA	KS	KY	LA	MA	MB	ME
MD	MI	MN	MS	MO	MT	NE	NV	NB	NF	NH
NJ	NM	NY	NC	ND	NS	OH	OK	ON	OR	PE
PQ	RI	SK	SC	SD	TN	TX	UT	VT	VA	WA
								WV	WI	WY

Equipment Number	Vehicle Serial or Identification Number	Year & Make	* Type	Axles/ Seats	** Fuel	Unladen or Chassis Wt.	Gross Weight	Combined Gross Wt.	U.S. DOT #

Lessor / Lessee or Pool	Lease/Purchase Date	Factory Price	Purchase Price	PA Title Number	Current Tag No. and State

Equipment Number	Vehicle Serial or Identification Number	Year & Make	* Type	Axles/ Seats	** Fuel	Unladen or Chassis Wt.	Gross Weight	Combined Gross Wt.	U.S. DOT #

Lessor / Lessee or Pool	Lease/Purchase Date	Factory Price	Purchase Price	PA Title Number	Current Tag No. and State

Equipment Number	Vehicle Serial or Identification Number	Year & Make	* Type	Axles/ Seats	** Fuel	Unladen or Chassis Wt.	Gross Weight	Combined Gross Wt.	U.S. DOT #

Lessor / Lessee or Pool	Lease/Purchase Date	Factory Price	Purchase Price	PA Title Number	Current Tag No. and State

* VEHICLE TYPE		
TT - Truck Tractor	RT - Road Tractor	BS - Bus
TR - Tractor	ST - Semi-Trailer	CG - Converter Gear
TK - Truck (Single)	TL - Full Trailer	DB - Double Bottoms

** FUEL
D - Diesel
G - Gasoline
P - Propane

Insurance Company Name		
Policy Number	Effective Date	Expiration Date

Number of duplicate cab cards for each vehicle in the fleet _____

I acknowledge that I may lose my operating privilege or vehicle registration for failure to maintain financial responsibility on the currently registered vehicle for the period of registration. My signature attests to knowledge of all applicable State and Federal Motor Carrier safety laws and regulations.

By _____ Title _____ Date _____
 (Owner or Authorized Representative)

NOTE PAD

MV-551 (08-01)

**PENNSYLVANIA APPORTIONED
REGISTRATION APPLICATION - SCHEDULE B**

Name of Applicant _____

FLEET MILEAGE FOR PERIOD JULY 1, 20 ____ THROUGH JUNE 30, 20 ____

ACCOUNT NO. _____
LICENSE YEAR _____

ENTER AN "X" IN THE BOX IN FRONT OF EACH MEMBER JURISDICTION FOR WHICH YOU ARE APPLYING FOR PROPORTIONAL REGISTRATION. IN THE "CODE" BLOCK ENTER AN "E" FOLLOWING ANY MILEAGE WHICH IS ESTIMATED, ENTER A "D" FOLLOWING MILEAGE WHICH IS A SECOND YEAR ESTIMATE AND ENTER AN "N" FOLLOWING ANY MILEAGE FOR A JURISDICTION WHICH YOU ARE NOT APPORTIONED THIS YEAR FOR WHICH YOU HAD MILES FOR THE REPORTING PERIOD. DO NOT COMBINE THE MILES OF ANY TWO OR MORE JURISDICTIONS.

JURISDICTION	MILEAGE	CODE	JURISDICTION	MILEAGE	CODE	JURISDICTION	MILEAGE	CODE
<input type="checkbox"/> Alabama			<input type="checkbox"/> Manitoba			<input type="checkbox"/> Ohio		
<input type="checkbox"/> Alaska			<input type="checkbox"/> Maryland			<input type="checkbox"/> Oklahoma		
<input type="checkbox"/> Alberta			<input type="checkbox"/> Massachusetts			<input type="checkbox"/> Ontario		
<input type="checkbox"/> Arizona			<input type="checkbox"/> Mexico			<input type="checkbox"/> Oregon		
<input type="checkbox"/> Arkansas			<input type="checkbox"/> Michigan			<input type="checkbox"/> Pennsylvania		
<input type="checkbox"/> Brit. Columbia			<input type="checkbox"/> Minnesota			<input type="checkbox"/> Prince Ed. Is.		
<input type="checkbox"/> California			<input type="checkbox"/> Mississippi			<input type="checkbox"/> Quebec		
<input type="checkbox"/> Colorado			<input type="checkbox"/> Missouri			<input type="checkbox"/> Rhode Island		
<input type="checkbox"/> Connecticut			<input type="checkbox"/> Montana			<input type="checkbox"/> Saskatchewan		
<input type="checkbox"/> Delaware			<input type="checkbox"/> Nebraska			<input type="checkbox"/> South Carolina		
<input type="checkbox"/> Dist. Columbia			<input type="checkbox"/> Nevada			<input type="checkbox"/> South Dakota		
<input type="checkbox"/> Florida			<input type="checkbox"/> Newfoundland			<input type="checkbox"/> Tennessee		
<input type="checkbox"/> Georgia			<input type="checkbox"/> New Brunswick			<input type="checkbox"/> Texas		
<input type="checkbox"/> Idaho			<input type="checkbox"/> New Hampshire			<input type="checkbox"/> Utah		
<input type="checkbox"/> Illinois			<input type="checkbox"/> New Jersey			<input type="checkbox"/> Vermont		
<input type="checkbox"/> Indiana			<input type="checkbox"/> New Mexico			<input type="checkbox"/> Virginia		
<input type="checkbox"/> Iowa			<input type="checkbox"/> New York			<input type="checkbox"/> Washington		
<input type="checkbox"/> Kansas			<input type="checkbox"/> North Carolina			<input type="checkbox"/> West Virginia		
<input type="checkbox"/> Kentucky			<input type="checkbox"/> North Dakota			<input type="checkbox"/> Wisconsin		
<input type="checkbox"/> Louisiana			<input type="checkbox"/> Northwest Terr.			<input type="checkbox"/> Wyoming		
<input type="checkbox"/> Maine			<input type="checkbox"/> Nova Scotia			Total 100% Fleet Miles		

Explain in detail how & why mileage is estimated: _____

TYPE OF OPERATION

State of Incorporation _____

U.S. DOT No. _____

PA Utility Comm. Certificate No. _____

Canadian Province Authority No. _____

- Haul for Hire
- Private Carrier
- Exempt Carrier
- Household Goods Carrier
- Rental Company
- Passenger Carrier

Exempt Commodity: _____

Unless otherwise indicated, I hereby certify the mileage shown on this schedule represents all intrastate and interstate mileage (including miles while trip lease to other carriers) traveled by this fleet of vehicles for the designated reporting period. Further, the mileage shown include loaded and empty (deadhead and/or bobtail) miles.

Signature of Owner or Authorized Representative _____

Title of Representative _____

Date _____

INTERNATIONAL REGISTRATION PLAN[©]

with Official Commentary

Adopted September 1973

International Registration Plan, Inc.
4301 Wilson Boulevard, Suite 400
Arlington, Virginia 22203
(703) 522-1905

TEXTUAL NOTE

Throughout this publication of the International Registration Plan, the specific provisions of the agreement are presented in bold type.

The agreement has been the subject of interpretation under the provisions of Section 2122, and as a result of this effort, two types of commentary are included herein.

[The commentary provisions, not voted by the member jurisdictions, are shown in this Times Roman 12pt. type face.]

[The "official commentary," voted by the member jurisdictions under the provisions of Section 2122, is shown in Times Roman 12pt. italics.]

THE MATERIAL CONTAINED IN THIS PUBLICATION IS THE EXCLUSIVE PROPERTY OF INTERNATIONAL REGISTRATION PLAN, INC., AND IT'S MEMBER JURISDICTIONS AND MAY NOT BE REPRODUCED BY ANY MEANS WITHOUT WRITTEN PERMISSION FROM INTERNATIONAL REGISTRATION PLAN, INC.

FOREWORD

The International Registration Plan is a registration reciprocity agreement among states of the United States and provinces of Canada providing for payment of license fees on the basis of total distance operated in all 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 (1) license plate and one (1) cab card is issued for each fleet vehicle when registered under the Plan. A fleet vehicle is known as an apportionable vehicle and such vehicle, so far as registration is concerned, may be operated both interjurisdictionally and intrajurisdictionally.

The International Registration Plan is a product of International Registration Plan, Inc. and thus recommended for adoption by all jurisdictions.

Governing Board Decision 15, April 4, 1989
Forward amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

INTERNATIONAL REGISTRATION PLAN

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ARTICLE I

PURPOSE AND PRINCIPLE

[This Article sets forth the guiding purposes and principles of the International Registration Plan (herein cited as the IRP or Plan) as envisioned by its drafters.]

The Plan should be construed in accordance with its underlying purposes and principles. The text of each Article should be read in the light of the purpose or principle of the provision in question, as well as those of the Plan as a whole; and the application of the language should be construed narrowly or broadly, as the case may be, in conformity with the purposes and principles involved.]

100 TITLE

This reciprocal agreement shall be referred to, cited and known as the International Registration Plan.

[This Section indicates the official name of the "reciprocal agreement." Because the participation of the Provinces of Canada was anticipated, the term "international" was ultimately included. (See Page 2, Minutes of the AAMVA Ad Hoc Committee Meeting to Develop Implementation for National Proportional Registration held in Washington, D.C., on May 30 - 31, 1973.)]

[The term "reciprocal agreement" is used here to indicate that participating jurisdictions mutually agree to provide for reciprocal vehicle registration unless appropriate exceptions to Plan provisions are approved pursuant to Article XIX. (See commentary under Section 108).]

102 FUNDAMENTAL PRINCIPLE

It is the purpose of this agreement 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.

[Freedom of vehicle movement is a fundamental principal of the Plan. This freedom is to be attained by authorizing "apportioned registration" of fleets of vehicles.]

[The term "apportioned registration or apportionment" is not defined in Article II definitions, but is explained under fleet registration fee determination in Section 300: see commentary hereunder.]

[Apportioned registration promotes and encourages the fullest possible use of the highway system, thereby ". . . contributing to the economic and social growth of the jurisdiction."]

[Most of this provision is taken from the Uniform Vehicle Code.]

[The "apportioned registration" system makes possible greater flexibility of commerce between and among the participating jurisdictions. Such efficient use of the highway system is beneficial to the economic and social growth of the member jurisdictions.]

Freedom of vehicle movement is achieved through official "recognition" of apportioned vehicles in all member jurisdictions. If a fleet is registered pursuant to the IRP in the "base jurisdiction" and appropriate fees are paid to other member jurisdictions through which the registrant intends to operate such fleet, "recognition" of the base jurisdiction's distinctive identification plates for that fleet is authorized.]

[The choice of terms in this provision may give rise to some confusion unless read in the light of the Plan's overall purpose. The commentary on Sections 104, 106, 108, and 240 develops this concept in more depth.]

104 ONE REGISTRATION PLATE

It is the purpose of this agreement to implement the concept of one registration plate for one vehicle.

[Only one identification plate is issued to each vehicle for purposes of vehicle registration. Under the IRP, only the "base plate" is required; no other exterior vehicle registration identification is allowed for licensing purposes. (Under the Uniform Vehicle Registration Proration and Reciprocity Agreement, in contrast, each vehicle carries a so-called "backing plate" upon which the member jurisdictions may require the annual placement of a "sticker" or "decal" indicating currently valid registration, in addition to the base jurisdiction's registration plate); (Section 1906).]

Governing Board Decision 18, September 12, 1989

Governing Board Decision 27, January 21, 1992

106 RECIPROCAL GRANTS OF FEES

It is the purpose of this agreement to grant exemptions from payment of certain fees when such grants are reciprocal.

[The drafters of the Plan recognized that not all fees are apportionable fees and they wanted to encourage reciprocity on those non-apportionable fees.]

[Those non-apportionable fees under this section may be subject to exemption under separate reciprocal agreements.]

[(See Section 304 and commentary thereunder.)]

108 GRANTING OF RECIPROCITY

It is the purpose of this agreement to grant reciprocity to apportioned fleets of vehicles, and to provide for the continuance of reciprocity granted to those vehicles that are not eligible for apportioned registration under the terms of this agreement.

[Apportioned fleets of vehicles must be granted "reciprocity." Fleets of vehicles not so registered are subject to pre-existing registration requirements but may, nevertheless, be granted "reciprocity." Vehicles displaying "restricted plates," such as farm vehicles for example, may be exempt from additional fees if the jurisdiction's law, applicable agreements, understandings or declarations so provide. Fleets of vehicles properly registered under the IRP are not charged additional fees by member jurisdictions unless such fees are authorized under Section 304.]

[(See commentary thereunder.)]

[The IRP, therefore, provides for an exemption from such additional fees. The IRP is a reciprocity agreement providing for ". . . the recognition of fees paid to other jurisdictions."]

[(See Page 2, Minutes of the AAMVA Ad Hoc Committee Meeting held in Dallas, Texas on December 5 - 6, 1972.)]

[The IRP speaks of "reciprocity" both as to vehicles registered pursuant to it, as well as those not so registered. (The Uniform Vehicles Registration Proration and Reciprocity Agreement, in contrast, speaks of "reciprocity" only in the latter instance. Article V of that agreement provides for "reciprocity" to vehicles not registered thereunder, but does not provide that proportionally registered vehicles are receiving "reciprocity.")]

[The IRP is, therefore, construed to be a "reciprocity agreement."]

[(See Page 2, Minutes of the AAMVA Ad Hoc Committee meeting held in Washington, D.C., May 30 - 31, 1973.)]

109 DISCHARGE OF REGISTRANT RESPONSIBILITY

The payment to the base jurisdiction for all member jurisdictions of apportioned fees due under this agreement discharges the responsibility of the registrant for payment of such apportioned fees to individual member jurisdictions, except as may be provided in Section 410.

110 REGISTRANT FROM NON-MEMBER JURISDICTION

(a) Registrants based in any jurisdiction not a member of this agreement, may make application for registration with the member jurisdiction where the most miles or kilometers have been or will be operated in the first year as a base jurisdiction for purposes of this agreement. The jurisdiction receiving such application may accept or reject it for cause. If approved, the registrant may only base in the jurisdiction until such time as the registrant's base jurisdiction becomes a member of this agreement.

[Registrants "based" in a non-member jurisdiction may obtain the benefits of Plan membership by initially declaring as a "base" the IRP member jurisdiction within which the most miles or kilometers have been operated, without regard to the three-part test provided in Section 210.]

[However, a question arises whether the "base" declaration must be changed upon membership approval of the previous "non-member." Because this provision authorizes such a declaration of "base" only ". . . until such time as the registrant's base jurisdiction becomes a member. . ." the implication is that the new member must become the new "base." However, this assumes that the registrant's bona fide "base" was and continues to be in the new member jurisdiction. Since the three-factor test for determining "base" is intended to provide a reasonable degree of flexibility to fleet operations, the registrant could decide to base the fleet (or fleets) in jurisdictions other than the former "base."]

[The Plan is construed to require a change in "base" only if the three-factor test is not met in the "declared base."]

[For example, assume: (1) the registrant has historically operated fleet A from a place of business in jurisdiction X, a non-member of IRP; (2) fleet A accrues more of its mileage in IRP jurisdiction Y than in any other IRP jurisdiction but has no established place of business there; (3) fleet A declares jurisdiction Y as its base pursuant to this provision; (4) jurisdiction X then becomes an IRP member. The clear result is that the registrant must change its "base" to jurisdiction X. However, if the registrant has an established place of business in jurisdiction Y (or in any other IRP jurisdiction) when jurisdiction X becomes a member, the Plan does not require that the "base" declaration be changed to X. It is possible that the registrant will have closed its place of business in X and, consequently, would be prohibited from declaring X as "base."]

(b) Whenever the base jurisdiction of a registrant changes through application of this section, the re-registration of the registrant's vehicles in the new jurisdiction shall be accomplished through orderly and equitable procedures to be established by the Commissioners of the two jurisdictions involved.

[This section requires the establishment of orderly and equitable procedures by the Commissioners of the jurisdictions involved in a change of "base." This provision allows for the ad hoc development of procedures to effect the "base" change. If such procedures

result in the duplication of registration fee payment, they are deemed not to be "equitable" and, therefore, shall not be authorized under this section.]

Section 110 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.
Section 110 amended March 31, 2005, Ballot 320. Effective October 1, 2005.

ARTICLE II DEFINITIONS

200 ALLOCATED VEHICLE

"Allocated Vehicle" means a vehicle to which a particular jurisdiction's basic registration plate or apportioned registration plate is attached upon payment of the jurisdiction's full basic registration fee. A portion of each fleet of one-way vehicles is "allocated" to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction.)

202 APPORTIONABLE FEE

"Apportionable fee" means any periodic recurring fee required for licensing or registering vehicles, such as, but not limited to, registration fees, license or weight fees.

[This provision describes the type of fees to be apportioned, The key words are "periodic" and "recurring." A registration, license or weight fee is only apportionable if it is a "periodic recurring" fee.]

Governing Board Decision 28, September 13, 1992

204 APPORTIONABLE VEHICLE

(a) "Apportionable Vehicle" means any vehicle, except recreational vehicles, vehicles displaying restricted plates, city pick up 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 two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,793.401 kilograms; or**
- 2. is a power unit having three or more axles, regardless of weight; or**
- 3. is used in combination, when the weight of such combination exceeds 26,000 pounds or 11,793.401 kilograms gross vehicle weight.**

Trucks and truck tractors, and combinations of vehicles having a gross vehicle weight of 26,000 pounds or 11,793.401 kilograms or less and buses used in transportation of chartered parties may be proportionally registered at the option of the registrant.

[Fleets of vehicles are determined to be apportionable according to the characteristics and use of the vehicle or the "combination" of vehicles. This section refers to any vehicle (power unit or trailing unit) used within a combination which exceeds 26,000 pounds or 11,793.401 kilograms gross vehicle weight. Trailers, however, are only apportioned under the Plan pursuant to an approved exception unless subject to Article XI.]

[(See Section 404). A vehicle or combination of vehicles falling within any of the three enumerated classifications is apportionable, if it is, a) used for the transportation of persons for hire, or, b) designed, used or maintained primarily (but not necessarily exclusively) for the transportation of property, and, c) . . . used in two or more jurisdictions that allocate or apportion vehicles. . .]

[A vehicle or combination of vehicles which travels in two or more IRP jurisdictions, but which is not otherwise within the definition of "apportionable vehicle," may be apportioned if the registrant so chooses. Vehicles not apportioned are subject to registration and fee payment in accordance with each base jurisdiction's general registration statutes. These non-apportionable vehicles may be entitled to reciprocity in other jurisdictions under applicable reciprocity agreements.]

[(See Sections 108 and 2000 and commentary thereunder; see also Page 2, Minutes of the Kentucky Dam Village Meeting held September 27-28, 1972.)]

Governing Board Decision 10, March 10, 1987
Governing Board Decision 12, March 29, 1988
Governing Board Decision 13, September 20, 1988
Governing Board Decision 29, September 13, 1992
Governing Board Decision 32, July 14, 1994
Article II Revised January 16, 1995, Ballot 1.7.166
Section 204 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.
Dispute Resolution Committee Decision 98.1, November 19, 1998
Dispute Resolution Committee Decision 98.3, November 19, 1998
Dispute Resolution Committee Decision 99.5, November 13, 1999

206 AUXILIARY AXLE

"Auxiliary axle" means an auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer.

208 AXLE

"Axle" means an assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the IRP, an "axle" is any such assembly whether or not it is load-bearing only part of the time. For example, a single-unit truck with a steering axle and two axles in a rear-axle assembly is an apportionable vehicle even though one of the rear axles is a so-called "dummy," "drag," "tag" or "pusher" type axle.

210 BASE JURISDICTION

"Base Jurisdiction" means, for purposes of fleet registration, the jurisdiction where the registrant has an established place of business, where distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with the provisions of Section 1602.

[This section provides a three-part test for the determination of base jurisdiction.]

[During the drafting of the Plan, this definition was revised several times. Originally, the "base jurisdiction" was the jurisdiction where the registrant, 1) had his principal place of business, and 2) where the financial records of the firm as well as the records on vehicle operations were kept and could be inspected.

The definition was revised to delete the word "principal" and all reference to financial records. A requirement that the fleet accrue mileage within the base jurisdiction was added. This definition was later amended by official ballot action to add the words "or can be made available in accordance with the provisions of Section 1602" after the term "maintained." (Final approval dated July 30, 1976.)

Prior to the passage of the Amendment a serious question arose regarding the need to maintain operational records of a fleet in the "base jurisdiction." As a matter of business practice many companies did not do so and considerable expense and time-consumption would have resulted from literal enforcement of that provision. Consequently, the administrators amended the Plan to allow the records to be maintained outside the "base." (See Section 1602 and Minutes, AAMVA Legal Affairs Subcommittee Meeting held in Houston and Austin, Texas, January 6-8, 1976.)

The fundamental principal of operational flexibility is again involved here. Industry representatives were concerned that a restrictive definition would reduce that flexibility. Administrators, on the other hand, were concerned that registrants might use the flexibility provided to avoid registration fees by choosing a base which does not claim "reciprocity distance."]

[It is not now, and never has been, the intent of the Plan to permit a registrant to use the flexible provisions of this section in changing his base jurisdiction as a device to avoid the payment of registration fees on a 100% distance basis.]

[The three-part test requires: 1) an established place of business, 2) fleet distance accrual, and 3) maintenance of operational records or record availability under Section 1602]

[A question has arisen whether all vehicles of a fleet must accrue distance within the jurisdiction chosen as "base." If this interpretation were adopted, the registrant would be forced to make certain that every vehicle of a fleet traveled some of its distance in the "base" each year. This

requirement would contravene the purpose of granting operational flexibility, discussed under Section 102.]

[The Plan is construed broadly to require only accrual of distance by the fleet as a whole; each vehicle need not individually enter the base jurisdiction.]

Governing Board Decision 5 — October 23, 1986
Governing Board Decision 19 — September 12, 1989
Governing Board Decision 23 — April 9, 1991
Dispute Resolution Committee Decision 96.7 — October 7, 1996
Section 210 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999
Dispute Resolution Committee Decision 99.4, November 13, 1999
Section 210 amended March 28, 2003, Ballot 282. Effective October 1, 2003

212 BASE PLATE

(a) "Base Plate" means the plate issued by the base jurisdiction and shall be the only registration identification plate issued for the vehicle by any member jurisdiction.

(b) Base plates shall be identified by having the word "apportioned," "APP" or "PRP" and the jurisdiction's name on the plate. The numbering system and color shall be determined by the issuing jurisdiction.

Governing Board Decision 27, January 21, 1992
Section 212 amended March 28, 2003, Ballot 282. Effective October 1, 2003

214 CHARTERED PARTY

"Chartered Party" means a group of persons who, pursuant to a common purpose and under a single contract, and at a fixed charge for the vehicle in accordance with the carrier's tariff, lawfully on file with the U.S. Department of Transportation, have acquired the exclusive use of a passenger-carrying motor vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the chartered group after having left the place of origin.

[This definition was added by amendment effective January 1, 1975, and was made necessary by the amendment to Section 204 excluding "buses used in transportation of chartered parties" from the definition of an "apportionable vehicle."]

Section 214 amended March 28, 2003, Ballot 282. Effective October 1, 2003

216 COMMISSIONER

"Commissioner" means the jurisdiction official in charge of registration of vehicles.

218 ESTABLISHED PLACE OF BUSINESS

"Established Place of Business" means a physical structure located within the base jurisdiction that is owned, leased or rented by the fleet registrant.

The physical structure shall be designated by a street number or road location. A post office box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours and have located within it:

- 1. A telephone(s) publicly listed in the name of the fleet registrant.**
- 2. A person(s) in the permanent employment of the registrant conducting the fleet registrant's trucking-related business.**
- 3. The operational records of the fleet and the maintenance of such records (unless such records can be made available in accordance with the provisions of Section 1602).**

The trucking-related business within the base jurisdiction must constitute more than just credentialing, distance and fuel reporting, and/or answering a telephone. Employees in the permanent employment of the registrant, not contractual labor, must be performing the trucking-related duties. A jurisdiction may require whatever information the jurisdiction deems pertinent to show that the registrant has an established place of business within the jurisdiction and that all proper fees and taxes are paid.

Governing Board Decision 3, September 20, 1985
Governing Board Decision 6 and 8, October 23, 1986
Governing Board Decision 31, April 26, 1994
Dispute Resolution Committee Decision 97.21, November 16, 1997
Dispute Resolution Committee Decision 99.4, November 13, 1998
Section 218 amended September 30, 2002, Ballot 264. Effective October 1, 2003

219 ESTIMATED DISTANCE

(a) The anticipated distance a fleet is expected to travel in a jurisdiction during the applicable registration year reported on the application for apportioned registration; or

(b) The average distance assigned to the fleet by the base jurisdiction determined in Section 801.

Section 219 amended March 31, 2004, Ballot 291. Effective July 1, 2006.

220 FLEET

"Fleet" means one or more apportionable vehicles.

222 IN-JURISDICTION DISTANCE

"In-Jurisdiction Distance" means the total distance operated by a fleet of apportioned vehicles in a jurisdiction during the preceding year. In those cases where the registrant operated a fleet of apportioned vehicles in jurisdictions that require no apportionment and

grant reciprocity, the base jurisdiction may add such distance to the in-jurisdiction distance.

[The Plan does not define the term "reciprocity" in this context and Section 240 "reciprocity" does not apply since that provision deals with "reciprocity" granted by member jurisdictions only. However, the concept is one of vehicle operation in non-member jurisdictions at no licensing or registration cost to the registrant.]

[If a non-member jurisdiction requires the registrant to obtain a permit or permits and collects fees therefore or collects other fees in lieu of registration, it cannot be said that "reciprocity" is being granted. The term "in-jurisdiction distance" is construed to include only those distances actually traveled within a member jurisdiction. In the case of the base jurisdiction it may include those distances traveled in non-member jurisdictions which impose no fees for, or in lieu of, vehicle registration.]

Governing Board Decision 24, April 9, 1991
Section 222 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999
Dispute Resolution Committee Decision 97.1 - September 11, 1997
Section 222 amended March 28, 2003, Ballot 282. Effective October 1, 2003

224 INTERJURISDICTION MOVEMENT

"Interjurisdiction movement" means vehicle movement between or through two or more jurisdictions.

226 INTRAJURISDICTION MOVEMENT

"Intrajurisdiction movement" means vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

228 JURISDICTION

"Jurisdiction" means a country or a state, province, territory, possession, or federal district of a country.

Section 228 amended March 28, 2003, Ballot 279. Effective October 1, 2003

232 OPERATIONAL RECORDS

"Operational Records" means documents supporting the total distance traveled in each jurisdiction and total distance traveled such as fuel reports, trip sheets and driver logs.

["Operational records" include source documents suitable for verification of fleet mileage, known as "Individual Vehicle Distance Records" (IVDRs). An IVDR must contain the information set forth in the Audit Procedures Manual.]

[See commentary under Section 1500 and Article XVI.]

Section 232 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999
Section 232 amended April 1, 2001. Ballot 1.7.234. Effective October 1, 2001

234 OWNER-OPERATOR

"Owner-Operator" means a person, firm or corporation leasing an apportioned motor vehicle with driver to a motor carrier. The base jurisdiction shall verify that a lease exists between the owner-operator and the motor carrier.

Section 234 amended March 28, 2003, Ballot 282. Effective October 1, 2003
Section 234 amended March 31, 2004, Ballot 310. Effective October 1, 2004

236 POOL FLEET

"Pool Fleet" means a fleet of rental company trailers and semi-trailers having a gross weight in excess of 6,000 pounds or 2,721.554 kilograms, and used solely in pool operation, with no permanent base.

Section 235 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999

238 PRECEDING YEAR

"Preceding Year" means the period of twelve consecutive months immediately prior to July 1st of the year immediately preceding the commencement of the registration or license year for which apportioned registration is sought.

Dispute Resolution Committee Decision 95.1 -
Dispute Resolution Committee Decision 96.1 — April 15, 1996

240 RECIPROCITY

"Reciprocity" means that an apportionable vehicle properly registered hereunder shall be exempt from further registration by any other member jurisdiction.

[(See Sections 100 and 108.)]

242 RECIPROCITY AGREEMENT

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

244 RECREATIONAL VEHICLE

"Recreational Vehicle" means a vehicle used for personal pleasure or personal travel, not in connection with any commercial endeavor.

[The term "recreational vehicle" refers to vehicles such as "campers," "house trailers," "motor homes" and "mobile homes" when used exclusively for personal pleasure and travel by an individual and his family. In order to qualify as a "recreational vehicle," it must not be used in connection with any business endeavor.]

[(See Page 3, Minutes of the AAMVA Ad Hoc Committee Meeting held in Washington, D.C., May 30 - 31, 1973.)]

[When a recreational vehicle is being transported by a vehicle transporter, its weight must be included in the gross vehicle or combination weight of the transporting vehicle or combination of vehicles for purposes of determining appropriate registration fees. This requirement is clear since it is the registration of the vehicle transporter which is being considered here and the nature of the property transported is irrelevant.]

[(See Section 204.)]

Section 244 amended March 28, 2003, Ballot 282. Effective October 1, 2003.

246 REGISTRANT

"Registrant" means a person, firm or corporation in whose name or names a vehicle is properly registered.

[The term "registrant" is defined broadly so as not to exclude service representatives and rental companies from the classification.]

[(See commentary under Section 1206 and Article XI.)]

248 REGISTRATION YEAR

"Registration Year" means the twelve month period during which the registration issued by the base jurisdiction is valid according to the laws of the base jurisdiction.

Section 248 amended March 28, 2003, Ballot 282. Effective October 1, 2003

250 RESTRICTED PLATE

"Restricted Plate" means a registration plate that has time (less than a registration year), geographic area, distance or commodity restrictions.

Section 250 amended March 28, 2003, Ballot 282. Effective October 1, 2003

252 SEMI-TRAILER

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

254 SERVICE REPRESENTATIVE

"Service Representative" means one who furnishes facilities and services including sales, warehousing, motorized equipment and drivers under contract or other arrangements to a carrier for transportation of property by a household goods carrier.

255 STAGGERED REGISTRATION

"Staggered registration" means a method of distributing fleet registration so that credentials expire in different months during the same registration year.

256 TOTAL DISTANCE

"Total Distance" means the total distance, including those accrued on trip permits, operated by a fleet of apportioned vehicles in all jurisdictions during the preceding year. For purposes of motor bus apportionment, total distance shall be calculated as provided in Article XIII.

For purposes of reduced operations, total distance shall be reduced by the actual distance traveled in the eliminated jurisdictions. Reduced operations include distance operated on trip permits in the reporting period.

["Total Distance" means distance traveled by a fleet in all jurisdictions during the preceding year. This provision is not construed so as to limit "total distance" to distance traveled in member jurisdictions.]

Section 256 amended April 24, 1992. Ballot 1.7.141. Effective October 1, 1992
Dispute Resolution Committee Decision 96.6, October 7, 1996.
Section 256 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999
Dispute Resolution Committee Decision 97.11 - September 11, 1997.
Section 256 amended September 30, 2002, Ballot 267. Effective October 1, 2003
Section 256 amended March 28, 2003, Ballot 282. Effective October 1, 2003

258 TRAILER

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

Section 258 amended March 28, 2003, Ballot 282. Effective October 1, 2003

260 TRIP LEASE

"Trip Lease" means a lease of a vehicle to a motor carrier (lessee) for a single interjurisdictional movement. The term may also include a similar intrajurisdictional movement where such movement is authorized under the laws of the jurisdiction.

Section 260 amended March 28, 2003, Ballot 282. Effective October 1, 2003

262 AUDIT

"Audit" means a physical examination of a registrant's operational records including source documentation to verify fleet distance and accuracy of a registrant's record keeping system for that fleet. The examination will be of the records maintained for a fleet during the respective preceding year. This does not preclude an audit of multiple fleets for multiple years. The purpose of the audit is to determine the proper total distance traveled and the percentage of distance traveled in each jurisdiction. These percentages equate to the proper registration fees owed by the registrant for a particular fleet or the registration fees owed to the registrant for a particular fleet.

Section 262 amended April 17, 1999. Ballot 1.7.227. Effective October 1, 2000
Section 262 amended March 28, 2003, Ballot 282. Effective October 1, 2003

263 APPLICANT

"Applicant" means a person, firm or corporation in whose name an application is filed with a base jurisdiction to apportion a fleet of vehicles.

Section 263 amended March 28, 2003, Ballot 282. Effective October 1, 2003

264 APPORTIONMENT

"Apportionment" means a registration based on the proportional payment of registration fees, whether determined by the quotient of total distance traveled, revenue received, average presence, or any other similar method approved in the Plan.

Section 264 amended March 28, 2003, Ballot 282. Effective October 1, 2003

265 CAB CARD

"Cab Card" means a registration issued by the base jurisdiction for a vehicle of an apportioned fleet that identifies the vehicle, the registrant, the jurisdictions for which the vehicle is apportioned, the plate number, the registered weight by jurisdiction, and any other necessary information.

Section 265 amended March 28, 2003, Ballot 282. Effective October 1, 2003

266 COMBINATION OF VEHICLES

“Combination of Vehicles” means a power unit used in combination with trailers, semi-trailers and/or auxiliary axles.

Section 266 amended March 28, 2003, Ballot 282. Effective October 1, 2003.

267 DECLARED GROSS VEHICLE WEIGHT

“Declared Gross Vehicle Weight” means the total unladen weight of the vehicle or combination of vehicles plus the maximum load to be carried on the vehicle for which registration fees have been paid.

Section 267 amended March 28, 2003, Ballot 282. Effective October 1, 2003

268 ENFORCEMENT DATE

“Enforcement Date” means the date the base jurisdiction requires a registrant to display the new registration year’s credentials.

Section 268 amended March 28, 2003, Ballot 282. Effective October 1, 2003

269 EXCEPTION

“Exception” means a deviation from the Plan by a member jurisdiction, which has been approved by all member jurisdictions.

Section 269 amended March 28, 2003, Ballot 282. Effective October 1, 2003

270 EXTENSION

“Extension” means a period of time from the expiration date or grace period date that registrants may operate on expired credentials because the base jurisdiction is unable to provide current credentials.

Section 270 amended March 28, 2003, Ballot 282. Effective October 1, 2003

271 FULL TRAILER

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

Section 271 amended March 28, 2003, Ballot 282. Effective October 1, 2003

272 GRACE PERIOD

“Grace Period” means a period of time from the expiration of the current year’s credentials until the date new credentials are required to be displayed or enforcement action could be taken.

Section 272 amended March 28, 2003, Ballot 282. Effective October 1, 2003

273 HOUSEHOLD GOODS CARRIER

“Household Goods Carrier” means a carrier handling:

(a) personal effects and property used or to be used in a dwelling;

(b) furniture, fixtures, equipment, and the property or 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, require the specialized handling and equipment usually employed in moving household goods.

Section 273 amended March 28, 2003, Ballot 282. Effective October 1, 2003

274 IVDR

“IVDR” means Individual Vehicle Distance Record and is the original record generated in the course of actual vehicle operation and is used as a source document to verify the registrant’s application for accuracy. An IVDR must contain the information set forth in the *Audit Procedures Manual*.

Section 274 amended March 28, 2003, Ballot 282. Effective October 1, 2003

275 LEASE

“Lease” means a written document vesting exclusive possession, control and responsibility for the operation of the vehicle to the lessee for a specific period of time.

(a) A long-term lease is for a period of 30 days or more.

(b) A short-term lease is for a period of fewer than 30 days.

Section 275 amended March 28, 2003, Ballot 282. Effective October 1, 2003

276 LESSEE

“Lessee” means a person, firm or corporation which has the legal possession and control of a vehicle owned by another under terms of a lease agreement.

Section 276 amended March 28, 2003, Ballot 282. Effective October 1, 2003

277 LESSOR

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

Section 277 amended March 28, 2003, Ballot 282. Effective October 1, 2003

278 MEMBER JURISDICTION

“Member Jurisdiction” means a jurisdiction which has applied for membership and has been accepted by all member jurisdictions of the International Registration Plan.

Section 278 amended March 28, 2003, Ballot 282. Effective October 1, 2003

279 MOTOR CARRIER

“Motor Carrier” means a person, firm or corporation engaged in the commercial transportation of goods or persons.

Section 279 amended March 28, 2003, Ballot 282. Effective October 1, 2003

280 MOTOR VEHICLE

“Motor Vehicle” means every vehicle which is self-propelled by power other than muscular power.

Section 280 amended March 28, 2003, Ballot 282. Effective October 1, 2003

281 OWNER

“Owner” means a person, firm or corporation, other than a lienholder, holding legal title to a vehicle.

Section 281 amended March 28, 2003, Ballot 282. Effective October 1, 2003

282 POWER UNIT

See “Motor Vehicle,” “Tractor,” “Truck” or “Truck-Tractor.”

Section 282 amended March 28, 2003, Ballot 282. Effective October 1, 2003

283 PROPERLY REGISTERED VEHICLE

“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.

Section 283 amended March 28, 2003, Ballot 282. Effective October 1, 2003

284 RECIPROCITY DISTANCE

“Reciprocity Distance” means the distance traveled by apportionable vehicles in jurisdictions not members of this agreement, and which grant reciprocity.

Section 284 amended March 28, 2003, Ballot 282. Effective October 1, 2003

285 TRACTOR

“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.

Section 285 amended March 28, 2003, Ballot 282. Effective October 1, 2003

286 TRIP PERMIT

“Trip Permit” means a temporary permit issued by a jurisdiction in lieu of regular registration or reciprocity.

Section 286 amended March 28, 2003, Ballot 282. Effective October 1, 2003

287 TRUCK

“Truck” means a motor vehicle designed, used or maintained primarily for the transportation of property.

Section 287 amended March 28, 2003, Ballot 282. Effective October 1, 2003

288 TRUCK TRACTOR

“Truck Tractor” means a motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.

Section 288 amended March 28, 2003, Ballot 282. Effective October 1, 2003

289 UNLADEN VEHICLE WEIGHT

“Unladen Vehicle Weight” means the weight of a vehicle fully equipped for service, excluding the weight of any load.

Section 289 amended March 28, 2003, Ballot 282. Effective October 1, 2003

290 VEHICLE

“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.

Section 290 amended March 28, 2003, Ballot 282. Effective October 1, 2003

291 RENTAL FLEET

“Rental Fleet” means vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

Section 292 amended as Section 1104 August 22, 1994, ballot 1.7.158. Effective 1995 registration year.

292 RENTAL OWNER

“Rental Owner” means someone who rents vehicles to others with or without drivers.

293 RENTAL TRANSACTION

“Rental Transaction” means that the rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

294 RENTAL VEHICLE

“Rental Vehicle” means a vehicle of a rental fleet.

295 RENTING AND LEASING

“Renting and Leasing” means the giving of possession and control of a vehicle for valuable consideration for a specified period of time.

Section 291-295 amended March 311, 2004, Ballot 300. Effective October 1, 2004

ARTICLE III FEES FOR APPORTIONED REGISTRATION

Dispute Resolution Committee Decision 97.1 - September 11, 1997

300 DETERMINATION OF FEES

A. The registration fee for apportionable vehicles shall be determined as follows:

- 1. Divide the in-jurisdiction miles or kilometers by the total distance generated during the preceding year.**
- 2. Determine the total fees required under the laws of each jurisdiction for full registration of each vehicle at the regular annual or applicable fees, or for the unexpired portion of the registration year.**
- 3. Multiply the sum obtained under Paragraph 2 of this section by the quotient obtained under Paragraph 1 of this section.**

Governing Board Decision 24 — April 9, 1991
Dispute Resolution Committee Decision 96.6 — October 7, 1996
Section 300 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

302 NON-WAIVER OF FEES

This agreement does not waive any fees or taxes charged levied by any jurisdiction in connection with the ownership or operation of vehicles and applies only to those apportioned fees specified. All other fees and taxes shall be paid to each jurisdiction in accordance with the laws thereof.

[This section authorized the collection of all fees and taxes which are not “apportionable fees” as defined in Section 202.]

[Whether a “fee” or a “tax” is involved, it may only be collected “in accordance with the laws” of the jurisdiction imposing the fee or tax. The fee or tax must be set or authorized by statute. A proliferation of such fees or taxes, however, may result in impeding the free movement of commerce among the member jurisdictions. This result would tend to contravene the purpose set forth in Section 102.]

[(See commentary thereunder.)]

Governing Board Decision 28, September 13, 1992

304 MINIMUM FEES

There shall be no minimum vehicle fees for any apportionable vehicle, except those base jurisdiction statutory fees for issuance of identifications or filing of applications.

[It was the intention of the drafters of the Plan to authorize only those "minimum vehicle fees" set by statute for issuance of identification by the base jurisdiction or for filing of application with the base jurisdiction. Although this intention is not entirely clear from the Minutes of the final AAMVA Ad Hoc Committee Meeting held in Phoenix, July 24 - 25, 1973, it may be discerned from a reading of all meeting minutes wherein this subject is discussed. Since one of the fundamental purposes of the Plan is to provide for the processing of applications and issuance of identification by the base jurisdiction only, it would be incongruous to authorize the collection of fees for those responsibilities by other than the base jurisdiction.]

Governing Board Decision 28, September 13, 1992

306 FEE CHANGE NOTIFICATION

Each member jurisdiction shall notify IRP, Inc. of any proposed fee changes regarding apportioned registration by that member jurisdiction at least 120 days prior to the effective date. Upon timely notification of proposed fee changes, each member jurisdiction shall implement and collect proper fees due by the effective date. Any member jurisdiction failing to implement the proposed fee changes within the 120-day time frame will be responsible for any re-bill or credit adjustment resulting from the time delay. If the proposed fee change notification is not received by IRP, Inc. or the member jurisdictions prior to the 120-day effective date, the member jurisdictions must implement the fee changes within 120 days of notification, and no re-billing or credit adjustment may be initiated for fees incurred during the initial 120-day time frame.

All member jurisdictions shall submit fee changes in a standard format as established by IRP, Inc. and approved by the IRP, Inc. Board of Directors.

Section 306 amended April 17, 1999, Ballot 1.7.208. Effective October 1, 2000.
Section 306 amended April 1, 2001, Ballot 1.7.251. Effective October 1, 2002.

ARTICLE IV

APPLICATION FOR APPORTIONED REGISTRATION

400 APPLICATION FILED WITH BASE JURISDICTION

An applicant for apportioned registration shall file a uniform application with the base jurisdiction in lieu of registration under other applicable statutes.

[This section requires the filing of a uniform application with the base jurisdiction. The application form adopted for use shall be used by all member jurisdictions and is hereby incorporated by reference.]

[(Forms for this purpose were developed by the American National Standards Institute D19.4 Subcommittee on Uniform Documents and Records, approved as to form in July 1975; see Page 10, Minutes of the AAMVA IRP Procedures Conference held in Jackson, Mississippi, July 22-24, 1975.)]

The base jurisdiction shall adopt the following procedures for renewal and expanded operations.

- a. Upon renewal, the registrant shall be required to report and use actual distance operated during the preceding year (or portion of the preceding year).**
- b. Fees for each member jurisdiction shall be calculated pursuant to Article III.**
- c. All fees based on second or subsequent year distance estimates shall be computed over 100%.**

Governing Board Decision 26, August 25, 1991
Governing Board Decision 27, January 21, 1992.
Section 400 amended March 31, 2004, Ballot 295. Effective October 1, 2004.

402 APPLICATION FILING

The base jurisdiction shall determine the manner, standard of measure, and dates for filing applications. The base jurisdiction may issue fleet registrations so that all credentials expire in the same month or stagger fleet registration so that credentials expire in different months during the same registration year.

When converting to staggered registration, a jurisdiction may issue fleet registrations for a period of not less than six (6) months, nor more than eighteen (18) months.

The base jurisdiction shall determine the timing and manner for the filing of applications and payment of fees due.

If a jurisdiction automates its renewal process, use the standard IRP automated renewal transaction codes, field formats and record formats adopted by a majority of the

membership and maintained by the IRP, Inc. The jurisdiction will have at least 90 days notice to implement changes to these field codes. See Appendix E. Each member jurisdiction shall advise IRP, Inc. and law enforcement of any extensions of the renewal period.

[This section allows the base jurisdiction to determine the date by which applications must be filed, since the base jurisdiction (with a few exceptions) is the only jurisdiction involved in the filing of applications. This provision also authorizes the jurisdiction to postpone or delay payment of fees "until after the jurisdiction has computed the fees due." This option avoids duplicate effort in those cases where the registrant might have made an error in fee calculation. Such procedures must be established by regulation under the Plan's explicit terms and should provide notice of the due date of the application and other pertinent requirements.]

Section 402 amended February 11, 1994, ballot 1.7.153. Effective 1995 registration year.
Section 402 amended March 31, 2004, Ballot 295. Effective October 1, 2004.

404 TRAILERS, SEMI-TRAILERS AND AUXILIARY AXLES - RECIPROCITY

Trailers, semitrailers and auxiliary axles properly registered in any jurisdiction and used, moved or operated in accordance with this section shall be granted full and free reciprocity. This reciprocity shall be deemed registration of such vehicles under the Plan and shall apply to both interjurisdictional and intrajurisdictional movement or operation, provided appropriate regulatory authority is held, if necessary. When registration fees are paid on apportionable vehicles, full and free reciprocity shall be granted to all trailers, semitrailers and auxiliary axles used in the combination. No member jurisdiction shall require a registrant of power units to register any amount of trailers, semitrailers or auxiliary axles in any proportion to the registrant's apportioned power unit fleet.

Dispute Resolution Committee Decision 96.2 — April 15, 1996
Section 404 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999
Section 404 amended April 17, 1999, Ballot 1.7.203. Effective October 1, 2000
Section 404 amended March 31, 2004, Ballot 295. Effective October 1, 2004.
Section 404 amended March 31, 2005, Ballot 319. Effective October 1, 2005

406 CONTENTS OF APPLICATION

The registration application shall contain the number of apportionable vehicles, with any vehicle description as may be required by the jurisdictions concerned, and a uniform distance schedule.

[This section recognizes the fact that some jurisdictions may need a more detailed vehicle description than others, although the form must be uniform. This problem was solved by providing enough columns in the application form to satisfy all requirements in all jurisdictions. Consequently, although one jurisdiction may need descriptive detail not needed by another, the format of the application form remains uniform.]

408 JURISDICTION NOTIFICATION OF APPLICATION FILING

A jurisdiction shall transmit information and fees at least once a month. The base jurisdiction shall transmit to other member jurisdictions appropriate funds and information on registrations paid within thirty (30) days following the close of the transmittal period. The transmittal period shall be the period of time for which registrations have been paid. The transmittals and appropriate funds shall be mailed or electronically transmitted to other member jurisdictions within the thirty (30) day period. The postmark date or the date of the electronic transmission will determine when the transmittal has been completed. The base jurisdiction shall provide the transmittal reporting period. The transmittals shall contain all information necessary for the receiving jurisdiction to verify the fees paid. The consolidated transmittals shall contain, but not be limited to, the following information:

- 1. Registrant account number**
- 2. Registrant name**
- 3. Registration year**
- 4. Batch number or date range**
- 5. Amount of payment**
- 6. Original or supplement number**
- 7. Distance and distance percent**
- 8. Payment date**
- 9. Number of months for which fees are calculated**
- 10. Vehicle types**
- 11. Vehicle weights (old and new for weight increases)**
- 12. Number of vehicles**
- 13. Carrier type**
- 14. Supplement type**

The transmittal or extensive recaps, necessary for those jurisdictions that calculate fees on variables other than gross weight, shall contain the additional variables used to calculate their fees (such as factory price, model year, number of axles, purchase price, and bus seats). Each jurisdiction shall forward to IRP, Inc. a list of variables needed if the variables differ from the above list.

Member jurisdictions may transmit funds through an electronic transfer procedure by mutual agreement.

[Exchange of U.S./Canadian funds may be handled in the following ways as each jurisdiction chooses:

- 1. The exchange rate is set monthly and used by jurisdictions for calculating billings. The rate of exchange shall be determined in accordance with the U.S. Federal Reserve Board index rate at 12:00 p.m. Washington, D.C. time on the third Monday of each month for bill calculations for the subsequent month; and/or*

2. Bill the carrier for travel in the U.S. in U.S. dollars and in Canada in Canadian dollars. The jurisdiction shall maintain U.S. dollar and Canadian dollar bank accounts to distribute the funds.]

[The intent of number 1 above is to establish a rate for a monthly period. However, no rate adjustment is to be made on a bill after it is calculated even though it might not be paid in the same month unless other changes are to be made to the supplement affecting the bill calculation.]

Section 408 amended April 1, 2000, Ballot 1.7.213. Effective October 1, 2000
Section 408 amended September 30, 2002. Ballot 270. Effective October 1, 2003
Section 408 amended March 31, 2004, Ballot 295. Effective October 1, 2004.

410 JURISDICTION COOPERATION

The base jurisdiction shall cooperate with other member jurisdictions in connection with applications and fees paid.

[This provision is construed, in part, to require the base jurisdiction to assist another member jurisdictions in the collection of fees due if a registrant fails to pay such fees.]

Governing Board Decision 7, October 23, 1986
Section 410 amended March 31, 2004, Ballot 295. Effective October 1, 2004.

ARTICLE V

REGISTRATION OF APPORTIONABLE VEHICLES

500 BASE JURISDICTION REGISTRATION

The base jurisdiction shall register apportionable vehicles upon application and payment of the registration fees as provided in Articles III and IV. The base jurisdiction may require payment of additional fees for each apportionable vehicle, in an amount provided by statute or regulation. The base jurisdiction shall issue a registration cab card and registration plate(s) for each apportionable vehicle.

The registration cab card shall:

- 1. Identify the vehicle for which it is issued.**
- 2. List the jurisdictions for which the vehicle has been apportioned.**
- 3. List the weight (or other qualifying information) for each jurisdiction.**

The registration cab card shall be carried in or upon the vehicle.

[Only the base jurisdiction may charge a fee for the issuance of a registration (license) plate, which is in addition to the proportional registration fee determined under Section 300, since only the base jurisdiction may issue such a plate.]

[See Sections 104 and 502 and commentary thereunder.]

[Any such fee must be established by statute or legally valid regulation in order to be an authorized fee under the Plan.]

[See Page 7, Minutes of the AAMVA Ad Hoc Committee Meeting held in Phoenix, Arizona, July 24-25, 1973.]

[Only the base jurisdiction may issue a registration cab card, which must identify the vehicle for which it is issued, identify the jurisdiction into and through which the vehicle may operate and show the weight(or equivalent) and classification of fee for which the vehicle is registered.]

Article V Revised January 3, 1995, Ballot 1.7.164
Section 500 amended March 31, 2004, Ballot 296. Effective October 1, 2004.

502 IDENTIFICATION PLATES AND REGISTRATION CAB CARDS

The base jurisdiction, after receiving its proportionate fees, shall supply the necessary registration plates and prepare registration cab cards, listing on the front of the registration cab cards the jurisdictions where the vehicles are proportionally registered, the weight (shown in pounds for states and in kilograms for provinces) for which registered

and any other necessary information in each of the jurisdictions. The base jurisdiction may, at its discretion, withhold issuing plates and registration cab cards until it has received evidence of payment due other member jurisdictions.

When a registrant receives renewal credentials prior to the commencement of the new registration period, the registrant may remove the previous plates and display the renewal plates/decals prior to the commencement of the new registration period. The registration cab cards from the previous registration period and the registration cab cards for the renewal period shall be carried in the appropriate vehicles until the renewal period begins.

The registration cab card shall contain, but not be limited to, the following information:

- 1. Registered, issued or effective date**
- 2. Expiration date**
- 3. Year of the vehicle**
- 4. Make of the vehicle**
- 5. Vehicle identification number**
- 6. Plate number assigned to the vehicle**
- 7. Equipment number**
- 8. Registrant name and address**
- 9. Each jurisdiction in which the registrant is apportioned**
- 10. The weight or other qualifying information**
- 11. The jurisdiction-assigned account number**

The base jurisdiction may, at its option, issue registration cab cards via electronic means. The base jurisdiction shall provide a means by which law enforcement can verify validity. The registration cab cards must be legible in order to be considered valid.

[Sections 408 and this section set forth the vital base jurisdiction responsibilities essential for proper functioning of the Plan. Only the base jurisdiction issues the “registration plate” and “registration cab card.” No exception to this principle may be taken (see Section 1906). The weight for which the vehicle is registered must be listed on the face of the registration cab card so that enforcement personnel can know whether a vehicle is operating in excess of its registered weight. It should be noted, of course, that even though a vehicle is properly registered in its base jurisdiction with regard to declared gross weight, it must also comply with existing weight laws or regulations in other jurisdictions into or through which it is expected to operate.

For example, the payment of registration fees in jurisdiction X at a declared gross combination weight (GCW) of 80,000 pounds or 36,287.3896 kilograms does not authorize the operation of that vehicle at 80,000 pounds or 36,287.3896 kilograms in jurisdiction Y, whose legal weight limit is lower (although in some instances “overweight permits” may be obtainable).]

[The term “and other necessary information” in this section refers to that information required by registration statutes and is not construed to require unrelated information (fuel use tax account numbers, PUC/PSC authority, axle mile tax account numbers, etc.).]

[The base jurisdiction has the option of withholding registration indicia until it has evidence of fee payment to all other member jurisdictions. The purpose of this option is to allow withholding the privilege of vehicle operation under apportionment until all IRP jurisdictions have received appropriate fee payment.]

Section 502 amended April 10, 1998. Ballot 1.7.192. Effective October 1, 1999.

Section 502 amended March 28, 2003. Ballot 280. Effective October 1, 2003.

Section 502 amended March 31, 2004, Ballot 296. Effective October 1, 2004.

504 CANCELLATION OF REGISTRATION PLATES AND CAB CARDS

The base jurisdiction may cancel, suspend, or revoke any registration credential in the event of erroneous issuance, or registrant fails to pay any fees.

[The intent of this provision is clear - the failure to pay one jurisdiction's fees may lead to the inability to operate in any jurisdiction.]

[This power is not to be used lightly, but is necessary for practical and equitable operation under the plan.]

Governing Board Decision 20, September 12, 1989

Section 504 amended March 31, 2004, Ballot 296. Effective October 1, 2004.

506 OPERATION UNDER APPORTIONED REGISTRATION

Vehicles registered as provided in Section 500 and vehicles covered under Section 404 shall be deemed fully registered in all jurisdictions where apportioned or granted reciprocity for any type of movement or operation. The registrant must have proper interjurisdiction or intrajurisdiction authority from the appropriate regulatory agency if not exempt from regulation by the regulatory agency.

[Vehicles registered as provided in Section 500 are deemed fully registered for any type of movement or operation provided appropriate regulatory authority is held, if necessary. Since some jurisdictions' statutes require the payment of full registration fees in the event a vehicle is to be operated intrajurisdictionally (vehicle movement point to point within a single jurisdiction), it was believed necessary to add a provision indicating that proportionally registered vehicles are "deemed fully registered even though full fees have not been paid." This provision should be construed in light of its purpose, i.e., to make intrajurisdictional operations possible with only a proportional payment of fees. This provision should not be construed so as to cause the imposition of other fees and taxes (state, federal or provincial) not otherwise applicable under statute. Vehicles proportionally registered pursuant to the IRP are receiving "reciprocity" and are exempt from "further registration. . ."]

[See Section 240.]

Dispute Resolution Committee Decision 96.2 — April 15, 1996

Section 506 amended April 17, 1999, Ballot 1.7.203. Effective October 1, 2000

Section 506 amended March 31, 2004, Ballot 296. Effective October 1, 2004.

508 VARIANCE OF REGISTERED WEIGHTS

The base jurisdiction may require supporting documentation for any vehicle if the highest and lowest weights requested for jurisdictions registering by gross vehicle weight vary by ten (10) percent or more. The base jurisdiction may reject or deny registration for those vehicles if the variance does not reflect actual operating practice.

Governing Board Decision 21, September 12, 1989
Section 508 amended March 31, 2004, Ballot 296. Effective October 1, 2004.

ARTICLE VI

REGISTRATION OF ADDITIONAL FLEET VEHICLES

600 APPLICATION OF DISTANCE PERCENTAGE

A registrant may add vehicles to its apportioned fleet after the start of the registration year. The distance percentages used in the original fleet application shall be used to calculate the fees for the added vehicles. Each jurisdiction's fees shall be determined for the remainder of the registration year as required by the jurisdiction.

The base jurisdiction shall calculate the registration fees from the first day of the month in which vehicles are added to the fleet, unless a member jurisdiction requires calculation in a different manner.

Section 600 amended March 31, 2004, Ballot 297. Effective October 1, 2004.

602 FILING OF APPLICATIONS

All applications for additional fleet vehicles shall be filed and processed in the same manner as the original application.

ARTICLE VII

WITHDRAWAL OF FLEET VEHICLES, CREDITS, REPLACEMENT VEHICLES AND ACCOUNTING

700 VEHICLE WITHDRAWN; DISPOSITION OF FEES

If a vehicle is withdrawn from an apportioned fleet because the vehicle was sold, destroyed or otherwise removed from the service of the registrant during the registration year, the registrant shall be required to notify the base jurisdiction in the manner prescribed by the base jurisdiction. The base jurisdiction shall:

- 1. Require the return of any credentials; or**
- 2. Require certification that the credentials have been destroyed, lost or stolen.**

If a registrant permanently withdraws an apportioned vehicle from its fleet because the vehicle has been sold, destroyed, or otherwise permanently removed from the registrant's service, the unused fees shall be transferred to a replacement vehicle or refunded as permitted by each member jurisdiction's statutes.

The base jurisdiction may reassign the registration plate to a registrant's replacement vehicle.

[This section requires the granting of refunds or credits by each jurisdiction (if authorized by statute) if a vehicle is "permanently withdrawn" from an apportioned fleet.]

["Permanently withdraw" includes destruction, sale or other complete removal from the registrant's fleet. The term "permitted by each member jurisdiction's statutes" was included in recognition of the fact that some jurisdictions were not statutorily authorized to grant refunds or allow credits. Original language would have granted the registrant an "election" to determine whether he wanted a refund or credit. This provision was later revised to delete the reference to an "election," thus, in effect, allowing the jurisdiction to determine whether a refund or credit is appropriate. (See Page 7, Minutes of the AAMVA Ad Hoc Committee Meeting held in Phoenix, Arizona, July 24-25, 1973, and attachments.)]

Governing Board Decision 16, April 4, 1989
Governing Board Decision 22, April 9, 1991
Section 700 amended April 1, 2000, Ballot 1.7.212. Effective October 1, 2000
Section 700 amended March 31, 2004, Ballot 298. Effective October 1, 2004.

702 REPLACEMENT VEHICLES

The base jurisdiction shall establish procedures for the transfer of a registration from a vehicle permanently withdrawn from the fleet to a replacement vehicle. Any additional fees resulting from an increase in gross weight or other factors shall be calculated as determined by each member jurisdiction's statutes.

Section 702 amended March 31, 2004, Ballot 298. Effective October 1, 2004.

704 TEMPORARY REGISTRATION

Each jurisdiction may provide a means of temporary registration pending the registrant's receipt of credentials.

The temporary vehicle registration credential issued by the base jurisdiction is valid registration in other jurisdictions. The temporary registration shall list the member jurisdictions and weights or other qualifying information for which the vehicle is apportioned.

The temporary registration document must contain both effective and expiration dates. A temporary registration shall be issued for no more than sixty (60) days.

Each base jurisdiction shall ensure that fees are collected for all jurisdictions for which the vehicle is apportioned.

Section 704 amended March 31, 2004, Ballot 298. Effective October 1, 2004.

ARTICLE VIII NEW OPERATIONS

[This Article authorizes the registrant to estimate anticipated distance for the upcoming registration year if no distance history exists because "new operations" are contemplated.]

Early drafts of the IRP provided that adjustments made by the base jurisdiction Commissioner ". . . shall not increase the registrant's total proportional factor above 100%." This limitation on the Commissioner's authority was removed by deleting the reference to it on the ground that the base jurisdiction ". . . may at times be compelled to increase the registration to over 100% on adjustment of proportional estimate" due to statutory mandate. (See Page 7-8, Minutes of the AAMVA Ad Hoc Committee Meeting held in Phoenix, Arizona, July 24-25, 1973.)]

Governing Board Decision 11, March 29, 1988
Governing Board Decision 26, August 25, 1991

800 APPLICATION FOR INITIAL REGISTRATION

An applicant for initial registration shall report actual distance operated during the preceding year. If the applicant did not accrue any actual distance during the preceding year, the applicant may estimate the distance to be traveled in each jurisdiction based on anticipated fleet travel. The applicant shall be required to justify any submitted estimated distance.

The base jurisdiction shall review any estimated distance and any supporting documentation. If the base jurisdiction does not accept the applicant's estimated distance, or if the applicant does not submit an estimate, the base jurisdiction shall estimate the applicant's distance in accordance with Section 801.

Section 800 amended April 17, 1999, Ballot 1.7.222. Effective October 1, 2000
Section 800 amended March 31, 2004, Ballot 291. Effective July 1, 2006.

801 ESTIMATED DISTANCE METHODOLOGY

The base jurisdiction shall apply this estimated distance methodology when an applicant does not have an acceptable method to determine anticipated fleet distance.

The base jurisdiction shall use its own data to establish average estimated distances for each member jurisdiction in the following manner:

- 1. Determine the total actual distance reported to the base jurisdiction by all based registrants for each member jurisdiction for the preceding year.**
- 2. Determine the total number of apportioned vehicles in all fleets which accrued actual distance for each member jurisdiction during the preceding year. The total**

apportioned vehicles is the number of vehicles renewed or added for each jurisdiction, not including replacement vehicles.

3. Divide the total actual distance reported for each member jurisdiction during the preceding year by the number of vehicles identified in section 801(2) for each member jurisdiction.

4. This calculation yields the average per vehicle distance per member jurisdiction for the base jurisdiction, which shall be used to calculate fees in accordance with Article III.

The base jurisdiction shall update their estimated distance calculation at least once every five years.

Notwithstanding the above, the base jurisdiction may use an alternative method to determine estimated distance for a jurisdiction for which the base jurisdiction does not have adequate data for which to determine estimated distance.

Section 801 added March 31, 2004, Ballot 291. Effective July 1, 2006.

ARTICLE IX

REGISTRATION OF OWNER-OPERATOR VEHICLES

900 GENERAL PROVISIONS

Apportioned registration for owner-operators may be accomplished in accordance with the provisions of this Article.

Section 900 amended March 31, 2004, Ballot 310. Effective October 1, 2004

902 OWNER-OPERATOR AS REGISTRANT

The owner-operator may be the registrant and the vehicle may be registered in the name of the owner-operator. The allocation of fees shall be according to the operational records of the owner-operator. The identification plates and cab card shall be the property of the owner-operator and may reflect both the owner-operator's name and that of the motor carrier as lessee.

Section 902 amended March 31, 2004, Ballot 310. Effective October 1, 2004

904 LESSEE MOTOR CARRIER AS REGISTRANT

The lessee motor carrier may be the registrant at the option of the owner-operator, and the vehicle may be registered by the motor carrier, but in both the owner-operator's name and that of the motor carrier as lessee. The allocation of fees shall be according to the records of the motor carrier. The identification plates and cab card shall be the property of the lessee motor carrier and may reflect both the owner-operator's name and that of the motor carrier as lessee. Should an owner-operator, registered pursuant to this section, leave the fleet of the lessee motor carrier, the lessee motor carrier may proceed in accordance with Article VII.

[Under this section, the lessee motor carrier is the owner of the identification plates and registration (cab) cards and, consequently, is responsible for their surrender under Section 700. This section authorizes the lessee motor carrier to apply for a refund or credit under Section 700 if the vehicle will not be replaced by another or to obtain new vehicle indicia for the replacement vehicle pursuant to Section 702. Under the provisions of the Plan, the owner-operator is unable to obtain a refund directly from the member jurisdictions.]

Section 904 amended March 31, 2004, Ballot 310. Effective October 1, 2004

906 PLACE OF BUSINESS

If an owner-operator desires to register under the provisions of this Article but cannot fully comply with the provisions of Section 218 "Established Place of Business," the base jurisdiction may register the vehicle provided the owner-operator is a resident according to

the laws of their jurisdiction. The base jurisdiction shall require additional information to verify that the owner-operator is properly based in their jurisdiction. The following are recommended for verification:

- 1. Driver's license;**
- 2. National tax filings, if any;**
- 3. Local tax filings, if any;**
- 4. State/provincial tax filings, if any**
- 5. Voter registration information, if any;**
- 6. Signature of owner-operator on the application for apportioned registration, affirming that the operational records are available upon request; and**
- 7. Any other pertinent information the base jurisdiction deems necessary.**

The base jurisdiction in which the owner-operator is seeking to base must be satisfied that the owner-operator is located within the base jurisdiction, and for purposes of conducting an audit, can comply with the provisions of Article XV.

Governing Board Decision 6, October 23, 1986
Dispute Resolution Committee Decision 96.3 — April 15, 1996
Dispute Resolution Committee Decision 97.8 - September 11, 1997
Dispute Resolution Committee Decision 97.21 - November 16, 1997
Section 906 amended March 31, 2004, Ballot 310. Effective October 1, 2004

908 TRIP PERMIT REQUIREMENTS

Vehicles of owner-operators that are not apportioned or not fully registered in a jurisdiction having a separate reciprocity agreement with the jurisdiction in which the vehicle is being operated shall be subject to the trip permit requirement as set forth in Article XIV.

910 UNLADEN WEIGHT PERMIT

Each jurisdiction shall provide a means of temporary registration to allow owner-operators not operating as a lessor and not registered under Section 904, the ability to operate an unladen vehicle. Such registration shall be a restricted plate or permit issued for a minimum fee and for a registered gross weight not in excess of the empty weight of the vehicle.

The temporary registration credential issued by a member jurisdiction shall be honored as a valid registration in all other IRP jurisdictions.

[This section requires each jurisdiction to develop a method by which an owner-operator can move his empty vehicle from one lessee motor carrier fleet to another without violating general registration statutes, thereby avoiding unwarranted statutory penalties which might otherwise apply.]

Section 910 amended March 31, 2004, Ballot 310. Effective October 1, 2004

ARTICLE X

TRIP LEASING

[This Article provides special procedures applicable to "trip leasing," not to be confused with trip permit registration covered under Article XIV.

This provision was originally recommended for inclusion by the household goods carriers at the February 1972 Tampa Bay, Florida meeting to facilitate procedures for handling trip leasing in interstate commerce under ICC regulations with the primary registration responsibility placed on the lessee carrier. During the September 1972 Kentucky Dam Village meeting, the last sentence was modified to clarify that the service representative (See Section 254) has the same responsibilities. The majority revision to this Article occurred at the AAMVA Ad Hoc Committee meeting held in Washington, D.C., May 30-31, 1973, when the registration and reporting burden was shifted from the lessee to the lessor in trip leasing situations involving two apportioned fleet operators. (See Minutes, page 4.) This revision recognized trip leasing practice, under which, in the vast majority of cases, the lessor is responsible for operational costs incurred under the lease.]

1000 REGISTRATION RESPONSIBILITY AND REQUIREMENTS

The lessee motor carrier, except as provided for service representatives in Sections 1200 and 1202, is responsible for the vehicle's proper registration. However, a lessor may be an apportioned registrant and may lease a vehicle to another apportioned registrant lessee. The lessor shall report the leased vehicle's total distance on the lessor's distance schedule. The leased vehicle must be qualified for the jurisdictions in which it is operated.

Section 1000 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999
Section 1000 amended March 31, 2004, Ballot 299. Effective October 1, 2004.

ARTICLE XI

REGISTRATION OF RENTAL VEHICLES

[This article sets forth procedures specifically and solely applicable to persons or firms engaged in the business of renting and/or leasing fleets of vehicles with or without drivers. A "rental fleet" must be designated as such by the "rental owner."

The intention of the IRP drafters in the adoption of this article was to allow, but not require, the owner of a rental fleet to be the "registrant" (see Section 246) of such fleet vehicles whether rented or leased. The minutes (Page 6) of the IRP Signatories Meeting held in St. Louis, Missouri, October 15-16, 1983, indicate as follows:

The next subject discussed concerned the apportioned registration of rental fleets. In general, all vehicles that are leased by a registrant shall be apportioned in the name of the carrier. However, it was agreed that in the case of vehicles that are part of a rental fleet, such vehicles may be apportioned in the name of the rental company as part of the rental fleet even though such vehicles may be under long-term lease to an individual apportioned carrier. In such cases, the cab card may show to whom the vehicle is leased (Emphasis added).]

[A "rental owner" of a "rental fleet" in the business of "renting" and/or "leasing" apportionable vehicles with or without drivers in two or more member jurisdictions may register such vehicles in his own name.

See Article II for the definitions of "rental owner," "rental fleet," "rental vehicle," "renting and leasing," and "rental transaction."]

Amended August 22, 1994, ballot 1.7.158. Effective 1995 registration year.

1111 RENTAL VEHICLE: BASE JURISDICTION

The "base jurisdiction" definition in Section 210 of Article II applies under this Article and the conditions therein specified must be met by the rental company as registrant of the fleet; except when the rental agreement is for more than sixty (60) days, the rental customer must have an established place of business and his fleet must accrue miles or kilometers in the jurisdiction selected as the base jurisdiction for the registration year.

The plan was amended February 8, 1988 to clarify the original intent of the Plan's drafters to require the rental owner to register his trucks and truck-tractors with the jurisdiction in or from which they are most frequently dispatched, garaged, serviced, maintained, operated, or otherwise controlled.

The Plan was again amended on October 29, 1990, to eliminate the "vehicle basing" requirement in selection of the base jurisdiction by replacing it with Section 210 requirements.

The base jurisdiction selected by the rental company need not to be changed and vehicle-registration shall not be required in that same registration year merely because a vehicle is transferred to another jurisdiction.

Section 1111 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

1112 INTERJURISDICTION AND INTRAJURISDICTION PRIVILEGES

A rental vehicle registered in accordance with this Article may engage in interjurisdictional and intrajurisdictional operation.

Section 1112 amended March 31, 2004, Ballot 300. Effective October 1, 2004.

1114 RENTAL TRUCKS AND TRUCK TRACTORS

Section 1114 amended March 31, 2004, Ballot 300. Effective October 1, 2004.

Rental trucks and truck tractors shall be registered in accordance with Articles III, IV, V, VI and VII.

1116 RENTAL PASSENGER CARS

Rental passenger car registrations may be allocated based on revenue earned in each jurisdiction. Properly allocated rental passenger cars may be rented from any member jurisdiction.

To determine the percentage of total fleet vehicles to be registered in a jurisdiction:

- 1. Divide the gross revenue earned in a jurisdiction in the preceding year for the use of all rental passenger cars by the gross rental revenue earned in all jurisdictions.**
- 2. Multiply the number of vehicles in the rental fleet by the percentage determined in (1).**

[This section requires the use of revenue, rather than total distance, to determine the quotient to be used in registering rental passenger cars. This revenue quotient approach was agreed by the drafters to be the only feasible method of determining the total number of rental passenger cars to be fully registered in each jurisdiction.]

Section 1116 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

Section 1116 amended March 31, 2004, Ballot 300. Effective October 1, 2004.

1118 RENTAL TRAILERS AND SEMI-TRAILERS

(a) Trailers and semi-trailers not in separate pool fleets and used in normal tractor trailer operations shall be registered according to Section 404.

(b) Where required, trailers and semi-trailers, over 6,000 pounds (2,721.554 kilograms) gross vehicle weight and used solely in pool fleets shall be registered 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.

[Subdivision (a) requires that trailers and semi-trailers operating in rental fleets of trucks and truck tractors be registered in accordance with Section 404 (see Section 1114).

These vehicles, therefore, may be registered in the name of the rental owner, under basic Plan procedures.]

Section 1118 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.
Section 1118 amended March 31, 2004, Ballot 300. Effective October 1, 2004.

1120 RENTAL UTILITY TRAILERS

Owners of rental utility trailers 6,000 pounds (2,721.554 kilograms) gross vehicle weight or less shall register trailers equal to the average number of trailers rented in or through the jurisdiction during the preceding year.

[This section provides for the registration of rental utility trailers, which are trailers not exceeding 6,000 pounds (2,721.554 kilograms) gross vehicle weight. The Plan provides that the number of trailers to be registered shall equal the "average number of trailers rented in or through the jurisdiction during the preceding year." This method of registration was selected because it was currently being used by most jurisdictions and, after careful consideration, was determined to be the most equitable and feasible approach.]

Section 1120 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.
Section 1120 amended March 31, 2004, Ballot 300. Effective October 1, 2004.

1122 ONE-WAY VEHICLE

The owner of trucks registered for 26,000 pounds (11,793.401 kilograms) or less identified as a part of a one-way fleet must:

- 1. Allocate all one-way rental vehicles to the respective member jurisdictions as determined in Section 300(1) and must (full plate) register a proportionate number of one-way rental vehicles in each member jurisdiction; or**
- 2. Apportion all one-way rental vehicles pursuant to Section 204 and Article V.**

Any truck registered pursuant to this section may be used in interjurisdictional and intrajurisdictional operation.

[Provides for allocation or apportionment of vehicles described as "one way vehicles." Such vehicles are those that are rented in one place and generally left in another. Such vehicles may be allocated to the "respective member jurisdiction," or apportioned under Article V. The option to allocate or apportion is that of the owner.

The distance quotient procedure of Article III is used to determine the number of vehicles allocated to each jurisdiction.

For example: Assume (1) Fleet A consisted of fifty vehicles; (2) the fleet traveled 1,000,000 total miles or kilometers during the preceding year in ten jurisdictions; (3) 100,000 of those miles or kilometers were traveled in jurisdiction X. Based on these assumptions, 10% of the fleet distance was accrued in X and, consequently, five vehicles (10% x 50) should be allocated to and "fully plated" in jurisdiction X.

If the owner chooses apportionment, the vehicles are to be registered based on the distance factor procedure in Article III.]

[All trucks of an identifiable one way fleet (identified by visible vehicle markings), allocated and fully plated, are to be authorized to perform both interjurisdiction and intrajurisdiction movements in IRP jurisdictions, even those identified with the registration plate of a non-IRP jurisdiction.]

Section 1122 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.
Section 1122 amended April 1, 2001; Ballot 1.7.238. Effective October 1, 2001.
Section 1122 amended September 30, 2002. Ballot 271. Effective October 1, 2003.
Section 1122 amended March 31, 2004, Ballot 300. Effective October 1, 2004.

ARTICLE XII HOUSEHOLD GOODS CARRIERS

1200 EQUIPMENT LEASED FROM SERVICE REPRESENTATIVES

A Household Goods Carrier using a vehicle leased from a service representative may elect to base the vehicle in the service representative's base jurisdiction of the service representative or that of the carrier.

Section 1200 amended March 31, 2004, Ballot 301. Effective October 1, 2004

1202 OWNER-OPERATOR LEASED EQUIPMENT

A Household Goods Carrier shall register an owner-operator's vehicle, except one owned by a service representative, when the vehicle is used to transport cargo exclusively for a Household Goods Carrier. The vehicle shall be registered in the Household Goods Carrier's base jurisdiction. The vehicle shall be registered in both the owner-operator's and the Household Goods Carrier's names. The Household Goods Carrier's records shall be used to determine apportioned fees

Section 1202 amended March 31, 2004, Ballot 301. Effective October 1, 2004

1204 REGISTRATION IN BASE OF SERVICE REPRESENTATIVE

In cases where the Household Goods Carrier's vehicle(s) is elected to be registered in the base jurisdiction of the service representative, the vehicle(s) shall be registered in the service representative's name and that of the carrier as lessee, with the apportionment of fees according to the combined records of the service representative and the carrier (lessee), and such records must be kept or made available in the service representative's base jurisdiction.

Section 1204 amended March 31, 2004, Ballot 301. Effective October 1, 2004

1206 REGISTRATION IN BASE OF CARRIER

If the carrier elects to base in the carrier's base jurisdiction, and the jurisdiction is a member jurisdiction, the base jurisdiction shall register the vehicle(s) in the carrier's name. The service representative shall be listed as the lessor. The carrier's and the service representative's combined records shall be used to determine apportioned fees.

Records must be kept or made available in the carrier's base jurisdiction. Service representatives properly registered under this election shall be fully registered for operations under their own authority as well as the authority of the carrier.

[The names of both the carrier (lessee) and service representative (lessor or vehicle owner) must be shown since the vehicle(s) is operated on an intermittent basis under the carrier's interjurisdiction operating authority, pursuant to Interstate Commerce Commission regulations, and the service representative's local and/or intrajurisdictional operating authority pursuant to regulations promulgated by a state or province. Intrajurisdictional distance records are maintained by the service representative and interjurisdictional distance records are maintained by the carrier and furnished to the service representative.]

[Distance records must be maintained or made available in the jurisdiction selected as the base jurisdiction, which must be that of the service representative or carrier.]

Section 1206 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999
Section 1206 amended March 31, 2004, Ballot 301. Effective October 1, 2004

ARTICLE XIII

MOTOR BUS APPORTIONMENT

1300 APPORTIONMENT OF FEES

The apportionment of motor bus registration fees shall be based solely on the relationship of base jurisdiction distance versus total distance operated. Apportionment shall be accomplished as provided in this article.

Section 1300 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999
Section 1300 amended March 31, 2004, Ballot 302. Effective October 1, 2004

1302 APPLICATION FILING

The registrant shall file an application for apportioned registration with the base jurisdiction listing buses assigned in pools.

Section 1302 amended March 31, 2004, Ballot 302. Effective October 1, 2004

1304 DETERMINATION OF TOTAL DISTANCE

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

Section 1304 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.
Section 1304 amended March 31, 2004, Ballot 302. Effective October 1, 2004

1306 DETERMINATION OF IN-JURISDICTION DISTANCE PERCENT

After determining the total distance as specified in Section 1304, in-jurisdiction distance percent factors shall be derived by dividing the total distance into the in-jurisdiction distance.

Section 1306 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.
Section 1306 amended March 31, 2004, Ballot 302. Effective October 1, 2004

1308 DISTANCE OPERATED OUTSIDE OF POOL AREA

Distance generated outside the designated pool are deemed to be reciprocity distance and the base jurisdiction may add such distance to the base jurisdiction's distance total.

Section 1308 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999
Section 1308 amended March 31, 2004, Ballot 302. Effective October 1, 2004

ARTICLE XIV

TRIP PERMIT REGISTRATION

1400 TRIP PERMIT AUTHORITY

A jurisdiction may issue a trip permit to a vehicle or combination of vehicles in lieu of requiring an apportioned registration or full registration.

[This section authorizes the issuance of "trip permits" in lieu of either "full" or "apportioned" registration. It is clear that the drafters' intent was to provide for an optional alternative, available to the registrant at his election.]

Section 1400 amended March 31, 2004, Ballot 303. Effective October 1, 2004

1402 APPLICATION FOR TRIP PERMIT

Each jurisdiction may determine the form and manner in which trip permits may be issued.

Section 1402 amended March 31, 2004, Ballot 303. Effective October 1, 2004

1404 INTERJURISDICTION OR INTRAJURISDICTION OPERATION

A vehicle or combination of vehicles operated under a trip permit may be used in interjurisdictional or intrajurisdictional operation.

[This section sets forth a fundamental plan concept that vehicles operating under trip permit ". . . may be used in interjurisdictional or intrajurisdictional operation in the jurisdiction for the period allowed under such permit." The minutes (Page 8) of the AAMVA Ad Hoc Committee meeting held in Phoenix, July 24-25, 1973, indicate:

The intention in the original document was to give the trip permit the same standing as full apportioned registration. Many times the trip permits allow only interjurisdiction movement and if prorated it would allow both interjurisdiction and intrajurisdiction movement.]

[This section is construed to mean:

Any vehicle or combination of vehicles for which a trip permit has been issued may be operated interjurisdictionally or intrajurisdictionally in the jurisdiction for the period allowed under such permit.]

[The drafters recognized that they should concern themselves with interjurisdiction and intrajurisdiction "movements" only (whether such movements are in interjurisdiction or intrajurisdiction commerce is a regulatory issue; see Sections 506 and 1122 and commentary thereunder).]

[Distance operated by an apportioned carrier under a trip permit shall accrue to the carrier, as specified under Section 256.]

Section 1404 amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.
Section 1404 amended September 30, 2002. Ballot 267. Effective October 1, 2003.
Section 1404 amended March 31, 2004, Ballot 303. Effective October 1, 2004

1408 ISSUANCE OF TRIP PERMITS

Member jurisdictions may provide a system of issuing trip permits for other member jurisdictions so that vehicles may move without waiting for telegraphic, electronic or other emergency authorization. The issuing jurisdiction shall collect the necessary trip permit fee and forward it to the jurisdiction for which the permit was issued and deliver to the registrant the permit for movement in another jurisdiction(s).

Section 1408 amended March 31, 2004, Ballot 303. Effective October 1, 2004

ARTICLE XV

PRESERVATION OF RECORDS AND AUDIT

1500 PRESERVATION AND AVAILABILITY OF RECORDS

The base jurisdiction shall require a registrant to preserve the records on which the registrant's application is based for a period of three years after the close of the registration year. The registrant shall be required to make the records available to the base jurisdiction at its request.

[The term "records" includes "operational records" as defined in Section 232.]

Section 1500 amended April 17, 1999, Ballot 1.7.215. Effective October 1, 2000
Section 1500 amended March 30, 2002; Ballot 1.7.254. Effective October 1, 2002
Section 1500 amended March 31, 2004, Ballot 304. Effective October 1, 2004

1501 ADEQUACY OF RECORDS

A registrant's distance accounting system must consistently reflect the information required under the Audit Procedures Manual, Section 400, Registrant Responsibilities, necessary to evaluate vehicle movement and therefore substantiate the application filing. The source documents must contain necessary details to trace vehicle movement. Additionally, a distance accounting system should be summarized by unit and by jurisdiction.

Section 1501 incorporated March 30, 2002; Ballot 1.7.254. Effective October 1, 2002

1502 FAILURE TO PRESERVE OR MAINTAIN RECORDS

If a registrant fails to maintain records, or after 30 days from receiving written notice, fails to make records available to the member jurisdiction, the member jurisdiction may impose an assessment. The assessment must be based on the member jurisdiction's estimate of true liability established from:

- 1. information the registrant furnished;**
- 2. information the member jurisdiction gathered;**
- 3. information relative to other similar registrants based in the jurisdiction; or**
- 4. any other information available to the member jurisdiction.**

Governing Board Decision 30, August 21, 1993
Dispute Resolution Committee Decision 97.20 - November 16, 1997
Section 1502 amended March 30, 2002; Ballot 1.7.254. Effective October 1, 2002
Section 1502 amended March 31, 2004, Ballot 304. Effective October 1, 2004

1505 ON-BOARD RECORDING DEVICES

On-board recording devices may (at the registrant's option) be used in lieu of or in addition to handwritten trip reports for apportioned registration record keeping purposes. If a registrant exercises this option, any device or electronic system used in conjunction with a device shall meet the requirements identified in the Audit Procedures Manual. Other equipment monitoring devices, such as those which transmit or may be interrogated as to vehicle location or travel, may (at the registrant's option) be used to supplement or verify handwritten or electronically-generated trip reports.

Section 1505 amended April 1, 2001. Ballot 1.7.234. Effective October 1, 2001
Section 1505 amended March 31, 2004, Ballot 304. Effective October 1, 2004

ARTICLE XVI

AUDITS

1600 FREQUENCY OF AUDITS

The base jurisdiction shall audit their registrants displaying the base jurisdiction's base plate. Audits shall be conducted on a registration year and fleet basis. An audit shall verify the authenticity of the registrant's reported distance derived from operational records and registrations.

The base jurisdiction must perform audits equivalent to at least an average of 3% of the number of IRP fleets renewed annually as required to be reported on the annual report pursuant to the Audit Procedures Manual, Section 800, Audit Reporting, 804 – Annual Audit Activity. The interval between jurisdictional peer reviews constitutes the period for establishing the 3% average.

The examination of one fleet for one registration year constitutes one audit. A registrant may be audited more than once during the interval between peer reviews.

A new member jurisdiction may not be required to perform the required number of audits until the January following the first full year of IRP participation.

Revised March 1, 1993, to amend jurisdiction audit percentage from 25% to 15%, and time from 3 years to 5 years
Dispute Resolution Committee Decision 97.10 - September 11, 1997
Dispute Resolution Committee Decision 97.19 - November 16, 1997
Section 1600 amended April 17, 1999. Ballot 1.7.227. Effective October 1, 2000
Section 1600 amended April 1, 2001. Ballot 1.7.242. Effective October 1, 2001
Section 1600 amended March 31, 2004, Ballot 305. Effective October 1, 2004

1602 RECORDS NOT MAINTAINED IN BASE JURISDICTION

In the event that 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.

1604 NOTIFICATION OF AUDIT FINDINGS

Upon the completion of the audit of a registrant, the base jurisdiction shall provide the audit findings to the registrant and to all member jurisdictions in which the registrant was apportioned or in which it accrued miles. The findings shall include a determination of any fees owed by the registrant, net of any fees owed to the registrant. The time periods specified in Sections 1608 and 1610 shall begin with the date on which the base jurisdiction mails the final audit findings to the registrant and to the other member jurisdictions.

Section 1604 amended April 10, 1998, Ballot 1.7.187. Effective October 1, 1999

1606 JOINT AUDITS

An audit, as defined in Section 262, may be conducted by multiple jurisdictions. Each participating jurisdiction shall receive full credit for conducting the audit, and the credit received shall be determined in accordance with Section 1600.

The base jurisdiction shall provide pertinent information to participating jurisdictions concerning the registrant selected for audit in accordance with Section 410. Upon completion of the joint audit, it shall be the base jurisdiction's responsibility to provide the audit findings agreed upon by the participating jurisdictions to all affected jurisdictions in a timely manner. The base jurisdiction shall also be responsible for the collection and distribution of fees adjusted pursuant to audit in accordance with Article XVII. Any disagreement with the audit findings shall be resolved by the base jurisdiction in accordance with the appeal provisions contained in this article.

Governing Board Decision 21, September 12, 1989
Dispute Resolution Committee Decision 96.4 — August 25, 1996
Section 1606 amended September 21, Ballot 1.7.247. Effective October 1, 2002
Section 1606 amended September 30, 2002, Ballot 260. Effective October 1, 2003

1607 AUDIT PROCEDURES MANUAL

The provisions of the *Audit Procedures Manual* approved by the member jurisdictions of the International Registration Plan are deemed to be equally as binding as all other provisions of the International Registration Plan.

Section 1607 amended April 17, 1999, Ballot 1.7.215. Effective October 1, 2000
Section 1607 amended April 1, 2001. Ballot 1.7.234. Effective October 1, 2001

1608 AUDIT APPEALS

The registrant shall have thirty days from the date it is notified of the findings of an audit or a reexamination to file a written appeal of the audit or reexamination with the base jurisdiction. Such an appeal shall be resolved under the administrative and appellate procedures of the base jurisdiction. Once these procedures have been exhausted, it may be submitted to the Dispute Resolution Committee under Article XXIII. In the conduct of an appeal, the base jurisdiction shall act on behalf of all member jurisdictions. Upon the resolution of an appeal, the base jurisdiction shall notify all member jurisdictions of the results.

Section 1608 amended April 10, 1998, Ballot 1.7.187. Effective October 1, 1999

1610 REEXAMINATIONS

A jurisdiction shall have forty-five days from the date it is notified under Section 1604 of the findings of an audit to notify the base jurisdiction and the registrant in writing of any error in the findings and of its intent to conduct a reexamination of the records of the

registrant. A reexamination conducted under this Section shall be based exclusively on the audit sample period used by the base jurisdiction in conducting its audit, and shall be performed within a reasonable time and in cooperation with the base jurisdiction, which shall notify other affected jurisdictions of the reexamination. The expenses of such a reexamination shall be borne by the jurisdiction or jurisdictions performing the reexamination.

Section 1610 amended April 10, 1998, Ballot 1.7.187. Effective October 1, 1999

1612 FINDINGS OF A REEXAMINATION

Any adjustment to the original audit findings which occurs as the result of a reexamination conducted pursuant to Section 1610 shall be reconciled with the original findings issued by the base jurisdiction, and revised findings shall be issued by the base jurisdiction pursuant to Section 1604.

Section 1612 amended April 10, 1998, Ballot 1.7.187. Effective October 1, 1999

1614 FINALITY OF AUDIT FINDINGS

The findings of an audit shall be final as to member jurisdictions and the audited registrant, if they do not act as specified in Sections 1608 and 1610 except in conditions of fraud.

Section 1614 amended April 10, 1998, Ballot 1.7.187. Effective October 1, 1999

ARTICLE XVII

ASSESSMENT CLAIMS UNDER AUDIT

1700 ASSESSMENTS -- TIME PERIODS

Upon audit, the base jurisdiction shall assess for any deficiency found to be due. No assessment for deficiency or claim for credit may be made for any period for which records are no longer required.

Section 1700 amended March 31, 2004, Ballot 306. Effective October 1, 2004

1702 JURISDICTION STATUTORY AUTHORITY

Assessments based on audit, interest on assessments, refunds, or credits or any other amounts including auditor's per diem and travel shall be made in accordance with the statute of each jurisdiction involved with the audit of a registrant.

1704 NETTING OF AUDIT ADJUSTMENTS

The audit findings shall include a determination of any fees owed by the registrant, net of any fees owed to the registrant. When the findings of an audit result in a net underpayment by the registrant, the base jurisdiction shall collect the amount of the underpayment from the registrant, pursuant to the base jurisdiction's laws and procedures. Upon collection of the underpayment, the base jurisdiction shall transmit the fee changes to the affected jurisdiction(s) within 30 days following the transmittal period in which such payment was received. If the base jurisdiction determines the net underpayment to be un-collectable, any credits due the registrant, plus any partial payment(s) made by the registrant, shall be used to offset additional fees due jurisdictions on a pro-rata basis. When the findings result in a net overpayment by the registrant, the base jurisdiction shall refund the amount of overpayment to the registrant. The base jurisdiction will then transmit the fee changes to the affected jurisdiction(s) within 30 days following the transmittal period in which such over-payment was refunded. If the records are not made available, or if the records made available are inadequate for an examination, any credits calculated for jurisdictions which are caused by the inadequacy of records shall not be included in the fees netted under Article XVI.

Section 1704 amended April 10, 1998, Ballot 1.7.187. Effective October 1, 1999

Section 1704 amended March 31, 2004, Ballot 306. Effective October 1, 2004

Section 1704 amended March 31, 2005, Ballot 316. Effective October 1, 2005

1706 AUDIT TRANSMITTALS

Fees adjusted pursuant to audit shall be transmitted to member jurisdictions in the form of appendages to the transmittals of fees among member jurisdictions. Audit transmittal information shall include each audited registrant's name and account number, the

registration year or years audited, each registrant's adjusted fees due to or from the member jurisdiction, and the total of adjusted fees transmitted or due.

Section 1706 amended April 10, 1998, Ballot 1.7.187. Effective October 1, 1999

ARTICLE XVIII ENTRY AND WITHDRAWAL

1800 JURISDICTION ENTRY INTO IRP

Any jurisdiction may become a party to this agreement. Each jurisdiction must execute the adopting resolution and submit it to IRP, Inc.

Each adopting resolution must be approved and endorsed by all member jurisdictions using procedures contained in Article XXI, and must provide at least six months' notice prior to the beginning of all member jurisdictions' registration years.

When a jurisdiction joins the IRP, there shall be a 120-day implementation period from the jurisdiction's effective date. The purpose of the implementation period is to allow registrants to come into compliance. During the implementation period, any preexisting reciprocity agreements shall remain in effect.

Dispute Resolution Committee Decision 97.14 - September 11, 1997
Section 1800 amended April 17, 1999, Ballot 1.7.203. Effective October 1, 2000
Section 1800 amended March 31, 2004, Ballot 307. Effective October 1, 2004

1802 MEMBERSHIP CANCELLATION -- CREDENTIALS ISSUED

This agreement shall continue in full force and effect, after its original adoption, as to each jurisdiction until canceled or revoked by proper officials of any jurisdiction upon thirty days written notice to IRP, Inc. who shall immediately notify the officials of the other member jurisdictions of this agreement. However, cancellation by one jurisdiction shall not effect the agreement between other jurisdictions. All credentials issued under this agreement shall be valid until the end of the current registration year of the applicable jurisdiction.

Section 1802 amended March 31, 2004, Ballot 307. Effective October 1, 2004

ARTICLE XIX EXCEPTIONS

It is the intent of this Article to authorize review of existing exceptions and to provide a mechanism for the careful elimination of such exceptions to achieve greater uniformity among the member jurisdictions. It is not the intent of this Article to negate the prior approval of any member jurisdiction's entry into the Plan.

1900 JURISDICTION EXCEPTIONS

Each signatory jurisdiction to this agreement shall list its exceptions, if any. These exceptions will be made a part of the adopting resolution and of this agreement by appendix listing and will be effective upon approval by each member jurisdiction using procedures contained in Article XXI.

Governing Board Decision 17, April 4, 1989

1902 MEMBERSHIP APPROVAL OF EXCEPTIONS

Exceptions shall be subject to periodic review by the membership. The IRP, Inc. Board of Directors shall submit a ballot to the membership in each even-numbered year to approve the continuation of any exception. Extension of any exception requires the approval and endorsement of an 80% majority (4/5) of all member jurisdictions.

Section 1902 amended April 17, 1999, Ballot 1.7.203. Effective October 1, 2000

1904 AMENDMENTS TO EXCEPTIONS

Notwithstanding Section 1902, any jurisdiction may amend its exceptions by serving copies of the proposed changes on IRP, Inc. and all member jurisdictions. Upon approval of an 80% majority (4/5) of all member jurisdictions, the amended exception shall be effective in the next succeeding registration year provided at least 30 days notice has been given.

Section 1904 amended April 17, 1999, Ballot 1.7.203. Effective October 1, 2000

1906 CANCELLATION OF EXCEPTIONS

The withdrawal or cancellation of an exception shall be accomplished by filing due notice of such action with IRP, Inc., and becomes effective upon notification to all member jurisdictions using the procedures contained in Article XXI. The withdrawal or cancellation of an exception shall not require approval by the member jurisdictions. All exceptions to this Agreement in effect as of July 1, 1998, except those not having an impact on other member jurisdictions or those not affecting a carrier's ability to operate under an IRP registration, shall be withdrawn or canceled prior to January 1, 2001.

1908 PROHIBITED EXCEPTIONS

There shall be no exceptions taken, however, to the concepts included in this section.

- 1. A single registration plate or set of license plates shall be issued only by the base jurisdiction.**
- 2. A single registration (cab) card shall be issued only by the base jurisdiction.**
- 3. Fleets registered under this agreement shall have the ability to perform both interjurisdiction and intrajurisdiction vehicle movements.**

ARTICLE XX OTHER AGREEMENTS

[The IRP supersedes all other agreements between members ". . . covering, in whole or in part, any of the matters covered by the agreement." From the provision it is clear that agreements relating to matters not specifically covered by the IRP continue in force and effect. For example, any agreement granting full reciprocity (no fees for licensing) to vehicles not apportionable under the Plan would continue in effect (for purposes of this commentary an "agreement" is deemed to include "arrangements" and "understandings".) (See commentary under Section 204).]

2000 OTHER AGREEMENTS

This agreement shall supersede any reciprocal or other agreement arrangement or understanding between any two or more of the member jurisdictions covering, in whole or in part, any of the matters covered by this agreement; but this agreement shall not affect any reciprocal or other agreement, arrangement or understanding between a member jurisdiction and any non-member jurisdiction.

ARTICLE XXI ADMINISTRATION

2100 BOARD RESPONSIBILITIES

To provide a facility within this agreement for the handling of matters relating to substantive issues of Plan administration or compliance with this agreement, the power shall be vested in the Board of Directors and shall hereinafter be referred to as the Board.

Section 2100 amended March 31, 2004, Ballot 301. Effective October 1, 2004.

2102 COMPOSITION OF THE IRP, INC. BOARD OF DIRECTORS

A. The Board shall consist of twelve (12) voting members, selected as follows:

Eight (8) members shall be elected by the U.S. member jurisdictions, two (2) members apiece from each AAMVA region. Nominations for these positions shall be solicited by the repository and shall be made for each region by the commissioners of the U.S. member jurisdictions of the region, who shall submit to the repository the names of nominees for each open position. The nominations shall be balloted and voted on, as provided in Section 2106, by the U.S. member jurisdictions of each region. Members so elected shall serve staggered terms of three (3) years and shall not serve more than two (2) consecutive terms.

One (1) member from a U.S. member jurisdiction shall be elected to a position that shall rotate among the AAMVA regions, beginning with Region I. Nominations for this position shall be solicited by the repository and shall be made by the commissioners of the U.S. member jurisdictions of the region whose turn it is to fill the position, who shall submit to the repository the names of nominees for the position. The nominations shall be balloted and voted on, as provided in Section 2106, by the U.S. member jurisdictions. A member so elected shall serve a single, two-year term, after which a representative of the next AAMVA region shall fill the position.

Two (2) members shall be elected by the Canadian member jurisdictions. Nominations for these positions shall be solicited by the repository and shall be made by the commissioners of the Canadian member jurisdictions, who shall submit to the repository the names of nominees for each open position. These nominations shall be balloted and voted on by the Canadian jurisdictions as provided in Section 2106. Members so elected shall serve staggered three-year terms and shall not serve more than two consecutive terms. At no time shall Canadian voting representation on the Board exceed two (2) members.

The twelfth member of the Board shall be the AAMVA international chair or the chair's designee, whose term on the Board shall coincide with the term of the international chair.

Members of the Board who are sitting when the language of this section adopted in Ballot 309 becomes effective shall serve out the terms on the Board to which they were elected or appointed, and their successors shall be elected as provided in this section and Section 2106.

B. Notwithstanding subsection A, in the event that Mexico shall become a member jurisdiction of the Plan, the federal government of Mexico may name a representative as a thirteenth voting member of the Board.

C. In the event the term of a member of the Board who has served as chair of the Board expires at the same time as that member's tenure as chair, the member shall continue to serve on the Board as a nonvoting member for the period of one (1) year.

A Board member may be appointed to serve as a liaison to any IRP committee. Liaisons may advise the committee to which they are appointed, and may make reports to the Board on committee activity. A liaison may not make motions or vote on committee decisions. A Board member may not serve as an officer or member of any IRP standing committee except the Dispute Resolution Committee.

Section 2102 amended April 17, 1999, Ballot 1.7.204. Effective October 1, 2000
Section 2102 amended March 28, 2003, Ballot 281. Effective October 1, 2003
Section 2102 amended April 17, 1999, Ballot 1.7.204. Effective October 1, 2000
Section 2102 amended March 31, 2004, Ballot 309. Effective October 1, 2004
Section 2104 amended April 17, 1999, Ballot 1.7.204. Effective October 1, 2000
Section 2104 amended March 31, 2004, Ballot 309. Effective October 1, 2004

2106 ELECTION PROCEDURES

Elections for members of the Board shall be held as follows:

A. IRP, Inc. shall prepare a ballot for each open position, with the nominees chosen as provided in Section 2102, and send it to all U.S. member jurisdictions in the AAMVA region where the vacancy exists, or, in the case of a vacancy in Canadian representation, to all Canadian member jurisdictions;

B. The ballot shall remain open for voting for a period of sixty (60) days;

C. The nominee with a simple plurality of the votes cast shall be declared the winner of each election;

D. In the event of a tie, a run-off election shall be held in accordance with the procedures in subsections A through C, among the nominees with the most votes; and

E. IRP, Inc. shall notify the member jurisdictions of the results of each election.

Revised August 31, 1992 to amend Article XXIII Governing Board. (now Article XXI)
Revised September 23, 1996, Ballot 1.7.176, effective with 1998 registration year.
Section 2106 amended April 17, 1999, Ballot 1.7.204. Effective October 1, 2000
Section 2106 amended September 30, 2002, Ballot 258. Effective October 1, 2003
Section 2106 amended March 31, 2004, Ballot 309. Effective October 1, 2004

2108 TERM OF OFFICE

The term of office of a Board member elected as provided in Sections 2102 and 2106 shall begin on January 1 following the election and end on December 31 of the second succeeding year; provided, however, that the term of a member filing the rotating position shall end on December 31 of the first succeeding year; and provided further that a Board member shall continue to serve until a successor has been duly appointed or elected.

Members of an industry advisory panel to the Board , composed of representatives of industry and federal governments, may be appointed annually at the discretion of the chair of the Board for terms of one (1) year beginning January 1, without limit as to the number of consecutive terms, and may serve until a successor is appointed.

Section 2108 amended March 31, 2004, Ballot 309. Effective October 1, 2004

2110 VACANCIES -- REPLACEMENTS

Vacancies occurring in Board membership shall be filled by appointment made by the chair of the Board, in consultation with the members of the Board.

When a Board member shall have been absent for two (2) or more consecutive Board meetings, the Board may, through majority action, request the chair of the Board to appoint a replacement for that member. The term of appointments made in this manner shall be limited to the unexpired portion of the term of the member replaced.

Section 2110 amended April 17, 1999, Ballot 1.7.204. Effective October 1, 2000
Section 2110 amended March 31, 2004, Ballot 309. Effective October 1, 2004

2112 ADOPTING ACTIONS -- VOTES REQUIRED

Each member of the Board shall have one (1) vote on matters coming before the Board for decision, and Board actions shall require the concurrence of a majority of Board members voting, but in no event fewer than five (5) concurring votes.

Governing Board Decision 2, March 14, 1985
Governing Board Decision 4, March 6, 1986
Section 2112 amended March 31, 2004, Ballot 309. Effective October 1, 2004

2114 BYLAWS

The Board shall adopt Bylaws for the conduct of its business.

2116 OFFICIAL REPOSITORY

The IRP, Inc. shall be the official repository of this agreement and shall be responsible for the duties in this agreement. The Board shall establish the repository duties required by this agreement.

2118 ADOPTING RESOLUTION -- PROCESSING

When two or more jurisdictions become signatories to this agreement, and as each jurisdiction thereafter joins the agreement, each new jurisdiction shall complete the prescribed adopting resolution, indicate the proposed registration year of entry, the time period of its registration and submit to the International Registration Plan, Inc. Upon receipt of such resolution, IRP, Inc. shall provide a copy to each member jurisdiction for the purpose of obtaining the required endorsement. Each member jurisdiction shall notify IRP, Inc. as to its endorsement or rejection of the applicant jurisdiction.

2120 NOTIFICATION OF STATUS OF AGREEMENT

The IRP, Inc. shall keep all jurisdictions apprised of the current status of the agreement in the manner determined by the Repository to best accomplish this purpose.

2122 BALLOTS – JURISDICTION APPROVAL OR AGREEMENT

All issues requiring approval, or agreement, of the member jurisdictions shall be determined by ballot sent by IRP, Inc. to each member jurisdiction. Entry into the Plan, defined in Article XVIII, and exceptions to the Plan, defined in Article XIX, require approval and endorsement by all member jurisdictions. On all other issues, failure on the part of a member jurisdiction to respond to any ballot on matters pertaining to interpretations and amendments as set forth in Sections 2200 and 2310 of the IRP within 120 days of its receipt shall be deemed as an abstention by that jurisdiction. Each member jurisdiction shall be entitled to one vote and shall designate the person who shall cast the vote for the member jurisdiction prior to the commencement of any meeting where a vote may be required.

Revised September 23, 1996, Ballot 1.7.181
Section 2122 amended September 30, 2002, Ballot 258. Effective October 1, 2003

2124 MEMBER JURISDICTIONS IN GOOD STANDING

A member jurisdiction shall be considered in good standing when the dues requirement of such member jurisdiction has been met and whose rights and privileges have not been suspended under the terms of the plan.

Only member jurisdictions in good standing shall be entitled to vote.

2126 DUES

Annual dues for member jurisdictions shall be for the fiscal year, commencing October 1 and ending September 30, and shall be payable to IRP, Inc. on or after the first day of October each year but no later than December 31 of the fiscal year. The payment of full dues of the jurisdiction by any one agency of a state, province or other political subdivision entitles every eligible official for such state, province or political subdivision to active membership. A jurisdiction may bill and collect from its registrants an amount sufficient to pay its annual dues to IRP, Inc.

The IRP member jurisdiction dues shall be proposed by the Board. The Board shall propose the dues and the jurisdictions shall vote on their approval. Such fee structure may incorporate a minimum or maximum, and may or may not be based on a rate per power unit. The Board proposes a dues structure as follows:

15,000 or fewer power units equal \$6,000.00 U.S.
15,001 to 30,000 power units equal \$12,000.00 U.S.
More than 30,000 power units equal \$18,000.00 U.S.

On or before January 31 of each year, the repository shall provide the Board a list of all member jurisdictions that failed to pay their dues by December 31 of the previous year.

If a member jurisdiction fails or refuses to make timely payment of annual dues, the repository shall, within fifteen (15) days following the delinquent date of the dues, send a certified letter to the jurisdiction, requesting immediate payment.

The Board chair shall be notified immediately if the repository fails to receive payment within thirty (30) days following receipt of the letter. The Board chair shall promptly issue a written notice to the jurisdiction, suspending the right of the jurisdiction to vote on matters arising under the Plan. The Board chair may place the matter on the agenda of the Board for further action. The repository shall within ten (10) days notify all member jurisdictions of the action of the Board chair.

The Board may further restrict the delinquent jurisdiction's right to participate in activities related to the Plan. If the jurisdiction remains delinquent more than ninety (90) days following receipt of the certified letter, the Board may impose against the jurisdiction any of the sanctions authorized by Section 2304(a).

If the Board takes action against a jurisdiction under Section 2304(a), the repository shall notify all member jurisdictions of the action within thirty (30) days. Payment of the delinquent dues shall result in the restoration of the member jurisdiction's rights and privileges that may have been suspended under this section. Such restoration shall become effective on the date the delinquent annual dues are paid in full.

Dispute Resolution Committee Decision 97.12 - September 11, 1997
Dispute Resolution Committee Decision 97.13 - September 11, 1997
Dispute Resolution Committee Decision 97.18 - November 16, 1997
Dispute Resolution Committee Decision 99.3, November 13, 1999
Section 2126 amended March 31, 2004, Ballot 308. Effective October 1, 2004

2128 PEER REVIEW

Each member jurisdiction's administrative procedures and audit program will be reviewed on a periodic basis for compliance with the Plan and Audit Procedures Manual. The peer review period will begin with the earliest un-reviewed calendar year and end with the most recently completed calendar year. The Peer Review Compliance Guide utilized for the review will be maintained and updated by the Board or its designee to ensure its compliance with the Plan and Audit Procedures Manual. The Board will determine the schedule for the periodic review of all jurisdictions assuring each jurisdiction will be reviewed.

As part of the peer review process, member jurisdictions shall be required to complete the IRP annual fee test according to the format and timeframe determined by the Peer Review Committee.

A member jurisdiction determined by the Peer Review Committee to be in material non-compliance with the Plan and/or Audit Procedures Manual will be reviewed within one year, if necessary, to determine if corrective action has been taken. The follow-up review will be conducted by the full Peer Review Committee, which will examine the supporting documentation requested of the jurisdiction being reviewed and determine if the jurisdiction has taken corrective action to come into compliance with the Plan and/or Audit Procedures Manual. A majority vote of the Peer Review Committee shall determine the jurisdiction's compliance or non-compliance.

Any jurisdiction found to be in material non-compliance with the Plan may, under guidelines developed by the Peer Review Committee, be brought before the Board by the Committee in accordance with the procedures of Section 2300. In such an instance, the Board may exercise all the powers granted it under Section 2304 to enforce compliance with the provisions of the Plan.

Article XXI Revised January 3, 1995, Ballot 1.7.165
Dispute Resolution Committee Decision 97.2 - September 11, 1997
Dispute Resolution Committee Decision 97.3 - September 11, 1997
Dispute Resolution Committee Decision 97.4 - September 11, 1997
Dispute Resolution Committee Decision 97.5 - September 11, 1997
Dispute Resolution Committee Decision 97.6 - September 11, 1997
Dispute Resolution Committee Decision 97.7 - September 11, 1997
Dispute Resolution Committee Decision 97.9 - September 11, 1997
Dispute Resolution Committee Decision 97.17 - November 16, 1997
Section 2128 amended April 1, 2001. Ballot 1.7.242. Effective October 1, 2001.
Section 2128 amended September 30, 2002, Ballot 263. Effective October 1, 2003
Section 2128 amended September 30, 2002, Ballot 268. Effective October 1, 2003
Section 2128 amended March 31, 2004, Ballot 308. Effective October 1, 2004

ARTICLE XXII AMENDMENTS

2200 AMENDMENTS TO AGREEMENT

This agreement may be amended, subject to approval, by three-fourths of the member jurisdictions casting a vote on the amendment, acting through the officials thereof authorized to enter this agreement. Any member jurisdiction not casting a vote shall be deemed to have abstained, and such abstention shall not be considered in determining passage or failure of a ballot.

Revised September 23, 1996, Ballot 1.7.181, effective with 1998 registration year

2202 AMENDMENT INTRODUCTION PROCESS

(a) Before being balloted, any proposed amendment shall be submitted in draft form to IRP, Inc. at least sixty (60) days prior to the open meeting where it is to be discussed. An "open meeting" means the IRP/MCS Annual Meeting or a meeting so designated by the IRP, Inc. Board of Directors.

1. The draft of the proposed amendment shall show the complete text of the section(s) to be amended, identifying new language by underlining and deleted language shown by strikeout.

2. Such proposed amendment shall be accompanied by a memorandum setting forth the intent and purpose of the proposed amendment, which memorandum shall be filed by IRP, Inc. along with the proposed amendment.

(b) Upon receipt of the proposed amendment, IRP, Inc. shall assign a proposed ballot number and distribute the proposed amendment, within 10 days, to the IRP member jurisdictions, and the members and advisors of the IRP, Inc. Board of Directors, for a review and comment period prior to an open meeting. Comments may be submitted to IRP, Inc. prior to the open meeting or submitted to IRP, Inc. at the open meeting. All proposed amendments shall be discussed at the open meeting. Upon conclusion of the open meeting, the sponsor(s) of the proposed amendment shall have forty-five (45) days to resubmit the proposed amendment in final form to IRP, Inc. The resubmitted proposed amendment may include changes received through written comments and during discussion at the open meeting.

(c) Upon receipt of the final form proposed amendment, IRP, Inc. will ensure that the final form proposed amendment is in proper format, complete and ready for distribution to the IRP voting members and member jurisdictions.

(d) Any proposed amendment that is not officially ballot after an “open meeting” must be resubmitted as required under section 2202(a).

Revised September 23, 1996, Ballot 1.7.179, effective with 1998 registration year
Section 2202 amended April 10, 1998, Ballot 1.7.190. Effective October 1, 1999
Section 2202 amended April 1, 2001, Ballot 1.7.250. Effective October 1, 2002

2204 FULL TRACK BALLOT PROCESS

(a) After a final form proposed amendment has met the requirements of section 2202, a member jurisdiction may direct the repository to prepare and distribute an official “full track” ballot to the Commissioner of each member jurisdiction with copies to the members and advisors of the IRP Board.

(b) Each official ballot shall contain the following:

- 1. A “full track” ballot number assigned by IRP, Inc.**
- 2 A ballot date which shall be the date of distribution by IRP, Inc.**
- 3 A vote due date which shall be 90 days from the ballot date.**
- 4 A ballot effective date shall be in accordance with 2206.**
- 5. The complete text of the section being amended, identifying new language by underlining and deleted language by strikeout.**

(c) IRP, Inc., upon receipt of all jurisdictions' ballots or immediately upon the close of the voting period, shall prepare a report of the ballot by ballot number, shall list the votes of all jurisdictions as well as abstentions as of the final voting date. If the ballot has been approved, IRP, Inc. shall distribute a text of the new or amended provision.

Section 2204 amended April 10, 1998, Ballot 1.7.190. Effective October 1, 1999
Section 2204 amended March 31, 2005, Ballot 318. Effective October 1, 2005

2205 SHORT TRACK BALLOT PROCESS

(a) Within 30 days after the close of the open meeting at which the ballot was presented, the ballot sponsor(s) may direct IRP, Inc. to prepare and distribute an official “short track” ballot to the Commissioner of each member jurisdiction with copies to the members and advisors of the IRP, Inc. Board of Directors.

(b) Each official “short track” ballot shall contain the following

- 1. A “short track” ballot number assigned by IRP, Inc.**
- 2. A ballot date which shall be the date of distribution by IRP, Inc.**

3. A vote due date which shall be 30 days from the ballot date.

4. A ballot effective date shall be in accordance with Section 2206.

5. The complete text of the section being amended, identifying new language by underlining and deleted language by strikeout.

(c) IRP, Inc., upon receipt of all jurisdiction ballots or upon the close of the voting period, shall prepare a report of the ballot by ballot number, shall list the votes of all jurisdictions as well as abstentions of the final voting date. If the ballot has been approved, IRP, Inc. shall distribute a text of the new or amended provision

Section 2205 amended March 31, 2005, Ballot 318. Effective October 1, 2005

2206 EFFECTIVE DATE

1. Full Track Ballot Effective Date

The effective date of amendments to this Agreement passed under the provisions of Section 2204, unless otherwise specified, is the first day of January or July, whichever occurs first, 12 months after the close of the voting period.

An amendment passed under the provisions of Section 2204 may have an earlier effective date. In order to have an earlier effective date, the effective date must be voted on separately, and must receive three-fourths' approval of the voting members. A member jurisdiction not voting on the effective date shall be deemed to have voted in the affirmative.

An amendment may have a later effective date specified in the ballot.

2. Short Track Ballot Effective Date

The effective date of amendments to this Agreement passed under the provisions of Section 2205 is the first day of January, April, July, or October, whichever occurs first, six months after the close of the voting period.

Section 2206 amended March 31, 2005, Ballot 318. Effective October 1, 2005

ARTICLE XXIII DISPUTE RESOLUTION

2300 BOARD ACTION -- RAISING OF ISSUES

Authority to interpret the provisions of the Plan and resolve issues of compliance with the Plan by the member jurisdictions is hereby vested in the Board.

The Board may delegate its authority to interpret the Plan and resolve issues of Plan compliance to a dispute resolution committee chartered by the Board for those purposes. If the Board makes such a delegation, it shall retain the authority to entertain appeals of the decisions of such a committee in the circumstances and according to the procedures set out in Section 2307.

Issues of Plan compliance and interpretation may be raised before the Board by any member jurisdiction, any IRP registrant, the Peer Review Committee, or the IRP repository.

Issues brought before the Board under this section must be submitted in writing to IRP, Inc. The submission of an issue shall include (a) the question or issue of compliance to be resolved, (b) relevant Plan references, (c) supporting documents, including evidence of prior actions, if any, taken by the parties to resolve the issue, (d) a statement of the relief, resolution, or interpretation sought, and (e) a request that the Board hear and resolve the issue.

Within sixty (60) days of the submission of an issue, the Board shall place the matter on its agenda for action or discussion.

[In Section 4008 of Public Law 102-240, the Intermodal Surface Transportation Efficiency Act of 1991, the U.S. Congress indicated its concern that there be a means of resolving disputes arising under the International Registration Plan.]

Governing Board Decision 21, September 12, 1989
Section 2300 amended April 1, 2000, Ballot 1.7.218. Effective October 1, 2000
Section 2300 amended March 31, 2004, Ballot 308. Effective October 1, 2004

2302 INVESTIGATION OF ISSUES

With respect to issues placed on its agenda in accordance with Section 2300, the Board is empowered to (a) receive testimony, (b) make inquiries, (c) conduct investigations, (d) weigh evidence, (e) review facts, and (f) make findings. The Board shall provide for a public notice of all meetings and allow all interested parties to attend and be heard. Rules of evidence required in judicial proceedings shall not apply in hearings of issues before the Board. The Board may from time to time adopt such rules of procedures as are reasonably required to govern its activities.

Governing Board Decision 1, January 14, 1985

2304 POWER AND DUTIES OF THE BOARD

A. The Board shall have full discretion with respect to an issue before it under this article, except as may be provided in the Plan or the Board's rules of procedure. The Board is empowered to grant appropriate relief to a jurisdiction or registrant, and may take action to ensure a member jurisdiction's compliance with the Plan. Among other things, the Board may:

- 1. determine a time period for compliance;**
- 2. suspend rights and privileges granted a member jurisdiction under the Plan, including voting, participation on the Board or any IRP committee, submission of issues to the Board, input at meetings or working groups, and participation in the peer review process; provided, however, that nothing in this section shall exempt a jurisdiction from undergoing a peer review itself;**
- 3. order a member jurisdiction to refund, credit, or transmit fees, with or without interest, and with or without a penalty of up to 10% of the amount to be refunded, credited, or transmitted, at the discretion of the Board;**
- 4. order all member jurisdictions to suspend distribution of fees payable under the Plan to a member jurisdiction;**
- 5. permit a member jurisdiction or registrant granted relief to withhold distribution or payment of fees payable under the Plan to another member jurisdiction, in an amount not to exceed the amount specified in the order; and**
- 6. in cases involving a U.S. jurisdiction,, petition the U.S. Secretary of Transportation to request the U.S. Justice Department to initiate a civil action for injunctive relief in a court of competent jurisdiction, and, in cases involving a Canadian jurisdiction, initiate a claim for a declaratory order in a court of competent jurisdiction.**

When under paragraph A(5) of this section a jurisdiction is subject to an order of the Board permitting it to withhold funds from another jurisdiction, it shall report to the repository by the last day of each month in which the order is in effect the amount of funds it has withheld during the preceding month. A registrant withholding funds from a jurisdiction pursuant to an order of the Board shall make a like report to the repository and obtain a written verification from its base jurisdiction of monthly amounts withheld.

B. In deciding any issue before it under this article, the Board is empowered to interpret the Plan and the policies issued thereunder. Such an interpretation shall be binding on all

member jurisdictions, unless and until it is overturned by a vote of the member jurisdictions.

Dispute Resolution Committee Decision 99.1, November 13, 1999
Dispute Resolution Committee Decision 99.2, November 13, 1999
Section 2304 amended April 1, 2001. Ballot 1.7.239. Effective October 1, 2001
Section 2304 amended March 31, 2004, Ballot 308. Effective October 1, 2004

2306 DISPOSITION OF BOARD DECISIONS

Within thirty (30) days of a decision of an issue by the Board under this article, the repository shall notify the parties to the issue of the Board's findings, actions, and orders. Failure of a party to comply within the time set for compliance by the Board will subject the party, at the discretion of the Board, to the sanctions in Section 2304. A record of all Board decisions under this article shall be maintained by the repository, which shall also prepare minutes of each Board hearing for review and adoption by the Board.

The repository shall record all Board interpretations in Appendix D with footnotes under the appropriate sections of the Plan.

Section 2306 amended March 31, 2004, Ballot 308. Effective October 1, 2004

2307 APPEALS TO BOARD

A. In the event that the Board delegates to a dispute resolution committee the authority to interpret the Plan and resolve issues of Plan compliance, the Board shall retain the authority to hear an appeal from a decision of that committee on an issue, but only where one or more of the following circumstances is alleged to exist:

- 1. The dispute resolution committee made a procedural error in handling the issue;**
- 2. The dispute resolution committee abused its discretion in deciding the issue; or**
- 3. Evidence has been found that was not available when the dispute resolution committee decided the issue.**

B. A party wishing to appeal a decision of the dispute resolution committee to the Board must, within forty-five (45) days following the decision by the committee, file with the repository a statement that:

- 1. Identifies the decision being appealed;**
- 2. Describes specifically the circumstances that permit an appeal of the decision under this section;**
- 3. Requests the Board to hear the appeal; and**

4. **Is accompanied by supporting documents the party feels may be of assistance to the Board.**

The repository shall promptly distribute the statement to the members of the Board and shall notify the member jurisdictions of the filing of the appeal. In the discretion of the chair of the Board, the Board may hear the appeal at its next regularly scheduled meeting or may hold a special meeting for that purpose, either in person or by telephone conference call.

C. In hearing an appeal, the Board may exercise all of the powers granted it in this article, and may:

1. **Hear the issue in its entirety;**
2. **Take testimony on specific questions relating to the issue or to the decisions or actions of the dispute resolution committee;**
3. **Remand the issue to the committee with instructions;**
4. **Suspend a sanction or order imposed by the committee;**
5. **Uphold or overturn part or all of a decision of the committee;**
6. **Dismiss the appeal for lack of merit; or**
7. **Take any other action that the Board in its discretion deems appropriate.**

D. Nothing in this article shall preclude a jurisdiction from seeking judicial relief after exhausting its remedies under the Plan.

2308 REFUSAL TO ACT ON ISSUE

A. If the Board refuses to place on its agenda an issue that has been properly submitted to it under this article, or fails to reach a decision on an issue under this article, the issue shall be referred for resolution to the member jurisdictions under the procedures of Section 2310.

B. Notwithstanding subsection A, if the Board finds that an issue submitted to it under this article is without merit or was submitted in bad faith, the Board shall dismiss the issue.

Section 2308 amended March 31, 2004, Ballot 308. Effective October 1, 2004

2310 ISSUES REFERRED TO JURISDICTIONS

Within a reasonable time following the failure of the Board to consider or decide an issue presented to it under Section 2300, the Board shall submit the issue to the repository in a form in which it may be accepted or rejected by the member jurisdictions. Within thirty (30) days following the receipt of the issue by the repository in an appropriate form, the repository shall submit the issue as a ballot to each member jurisdiction for approval or rejection. Decision of the issue shall be determined by a majority of the member jurisdictions in good standing casting a vote within one hundred twenty (120) days following submission of the ballot to them. Such a decision shall be binding upon all member jurisdictions, and a record of all such decisions shall be included in Appendix D.

Article XXIII revised August 22, 1994, ballot 1.7.156. Effective August 22, 1994
Revised September 23, 1996, Ballot 1.7.181
Section 2310 amended March 31, 2004, Ballot 308. Effective October 1, 2004

**APPENDIX A
RESOLUTION ADOPTING THE
INTERNATIONAL REGISTRATION PLAN**

WHEREAS, the International Registration Plan was formed to provide a uniform system for the registration of vehicles used interjurisdictionally, and

WHEREAS, it is the purpose of the Plan to implement the concept of one registration plate and one registration (cab) card for one vehicle;

NOW THEREFORE, in consideration of the mutual and reciprocal benefits to flow therefrom in accordance with the laws of this jurisdiction, the _____

(Title of the Official)

acting in pursuant to _____

(Insert statutory authority)

and on behalf of the jurisdiction of _____, does hereby ratify the INTERNATIONAL REGISTRATION PLAN. Furthermore, entry will be effective with the _____ registration year. The State/Province of _____ begins its registration year in the month of _____.

EXCEPTION: Subject to the approval of the membership, the jurisdiction of _____ enters the INTERNATIONAL REGISTRATION PLAN with an exception to the Plan, the language of which is attached. The jurisdiction of _____ understands that the exception will be subject to subsequent review on a periodic basis according to the provisions of the Plan.

IN TESTIMONY WHEREOF, the jurisdiction of, acting through its duly authorized officials, has caused this resolution to be adopted to make the jurisdiction of, a member of and a party to the agreement herein mentioned, subject to the endorsement by all jurisdictions now party to the agreement.

ADOPTED this ___ day of _____, 19__.

FOR the jurisdiction of _____.

BY: _____
Signature Title

ENDORSEMENT: For the State/Province of _____

**As required by Section 1800 of Article XVIII of the International Registration Plan, this
Resolution of Ratification is hereby endorsed on this _____, 19__ .**

**BY: _____
Signature Title**

Governing Board Decision 9, March 10, 1987
Appendix A amended April 17, 1999, Ballot 1.7.203. Effective October 1, 2000

APPENDIX B

ROSTER OF MEMBER JURISDICTIONS

<u>Jurisdiction</u>	<u>Date Approved</u>	<u>Date of Entry</u>
Kentucky	September 13, 1973	April 1, 1974
Tennessee	September 13, 1973	March 1, 1974
Missouri	September 13, 1973	January 1, 1974
Texas	September 13, 1973	April 1, 1974
Minnesota	September 13, 1973	January 1, 1975
Oregon	September 13, 1973	January 1, 1975
Nebraska	September 13, 1973	January 1, 1975
Utah	September 13, 1973	January 1, 1975
Colorado	September 13, 1973	January 1, 1975
Alberta	July 22, 1974	January 1, 1975
South Dakota	August 5, 1974	January 1, 1975
Mississippi	November 4, 1974	November 1, 1975
Virginia	February 24, 1975	March 1, 1975
Wyoming	July 14, 1975	January 1, 1976
Montana	October 10, 1975	January 1, 1976
Arkansas	October 10, 1975	July 1, 1976
Louisiana	December 1, 1975	April 1, 1976
Idaho	December 10, 1975	January 1, 1976
Illinois	July 7, 1976	January 1, 1977
North Carolina	July 16, 1976	January 1, 1977
Oklahoma	January 19, 1977	January 1, 1978
Wisconsin	May 23, 1977	January 1, 1978
Iowa	August 17, 1977	January 1, 1978
Alabama	September 5, 1979	October 1, 1980
Arizona	May 9, 1980	January 1, 1981
North Dakota	June 19, 1980	January 1, 1981
Kansas	July 9, 1980	January 1, 1981
Pennsylvania	September 15, 1982	June 1, 1983
Michigan	August 10, 1983	March 1, 1985
Florida	January 30, 1984	December 1, 1986
Connecticut	August 6, 1984	May 1, 1985
California	August 6, 1984	January 1, 1985
West Virginia	November 15, 1984	July 1, 1986
South Carolina	March 12, 1985	January 1, 1986
Indiana	July 14, 1986	March 1, 1987
Vermont	February 24, 1987	May 1, 1988
Maryland	March 20, 1987	May 1, 1988
Washington	April 27, 1987	January 1, 1988
New York	February 3, 1988	March 1, 1989
New Hampshire	July 26, 1988	May 1, 1989
New Mexico	December 19, 1988	January 1, 1990

<u>Jurisdiction</u>	<u>Date Approved</u>	<u>Date of Entry</u>
Nevada	May 11, 1990	January 1, 1992
Georgia	May 27, 1990	January 1, 1991
Ohio	July 27, 1990	June 1, 1991
Maine	February 22, 1991	July 1, 1993
Massachusetts	May 22, 1992	January 1, 1994
Saskatchewan	February 24, 1993	October 1, 1993
Delaware	December 30, 1993	January 1, 1995
British Columbia	October 19, 1995	January 1, 1996
Rhode Island	January 6, 1996	September 1, 1996
New Jersey	April 9, 1996	April 1, 1996
District of Columbia	November 29, 1996	April 1, 1997
New Brunswick	June 26, 1999	April 1, 2001
Quebec	September 29, 1999	April 1, 2001
Ontario	June 24, 2000	April 1, 2001
Manitoba	August 18, 2000	March 1, 2001
Prince Edward Island	November 8, 2000	April 1, 2001
Newfoundland & Labrador	November 21, 2000	April 1, 2001
Nova Scotia	December 29, 2000	April 1, 2001

APPENDIX C
EXCEPTIONS TO THE INTERNATIONAL
REGISTRATION PLAN

APPENDIX D

GOVERNING BOARD DECISIONS

International Registration Plan
Governing Board
Dispute Resolutions/Interpretations
Chronological Order

January 14-15, 1985

- 1 - Define public notice identified in Section 2302 - the Board decided that this notice would be published in the AAMVA *Bulletin*, and ATA's *Transport Topics*, plus be sent to all Chief Administrators, law enforcement officials, industry representatives active within the AAMVA Standing Committee on Vehicle Reciprocity, and CCMTA for its publication.

March 14-15, 1985

- 2 - Alternatives for members may sit in on the Governing Board meetings, but may not vote. (Section 2112)

September 20, 1985

- 3 - The case before the Board was brought by the State of Pennsylvania against a carrier who said he had an established place of business in Virginia. (Section 218) Verified facts indicated otherwise. The Board charged Virginia to investigate and report back within 120 days if the carrier had an established a place of business in Virginia.

Note: The carrier is now complying with Section 218.

March 6, 1986

- 4 - The Board discussed the provision for proxy votes 6, 1986 for members who were not able to attend the meeting. The Board again endorsed that proxy votes would not be accepted. Section 2112 (Previously discussed on 3/14/85).

October 23, 1986

- 5 - A case was brought before the Board for interpretation of Section 210 and its Commentary. Could a carrier consolidate its fleet in California including some vehicles which did not generate California miles. The Board agreed that the carrier could do this.

- 6 - The Board was asked to interpret Section 906 concerning owner-operators. Some jurisdictions were requiring full compliance of the established place of business definition Section 218 for owner-operators, The Board agreed that Section 906 applies to owner-operators, rather than Section 218. Kansas had filed an exception to the Plan prior to the amendment which changed the treatment for owner-operator registration. The Board agreed that Kansas must file a new exception if it did not want to comply with the provisions of the amendment.

Note: All jurisdictions are complying with Section 906.

- 7- The interpretation of Section 410 concerning the untimely submission of fees was requested. Michigan indicated that Illinois was taking an average of 26 days to forward fees to jurisdictions. A few of the jurisdictions had a memorandum of understanding with Illinois for the money to be transmitted in a more timely fashion, and that if a check is returned, the receiving jurisdiction would refund that portion to Illinois. The Board suggested that Michigan attempt to negotiate a similar agreement with Illinois since there is nothing in the Plan that specifically indicates when a jurisdiction is required to transmit the money.

Note: A subsequent ballot to amend Section 408 specifies the time period for sending transmittals and fees.

- 8 - Illinois submitted for interpretation of Section 218, established place of business. Illinois indicated that there were applicants that were using the address of an attorney's office as the established place of business. Illinois further indicated that a physical inspection indicated that there were three separate phone numbers, separate offices within an office, and supposedly separate employees assigned to handle each company's trucking operation. The Board indicated that these registrants were in compliance.

March 10, 1987

- 9 - Did the amendment to the adopting resolution Appendix A requiring a six months notice mean that the ballot must be submitted six months in advance of the registration year or approved six months in advance of the registration year. The Board agreed that it means submitted.
- 10 - Texas indicated that there was some concern regarding all trailer fleets and the method for audit. It was questioned whether the Plan allows for all trailer fleet. The Board agreed that it does under Section 204 (a) (3).

March 29, 1988

- 11 - The case heard was determining mileage for combined fleets. A carrier closed its operation in Arizona. It disbanded the Arizona fleet - fleet three - and moved the vehicles to fleet one, which was based in another jurisdiction. The carrier included the mileage for fleet three with fleet one upon renewal. When audited by North Carolina, the carrier was instructed to exclude the fleet three mileage. North Carolina felt that the closing of the facility was considered a change of operation, even though fleet three and fleet one had operated in some of the same jurisdictions. California, however, felt that since all vehicles were moved from fleet three to fleet one, the mileage should have been combined and would have been consistent with Article VIII of the Plan. The Board found it difficult to rule that North Carolina was incorrect, since there is not policy on combining fleets and mileage. The Board agreed that North Carolina was justified in its action. In addition, the Board asked the Motor Carrier Services Audit Subcommittee to initiate a policy and guidelines for combining fleets and mileage, and to ballot the issue with member jurisdictions.

Note: A work-group was created to address this issue.

- 12 - Can vehicles operating exclusively in a single jurisdiction use IRP plates. The State of Arizona stated when a carrier intends to run 100% in one jurisdiction, it should be fully plated with that jurisdiction. The Board agreed that it was improper for vehicles to operate with IRP plates when they are doing only intrastate operations for the entire registration period. Vehicles must travel in two or more IRP jurisdictions in order to register under the program (Section 204).

September 20, 1988

- 13 - The item for discussion concerned restricted plates under the IRP. The State of Maryland was concerned that West Virginia was not recognizing its dump plate as a restricted plate and, therefore, was requiring the vehicles to be apportioned. The Board felt that the plate qualified as a restricted plate under IRP and that West Virginia should continue to treat these specific vehicles under the pre-IRP arrangement with Maryland (Section 204 and Commentary).

April 4, 1989

- 14 - The legal counsel of the Chair has indicated that incorporated by reference as specified in Article XVI in the IRP is as binding as other commentary. The Audit Guidelines are to be read as though they are published in Article XVI as official commentary.
- 15 - There was a question as to whether the Official Commentary is considered to be part of the Law. The Commentary contained in Code is not part of the Law.
- 16 - Jurisdictions were not uniformly applying refund procedures. It was agreed that each jurisdiction should be applying refund procedures under their own statutes regardless of the base of the vehicle.
- 17 - The Board addressed the question of whether British Columbia's exception as filed was actually an exception to the Plan (Section 1900). The Board decided that it was not an exception and suggested British Columbia re-file a ballot without exception.

September 12, 1989

- 18 - The item discussed concerned Section 104, Commentary, which was inadvertently printed as Unofficial Commentary. Previous printings in the original ballot showed it as Official. The Board voted to correct as a housekeeping item.
- 19 - A case was brought before the Board by Oliver Trucking to clarify those sections of the Plan used to determine base state (Section 210). This issue previously submitted by the states and resolved by them was brought before the Board by the Company. The first issue concerned whether vehicles could be registered in a lessee's base jurisdiction if different from the lessor. The Board agreed that this could happen. The second issue was whether Oliver Trucking had established a proper base in North Carolina. The Board decided that the base was now proper.
- 20 - An issue brought before the Board by the Commonwealth of Kentucky was to clarify the action taken when a registration is erroneously issued. The Board agreed that a registration may be suspended by an apportioned jurisdiction only when fees due are not paid (Section 504). All other actions must be taken by the base state.

21- A request for interpretation of Section 508 was made. Missouri inquired whether apportioning a vehicle in a jurisdiction at less than its empty weight was a legal form of discounting. Missouri claimed this registration practice constitutes discounting and is prohibited under Section 508 of the Plan. Missouri also requested the Board require joint audits of any carrier with questionable weight variance registrations. The Oklahoma Tax Commission indicated: 1) a request for the Board to interpret what constitutes discounting is not a substantive issue for the Board to act upon, 2) the authority under Section 508 is discretionary and is vested solely in the base jurisdiction, and 3) Missouri's request to authorize a joint audit by the base jurisdiction in these cases is an attempt to circumvent the provisions of Section 508 and is beyond the Board's scope of authority. The Board answered on the following points. The purpose of enacting Section 508 of the Plan was to prevent the practice of discounting. Therefore, discounting is a substantive issue under Section 508 of the IRP, and the interpretation of this issue is within the Board's scope of authority (Section 2312). The passage of Section 508 is clear that the intent is to grant authority to the base jurisdiction to demand verification of weight variances. The applicant has the burden of proving that it reflects operating practice. Therefore, weight variance for a jurisdiction cannot be granted for a weight variance for a jurisdiction cannot be granted for a weight below the empty weight of the vehicle. And last, Article XVI in the IRP provides for audits of carriers. Section 1606 specifically says that audits may be made by the commissioners by several jurisdictions. Therefore, the Board has the authority to recommend a joint or separate audit be conducted by the jurisdictions. The State of North Carolina changed its procedures as a result of this action, by the state of Oklahoma disagreed and asked that the interpretation be put on ballot for official adoption.

Note: The ballot failed

April 9, 1991

- 22 - The case was presented by Signal Delivery Service, requesting a refund from the State of Florida under Article VII. Florida did a partial refund according to its Statute. The company wanted a total refund for a wrecked vehicle since it was wrecked before the registration period began. The request was made after the beginning of the registration period. The Board ruled in Florida's favor since its statute specifically says that the refund application date is the deciding factor on how much refund is processed. Section 700 indicates the state's statutes rule.

- 23 - The case concerned a consolidated fleet with a base in Connecticut and Indiana. Connecticut was requiring Connecticut to be the base for IRP registration of the fleet since the vehicles were based there. The Board ruled there was an established place of business in Indiana and, therefore, Connecticut could not require those vehicles based in Connecticut to declare Connecticut as the base state (Article 210).

- 24 - The Working Group's interpretation of reduced operations that had been addressed by the Board at the last meeting (Sections 222 and 300) was requested again. This Board also did not endorse the Working Group's interpretation indicating the language was not clear.

Note: New language, as requested by the previous Board, was drafted, balloted and passed in 1992 effective for the 1993 registration year.

August 25, 1991

- 25 - A question between Illinois and Indiana concerning an audit of the Central Blacktop Company was resolved. Illinois audited an estimate and substituted actual miles for the current registration period. The questions arising from this are: 1) can a jurisdiction adjust second year mileage estimates following an audit, and 2) what is the appropriate approach to an audit when there are insufficient miles in the preceding year. Illinois had audited the carrier's 1988 registration year application using the actual mileage accrued during the 1988 registration year rather than the preceding year since there were so few miles in the preceding year. The Audit Subcommittee had been asked for an opinion in this case. It referenced Section 800 of the IRP describing the procedure for initial applications. When operations were not conducted in the previous year, the carrier is to include a proposed method of operation and estimates for miles for the jurisdictions. The base jurisdiction's Commissioner can adjust the estimated miles if not satisfied. The Audit Subcommittee also referenced the Policies and Procedures Manual Section 5000 and 5020, indicating estimated miles are used by the registrant in the initial year of operation and should be scrutinized at that point, and that neither the Plan, the Audit Manual, nor the Policies and Procedures Manual addresses the number of months a carrier must have actual mileage history before being required to report actual miles on the application. The Audit Subcommittee indicated that Illinois should not apply actual mileage accrued from July, 1987 through June, 1988 to a previous registration year. The subcommittee recognized that the base state could audit a second year application, but only using the miles traveled during the preceding year.

Note: Amendment adding Section 400(b) effective for the 1992 registration year relates to matters discussed in this case.

- 26 - A request by Indiana for interpretation of fee calculation when there is estimated mileage was decided. Indiana was concerned the states are using various methods of fee calculation in their approaches to addressing estimated miles in regard to expanding operations at the time of renewal. Should the calculation of percentages include the estimate of calculate over 100%. The Board ruled the overall calculation should be included in the 100% unless state statutes provide otherwise as indicated in Article VIII Commentary. If the state's statute is silent on this, then the percentage must total within 100%.

January 21, 1992

- 27 - The State of Colorado asked for a Board interpretation on the requirement for a single registration plate. The articles affected were Sections 104, 212 (a), and 400. The question was whether a carrier could apportion in one jurisdiction and buy full plate in another jurisdiction for operation in that state. The Board interpreted that a carrier can apportion, trip permit, or obtain a full plate from jurisdictions. The issuance and use of trip permits and full plates are governed by the state authority. A carrier could use two plates, thereby having a full plate from one state and an apportioned plate for other member states.

September 13, 1992

- 28 - The request by Indiana for New Hampshire to refund a transfer fee that only Indiana had collected from its carriers for several years was resolved. The issue considered Section 202, 302 Commentary and 304 of the Plan. The Board ruled the base state can collect apportioned fees only. Any other fee should be collected by the other jurisdictions. The fees should not have been collected by Indiana for New Hampshire. Therefore New Hampshire should refund the transfer fees to the Indiana carriers. The method of refund was left to the two jurisdictions to decide.
- 29 - A case of a refund for a South Dakota carrier by the jurisdiction of Wyoming was resolved. The South Dakota carrier had apportioned all its vehicles with Montana, South Dakota, and Wyoming. At the time of audit, it was found that seven of the eight vehicles never left the jurisdiction of South Dakota. The issue here is whether intent was involved (Section 204). Did the carrier intend to leave South Dakota, or did it incorrectly complete the applications and apportion vehicles that were never intended to leave the state? The Board decided that the audit of the operations of the carrier indicated the carrier never intended for these vehicles to leave the state and, therefore, a refund would be due if Wyoming's statutes provide for refunds as a result of audit. Wyoming said it would refund.

August 21, 1993

30 - A case was brought before the Board at the April 20, 1993 meeting concerning Averitt Express and an audit conducted by the State of Tennessee as the base state. The result of the audit was that Averitt owed substantial additional sums to Tennessee, and was entitled to substantial refunds from certain other IRP jurisdictions. There was then an adjustment to the audit, and the adjusted results were sent out to all appropriate jurisdictions. There were no objections to the results. As a result of the audit, Averitt then paid Tennessee the registration fees that it claimed were due, and then sought the refunds from the affected jurisdictions. Thirteen jurisdictions refunded in accordance with the terms and results of the Tennessee audit. The refunds due to Averitt from the States of Illinois, Kentucky, and Virginia were either denied or not responded to. The Board recommended that the issue be sent to the Audit Subcommittee for evaluation and fact-gathering. The issue was then re-examined at the August 21, 1993 meeting. The Audit Subcommittee obtained additional information from the State of Tennessee concerning the audit, made a recommendation based on the IRP agreement, audit guidelines, and the audit documentation. In the audit report, the auditors indicated that Averitt's records reflected that only long haul drivers prepare trip reports and only the mileage generated by the long haul trucks were accumulated and reported although the vehicles may have been operated many thousands of miles in shuttle or pick-up service. The Audit Subcommittee further stated that it was very clear to them that the registrant did not maintain adequate records on which a true liability could be determined. The Board decision was to accept the Audit Subcommittee's report and hold the states of Virginia, Kentucky and Illinois harmless on the refund. The states would not be required to issue refunds as a result of the Tennessee audit.

April 26, 1994

31 - Oklahoma came to the board for advisement upon its interpretation of Article II, Section 218, Established Place of Business. Their interpretation involved a dispute that Oklahoma had been having with a business representing itself as a licensing service to help carriers set up in Oklahoma. The state's contention was that this business was not legitimate, and was merely providing an address and phone number for carriers to use for declaring Oklahoma as their base-state. The carriers were not legitimately established in the state of Oklahoma, and therefore Oklahoma rejected their applications. Since the line service was not doing the business of the carrier, the definition of 218 was not met. Oklahoma came to the board for assurance that it was indeed acting in compliance with the Plan. The board advised that Oklahoma had the power to make that decision, and were therefore in compliance with the Plan.

July 14, 1994

32 - The State of Utah came to the Board for advisement on the registration of rental cars. The Board advised that if a passenger car is registered as apportionable, then records must be kept like any other apportioned vehicle. Allocated vehicles must follow that definition, and must calculate full plate percentages according to revenue, and fully plate the correct percentage of vehicles in each jurisdiction. The Board also advised that base jurisdictions are not required to report rental passenger car information to other jurisdictions; in fact, it is up to the companies to report to any state that asks to see their records.

DISPUTE RESOLUTION COMMITTEE DECISIONS

95.1 Class of Dispute: Class 4, Interpretation
 Petitioner: Comdata Saunders vs. State of Washington
 Articles/Sections: Article II, Section 238 Preceding Year
 Meeting Date: August 28, 1995

Issue: Comdata Saunders challenged the policy of the state of Washington under which mileage reporting years are staggered. Comdata raised the issue of Washington staggering a registration year and staggering the mileage reporting year. Washington felt it was to the carrier’s benefit to be able to have a staggered registration year and report current year mileage as close to the stagger year as possible. The amendment was made to Washington registration law with no testimony opposing it at the time.

Decision: The Dispute Resolution Committee advised that all jurisdictions abide by the International Registration Plan Official Commentary definition of “Preceding Year,” Article II, Section 238.

96.1 Class of Dispute: Class 1, Non-Compliance Resulting in Monetary Loss
 Petitioner: Comdata Saunders vs. State of Washington
 Articles/Sections: Article II, Section 238 Preceding Year
 Meeting Date: April 15, 1996

Issue: Comdata challenged the state of Washington’s policy to stagger the mileage reporting year when Washington initiated a staggered registration year. Comdata will be forced to perform programming and system changes to comply with Washington’s staggered mileage reporting year. This change results in a monetary loss. Comdata stated that if one jurisdiction could deviate from the definition of preceding year other jurisdictions could do the same.

Decision: The committee reaffirmed its August 1995 decision that all jurisdictions abide by the International Registration Plan Official Commentary definition of “Preceding Year,” Article II, Section 238. The committee also ruled that Washington carriers not be penalized for using the preceding year definition as defined in Section 238 until Washington changes its statute to comply with the Plan.

96.2 Class of Dispute: Class 4, Interpretation
 Petitioner: States of Alabama, Florida, Texas vs. State of Wyoming
 Articles/Sections: Article IV, Section 404, Trailer Apportionment - Exception to the Plan
 Article V, Section 506, Operation under Apportioned Registration
 Meeting Date: April 15, 1996

Issue: The states of Alabama and Texas challenged Wyoming’s request that registration fees be collected based on whether a carrier has Wyoming intrastate operating authority. The fee schedule presented by Wyoming for carriers with intrastate authority requires trailer apportionment. The two states reported that Wyoming allegedly stopped requiring trailers to be apportioned and consequently changed their fees. There is no record on file at the repository that Wyoming withdrew its trailer exception.

The state of Florida challenged that the Wyoming fee structure is not in compliance with Article V, Section 506.

Decision: The committee denied the request by Alabama and Texas because the Wyoming trailer exception is still valid and in force. The request made by Florida was denied.

96.5 Class of Dispute: Class 1, Non-compliance which results in monetary loss
Petitioner: Paramour Trucking vs. State of Missouri
Articles/Sections: Refund on unused plates
Meeting Date: October 7, 1996

Issue: As a Missouri-based carrier, Paramour sought a full refund from Missouri for the return of unused license plates on a fleet of two vehicles. The issue concerned the internal refund policy of the State of Missouri and was not subject to review by the Dispute Resolution Committee. Internal refund policies are set by statute in each IRP jurisdiction and are not specifically addressed in the Plan.

Decision: The committee moved to deny Paramour Trucking’s request for a full refund from Missouri for the unused license plates.

96.6 Class of Dispute: Class 4, Interpretation
Petitioner: State of New York
Articles/Sections: Section 256, Total Distance
 Section 300, Determination of Fees
Meeting Date: October 7, 1996

Issue: The state of New York requested clarification on the definitions of “total miles” and “total distance” with respect to reduced operations. Mr. Chevalier reported that the request was an interpretation of what New York considers a difference in meaning between the two terms. New York felt the terms were subject to misinterpretation and possible misuse because they are used differently in two sections of the Plan.

Decision: The committee moved that the definition of “total miles” and “total distance” are the same.

96.7 Class of Dispute: Class 4, Interpretation
Petitioner: Transport Systems of Miami, Inc.
Articles/Sections: Section 210, Base Jurisdiction
 Section 218, Established Place of Business
Meeting Date: October 7, 1996

Issue: Transport Systems of Miami, Inc. represented a registrant who transports and provides grandstands. The registrant wanted to continue using Florida as his base even though it did not accrue fleet mileage in Florida during the preceding year. Florida policy requires that a registrant accrue mileage in the state to claim Florida as the base.

Decision: The committee found that the registrant must satisfy the commissioner that it may be located within the base jurisdiction. It is also the commissioner’s prerogative to require miles in the jurisdiction to claim it as the base.

97.1 Class of Dispute: Class 4, Interpretation
 Petitioner: State of Idaho
 Articles/Sections: Article II- Definitions, Section 222, In-Jurisdiction Miles
 Article III-Fees for Apportioned Registration
 Meeting Date: September 11, 1997

Issue: The issue involved three carnival operations based in Idaho who operate in several western states. On February 1997 the Idaho staff noticed that the companies included in their applications miles, miles operated in the states of Nevada and Montana, even though these companies did not intend to apportion for these two states. A review of the issue indicated that Nevada has a law precluding carnival operations from registration fees. Instead, Nevada assesses an entertainment tax on these vehicles. Approximately 75% of the miles operated by the three companies was included in the mileage reported for Nevada. Idaho denied the miles because according to the Plan, the base state can add reciprocity miles to a carrier only when it operates in non-member jurisdictions. Idaho does not believe this applies because the Plan contains full U.S. membership. From this issue, another issue was raised on whether IRP takes precedence over jurisdiction law.

Decision: The committee moved to separate Idaho's request into two questions/issues. In regards to the first issue, the committee advised Idaho that its interpretation of the Plan with respect to the calculation of the fees used in the mileage is incorrect in that Nevada and Montana are member jurisdictions and it is not the committee's position to dictate to those jurisdictions what their fees should be. For the second issue, the committee agreed to leave the issue of IRP precedence over jurisdiction law on the agenda for the next Dispute Resolution Committee meeting and tasked IRP, Inc. to consult with AAMVA's legal Services Committee to determine options on the issue of precedence.

97.2 Class of Dispute: Class 2, Jurisdiction's Non-Compliance with the Plan,
 No Monetary Loss
 Petitioner: State of Oregon
 Articles/Sections: Article XVI-Audits, Section 1600, Frequency of Audits
 Meeting Date: September 11, 1997

Issue: As part of the Peer Review Program, Oregon did not comply with the required number of audits for 1996.

Decision: The committee granted Oregon a 12 month extension to come into compliance with Section 1600, at which time the issue will be re-visited.

97.10 Class of Dispute: Class 4, Interpretation
 Petitioner: State of Michigan
 Articles/Sections: Article XVI- Audits, Section 1600, Frequency of Audits
 Meeting Date: September 11, 1997

Issue: Michigan was first peer reviewed in May 1995 and was granted an additional 12 month extension in August 1996 to come into compliance with Section 1600. Based on documentation submitted, Michigan began the process of coming into compliance with the Plan.

Decision: The committee granted Michigan an extension to December 1997 to come into compliance with Section 1600 and requested Michigan to annually report to the current Peer Review Committee chair that they are meeting their goals. In turn, the Peer Review Chair is to report the findings to the Dispute Resolution Committee at subsequent meetings.

97.11 Class of Dispute: N/A-Update Report: Proposed Amendment on Measures
 Petitioner: N/A
 Articles/Sections: Article II-Definitions, Section 256, Total Distance
 Article III-Fees for Apportioned Registration, Section 300,
 Determination of Fees
 Meeting Date: September 11, 1997

Issue: At the request of the committee, the repository 1) developed a proposed amendment to address the issue of a clarification of “total miles” and “total distance” (as requested by NY in October 1996) and 2) distributed the proposed amendment to the membership for comment. The comments included many concerns with the ballot—wording, calculations and conversions from miles to kilometers.

Decision: The committee moved that the repository amend the proposed ballot to include the suggestions from the committee, verify the weight calculations, and distribute the amended proposed ballot to the Dispute Resolution Committee prior to the MCS/IRP, Inc. Workshop.

97.12 Class of Dispute: Class 3, Failure to Pay IRP Repository Dues
 Petitioner: State of New Jersey
 Articles/Sections: Article XXI-Administration, Section 2126 Dues
 Meeting Date: September 11, 1997

Issue: New Jersey was late in their payment of fiscal year 1997 dues. They submitted a letter to IRP, Inc. upon receiving notice of appearing before the committee, stating that February 1997 was the earliest available date to pay their 1997 dues because the IRP budget was not approved by the New Jersey Department of Transportation until then. New Jersey does not anticipate any problem with paying their dues for fiscal year 1998.

Decision: The committee moved to accept New Jersey’s dues.

97.15 Class of Dispute: N/A-Update Report: Precedence of IRP vs. Jurisdictional Statute
 Petitioner: N/A
 Articles/Sections: N/A
 Meeting Date: November 16, 1997

Issue: At the direction of the committee, IRP, Inc. 1) consulted with AAMVA's Legal Services Committee for resolution to the issue of IRP prevailing over state law and 2) will continue to update the committee on the issue.

Decision: The committee directed the repository to continue pursuing the matter and report its progress at the next meeting.

97.16 Class of Dispute: N/A-Update Report: Late Dues
 Petitioner: N/A
 Articles/Sections: N/A
 Meeting Date: November 16, 1997

Issue: IRP, Inc. reported that a letter was sent to all jurisdictions who paid the 1997 dues late (IN, NJ, NM). The letter discussed the importance of timely payments and the cash flow problems late payments caused the repository.

Decision: The committee accepted the report and considered the matter resolved.

97.17 Class of Dispute: N/A-Update Report: Peer Review Follow-Up
 Petitioner: N/A
 Articles/Sections: N/A
 Meeting Date: November 16, 1997

Issue: IRP, Inc. reported that Virginia is now in compliance with Sections 400, Application Filed with Base Jurisdiction and 410, Jurisdiction Cooperation of the Plan.

Decision: The committee accepted the report and considered the matter resolved.

97.18 Class of Dispute: Class 4, Interpretation
 Petitioner: IRP, Inc.
 Articles/Sections: Article XXI- Administration, Section 2126, Dues
 Meeting Date: November 16, 1997

Issue: Because several jurisdictions paid their dues within the 15 day grace period after receiving the non-payment notification, IRP, Inc. requested clarification involving the notification of non-payment, grace period and Board Dispute Resolution notice when a jurisdiction fails to pay IRP dues by December 31.

Decision: The committee agreed that on January 1, IRP, Inc. would send a letter listing non-paying jurisdictions to the IRP, Inc. Board of Directors. On January 16, IRP, Inc. would send a certified letter to non paying jurisdictions. Thirty days from receipt of the certified letter, IRP, Inc. would send to the Dispute Resolution Committee a list of non-paying jurisdictions for further action.

97.19 Class of Dispute: Class 4, Interpretation
 Petitioner: State of Missouri
 Articles/Sections: Article XVI-Audits, Section 1600, Frequency of Audits
 Meeting Date: November 16, 1997

Issue: The Missouri Highway Reciprocity Commission requested an interpretation of Article XVI, Section 1600, Frequency of Audits to help determine and ensure compliance with the IRP Agreement. Missouri also questioned the Peer Review Committee's determination of finding of compliance based upon an annual listing of audits, due to the fact that the active accounts are different each year, making the audit requirements difficult to calculate for compliance purposes.

Decision: The committee moved that the Audit Committee review the issue of determining the values that need to be determined for the 15% and five-year period and correspond with IFTA representatives to ensure there is uniformity between the two plans and report back to the Dispute Resolution Committee at the next meeting.

98.2 Class of Dispute: Class 4, Interpretation
 Petitioner: States of Michigan and New York
 Articles/Section: Article XVI-Audits
 Meeting Date: November 19, 1998

Issue: To determine if the Audit Guidelines manual is a binding document. There is some question whether the Guidelines, which are incorporated into the Plan by reference are in deed binding.

Decision: The committee tasked the repository to locate the original ballot, and if the original ballot containing the Audit Guidelines is unclear, a ballot should be developed with language clearly stating that the Audit Guidelines are either binding or not.

98.3 Class of Dispute: Class 4, Interpretation
 Petitioner: Overnite Transportation Company
 Articles/Section: Article II-Definitions, Section 204, Apportionable Vehicle
 Meeting Date: November 19, 1998

Issue: Stan Kelly reported that Overnite Transportation Company from Richmond, Virginia, asked the committee for an interpretation of Article II, Section 204. Overnite Transportation registers its fleets in Oklahoma. In 1997 they were assessed additional fees due to single jurisdiction presence of a part of its fleet. Overnite Transportation is protesting the assessment, claiming that the vehicles were qualified as apportionable under Section 204 of the Plan. Oklahoma suggested that the company approach the Dispute Resolution Committee with an interpretation of Section 204 and a response to whether Oklahoma can charge full fees and if so, would other jurisdictions be required to refund. Oklahoma, clarified that the audit on Overnite was not complete and that Oklahoma wanted to give Overnite a chance for a decision from the committee before the audits were completed. During the audit Oklahoma maintained that the vehicles that did not run in two or more jurisdictions during the 24 month period reviewed were not qualified to be apportioned under the audit.

Decision: The committee agreed to defer the issue until the next Dispute Resolution Committee meeting, until Oklahoma completes the audit of Overnite Transportation.

99.1 Class of Dispute: Class 4, Interpretation
 Petitioner: IRP, Inc, Repository
 Articles/Sections: Article XXIII-Dispute Resolution
 Section 2304, Power and Duties of the Board
 Meeting Date: November 13, 1999

Issue: The repository asked AAMVA’s legal counsel what should be the effective date of actions taken by the committee. Counsel responded that because the Plan does not contain provisions related to the timeframe for the effective date of committee actions, any actions taken by the committee are to become effective immediately following adoption of any decisions. IRP, Inc. asked the committee to affirm and conclude with counsel’s remarks or for clarification as to what is the effective date of actions taken by the committee – either on the date the action was taken or when the committee minutes are approved.

Decision: The committee agreed that the actions of the Dispute Resolution Committee are effective immediately upon completion of that action unless otherwise noted by the Dispute Resolution Committee in its deliberation.

99.2 Class of Dispute: Class 4, Interpretation
 Petitioner: State of Montana
 Articles/Sections: Article XXIII-Dispute Resolution
 Section 2304, Power and Duties of the Board
 Meeting Date: November 13, 1999

Issue: The jurisdiction of Montana sought an interpretation from the committee on whether or not the committee had the flexibility to allow jurisdictions who have taken several years to come into compliance with the Plan to continue to be members in good standing so long as those jurisdictions have a plan of action that is approved by the committee and who demonstrate a commitment to address their issues of non-compliance. An opinion from AAMVA’s legal counsel was provided to the committee.

Decision: The committee agreed to accept the AAMVA attorney’s opinion regarding the latitude of the Dispute Resolution Committee to deal with issues related to Class 1, 2 and 4 disputes which states the committee had a great deal of latitude as to what it can do regarding sanctions and other actions that relate to jurisdictional disputes. It is within the authority of the committee to review the issues and try to determine a lesser punitive approach when dealing with jurisdictions who are making good faith efforts to come into compliance with the Plan.

99.3 Class of Dispute: Class 4, Interpretation
 Petitioner: IRP, Inc. Repository
 Articles/Sections: Article XXI-Administration
 Section 2126, Dues
 Meeting Date: November 13, 1999

Issue: The jurisdiction of New Brunswick entered the IRP on June 26, 1999, with an implementation date of April 1, 2001. The repository asked the committee to determine whether New Brunswick should be invoiced immediately for IRP membership dues or when they begin implementing the IRP.

Decision: The committee agreed that New Brunswick not be considered an official member of the Plan until 2001. New Brunswick, and other Canadian jurisdictions in the process of joining the Plan, would not be required to pay IRP dues in the current fiscal year, but will be required to pay IRP dues when they are billed in July 2000.

99.4 Class of Dispute: Class 4, Interpretation
 Petitioner: State of Indiana
 Articles/Sections: Article II-Definitions
 Section 210, Base Jurisdiction and Section 218, Established
 Place of Business
 Meeting Date: November 13, 1999

Issue: The jurisdiction of Indiana, on behalf of Comdata, requested a Class 4 interpretation asking 1) if a third-party IRP registration service provider can allow their physical address to be used by an IRP registrant and 2) whether or not the employees of the third-party service provider are considered to be persons conducting the fleet registrant's business.

Decision: The committee agreed that the requirement under Section 210 is that the registrant have an established place of business as defined in Section 218 and that established place of business cannot be provided for the registrant in the form of a third-party licensing provider.

99.5 Class of Dispute: Class 4, Interpretation
 Petitioner: State of Texas
 Articles/Sections: Article II-Definitions
 Section 204, Apportionable Vehicle
 Meeting Date: November 13, 1999

Issue: The jurisdiction of Texas requested an interpretation of Section 204, and asked whether the term "gross vehicle weight" as used in Option 3 of the definition of an apportionable vehicle, allows the use of the registered gross vehicle weight to determine if the combination of vehicles are apportionable.

Decision: The committee agreed that Item #3 under Section 204 refers to the actual weight of the combination and does not refer to gross vehicle weight or registered weight.

99.6 Class of Dispute: Class 4, Interpretation
 Petitioner: State of California
 Articles/Sections: Article IV-Application for Apportioned Registration
 Section 404, Trailer Apportionment- Exception to Plan
 Article XIX-Exceptions
 Section 1902, Amendments to Exceptions; Section 1904,
 Cancellation of Exceptions; and Section 1906 Prohibited
 Exceptions
 Meeting Date: November 13, 1999

Issue: The jurisdiction of California requested an interpretation regarding 1) whether or not IRP jurisdictions must continue to collect and transmit trailer fees to California until 2001, 2) whether IRP rules prevail over jurisdiction laws, 3) whether the IRP can change its rules without consent of the contracting parties affected as to exceptions granted at the time of joining IRP, and 4) whether the Dispute Resolution Committee may delay the removal of the Exception for California for the collection of trailer fees for a two-year period. California, later withdrew questions 2 and 3.

Decision: In regards to question 1, the committee agreed that the IRP member jurisdictions must continue to collect and transmit trailer fees to California until January 1, 2001. For questions 2 and 3, the committee allowed California to withdrawal them For question 4, the committee agreed that they may not delay the removal of the California exceptions for the collection of trailer fees for a 2-year period.

02.3 Class of Dispute: Class 1, Jurisdiction’s Non-Compliance with the Plan, Monetary Loss
 Petitioner: Jurisdiction of Illinois
 Articles/Sections: Article VIII-New Operations, Section 800, Application for Initial Registration
 Meeting Date: November 7 & 9, 2002

Issue: Continuation of April 16, 2002, decision by the Dispute Resolution Committee. Illinois reported that were unable to reach an agreement with Oklahoma, and Illinois proposed that the two jurisdictions’ experts work together to find the agreeable level of loss. Illinois offered to pay half of the cost of these services. Oklahoma indicated that its statutes prohibit Oklahoma from settlements in excess of \$250,000 without the approval of the Oklahoma legislature. Oklahoma was unable to accept a proposal to have an independent party review joint audits to resolve the issue.

Decision: The committee determined that with the failure of Oklahoma to reach an agreement with Illinois concerning its Class 1 dispute, the DRC ordered all jurisdictions to withhold funds from Oklahoma until Oklahoma presents an acceptable plan to the DRC to compensate Illinois for its monetary losses. Oklahoma is also instructed to continue sending monthly transmittals and funds to all jurisdictions as required by Section 408. Withholding of funds were to begin December 1, 2002.

02.4 Class of Dispute: Class 4, Interpretation
 Petitioner: Jurisdiction of California
 Articles/Sections: Article XVI, Section 1604, Notification of Audit Results
 Meeting Date: November 7 & 9, 2002

Issue: California asked if Section 1604 applied to Oregon’s non-netted audit reports issued to a trucking company on June 22, 2000, and later released to California and other affected jurisdictions on July 25, 2000.

Decision: The committee dismissed California’s interpretation request until the parties have exhausted all options for administrative appeals.

02.5 Class of Dispute: Class 1, Jurisdiction's Non-Compliance with the Plan, Monetary Loss
Petitioner: United Parcel Service (UPS)
Respondent: California
Articles/Sections: Article XIX, Section 1906 Cancellation of Exceptions; Article XXIII, Section 2304 – Power and Duties of the Board
Meeting Date: November 7 & 9, 2002

Issue: UPS asked 1) if California was out of compliance with the Plan by continuing to collect, under its exception to the IRP, apportioned fees for trailers, semitrailers, and auxiliary axles (dollies) beyond the expiration date of December 31, 2000; 2) Should California be required to refund the total California fees paid by UPS to its base jurisdictions, including California, for its IRP semitrailer and dolly fleets apportioned with California for 2001 and beyond, less the appropriate increase in UPS's IRP power unit fleets apportioned with California during the corresponding period; 3) Should the audit assessment issued for 2001 and beyond by California to UPS for additional California fees for all UPS IRP semitrailer and dolly fleets apportioned with California be declared void as a result of California's non-compliance.

Decision: The committee dismissed the dispute until UPS has exhausted all of its administrative appeals.

02.6 Class of Dispute: Class 4, Interpretation
Petitioner: Jurisdiction of Indiana
Articles/Sections: Article V, Section 502 – Identification Plates and Cab Cards
Meeting Date: November 7 & 9, 2002

Issue: Indiana sought an interpretation on whether or not Quebec had the authority to require that the total number of a vehicle's axles (power unit and trailing unit) be printed on jurisdiction cab cards.

Decision: The committee determined that under Section 502, Quebec has the right to require that the cab card clearly identify the number of axles on which the fees were calculated.

02.7 Class of Dispute: Class 4, Interpretation
Petitioner: Jurisdiction of Alabama
Articles/Sections: Article II, Section 218 – Established Place of Business
Meeting Date: November 7 & 9, 2002

Issue: Alabama sought an interpretation of Section 218 and what constitutes a fleet registrant's business, in order to limit base jurisdiction shopping.

Decision: The committee determined that the Plan does not indicate what a registrant's business is and that it is up to the commissioner to do so.

APPENDIX E

IRP ELECTRONIC DATA INTERCHANGE STANDARD FORMAT RECORDS

RECORD NAME: CARRIER RECORD

RECORD TYPE 1

<u>Starting Position</u>	<u>Length/Type</u>	<u>Field Name</u>	<u>Field Description</u>
1	1/AN	RECORD-TYPE	Valid values are: "1" = Carrier information "2" = Mileage information "3" = Weight information "4" = Vehicle information
2	1/A	TRANSACTION-CODE	Valid values are: "A" = add "C" = change "D" = delete "R" = renew unit/unchanged
3	2/AN	BASE-JUR	Base jurisdiction abbreviation
5	2/N	REG-YR	The renewal registration year EX. "93"
9	15/N	ACCT-NO	The carrier account number
24	4/N	FLT-NO	The carrier fleet number
36	9/N	EIN-NUMBER	Federal employer i.d. number
45	2/N	EIN-SFX	Federal employer i.d. number suffix
47	1/A	ACCOUNT-TRANSACTION CODE	Valid values are: "O" = Original, new accounts "A" = Amend, change account info. "S" = Supplemental processing "R" = Renewal
48	35/ANS	REGISTRANT-NAME	Registrant name
83	35/ANS	R-ADDR-LINE-1	Registrant address line one
118	35/ANS	R-ADDR-LINE-2	Registrant address line two
153	20/ANS	R-CITY	Registrant city name
173	4/N	R-LOCATION-CODE	Registrant location code
177	2/ANS	R-STATE	Registrant state abbreviation
179	10/ANS	R-ZIP-CODE	Registrant zip code
189	35/ANS	MA-LINE-1	Mailing address line one
224	35/ANS	MA-LINE-2	Mailing address line two
259	20/ANS	MA-CITY	Mailing address city name
279	4/N	MA-CAR-LOC-CDE	Mailing address location code
283	2/ANS	MA-STATE	Mailing address state abbreviation
285	10/ANS	MA-ZIP-CODE	Mailing address zip code
295	35/ANS	DBA-NAME	Doing business as name
330	35/ANS	CONTACT-NAME	Contact person's name

<u>Starting Position</u>	<u>Length/Type</u>	<u>Field Name</u>	<u>Field Description</u>
365	35/ANS	CONTACT-LINE-1	Contact person address line one
400	35/ANS	CONTACT-LINE-2	Contact person address line two
435	20/ANS	CONTACT-CITY	Contact person city name
455	2/ANS	CONTACT-STATE	Contact person state abbreviation
457	10/ANS	CONTACT-ZIP-CODE	Contact person zip code
467	3/N	CONTACT-AREA-CODE	Contact person area code
470	3/N	CONTACT-XCHANGE	Contact person exchange number
473	4/N	CONTACT-LINE-NUMBER	Contact person line number
477	4/N	CONTACT-EXTENSION	Contact person extension number
481	2/ANS	CARRIER-TYPE-CODE	Carrier type code
483	3/N	FLEET-STATUS-CODE	Fleet status code
486	8/N	FLEET-FIRST-DATE	Fleet first operation date
494	2/N	REG-MONTHS	Number of registration months
496	1/ANS	CARRIER-PROC-TYPE	Carrier processing type
497	1/A	WY-INTRA-AUTH-IND	Wyoming intrastate authority indicator
498	1/A	MT-SPLIT-IND	Montana split combined weight indicator
499	1/A	BOND-IND	Bond indicator Valid values: "Y" = Yes "N" = No "I" = Incomplete
500	17/ANS	BOND-NAME	Bond maker name
517	25/ANS	BOND-ADDRESS	Bond maker address line
542	16/ANS	BOND-CITY	Bond maker city name
558	2/A	BOND-STATE	Bond maker state abbreviation
560	10/ANS	BOND-ZIP	Bond make zip code
570	3/N	BOND-AREA-CODE	Bond maker phone area code
573	3/N	BOND-XCHANGE	Bond maker phone exchange number
576	4/N	BOND-LINE-NUMBER	Bond maker phone line number
580	1/ANS	SI-CAR-CHANGE	Supplement indicator, carrier information change
581	1/ANS	SI-MI-NEW	Supplement indicator, mileage information change indicator for original/addition of new states
582	1/ANS	SI-MI-CHANGE	Supplement indicator, mileage information change
583	1/ANS	SI-WGT-GRP-NEW	Supplement indicator, weight information change indicator for original/addition of new weights
584	1/ANS	SI-WGT-GRP-INCR	Supplement indicator, weight increase Valid values: "X" or space
585	1/ANS	SI-WGT-GRP-DECR	Supplement indicator, weight decrease Valid values: "X" or space

<u>Starting Position</u>	<u>Length/Type</u>	<u>Field Name</u>	<u>Field Description</u>
586	1/ANS	SI-VEH-ADD	Supplement indicator, add vehicle
587	1/ANS	SI-VEH-DELETE	Supplement indicator, delete vehicle
588	1/A	SI-VEH-CHANGE	Supplement indicator, change vehicle
589	1/AN	MI-KM-IND	Miles vs. Kilometer indicator
590	1/AN	KILOS-LBS-IND	Kilos vs. Pounds indicator
591	1/A	FTF-ACTION-IND	Fleet to fleet transfer indicator
592	1/A	FTF-CREDIT-IND	Fleet to fleet transfer credit indicator This indicator has to be the same for "from" fleet and "to" fleet
593	8/N	FTF-AF-NUMBER	Account and fleet number for fleet to fleet transfer

RECORD NAME: VEHICLE RECORD

RECORD TYPE: 4

<u>Starting Position</u>	<u>Length/Type</u>	<u>Field Name</u>	<u>Field Description</u>
1	1/AN	RECORD-TYPE	Valid values are: "1" = Carrier information "2" = Mileage information "3" = Weight information "4" = Vehicle information
2	1/A	TRANSACTION-CODE	Valid values are: "A" = add "C" = change "D" = delete "R" = renew unit/unchanged
3	2/AN	BASE-JUR	Base jurisdiction state abbreviation
5	2/N	REG-YR	The renewal registration year. Ex. "93"
9	15/N	ACCT-NO	The carrier account number
24	4/N	FLT-NO	The carrier fleet number
38	9/N	EIN-NUMBER	Federal employer i.d. number
45	2/N	EIN-SFX	Federal employer i.d. number suffix
47	1/A	ACCOUNT-TRANSACTION-CODE	Valid values are: "O" = Original, new accounts "A" = Amend, change account information "S" = Supplemental processing "R" = Renewal
48	9/AN	OEN-NUMBER	Owner equipment number
57	3/N	WGT-GRP-NUMBER	Weight group number for the weight group the vehicle belongs to
60	17/AN	VIN-NUMBER	Vehicle identification number
77	9/AN	BS-PL-NUMBER	License plate number
88	10/AN	STKR-NUMBER	Sticker number if any
96	2/N	MODEL-YEAR	Vehicle model year
98	4/AN	VEH-MAKE	Vehicle make
102	4/AN	VEH-MODEL	Vehicle model
106	2/A	VEH-TYPE	Vehicle type
108	1/N	VEH-AXLES	Number of axles
109	2/AN	VEH-SEATS	Number of seats
111	1/A	FUEL-TYPE	The fuel type
112	1/AN	NEW-USED-IND	Vehicle new or used indicator
113	9/ANS	UNL-WEIGHT	Vehicle unladen weight
122	9/ANS	GRS-WEIGHT	Vehicle gross weight
131	9/ANS	GRS-COMB-WEIGHT	Vehicle gross combined weight
140	6/N	PURC-PRICE	Vehicle purchase price
146	6/N	FACT-PRICE	Vehicle factory price

<u>Starting Position</u>	<u>Length/Type</u>	<u>Field Name</u>	<u>Field Description</u>
152	8/N	PURC-DATE	Vehicle purchase date
160	8/N	LEASE-DATE	Vehicle lease date
168	3/N	HORSE-POWER	Vehicle horse power
171	1/A	MYT-STAT-IND	Multi-year trailer status indicator
172	1/A	MYT-FEE-IND	Multi-year trailer fee indicator
173	2/N	MYT-REG-MM	Registration months for multi-year trailers
175	2/N	MYT-EXP-YR	Expiration year for multi-year trailers
177	1/A	HEAVY-VEH-TAX	Heavy vehicle use tax indicator
178	2/A	VEH-SALES-TAX	Vehicle sales tax
180	3/A	VEH-STATUS-CODE	Vehicle status code
183	8/N	VEH-REG-DATE	Vehicle registration date
191	2/N	EXC-TAX-MM	Excise tax registration months
193	1/A	PLFEE-Y-N	Plate fee indicator, if indicator is set to "Y" the plate fee will be charged
194	17/ANS	VEH-TITLE-NUMBER	Vehicle title number
211	10/ANS	CPA-NO	Canadian province authority code

RECORD NAME: MILEAGE RECORD

RECORD TYPE: 2

<u>Starting Position</u>	<u>Length/Type</u>	<u>Field Name</u>	<u>Field Description</u>
1	1/AN	RECORD-TYPE	Valid values are: "1" = Carrier information "2" = Mileage information "3" = Weight information "4" = Vehicle Information
2	1/A	TRANSACTION-CODE	Valid values are: "A" = add "C" = change "D" = delete "R" = renew unit/unchanged
3	2/AN	BASE-JUR	Base jurisdiction state abbreviation
5	2/N	REG-YR	The renewal registration year - EX. "93"
9	15/N	ACCT-NO	The carrier account number
24	4/N	FLT-NO	The carrier fleet number
36	9/N	EIN-NUMBER	Federal employer i.d. number
45	2/N	EIN-SFX	Federal employer i.d. number suffix
47	1/A	ACCOUNT-TRANSACTION-CODE	Valid values are: "O" = Original, new accounts "A" = Amend, change account information "S" = Supplemental processing "R" = Renewal
THE NEXT 9 FIELDS OCCUR 70 TIMES IN THIS RECORD			
48	2/AN	REG-JUR	Registration jurisdiction abbrev.
50	1/A	CHNG-IND	Mileage change indicator
51	1/A	PRO-RATE-IND	Prorate indicator Valid values are: "Y" = Yes "N" = No
52	1/A	ACT-EST-FLAG	Actual or estimate indicator Valid values are: "A" = Actual "E" = Estimated
53	6/N	RPTD-APP-PCT	Reported apportionable factor
59	9/N	W-NON-IRP-MI	Miles or kilometers with non-IRP miles or kilometers added
68	6/N	BS-APP-PCT	Factor with non-IRP miles or kilometers added
74	9/N	AVAIL-CREDIT	Credit available
83	12/N	MILES	Base jurisdiction miles or kilometers

Appendix E amended April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

RECORD NAME: WEIGHT RECORD

RECORD TYPE: 3

<u>Starting Position</u>	<u>Length/Type</u>	<u>Field Name</u>	<u>Field Description</u>
1	1/AN	RECORD TYPE	Valid values are: "1" = Carrier Information "2" = Mileage Information "3" = Weight Information "4" = Vehicle Information
2	1/A	TRANSACTION- CODE	Valid values are: "A" = add "C" = change "D" = delete "R" = renew unit/unchanged
3	2/AN	BASE-JUR	Base jurisdiction state abbreviation
5	2/N	REG-YR	The renewal registration year - Ex. "93"
9	15/N	ACCT-NO	The carrier account number
24	4/N	FLT-NO	The carrier fleet number
36	9/N	EIN-NUMBER	Federal employee i.d. number
45	2/N	EIN-SFX	Federal employee i.d. number suffix
47	1/A	ACCOUNT TRANSACTION CODE	Valid values are: "O" = Original, new accounts "A" = Amend, change account info. "S" = Supplemental processing "R" = Renewal
48	3/N	WGT-GRP-NO	Weight group number
51	1/A	WGT-GRP-TYPE	Weight group type Valid values are: "B" = Bus "P" = Power unit "T" = Trailer
THE NEXT 3 FIELDS OCCUR 70 TIMES IN THIS RECORD			
52	2/A	REG-JUR	Registration jurisdiction code
54	1/A	WGT-CHG-IND	Weight change indicator Valid values are; "N" = weight unchanged "I" = weight increased "D" = weight decreased "O" = weight original
55	9/ANS	REG-WGT	Registered weight Valid values are: 7 numbers = actual weight or "QUAL" = left justified qualifier indicator

LEGEND

Character types and format are described for each entry. Character types are as follows:

- A - Alphabetic (A through Z or a through z)
- N - Numeric (0 through 9)
- S - Special (neither alphabetic or numeric)
- AN - Alphanumeric (alphabetic and numeric)
- AS - Alphabetic and special
- ANS - Alphabetic, Numeric and Special

Unless otherwise stated, alphabetic data are always left-justified in a field that may contain embedded blanks, numeric data are right-justified with leading zeros, and field lengths are fixed.

APPENDIX F
ARTICLE XVI, AUDITS
ARTICLE XVII, ASSESSMENT CLAIMS UNDER AUDIT
UNIFORM OPERATION AUDIT PROCEDURE
GUIDELINES

ARTICLE XVI, AUDITS

1604 NOTIFICATION OF AUDIT FINDINGS

Findings shall include a determination of net of fees

1. owed by the registrant
2. owed to the registrant

Base jurisdiction will provide the audit findings to:

1. The registrant
2. Member jurisdictions:
 - a) in which the registrant was apportioned
 - b) in which the registrant accrued miles

Time periods begin on the mailing date.

1608 AUDIT APPEALS

Registrant will have 30 days from the notification date to appeal.

Appeals Procedures: Initial filing will be in writing to base jurisdiction.
If necessary, to Dispute Resolution Committee

Appeals will be conducted by the base jurisdiction on behalf of all member jurisdictions.

1610 REEXAMINATIONS

Jurisdictions will have 45 days from the notification date to notify the base jurisdiction of an error and intent to conduct reexamination.

Expenses will be borne by jurisdiction(s) performing the reexamination.

Reexamination Procedures:

1. Notification to base jurisdiction and to registrant
2. Base jurisdiction notifies other member jurisdictions
3. Reexamination must be:
 - a) based exclusively on sample period used by the base jurisdiction
 - b) performed within a reasonable amount of time

c) performed in cooperation with the base jurisdiction
1612 FINDINGS OF A REEXAMINATION

Will be reconciled with original findings.
Revised findings will be issued by base jurisdiction.

1614 FINALITY OF AUDIT FINDINGS

Audit finding will be final pursuant to article XVI, sections 1608 and 1610, except in conditions of fraud.

ARTICLE XVII ASSESSMENT CLAIMS UNDER AUDIT

1704 NETTING OF AUDIT ADJUSTMENTS

Does not include credits calculated due to inadequate or unavailable records.
Net underpayment — will be collected by the base jurisdiction from registrant.
Net Overpayment — will be refunded by the base jurisdiction to registrant.

1706 AUDIT TRANSMITTALS

Information will include:

1. registrant's name & account number
2. registration year or years audited
3. adjusted fees
 - a) to or from member jurisdictions
 - b) total transmitted or due

Fee adjustments will be transmitted to the member jurisdictions as appendages to transmittals.

UNIFORM OPERATION AUDIT PROCEDURE GUIDELINES

AUDIT PROCEDURE

A. Inadequate Records

Fees and penalties may be assessed for failure to provide adequate records based on

1. estimation of operation by base jurisdiction
2. registration fee for base jurisdiction

These fees will not be reflected in fees netted under Article XVI

AUDIT REPORTING

A. Audit Report

Audit report

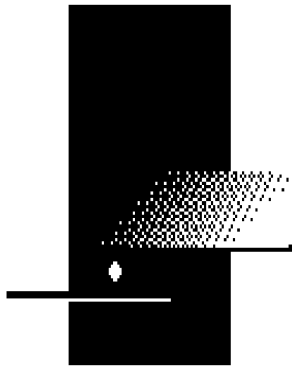
1. must be part of registrants file
2. must be submitted to all affected jurisdictions
3. need not be sent if there is no fee change

C. Distribution of the Audit Findings

Audit findings will be distributed by the base jurisdiction

1. to the registrant
2. to all affected jurisdictions

Fee adjustments will be transmitted in the form of appendages as per Section 1706.



INTERNATIONAL REGISTRATION PLAN, INC.

IRP Audit Training Manual

Revised: March 2004

INTERNATIONAL REGISTRATION PLAN

IRP AUDIT TRAINING MANUAL

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L INTRODUCTION

Section Reference: (IRP Articles XVI, XVII, APM 100)

The focus of the International Registration Plan (IRP) audit program should be to determine if the registrant is in compliance with the terms of the IRP and jurisdictional laws.

Under the IRP, a registrant traveling in more than one jurisdiction will register with its base jurisdiction.

The base jurisdiction will deal with that registrant on behalf of all the other IRP jurisdictions. It will accept the registrant's registration fees on behalf of the other jurisdictions, will apportion and distribute the fees to the other jurisdictions, and will issue the registrant a single license plate and cab card that will be accepted as credentials by all the other jurisdictions.

Proportional registration allows movement on both an interjurisdictional and intrajurisdictional basis. It is not, however, a substitute for other fees and requirements (i.e., fuel tax, weight-distance tax) of any jurisdiction and does not exempt the registrant from obtaining the proper operating authority, or reporting and paying other taxes.

The base jurisdiction is required to audit the registrant representing not only their own interests, but also the interest of all other member jurisdictions. An audit program is therefore an important and essential compliance measure.

A jurisdictional auditor is not an accountant for the registrant. The registrant must be required to have the proper documentation, as outlined in Audit Procedure Manual (APM) Section 402, ready for the auditor to review.

The theory that an audit makes the registrant whole should be applied when proper documentation is provided. Failure to provide acceptable documentation should not be rewarded through refunds from any jurisdiction.

There are two main reasons to conduct audits.

1. **Ensure Continued Compliance** - The audit function ensures that the registrant continues to comply with the provisions of the IRP. This is done through communications with the registrant of their system strengths and shortcomings.
2. **Ensure Proper Revenue** - The foundation of any base jurisdiction agreement is accurate reporting by the registrant. The audit function ensures that proper revenues are being collected by each jurisdiction.

INTERNATIONAL REGISTRATION PLAN**CONCEPT AND PURPOSE**

TOTAL DISTANCE TRAVELED	100,000	100%
JURISDICTION (A) DISTANCE TRAVELED	50,000	50%
JURISDICTION (B) DISTANCE TRAVELED	50,000	50%
JURISDICTION (A) FULL REGISTRATION	\$2,500	
JURISDICTION (A) % OF TOTAL DISTANCE		50%
JURISDICTION (A) APPORTIONED FEE	\$2,500 X 50% = \$1,250	
JURISDICTION (B) FULL REGISTRATION	\$2,100	
JURISDICTION (B) % OF TOTAL DISTANCE		50%
JURISDICTION (B) APPORTIONED FEE	\$2,100 X 50% = \$1,050	

**NON-APPORTIONED
APPORTIONED**

	\$2,500	\$1,250
	\$2,100	\$1,050
	=====	=====
TOTAL FEES	\$4,600	\$2,300

II. ELIGIBILITY/EXEMPTIONS UNDER IRP

Section Reference: (IRP 204, 220, 244, PP 6010, 6020)

A. Eligibility under IRP

1. Apportionable Vehicle

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

- A power unit having two axles and a gross weight or registered gross vehicle weight in excess of 11,793.4kgs/26,000 pounds; or
- A power unit having three or more axles, regardless of weight; or
- Used in combination when the combined gross weight exceeds 11,793.4kgs/26,000 pounds.
- Intrajurisdictional operation in a jurisdiction other than base jurisdiction, regardless of weight.

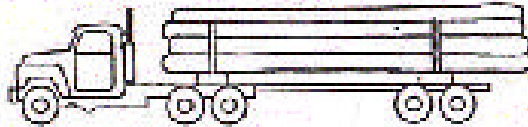
- 1) Bus (BS) – A vehicle designed for carrying more than 10 passengers and used for the transportation of persons.



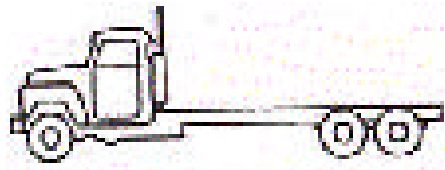
- 2) Mobile Home Toter or Road Tractor (RT) – Every motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon either independently or any part of the weight of a vehicle or load so drawn.



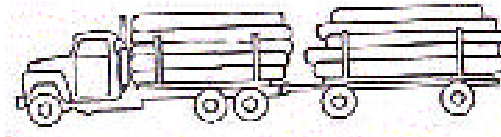
- 3) Tractor (TR) – A motor vehicle designed and used primarily for drawing other vehicles but not so constructed as to carry a load other than a part of the weight of the vehicles and load so drawn.



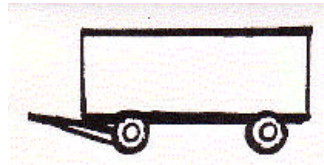
- 4) Truck (single) (TK) – Every motor vehicle designed, used or maintained primarily for the transportation of property.



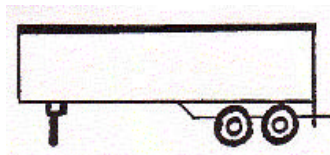
- 5) Truck-Tractor (TT) – A motor vehicle designed and used primarily for drawing other vehicles but so constructed to carry a load other than a part of the weight of the vehicle and load so drawn.



- 1) Full Trailer (FT) – A vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that NO part of its weight rests upon the towing vehicle.

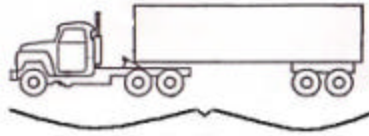


- 2) Semi Trailer (ST) – A vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by the towing vehicle.



IRP WEIGHT CLASSIFICATIONS

- 1) **Combined Gross Weight** – The weight of a tractor or truck-tractor plus the weight of any trailer or semi-trailer with cargo transported thereon. *



Combined Gross Weight

- 2) **Gross Weight** – The unladen weight (empty weight of a vehicle) plus the weight of the load carried on that vehicle. For vehicles in combination, the gross weight of the power unit plus the loaded weight of the portion of the trailer resting on the axles of the power unit. For the trailer, gross weight is equal to empty weight plus the weight of the heaviest load to be transported on the rear axle. *



Truck Gross Weight

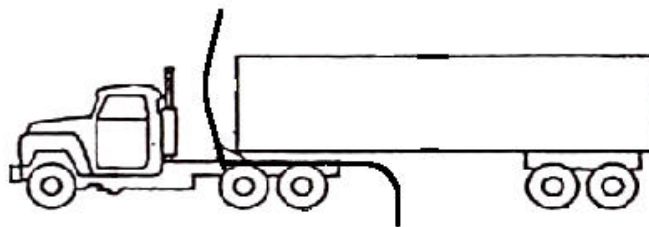


Truck Gross Weight

Semi-Trailer
Gross Weight

* Combined Gross Weight and Gross Weight are basically the same. Depending on the jurisdiction, they are considered interchangeable.

- 3) **Unladen Weight** – The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway, excluding the weight of any load.



Tractor Unladen Weight

Semi-Trailer Unladen Weight

2. Fleet

A fleet is one or more apportionable vehicles. Fleets must meet basic requirements by:

- Maintaining an established place of business, which means a physical structure, owned, leased or rented by the fleet registrant;
- Maintaining operational records; and
- Accruing distance in the base jurisdiction (see Sections 210, 218 and 220 of the IRP for specific definitions and requirements).

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

B. Exemptions under IRP

The IRP exempts the following vehicles from IRP registration. However, a regular 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 intrajurisdictionally, 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.

Consult the IRP for specific definitions and requirements.

III. REGISTRANT RESPONSIBILITIES

Section Reference: (IRP 1500, 1502, APM 400)

A registrant who registers vehicles under the IRP must maintain records to substantiate the reported distances traveled and the costs of all vehicles in the IRP fleets.

A. Source Documents (APM 402)

1. Vehicle Costs

Some jurisdictions may require registrants to maintain records to support the cost of vehicles in the IRP fleets. Cost of any capital additions and modifications made should be determined in accordance to the laws of each jurisdiction.

2. Driver's Trip Records (APM 402)

An acceptable source document to record distances is an "Individual Vehicle Distance Record" (IVDR). This document may also be called "Individual Vehicle Mileage Record" (IVMR). The IVDR is completed by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles. The most common IVDR's are the driver's trip sheets and driver's logs. Other similar records are acceptable provided they contain the following basic information:

- a) Date of trip (starting and ending)
- b) Trip origin and destination
- c) Routes (highway numbers) traveled (may be waived by the base jurisdiction)
- d) Beginning and ending odometer/hubodometer readings of the trip – (may be waived by the base jurisdiction)
- e) Distance traveled by jurisdiction
- f) Total trip distance traveled
- g) Unit number or vehicle identification number

The base jurisdiction may waive either item (c) or (d) above, but not both. The system must have a consistent and accurate methodology to determine the distance by jurisdiction. Also, a base jurisdiction may require an IVDR to include:

- a) Vehicle fleet number;
- b) Registrant's name;
- c) Trailer number;
- d) Driver's signature and/or name.

Note: Not all information needs to be included on the same documents.

3. Trip Permits

All trip permits obtained for operations by apportionable vehicles must be available on file. The distances traveled under these permits are to be included in the distance reported on the application for IRP registration but not included for calculation of

percentages/fees.

4. Monthly/Quarterly Summaries

The IVDR information should be summarized on a monthly/quarterly basis. Because of IFTA, requirements a quarterly summary would be a minimum. The summary must contain information by individual vehicle (e.g. distance by jurisdiction, total distance traveled in each jurisdiction) and by fleet (distance by jurisdiction, total distance).

5. Yearly Summaries

A yearly summary is required for each July 1 to June 30 reporting period and must show the total fleet distance, broken down by month for each jurisdiction. The auditor should compare the summary distance to the distance reported on the corresponding IRP registration application.

6. Receiving Contract - (APM 404)

The IVDR's can be utilized by any registrant. However, a different situation is encountered in accumulating distance on one-way fleet vehicles. The source documents or IVDR's on a one-way vehicle is the "receiving contract," which is the paper work completed when a one-way vehicle is turned in or otherwise "received."

7. Supporting Information for IVDR's – (APM 405)

The information recorded on the IVDR's must be accurate and legible. The distance figures to be entered on IVDR's can be obtained from various sources such as odometer and/or hubodometer readings, provincial/state maps, standard distance guide, a household goods distance guide, computer software, as long as the method used is accurate and consistent. Registrants should accumulate IVDR's and prepare monthly/quarterly recaps used to prepare IRP registration application. It must be stressed that distance figures supported by IVDR's can be used in numerous areas where a registrant is required to file some type of distance report, such as for fuel usage, third-structure taxes, etc.

8. Accountable Distances - (APM 406)

In recording the actual distance of an apportioned vehicle, the registrant must record all movement (interjurisdictional and intrajurisdictional) including loaded, empty, dead head and/or bobtail distances. It shall further be the responsibility of the registrant to record all distances traveled by apportioned units while operating with trip permits.

9. Lessor Responsibility - (APM 407)

It shall be the responsibility of the lessor in a trip lease situation to report all distance traveled by the apportioned unit.

The terms "lessor" and "lessee" are also used by some of the registration offices to signify

carrier (lessor) and owner-operator (lessee) agreements. Care must be used in determining how the terms are used by the audited registrant, i.e. whether the vehicle is leased by the carrier or whether the carrier has an agreement with an owner-operator.

10. Allocated Vehicles - (APM 408)

Registrants in the business of renting and leasing passenger cars, pool fleet trailers and semi-trailers are also subject to audit; however, those audits are based on total gross revenue generated in all IRP jurisdictions versus in jurisdiction revenue. It is from this percent factor that the registrant determines the total number of vehicles to be registered in a jurisdiction. This is commonly referred to as "allocation."

11. Certified Average Registration Program (CARP) - (APM 409)

Registrants in the business of renting utility trailers are subject to audit; however, those audits are based on the Certified Average Registration Program (CARP). This is an average inventory kept on all trailers located in or passing through a jurisdiction during the year. This average is then used as the number of trailers to be registered in that jurisdiction for the following year.

12. Other Records

Copies of the forms filed for annual registration (IRP Applications, Supplemental Applications, Distance Schedules, etc.) must be retained in the registrant's files for audit purposes.

B. Records Retention – (APM 401)

1. Distance Records

Distance Records must be retained in support of the distance reported for a period of three years after the close of the registration year.

2. Vehicle Cost and Weight Records

Vehicle Cost and Weight Records must be maintained for all vehicles that are currently registered in the fleet. For vehicles that have been deleted from a fleet, vehicle cost and weight records must be retained for three years after the vehicles were deleted from the fleet.

3. Storage System

Records may be kept on microfilm, microfiche, or other computerized or condensed records storage systems that meet the requirements of the base jurisdiction.

IV. GENERAL ACCOUNTING AND AUDITING STANDARDS

Section Reference: (IRP 1500, APM 200)

A. Standards

Audits will be conducted under the guidelines of the IRP agreement, but must be performed in accordance with generally accepted accounting and auditing standards, with adequate planning, independence in mental attitude, and due professional care.

B. Audit Responsibilities – (APM 301, APM 302)

Audits must be conducted by qualified and properly trained audit staff and reviewed in accordance with each jurisdiction's policy.

All registrants must be given equal consideration and should be audited under a uniform program unless special circumstances dictate otherwise.

Auditors should conduct themselves in a manner that promotes cooperation and good relations with registrants and member jurisdictions.

V. AUDIT PLAN

Section Reference: (IRP1600 APM204)

A. Audit Selection and Assignment

- The base jurisdictions must audit an average of 3% of the number of renewed fleets reported on the IRP annual report.
- IRP audits may be selected from IFTA audit leads.
- Selection requirements do not exclude audits originating from various criteria, such as information from law enforcement, snitches, processors, etc.
- The audit package will include copies of IRP applications, equipment lists, and any other available information pertaining to the registrant.

B. Audit Preparation

Any preparation that can be done prior to arriving at the registrant's place of business should be done. This will reduce the time needed to conduct the audit at the registrant's office.

1. Audit Package and Permanent Office File Review:

- a) Past audits and areas of discrepancies;
- b) IRP application and equipment list;
- c) Consider sending out a pre-audit questionnaire;
- d) Other related information.

2. Audit Period Determination

The IRP audit period will commence at the later of the following dates:

- The date of the last IRP audit, or
- The start of the distance reporting period for the registration year/years under audit.

3 Equipment List Preparation

Under the IRP, distance accumulated during the preceding year is reported on an original or renewal application. The preceding year is defined as "the period of twelve consecutive months immediately prior to July 1st of the year immediately preceding the commencement of the registration or license year for which apportioned registration is sought." Therefore, an equipment list should contain vehicles that were in the fleet during the July 1st through June 30th distance year. This list is so important that its preparation is included in the IRP Audit Procedures Manual.

There are three steps in determining which proportionally registered vehicles of a registrant's fleet are subject to audit. To capture the vehicles in the fleet during the distance year(s) to be reviewed, review the registrant's applications for at least the previous three registration years.

- a) List the unit number, name of vehicle's owner/lessee, year, make, vehicle identification number (VIN), registration number of each vehicle, along with the date the vehicle was added to or deleted/removed from the fleet. (Note: it is recommended that the vehicle identification number be included in the listing in case the registrant reassigns unit numbers for vehicles in the fleet. The registration number will assist in searching the jurisdictions registration database for specific vehicles). There should be a different equipment list for each fleet.
- b) Update the list from the supplemental applications, noting the vehicle description and the date the vehicle was added or the date that any vehicle was removed from the fleet.
- c) Continue with the next year's file and all supplemental applications filed through June 30 of that year.

4. Selection of Representative Sample Period for Testing Purposes - (APM 703)

This is a preliminary selection for discussion purposes. A more accurate sample period can be selected after the initial visit with the registrant.

5. Audit Notification - (APM 601)

- a) After the 30-Day Notification of Audit letter (Appendix 1) has been issued, contact the registrant by phone to set up the audit appointment, and discuss the audit period, the records to be audited and the proposed testing period.
- b) Write and confirm the appointment date for the audit and the time period the audit will cover (Appendix 2). The confirmation letter will provide the registrant with the opportunity to make the required records available and will provide assurance the tentative audit schedule is acceptable. This will

also provide the registrant with an opportunity to respond to the proposed sample period.

- c) For purposes of documentation and to avoid misunderstanding, copies of the notification and confirmation letters should be incorporated in the audit file detailing the tentative audit date and the required documentation the registrant is to furnish.
- d) For just cause, notification requirements may be waived. It is suggested that the auditor obtain an agreement to waive notification requirements from the registrant prior to conducting an audit.
- e) All pre-audit contacts should be documented in writing.
- f) Requests for postponements should be validated. When considering a postponement, confirm the rescheduling of the appointment to a later date and send a letter to the registrant confirming the new audit date.

Note: Some jurisdictions may not do both (Notification and Confirmation). There may be many variations between jurisdictions procedures; especially in (a) and (b) above.

VI. CONDUCTING THE AUDIT

Section Reference: (APM 600, APM 700)

A. Background

1. Understanding the Emphasis of the Audit

The audit emphasis should be placed on the evaluation of the registrant's distance recording system to determine if the system can be relied upon.

Based on the study and evaluation of internal controls, along with other relevant factors, the auditor needs to determine the nature and extent of procedures necessary to test the system or controls.

The auditor can draw an unbiased sample of source documents of distance records and follow them through the accounting system to check the reliability of the recording system. The uses of a random, systematic or haphazard selection process are acceptable. Summary/recap records must be available to trace the source documents for trips for a particular vehicle through the accounting system into the proper reports. Summaries/recaps may be prepared on a monthly or, at minimum, a quarterly basis.

If summaries/recaps are not available, the auditor may request the registrant to compile such recaps or choose to compile the information him/herself, depending on the number of vehicles.

Once the degree of reliance on the accounting system is established and supported by test results, the auditor can determine the extent of additional testing required. Additional testing should verify that the data reported accurately reflect the data recorded in the registrant's distance accounting system.

2. Pre-audit Conference – (APM 602)

The auditor should hold a pre-audit conference with the registrant. The purpose of this meeting is to explain the audit and to gain an understanding of the registrant's distance reporting system, equipment registration system (including leased vehicles, owner-operated vehicles, non-IRP equipment), and internal control structure. An Audit Questionnaire (Appendix 3) may be used at this time or prior to the commencement of the pre-audit conference.

In addition, the pre-audit conference should outline the registrant's operation, audit procedures, records to be examined, sample period, sampling procedures, etc. The registrant and auditor(s) should determine who has the responsibility for the final acceptance of audit findings and who should be involved in the exit conference.

During the interviews, talk to the people involved with processing the information, explain the audit process and discuss the unique aspects of their business. During all discussions, remember to think about the best and most efficient approach to auditing the registrant's

records. Consider management philosophy and control methods, competence of personnel, other influences on the distance reporting system, such as payroll, and your audit objectives.

Many registrants will not understand what is required of them during the audit process. Take this opportunity to educate them.

Some factors to review when conducting the pre-audit conference are as follows:

- a) Registrant's Operations:
 - (i) Determine what the registrant's business is;
 - (ii) Determine the organizational structure of the company.
- b) General Information:
 - (i) Identify whom to talk to about obtaining records, discussing errors, attending closing conferences;
 - (ii) Determine what the working hours of the office are and the individuals' work schedules;
- c) Records:
 - (i) Determine if the requested records are available for audit. For record keeping requirements, review Section III of this manual.
 - (ii) Determine if the registrant has complete records for the years under audit;
 - (iii) Determine whether the records are maintained in a timely fashion; (i.e. updates)
 - (iv) Determine whether the information contained on the IVDR's is sufficient to allow the audit of reported distance;
 - (v) Review pertinent lease agreements to determine the registrant's responsibility;
 - (vi) Discuss whether distance is reported by odometer readings (or other type measure), by routes, or by standard distance chart (including maps). (If odometer/hubodometer is not used, how is total distance accurately determined?)
 - (vii) Review how the records are kept; determine whether they are turned in after each trip, weekly, or monthly;
 - (viii) Determine how trips and/or trip sheets are numbered; i.e., pre-numbered, numbered by the driver, same as shipment number, numbered upon completion of trip;

- (ix) Determine how the registrant records and reports distance when a trip overlaps months/quarters.
- d) Internal Controls:
- (i) Make inquiries about the system by interviewing personnel involved with the reporting process;
 - (ii) Walk through the system - trace one or two IVDR's through the process;
 - (iii) Determine the extent of automation within the registrant's system of record keeping;
 - (iv) Determine if the distance reporting system is a stand-alone system or integrated with the company's financial or other systems;
 - (v) Determine if a review or edit is performed of the IVDR's and distance compiled, including who does the review and whether the review is documented;
 - (vi) Determine if a review or edit is performed of the monthly or quarterly summaries, including who does the review and whether the review or edit is documented;
 - (vii) If edits are performed, obtain a pre-edit version of the documentation;
 - (viii) Determine if a third party (service agent, accountant, etc.) prepared the registration documents.
- e) Gathering Information about the System:
- (i) Information about a registrant's record keeping system is obtained through discussion with the personnel involved in order to find out each individual's role in the system and their knowledge. This is an important step and is accomplished by exercising professional judgment in evaluating the information obtained. The auditor has a responsibility to report any weaknesses to the registrant in accordance with APM 702.8.
 - (ii) The auditor should identify the strengths and weaknesses of the registrant's system to determine the nature and extent of auditing procedures employed:
 - Strengths - A strength is a control or a procedure the auditor intends to rely upon to reduce testing. For example, if the auditor believes that controls for assigning distance among the jurisdictions are adequate the auditor can reduce, not eliminate, the testing;

- Weaknesses - A weakness in the system can be defined as the absence of a control, which makes the auditor's expectations of error greater than would normally be found in a system with adequate internal control.
- (iii) Internal control evaluation guides or questionnaires may be used as a reminder to list points to be considered.
- f) Walk-Through of the System:
- (i) The auditor should select one or more documents of each transaction type and follow some action through the entire accounting process.
 - (ii) As part of the walk-through, the auditor should ask to review each point where some action is taken, such as a check of clerical accuracy, a review, or an approval. Example; if an individual is to have initialed or signed the document before passing it along to another department, the auditor may ascertain that this was done by inquiring whether the initials or the signature appearing on the documents is that of the employee being interviewed. The auditor may observe how the current documents flowing through the control system are being handled by the individual interviewed. The auditor may also check on information received by asking each individual to describe the work being done under the prescribed procedures.
 - (iii) The walk-through enables the auditor to obtain a better understanding of the detailed operations.
- g) Document the System:
- (i) Has the system been audited before?
 - (ii) Documentation of the system can range from identifying source documents to a narrative or flow chart.
 - (iii) Documentation of working papers is discussed in more detail later in this chapter. Flow-charting could be used.
 - (iv) It is important during each of these steps, to consider all possible error types, determine the controls, which should detect the errors, and decide if the registrant's procedures contain those controls.
 - (v) It is at this point that the auditor must determine whether the system can be audited, determine the scope of the audit, and establish specific audit procedures.
 - (vi) If the auditor has determined that the registrant's record keeping system is sufficient to enable good records to be maintained, the auditor must next determine if the individual records are sufficient for audit.

- (vii) One of the auditing standards of fieldwork is that sufficient competent evidential matter is to be obtained to afford a reasonable basis to support the accuracy of the report filed by the registrant.

3. Understanding of the Fleet and Lease Agreements - (P220, P234, Article IX

The auditor should have acquired a clear understanding of the registrant's IRP fleet(s) during the opening conference.

The auditor needs to know the number of vehicles in a registrant's fleet and if the registrant has any lease agreements with owner-operators. The lease agreements need to be examined.

The auditor also needs to understand the methods used to derive the distances recorded on IVDR's, (i.e., odometers, map distance, a software package, etc.). The methods used by the registrant will affect the test procedures.

B. Determining Quality of Source Documents

Most of the auditor's work in determining the accuracy of an IRP application consists of obtaining and evaluating distance and equipment records.

1. Nature of Evidence

There are several types of records that may be used as evidence during the audit. They consist of trip records, vehicle maintenance records, driver daily logs, employee time cards or earning records, maintenance records, dispatch reports, bills of lading, cash disbursement records, cash receipts records, leases, titles, and reports filed with the jurisdictions.

2. Verifying Equipment List

The auditor needs to determine that all qualified vehicles are included on the equipment list. A method of obtaining an equipment list is to review the equipment lists filed with the annual IRP application.

The equipment list for fuel tax should also be examined as it may differ from the equipment list for IRP. The auditor must be sure to compare both equipment lists against the registrant's records carefully and completely.

3. Distance Recaps

The auditor should request the registrant's summaries to support their IRP registration. One of the first steps the auditor should take is to compare the monthly, quarterly and annual summaries to the IRP application. This is a necessary starting point since it will help determine if the auditor is working with the records that were used to prepare the report.

The auditor should verify enough summaries and recaps to determine if the annual reports are being filed properly. The auditor must also verify that the total distances have been

properly allocated to the various jurisdictions.

If the testing of the summaries to the report is unsatisfactory, consider expanding the sample. Any difference between the summaries and the IRP application should be considered an error.

A yearly summary is required for each July 1 to June 30 reporting period and must show the total fleet distance, broken down by month for each jurisdiction. Compare to distance reported on the corresponding IRP registration application.

4. Computerized Distance System

If a registrant is using a computerized distance system, they still have to maintain individual trip reports to support the route the vehicle actually traveled. A computerized distance summary is not acceptable as the sole source document.

5. Inadequate Records – (APM 603)

If the auditor determines that the records are inadequate for examination purposes, or if the records are not made available after the 30-day notice, the registrant may be assessed by all jurisdictions affected fees and penalties based upon an estimation of the operation by the base jurisdiction. If an estimate of the registrant's true liability cannot be determined, the registrant may be assessed 100% registration fees for the base jurisdiction. Any credits calculated for jurisdictions, which are caused by the inadequacy of the records, will not be reflected in the fees netted under Article XVII of the Plan.

C. Sampling – (APM 703)

It is not always necessary to conduct an audit of all of the records maintained for the registrant's vehicles. The vehicles to be audited can be chosen by using a sampling method. Representative samples must be selected from the population. Sampling introduces an element of risk into auditing. The auditor continually decides how extensive the procedures must be to avoid excessive risk. The auditor considers the effectiveness of systems of internal control, the number and size of items to be tested, and the probabilities that groups of items, numbers of vehicles, total distances, or distance allocation will be misstated in significant amount. As with materiality, judgment plays an important role in determining the acceptable risk.

Non-statistical sampling is the standard approach used by IRP auditors. The auditor determines a sample size and evaluates the results of the sample based on the sound reasoning and judgment of the auditor. This differs from statistical sampling in that sampling risk is not measured.

Regardless of what sampling methodology used, the auditor should discuss the proposed sample with the registrant in accordance with APM 703.1.

1. Types of Sampling

There are several approaches for non-statistical sampling, including haphazard, random, systematic, judgmental, and block.

- a) **Haphazard sampling** - Items have been selected without regard to size, source,

or other attributes. This is an attempt by the auditor to select a sample without bias. For IRP auditors, this is the most common method used to select units for testing.

- b) **Random sampling** - Each unit in the population has an equal chance of being selected, without bias. This can be accomplished by using a random number table or a computer program, which generates random numbers.

It is likely that the registrant's vehicle numbering system will be unique for internal purposes and not consistent with random number tables or computer software. It may be necessary to number the vehicles starting with 1, in order to use a table or computer to generate the sample.

- c) **Systematic sampling** - Auditor selects every "nth" item. When an auditor is in the field, systematic selection is a convenient method of selecting a sample, as long as the population is in random order.
- d) **Judgmental sampling** - The sample is selected based on the sound reasoning and judgment of the auditor. For IRP auditors, this method is common when there are unusual relationships, and the auditor feels errors could exist in a specific area.
- e) **Block sampling** - Items are selected in a sequence. For IRP auditors, this is the most common method used. The sequence is usually three consecutive months within a quarter.

2. Sample Size

IRP does not have any quantitative guidelines established when selecting the number of vehicles for the sample size. The size of the sample will depend upon the results of the auditor's preliminary review of the factors such as:

- a) The internal control of the registrant's overall accounting system;
- b) The internal control of the registrant's reporting system;
- c) Flow of paperwork within the registrant's system;
- d) System of calculating distances;
- e) Record retention system;
- f) Consistency of reporting systems.

When selecting the different vehicles from the months selected for audit, try to get a cross-section (i.e. a representative sample). If you are confident that the sample is valid, do not be concerned if the sample does not represent distances in all IRP jurisdictions. You may request distance information for a specific unit and time period to review to at

least validate that distance not represented within the sample is correct.

3. Sampling Source Documents – (APM 703)

Source documents for no less than three representative months should be selected for audit with respect to jurisdictional distance and other attributes required by APM Section 402.

The most effective method of tracing distance from the IVDRs to the summaries is through a method of sequential audit. Using this method, the auditor tracks the beginning trip sheet odometer's readings and/or location to the ending of the period trip sheet. This catches the most common error - failure to include deadhead or interjurisdiction distances. For example, deadhead distances might not be properly accounted for if the end of the prior trip is Tucson and the next trip starts in Phoenix.

4. Accountable Distances – (APM 406)

Under the IRP, accountable distances are the actual distances operated by an apportioned vehicle, interjurisdiction and intrajurisdiction, including loaded, empty, deadhead and/or bobtail distances, and distance generated while operating on trip permits. It is the responsibility of the registrant to record all distances generated by apportioned units while operating with trip permits. It is also the responsibility of the registrant of the vehicle in a trip lease situation, which is where owner-operated vehicles are on the fleet under the terms of an agreement with the registrant, to report all distances accumulated by the apportioned units.

5. Practical Aspects of Sampling

When conducting the sampling program, the auditor should also consider the following practical aspects:

- a) If you selected 15 vehicles for testing and have tested eight vehicles and found no errors, consider discontinuing testing - what is the risk of error?
- b) If you select a sample and find errors, consider whether the errors are isolated or reoccurring. A recurring error should be projected over the audit period.
- c) If there is a situation where isolated errors are occurring, discontinue sampling and audit in detail for the isolated errors. Do not include isolated errors in the sample projection.
- d) If you selected a sample and found errors, consider whether the error factor is reasonable. Sit down with the registrant and discuss the problems. Try to get acceptance from the registrant that they will accept the projection of the sample error factor over the entire population. It is not always necessary to expand your sample.

6. Some Pointers Regarding Sampling:

- a) Sample periods should be chosen in such a manner as to prevent biased results.

- b) Sample period may be adjusted to accommodate the registrant's reporting system(s) or record retention design(s) as long as the results remain representative, valid, and reliable.
- c) A sample size is acceptable, providing the auditor documents the procedure used to secure the items in the sample. (size recommendations in table j)
- d) The auditor is to consider the effects of multiple weight classes as well as long haul vs. local in regard to the design and selection of the sample period or sample items.
- e) The auditor is to consider the effects of multiple operating divisions and/or fleets, which may have different vehicle types and reporting systems, in regard to the design and selection of the sample period or sample items.
- f) Sampling periods may be changed, modified, and deleted at the auditor's discretion based upon documentation and the registrant's environment (internal control, distance reporting system, and record retention).
- g) The registrant may request the sample period be changed because of some extraordinary event (fact). This request may be allowed, but the auditor would have to audit the "exception period" as well as the new period. An error in the exception period may be isolated to that period. If the exception period could not be audited, the auditor should provide an explanation and possibly isolate the effect of unacceptable record keeping.
- h) Any sampling procedure that deviates from the examination of all items in a sample period must be documented as to the reason for the deviation and for the new sampling procedure.
- i) The auditor should use solid professional judgment and common sense in applying sample period results in the audit situation.
- j) General idea of the sample size to be chosen:

Fleet Size	Sample Size
1,000 + units	30 +
1,000 units	20-30
500 units	15-20
100 units	10-15
50 units	6-8
10 units	2-3

When selecting the sample size, the auditor should consider the effectiveness of systems of internal control, the number and size of items to be tested, number of vehicles, total distances, etc. Auditor's judgment plays an important role in determining the risk accepted.

7. Evaluating Sampling Results

After the audit procedures have been performed for the sample periods, the auditor must evaluate the results to determine whether the findings should be projected over the audit period (recurring errors).

Below is a list of several commonly occurring errors to look for during the audit process.

- Incorrect time period (distance year) reported
- Total distance reported does not match odometer readings
- Failure to record deadhead or bobtail distances
- Failure to record base jurisdiction distances
- Failure to operate interjurisdictionally
- Clerical errors in distance calculations/reporting
- Errors in transcribing distance from IVDR to recap, including:
 - General transcription errors
 - Picking up route number rather than distance
 - IVDR distance not included on recap
 - Some IVDR's missing
 - Page of driver's notebook missing
 - IVDR does not break out distance by jurisdiction
 - Vehicle eliminated from fleet and not reflected in distance figures
 - All log sheets not available at end of month and person in office estimates distance for remaining timeframe
 - Pick up 250 miles for trip as South Carolina when should be 160 in North Carolina and 90 in South Carolina
 - Pick up wrong jurisdiction from IVDR - especially similar names, such as New York and New Jersey
 - Odometer gaps - beginning odometer reading does not agree with prior ending odometer reading
 - Increasing all distance by a percentage to make sure enough distance is reported
 - Origin, destination and, possibly, fuel stops are identified and the route is run via software without log consideration.
 - Trip locations are identified via technology but route is adjusted by a quality control editor.
 - IRP distance does not match IFTA distance.

Analyzing and isolating errors will help the auditor focus on possible problems. There are two major reasons for the analysis:

1. To correct the error before projecting the test results, and
2. To review the error with the registrant so that he/she can correct the reporting system.

8. Projecting Errors

When the auditor uncovers errors during the audit, there are several courses of action that can be taken.

1. Isolate the reason for the error and, using the facts and circumstances of that particular situation, estimate the error. For example, if the reason for the error is that base jurisdiction distance is not reported, determine the interjurisdiction distance per day, week or trip. Then, determine the applicable number of days, weeks or trips and multiply to arrive at the total error.
2. If the sample results can be representative of the population, project the error based on sample results. For instance, if distance for one vehicle is omitted from the application and runs a similar route throughout the year, use you're the three-month sample and multiply the sample error by four (quarters) to arrive at the annual error.
3. If the sample is not representative of the population, expand the sample size to an extent that is representative of the population up to 100%. However, if relatively minor errors or isolated errors are noted, it might not be necessary to expand sample.
4. If an isolated non-recurring error is noted, do not project sample results, but use the actual error amount.
5. If the type of error that is occurring cannot be determined, expand the audit in the particular area. The auditor can then determine the total error or better project the error based on facts and circumstances. For instance, if the error is an end-of-month cut-off, expand the audit to cover the end-of-month cut-off problem.
6. Use the sample error to project the error in the population.
7. If errors are minor, consider them immaterial.
8. If a type of error can reoccur due to a lack of internal control, but that type of error can occur in non-sampled vehicles in other jurisdictions or at other distances, the zeroing out of refunds should be considered.*

When the auditor uses sampling as an audit tool, and if any errors are projected to the population, the projection may result in significant distance discrepancies and fee recalculation. The base jurisdiction may or may not choose to refund or assess. It is also at the discretion of the other member jurisdictions to refund/assess based on the sampling and error projection. If a member jurisdiction disagrees with the audit, it may request additional information, including the working papers, to determine whether the base

jurisdiction audit is sufficient to support the refund/assessment request.

If determined through the audit the system does not have the checks and balances to support compliance, positive variances could be posted, but negative variances could be zeroed. *

- The IRP does not have specific provisions for or against this type of adjustment. The theory that an audit should make the registrant whole should only be applicable when acceptable documentation is maintained. In cases where internal controls are lacking or source documents do not give sufficient indication of the movement of the vehicles or auditor creation of distances is necessary, rewarding the registrant with a refund from any jurisdiction should be discouraged.

D. Distance Verification

1. Testing the Distance Recorded on Registrant's System

Examine the selected IVDRs to determine if:

- a) They contain all basic information required;
- b) Trip distance recorded is reasonably accurate and properly allocated among all jurisdictions. A distance program can be used as a tool to determine the accuracy of the reported distance.
- c) Vehicle movement is continuous (odometer readings are sequential, preceding trip destination is same as next trip's origin); and
- d) No unusual time lapses exist between recorded trips.

As the auditor reviews registrant distance records, situations will be encountered where audited figures differ from those reported. These differences need to be discussed with the registrant to determine why the difference occurred.

2. Accuracy of the Distance Information on the IVDR's

The distance on an IVDR (which should include routes of travel) must be verified by the auditor. There are several ways to verify these distances.

- a) Odometer or hubodometer.
- b) Sources of distance information:
 - (i) Official jurisdiction highway map;
 - (ii) Household goods carriers' distance record book;
 - (iii) Automated distance software systems;

- (iv) Commercial road atlas.

3. Relevance and Frequency of Differences in IVDR Distances

One of the main functions of the audit will be to determine the relevance and frequency (isolated or recurring) of the differences found in the IVDR distances, and to decide if the application of changes to a registrant's system as a whole is warranted.

Factors that may cause differences between reported and audited distance that should be reviewed during the audit, might include:

- a) Failure to include all deadhead and interjurisdictional distances:
 - (i) Beginning odometer reading does not agree with previous trip ending reading;
 - (ii) Different locations for one trip's end point and the next trip's beginning.
- b) Missing IVDR's:
 - (i) Unexplained period of time or distances;
 - (ii) Valid IVDR not entered in monthly recaps.
- c) IVDR does not include all necessary information:
 - (i) Distance by jurisdiction not broken out;
 - (ii) In-city delivery/local area distance not noted.
- d) Inaccurate distance data on the IVDRs:
 - (i) Broken or miss-calibrated odometers;
 - (ii) Distances according to recorded routes do not match map distances;
 - (iii) The registrant and auditor may be using different automated distance systems;
 - (iv) Obviously estimated or rounded distances.

When the audited distance for an individual jurisdiction is different from the jurisdiction's distance recorded on the IVDR, the auditor needs to consider whether the registrant

dropped or picked up any loads within the jurisdiction or if travel was straight through a jurisdiction. It may not be possible to determine this from the IVDR. If a registrant traveled across a jurisdiction and made no stops, the distance recorded for that jurisdiction should be at least the minimum map distance for the particular route taken.

If the test results in numerous errors and irregularities, the auditor might consider expanding the sample or testing a second sample if there is doubt about the sample being representative of the population.

If the test does not reveal any material differences, and the sample was representative of the population, the auditor can place reliance on the registrant's distance recorded on the IVDRs.

See (Appendix 4) for an example for determining distances for units without records.

4. Tracing IVDRs to the Recaps

It is required that the auditor trace back from the registrant's monthly and quarterly recaps to a sample of the IVDRs for a minimum of three representative months. If the test reveals any major discrepancies, a more thorough or, possibly, a complete audit of the registrant's distance records for the 12-month period, or actual months of operation if less than 12 months, should be conducted.

When reviewing IVDRs, the registrant may add a jurisdiction on any application (original or supplement) by estimating distance in that jurisdiction for the registration year. The record verification should reveal that no previous distance was accumulated for the added jurisdiction.

5. Testing the Accuracy of the Registrant's Recaps/Schedules

The auditor should add the 12 monthly fleet recaps or four quarterly recaps, or actual months of operations if less than 12 months, comparing totals with the registrant's yearly recap and application for each fleet. This will give the auditor an idea that these were the records used to prepare the IRP Application form. If the summary does not agree with the IRP Application form, it does not necessarily mean that the records are wrong, but could mean that the application was not completed correctly.

6. Relevance and Frequency of Recap Differences

One of the main functions of the audit will be to determine the relevance and frequency (isolated or recurring) of the differences, and to decide if the application of changes to a registrant's system as a whole is warranted.

Factors that could cause differences between registrant and auditor distance summaries/recaps, which should be reviewed during the audit, might include:

- a) Information not properly transcribed from IVDR's to recaps;
- b) Clerical or transposition errors;

- c) Distance given to jurisdiction with similar abbreviation;
- d) Non IRP units included;
- e) Estimated distance reported.

If the test results in numerous errors and irregularities, the auditor might consider expanding the sample or testing a second sample if there is doubt about the sample being representative of the population. If the test does not reveal any material differences and the sample was representative of the population, the auditor can place reliance on the registrant's recapped distance.

7. Odometer Readings

If a registrant uses odometer readings as the source for determining distance, and the accuracy of the registrant's IVDRs has been tested, the auditor may want to obtain beginning and ending odometer readings for the entire fleet. Care should be taken when relying on odometer readings. Odometers can be inaccurate.

8. IFTA vs. IRP Distances

Comparison of the reported IRP total distance to the reported IFTA total distance may or may not be a valid test. Consideration must be given to the IRP reporting period used and the possible difference in the fleets. A registrant's IFTA fleet may differ from the IRP fleet; therefore, the distance reported would be different. Total fleet distance can be calculated from the odometer readings and compared to the total distance used in the IFTA distance calculation.

Fuel tax reports for NON-IFTA jurisdictions may be a source of information for the auditor attempting to verify total distance.

9. New Operations/Estimated Distances – (APM 704, P 800)

For new operations, registrants who file apportioned registration applications based on estimated distance may not be audited as to accuracy of distance for the first registration year but may be contacted to ensure proper records maintenance. However, that same registrant will be subject to audit on actual distance traveled during the preceding year (as defined in the IRP) prior to the second registration year, regardless of the number of months operated. Such audit shall apply only to the second application for apportioned registration that reflects the above information and shall not apply to any previous estimated applications. If the new operation is a result of combining or eliminating fleets, those combined or eliminated fleets shall be subject to audit under normal audit criteria.

10. Change of Operation – (APM 704)

In a change of operation where vehicles from other eliminated fleets may have been added to a previously existing fleet, only the distance accrued by the previously existing fleet shall be used for registration. Those eliminated fleets shall be subject to audit under normal audit criteria.

11. New Registrants – (APM 704)

New registrants should be contacted as soon as possible after the application is received in order to determine if proper records are being maintained and to give guidance on maintaining proper records.

12. Distance Adjustments

On the surface, distance adjustments appear to be easy to determine. However, in companies that do not use traditional IVDRs in their distance reporting system, verifying the reported distance, let alone calculating the adjustment, can be difficult.

After the tests are completed, the errors should be analyzed before computing the distance adjustment factor. When making a projection, the auditor must determine the best method to apply the adjustment factor from the sample to the entire population. Analyzing the errors provides the means of making such a projection, which might be more than a mere mathematical procedure.

When applying an audit adjustment factor, the auditor must properly account for exceptions in the adjustment. The following are examples of exceptions:

- a) A unit with poor reporting results stopped running during the audit's reporting period. Break the sample into two parts and look at the effect of both:
 - Include unit in period
 - Exclude unit from period
- b) Unusual clerical error - does not include in the error adjustment factor but correct as a separate stand-alone adjustment.
- c) If an error was found and is corrected in a subsequent period by a registrant, this would have an effect on the periods in which the error adjustment factor would be applied.
- d) If the reason for an error is known and the error can be easily calculated, the sample should not be used for error projection purposes. For instance, if the registrant missed local distance and the distance can be calculated, a separate error rate/adjustment is needed.
- e) While auditing IVDRs, if the audited distance is different than the distance recorded by the registrant, the auditor should discuss the difference with the registrant. The registrant may have an explanation. When these differences are discovered, the auditor should consider the nature of the differences if the registrant dropped or picked up any loads, if fuel was purchased, or if the travel was straight through a jurisdiction. The auditor may not be able to determine this from the IVDR.

If a registrant traveled across a jurisdiction and made no stops, the distance

recorded for that jurisdiction should be at least the minimum audit distance for the particular route.

- f) When the registrant reports distance in excess of the minimum for a trip, the auditor will accept this distance as reported unless the distance reported is completely out of line with the trip route.

Overstatements are accepted because only the driver really knows which route or side route was taken. The exception given for the standard distance system is based on the fact that the primary error of such a system is that the distance table may be wrong. However, be careful - the truck may have operated out of route and the system has correctly reported that trip.

- g) Omitted distance or trips is picked up in an audit. The auditor should check the adjoining period's activity to ensure that the trip has not been reported in another period.

Complications may result from poor internal control, insufficient records or sample sizes, or registrant complexities, such as record keeping systems, lease vehicles and different fleets in different locations. Certain complications can be resolved by treating the sampled period as an "exception period," which means treating those findings separately from the balance of periods.

13. Isolated Errors

Certain errors in distance can be treated as isolated errors, which mean correcting those findings separate from the error factor calculation. Isolated/non recurring errors should not be projected and should be corrected outside of the error factor calculation.

14. Sampling vs. Full Audit of Records – (APM 703)

If sampling procedures satisfy the auditor that distance has been properly reported, the schedule of distance may be prepared. If the testing reveals major discrepancies, a more thorough examination will be necessary. This could include a complete audit of the registrant's distance records for the 12-month period, or actual months of operation if less than 12 months.

The auditor must be satisfied that the registrant has not incurred significant unreported distance through failure to comply with laws and regulations.

The most important thing for the auditor to remember when conducting an audit of the IVDRs is that the IRP audit is being conducted on behalf of all member jurisdictions. A registrant may have reported all the distance operated, but the auditor must be sure that the distance is distributed to the jurisdictions properly.

15. Determining Audited Distance

After auditing the IVDRs for the sample period and determining if the reported trip

distances are correct, the auditor now totals the audited and reported distance for each jurisdiction for the sample period.

The error factor is the difference in the audited distance and the reported distance. To determine the **audit adjustment factor**, subtract audited from reported and divide the difference by the reported distance.

Review the example below for an error factor calculation:

Unit 101	Reported	Audited	Difference Error	Factor
AZ	345	370	25	.072
NV	400	300	(100)	(.25)
UT	285	400	115	.404
CO	300	345	45	.15
NE	80	80	0	0
SC	150	175	25	.167

In this example only one unit is shown. In an audit, all audited units would be included to calculate an error factor for each jurisdiction based on the sampled units. In reviewing the error factor, the auditor should determine if there are any errors that should not be included in error factor calculation. For example, assume that in the audit above the only distance for the jurisdiction of Utah was the distance generated by Unit 101 with an error factor of 40.4%. The auditor needs to review that trip and determine if it is an isolated error, something that only happened once or maybe a recording error by the driver. An auditor must exercise due care in reviewing error factor calculations and not just apply a 40.4% error factor to all reported distance for the jurisdiction of Utah.

Once an error factor is determined, the error factor is applied per jurisdiction, per month/quarter to recap/summary distance to calculate audited distance to use in the apportioned percentage calculation.

Note: Reported distance on registration application may not be distance on distance summary/recaps.

Error factors should not be determined based on reported distance unless the auditor is sure that the reported distance is correct. Error factors are normally determined from recap distance after recap distance has been verified.

E. Equipment Verification

1. Determining the Correct Time Period

Generally, the registrant is assessed for registration fees based on the number of power units and the distance percentage allocated for fleet distance among member jurisdictions for the applicable preceding year distance.

The calculation of the registration fees to be paid to the various IRP member jurisdictions

is determined by the distance driven by the registrant during the preceding year. The application may not reflect the same vehicles as those that accumulated the distance during the distance-reporting period.

2. Verifying Equipment List

- a) Verify the entire equipment list against the registrant's recaps to determine if they contain the same vehicles. This step is vital to conducting the audit, as it is the foundation for testing distance figures.
- b) Verify the unit number, vehicle owner's name, and date added/deleted to the fleet, vehicle identification number, registration number, year and make of the vehicle.

3. Determining Interjurisdiction vs. Intrajurisdiction Operations

The next step is to check for intrajurisdictional vehicles that are registered under the IRP. The purpose of this step is to determine if the registrant has vehicles registered under IRP that did not travel into other IRP member jurisdictions during the preceding year.

Article II, Section 204 of the IRP defines "Apportionable Vehicle" as: "...Any vehicle...used or **intended** for use in two or more member jurisdictions..."

IRP does not define what is meant by "intended for use." Each jurisdiction must establish its own guidelines or definitions for intent. If the registrant is unable to provide proof that a vehicle was operated or intended to operate interjurisdictionally, and the auditor determines that full fees should be assessed, the distance operated by that vehicle must be subtracted from the jurisdiction's distance total and the distance total. The vehicle could be assessed 100% fees by the base jurisdiction for the applicable time period the vehicle was deemed "not intended for use." The distance percentages would then be recalculated, and fees would either be assessed or refunded, depending on the adjustment to each jurisdiction's distance percentage.

F. Audit Results

This section will deal with a variety of issues during the audit finalization steps. Some of the issues will include:

- A method of projecting findings from a sample over a full audit period;
- The types of discrepancies that might warrant adjustments;
- Handling of incomplete or inadequate registrant records;
- Steps in concluding the field work, closing out the audit, and documenting audit results.

1. Determining Results

An audit can result in no changes, changes resulting in assessments/credits, or a notification that an audit could not be conducted (inadequate records) but an assessment was prepared based on estimates.

a) "No Change" Audit

A "no change" audit means that the audit findings did not materially indicate a difference in distance in any jurisdiction or in total distance when compared to the distance submitted on the registrant's application.

b) Change Audit

There are several types of problems that can be uncovered during the audit, which would result in an assessment to the registrant, including:

- i. Missing records on various units
- ii. Incorrect distance reporting
- iii. Failure to satisfy "intent" to operate interjurisdictionally
- iv. Missing Records

- i. It is the responsibility of the registrant to maintain accurate records. There will be situations when vehicle records are completely missing or missing between trips (gaps). The auditor must make adjustments for these situations.

Using the equipment list prepared for the audit, determine the total number of months of records that should have been provided for each vehicle. A method of averaging the distance by the vehicle and the month could be used to determine distance for units without records. An example is provided in (Appendix 4). (Remember, the auditor's duty is to conduct an audit, not be the accountant for the registrant.)

Recalculate total distance and jurisdiction distance percentages.

Because of the lack of documentation concerning vehicle operation, the projected distance missing can be added to the base jurisdiction's distance for the audit. However, if the auditor or registrant can document that the distance belongs to another jurisdiction, the distance should be allocated/assigned to the other jurisdiction. Due care should be taken when allocating unaccounted distance.

Failure of the registrant to maintain proper documentation could result in a 100% assessment of the base jurisdiction's fees for all vehicles per Article XV, Section 1502, of the IRP.

- ii. Incorrect Distance Reporting

There will be cases when the registrant has misreported distance, either through omission or clerical errors. In either case, the distance should be adjusted, new percentages calculated, and new fees/credits determined.

iii. Failure to Satisfy "Intent"

When a vehicle's distance records indicate that the vehicle does not satisfy the jurisdiction's definition of "intent," it will be necessary to adjust the application(s) being audited. The following are the steps involved in making the adjustment:

- Determine which vehicles are involved.
- Subtract the distance generated by those vehicles from the base jurisdiction's distance and the total distance on the current application.
- Recalculate the fees for the application.
- Adjust the registration fees of the vehicles removed from the apportioned fleet to 100 percent of the base fees for the time period they failed to operate in two or more IRP member jurisdictions.

There will be cases where the vehicle traveled in two or more IRP jurisdictions in subsequent reporting periods. Ensure that the vehicles remained apportioned during the years when there were distances in IRP member jurisdictions.

In any audits resulting in changes, IRP Section 1702 provides for the assessment of penalties as follows:

1702 Jurisdiction Statutory Authority

Assessments based on audit, interest on assessments, refunds, or credits or any other amounts including auditor's per diem and travel shall be made in accordance with the statute of each jurisdiction involved with the audit of a registrant.

Penalties and interest will be assessed according to jurisdictional policies.

c) **Estimated Assessments – (APM 603)**

If the auditor determines that the records are inadequate for examination purposes, or if the records are not made available after the 30 day notice, an assessment of liability may be imposed in accordance with Article XV of the Plan.

If an estimate of the registrant's true liability cannot be determined, the registrant may be assessed 100% registration fee for the base jurisdiction. Any credits calculated for jurisdictions, which are caused by the inadequacy of the records, will not be reflected in the fees netted under Article XVII of the Plan.

2. **Exit Conference and Audit Finalization – (APM 801)**

An exit conference should be held with the registrant to review the preliminary findings,

including applicable penalty and interest, recommendations for improvement, rights of appeal, and to whom the audit report should be addressed. In addition, the registrant should be notified as to the results of the audit.

As part of the exit conference, the auditor should summarize any findings, highlighting both strong and weak areas of the registrant's record keeping or distance accounting system. The auditor should inform the registrant of problem areas as the audit progresses. There should not be any surprises or controversy at this stage of the audit.

During the exit conference, there are a few general areas that should be covered, including:

- An overview of the total audit;
- Listing of specific problem areas, with an indication of the priority of the problems;
- Auditor recommendations for record keeping improvement;
- Audit findings;
- Payment/billing of the audit;
- The appeal process is initiated.

It is recommended that the exit meeting be attended by the registrant's staff management with the authority to implement the recommended changes.

It is also recommended that work-level employees familiar with the specific system problems be involved. However, the final decision regarding attendance at the meeting lies with the registrant; and that decision can be based on such factors as registrant perception of what the dollar value of the findings will be. The auditor must be prepared for varying numbers and different levels of people at the meeting.

Some general suggestions for preparing for and conducting the final review with the registrant are:

- a) Schedule the review of the audit results as far in advance as possible to allow maximum registrant participation;
- b) Have a presentation outline prepared to cover important areas;
- c) Make extra copies of important documents and calculations so all in attendance will be able to follow the discussion;
- d) Mention areas of strength as well as weaknesses in the registrant's system;
- e) Let the registrant know what to expect in the final audit report, including hints on how to interpret potentially confusing documents, and identification of documents that may be most applicable to the registrant's results;
- f) Explain due process and outline the appeal process;
- g) Ensure the registrant understands how the audit was performed; for example,

how samples were chosen and how results were applied;

- h) Listen to the registrant's questions and comments to gauge how effectively and clearly the auditor has "gotten the point across";
- i) Be open to additional evidence and information provided by the registrant during the review;
- j) When possible, provide the applicable jurisdictional statutes/regulations, IRP Article and Section reference, etc., on which the findings are based. It's important that the registrant knows that he/she was treated fairly, and that the laws and rules, not the auditors, determine record keeping requirements.

G. Audit Report and Working Paper File – (APM 802)

1. Registrant Audit Report and Working Papers

Audit Report

After completing the audit work, the auditor must prepare an audit report to describe and explain the results. The audit report is not intended to document each step performed during the audit work, but rather to provide an overview of the process for the registrant. A copy of the audit report shall be kept in the audit file.

The registrant audit report shall contain, but not be limited to, the following:

- a) Name and address of registrant;
- b) Account number and fleet number;
- c) Registration year(s) audited;
- d) Distance traveled and percent as originally filed;
- e) Distance traveled and percent as a result of audit;
- f) Amount of percent factor change;
- g) Net fees due (or credit) for each jurisdiction;
- h) Description of audit techniques employed;
- i) Identification of any vehicles removed from the fleet which have full plate fees assessed in the same audit;
- j) Remarks, recommendations, observations and findings, which include a description of the types of records audited;
- k) A statement on whether the registrant's distance accounting system is adequate or inadequate and reason why, as reflected by the consistency in which the registrant's distance accounting system meets acceptable criteria as established in

Section 400 and Article XV of the Plan;

- l) Date of issuance of the report and the name of the auditor(s)

The audit report must contain enough information, including detailed schedules, for the registrant to verify adjustments made. (Appendix 5)

Working Papers

The function of the auditor's working papers is to provide evidence of auditing standards and adherence to the audit requirements under IRP. The audit report should cover:

- The review and evaluation of the registrant's system of internal control;
- The auditing procedures followed;
- The evidence obtained and scope of testing;
- The support for the auditor's conclusion regarding the fairness of the registrant's submitted records and the basis for the assessments rendered.

The content of the working papers depends on the situation encountered and the type of audit. The majority of audits fall into two basic categories:

- a) **Good Records** - Records are in good order with acceptable documents, with no errors on the report and no assessment to be made. In this case, only minimal documentation is necessary, such as:
- (i) Registrant identification items;
 - (ii) Source documents maintained;
 - (iii) Items reflected on source documents;
 - (iv) Planning memoranda;
 - (v) Procedures performed and the scope of procedure such as period tested;
 - (vi) Auditor's evaluation of the registrant's records;
 - (vii) Recap or summary schedule;
 - (viii) Registrant correspondence;
 - (ix) Registrant contact log (pre, during and post);
 - (x) Vehicle/equipment list;
 - (xi) Internal control questionnaire/evaluation;
 - (xii) Pre audit questionnaire (if used);
 - (xiii) Sample source documents;
 - (xiv) IRP applications;
 - (xv) Sample projections;
 - (xvi) Closing conference notes.

Note: On a “no change audit”, retain sufficient documentation to satisfy the base jurisdictional and IRP responsibilities.

- b) **Poor Records** - For poor or incomplete records, document the problem areas. The supporting documents may not be acceptable; or no source documents are available. In these cases it is important to carefully document the findings. This could include, but not be limited to, the following:
- (i) A list and example of all improperly completed documents;
 - (ii) Sample copies of improperly completed documents;
 - (iii) Samples by copy or reference of situations that are improper;
 - (iv) Each point of contention supported by the statute or rule governing that situation;
 - (v) The method used to make an assessment;
 - (vi) The identity of those present for the audit, including the name and title of the person(s) representing the jurisdiction and the name and title of the person(s) representing the registrant;
 - (vii) Comments regarding unusual items or transactions.

2. **Permanent Audit File(s)**

All working papers pertinent to the audit should be maintained in the permanent audit file(s) including, but not limited to:

- (i) Distance sample information;
- (ii) Distance percentage adjustment calculations;
- (iii) Comparison of audited and reported distance, percentage and fees;
- (iv) Notice of audit;
- (v) Audit report;
- (vi) Calculation of registration fees, penalty/interest assessment per jurisdiction.

3. **Indexing Working Papers**

Working papers should be retained to support the audit. Any pending matters addressed in the working papers should be resolved. The arrangement of the audit working papers will vary depending upon the needs of a particular audit. However, the working paper files for each audit engagement should be arranged according to jurisdiction guidelines.

4. **General Working Paper Preparation – (APM 802)**

The following information is provided as recommendations in preparing working papers:

(a) Headings

Each working paper should be properly identified by its heading. The heading should include the name of the registrant, a description of the contents or purpose of the working papers, and the date of the audit. All working papers should be cross-referenced, where applicable.

(b) Signing and Dating

When possible, each page of the working papers should be signed (or initialed) and dated by the preparer. Working papers should be dated with the date of completion of the underlying work.

(c) Narrative Comments and Tick Marks

The working papers should contain a clear record of the scope of the audit, the conclusions reached, and an indication of the sources of information cited. Working paper comments vary from a simple statement of fact to rather lengthy discussions. No rules can be made to cover such widely varying situations, but all comments should comply with the following general principles:

- (i) They must be clear, concise and understandable;
- (ii) They must indicate clearly the sources of any factual information and the names and positions of any employees whose opinions are quoted;
- (iii) They must reach a conclusion - under no circumstances should open questions remain in the papers, either in the form of a "?" on the schedule, or of a note which leaves the writer's opinion to the reader's imagination.
- (iv) Notes appearing in the working papers must not be inconsistent with each other. Any inconsistencies noted on review must be reconciled and corrected or amplified appropriately.
- (v) If the original conclusion is changed upon review because of additional information or for other reasons, the note must be amplified so the reconsidered conclusion is supported properly. A notation such as "O.K.," "No," or "Too small," alongside comments is not sufficient explanation.

Summaries of figures, narrative comments, conclusions, and use of tick marks are generally more efficient techniques for indicating the degree of auditing than listing voluminous details.

d) Legibility

It is essential that working papers be written legibly since they are the evidence of audit of the registrant's reports. Particular care should be taken with printing or writing names. Only one side of the paper should be used.

e) Taxpayer Prepared Information

When possible, analyses and schedules prepared by the registrants for their own use should be included. Such working papers should bear an indication that the registrant prepared them. The extent of test-checks of registrant-prepared information will depend on the nature of the information and the appraisal of the system of internal control.

f) Unnecessary Working Papers and Information

Schedules merely copying information readily available in the registrant records should not be prepared. When working directly with registrant records, only summary schedules, statements of work done, clear identification of items selected for testing, unusual items noted and conclusions reached need to be documented in the working papers. It is necessary to document those items needed to reference the test information, such as: the truck number, period tested and the procedures performed, trailer number, trip numbers, routes traveled, etc. Advantages of using photocopies of registrant's records include:

- (i) Eliminates writing by hand;
- (ii) Helps defend;
- (iii) Reduces clerical error;
- (ii) Easier to review.

g) Record of Items Tested

Working papers must contain a record of, or provide a clear trail to, the items selected for testing. This can be accomplished in a number of ways, and techniques will vary by audit area and registrant. At a minimum, it is desirable to maintain a simple list, identifying the document number for each item tested; i.e., trip sheet number, month, truck number, etc.

There are many situations where details for each item selected for testing should be recorded on schedules to enable an orderly completion of multi-step tests and to provide information necessary to enable an effective review by those in charge of the examination. In these cases, the records of items will be clearly established.

5. Review of the Audit (APM 204.2)

The audit report and supporting schedules shall be reviewed by an audit manager/supervisor. The purpose of this review is to determine that:

- a) The audit was performed in accordance with IRP and jurisdictional standards;

- b) The report is mathematically correct;
- c) Evidence supports the conclusions drawn and assessments made;
- d) The auditor's judgments, methods, and approach were appropriate;
- e) The audit is defensible and there are no unanswered questions, ambiguous conclusions or inconsistent evaluations.

VII. NETTING OF AUDIT ADJUSTMENTS (1704, 1706, APM 803.1)

When the findings of an audit result is a net underpayment by the registrant, the base jurisdiction shall collect the amount of the underpayment from the registrant, pursuant to the base jurisdiction's laws and procedures. When the result is a net overpayment by the registrant, the base jurisdiction shall refund the amount of overpayment to the registrant.

The theory that an audit should make the registrant whole must be applicable when acceptable documentation is maintained and netting should take place. This theory should also take into consideration the other affected jurisdictions and the registrant's competition. In cases where internal controls are lacking or source documents do not give sufficient indication of the movement of the vehicles or auditor creation of distances is necessary, the rewarding of the registrant with a refund from any jurisdiction should be discouraged. Rewarding a registrant, through refund, could put that registrant at a competitive advantage over their competition, who took the time and resources to calculate the distance, fees and taxes correctly the first time. Auditors should ask themselves, "under these conditions, would I refund my own money?"

VIII. COMMUNICATIONS WITH OTHER JURISDICTIONS – (APM 803)

It is the responsibility of the base jurisdiction to notify all affected jurisdictions in which the registrant operates of the accuracy of the registrant's records, by providing each jurisdiction a copy of an interjurisdictional audit report. A copy of this report shall be kept in the audit file.

The interjurisdictional audit report shall be submitted to all affected jurisdictions at the time the base jurisdiction's customary notice of assessment, billing or other notification which signifies the beginning of the registrant's appeal period.

The interjurisdictional audit report shall contain, but not limited to, the following information:

1. Name of the base jurisdiction;
2. Name and address of the registrant;
3. Account number;
4. Registration year(s) audited;
5. Number of vehicles apportioned;
6. Reported distance traveled, percentage, and fees by jurisdiction;
7. Audited distance traveled, percentage, fees by jurisdiction;
8. A brief narrative of the audit procedures employed, the audit findings, and any pertinent information the auditor feels needed to relay to affected jurisdictions;
9. Date of issuance of the report and name of the auditor(s);
10. A statement on whether the registrant's distance accounting system is adequate or inadequate and reason why, as reflected by the consistency in which the registrant's distance accounting system meets acceptable criteria as established in Section 400 and Article XV of the Plan.

APPENDIX 1 - SAMPLE LETTER: 30 - DAY NOTIFICATION OF AUDIT

“DATE”
“NAME”
“ADDRESS”

File Ref / Account #

Dear:

Re: International Registration Plan

In accordance with the provisions of the International Registration Plan (IRP), the operations of your company have been selected for audit.

An auditor will contact you in the near future to set an appointment date and to advise you of the books and records that will be needed for the commencement of the audit.

Your cooperation during the audits will be appreciated.

If you have any questions regarding this matter, please contact me at (xxx) xxx-xxxx.

Sincerely,

“Name”
“Title”

APPENDIX - 2 SAMPLE LETTER: CONFIRMATION LETTER

“date”

“Account #”

“name”

“name of registrant”

“address”

Dear “name”:

Re: IRP Audits

This letter is a follow-up to our telephone conversation today concerning the audits scheduled to begin on *date*. The accounts to be audited are listed below along with the audit periods. A list detailing the required information and/or records is enclosed with this letter. Additional pertinent records/information may be requested during the audit.

Account

Period

IRP Registration year(s)

MM/DD/YY to MM/DD/YY

Distance Reporting Period(s)

July 01/YY to June 30/YY

Your cooperation in gathering the information and getting the records ready prior to my arrival will help decrease the length of my on-site time plus increase the efficiency of the audit.

Thank you in advance for your help in this matter. If you have any questions or require further information, please contact me at (xxx) xxx-xxxx.

Sincerely,

Auditor
Enclosure

ENCLOSURE TO CONFIRMATION LETTER:

Records: (Note)*

Tax reports, work papers and summaries.
Equipment listings and descriptions.
Driver's trip logs/envelopes.
Vehicle dispatch records.
Monthly or quarterly distance records/summaries.
Vehicle odometer/hubodometer records.
Individual vehicle distance records (IVDR's).
Bills of lading.
Scale tickets.
Maintenance records.
Vehicle purchase agreements.
IRP monthly & yearly distance summaries.
Vehicle bills of sale/purchase invoices.
Vehicle depreciation records.
Special trip permits.

Note*

Auditor may want to tailor this list to match the audit situation and to explain if these are specific records that will be needed for the entire audit period or only for sample period.

APPENDIX - 3 Sample of an Audit Questionnaire:

I Administrative

- How many business locations are there, and where are they located? _____
- What are the corporate officer's names? _____
- Does the company claim any other jurisdiction(s) as its base for vehicle registration (IRP) purposes?

If yes, indicate jurisdiction(s) and account #: _____

- Has your company been audited by this jurisdiction and for what period? _____
- Does your company claim any other jurisdiction(s) as its base for fuel tax (IFTA) purposes?
If yes, indicate jurisdiction(s) and account #: _____
- Has your company been audited by this jurisdiction and for what period? _____

II Type of Operation

CLASSIFICATION	ACTIVITY
Private _____	Rental or Leasing Company _____
Contract Carrier _____	Property Carrier _____
Common Carrier _____	Passenger Carrier _____
Exempt for Hire Carrier _____	Household Goods Carrier _____

III Vehicles

The auditor should request, in advance, a current vehicle listing that includes make, type (truck or tractor), registered GVW, number of axles, fuel type and indicate if leased vehicle. This list should be forwarded to the auditor, or made available in the opening conference.

- | | Diesel | Gas | Other |
|--|--------|-------|-------|
| • Total vehicles (power unit) operated in excess of 26,000 lbs. _____ | _____ | _____ | _____ |
| • Are any of these vehicles exclusively for INTRAJURISDICTION travel? | | | |
| • Are any of these vehicles leased from owner-operators? | | | |
| • If yes, how many vehicles are leased for less than 30 days? ___30 days or longer?___ | | | |
| • Do you maintain the distance and fuel records for your owner-operator? | | | |
| • Are any of your owner-operators responsible for securing their own license plates? | | | |
| • If yes, please provide a list of these owner-operators. | | | |

IV Records

The auditor may use the following questions relate to distance and records maintained.

- Are distance and fuel records maintained at the same location?
- Are IVDR's used by drivers? If yes, check which information is contained on the report.

Date of trip ___ Trip number ___ Driver's name ___ Vehicle number ___
Fleet number ___ Trailer number ___ Total trip miles/kilometers ___ Routes of travel ___
Jurisdictional distance ___ Odometer or Hubodometer readings ___
Trip origin and destination ___

- How are total and jurisdiction distance determined?

Odometer/hubodometer readings ___ Maps/route miles/kilometers ___ Computer software ___
Other ___

- IVDR's are filed by:

Driver name or ID # ___ Trip number ___ Vehicle number ___
Date trip started ___ Date trip ended ___ Other ___

- How is fuel purchased: Tax paid at pump ___ Tax paid in bulk ___
Tax unpaid in bulk ___
- Fuel purchase invoices are: Filed with IVDR ___ By vehicle ___ By supplier ___
By jurisdiction ___ Other ___
- Distance and fuel data is summarized: Weekly ___ Monthly ___ Quarterly ___
Yearly ___

The auditor should determine if the company is using fuel bulk facilities. If bulk fuel is used, the following questions should be used:

- How often is fuel inventory reconciled? Daily ___ Weekly ___
Monthly ___ Quarterly ___ Yearly ___
- Are fuel records maintained listing the date, quantity, vehicle number, etc?
- Does the company maintain bulk fuel storage in any other jurisdiction?
- If yes, in which jurisdiction(s) _____

APPENDIX - 4 DETERMINING DISTANCES FOR UNITS WITHOUT RECORDS

SAMPLE METHOD

(1) Determine the number of months for which records should have been provided.

- The fleet has 10 vehicles that should have provided records as follows:
- Unit numbers 1-5; in fleet 12 months each = 60 months (5 units x 12 months).
- Unit numbers 6-8; in fleet 9 months each = 27 months (3 units x 9 months).
- Unit numbers 9-10; in fleet 4 months each = 8 months (2 units x 4 months).

Total number of months for which records should have been provided: 95 months.

(2) Determine number of months for which records are missing:

- Unit number 2 missing 12 months of records.
- Unit number 7 missing three months of records.
- Unit number 10 missing two months of records.

Total number of months for which records are missing: 17 months.

(3) Determine number of months for which records have actually been provided:

- 95 (number of months for which records should have been provided).
- 17 (number of months for which records are missing).
- 78 (number of months for which records have actually been provided).

(4) Determine the total documented distance for the fleet. This includes distance for the vehicle(s) with all its records and the distance for the vehicles(s) with partial records. This may or may not agree with the application.

- 763,386 (total documented distance).

(5) Determine average distance per month per vehicle:

- 763,386 (total documented distance).
- 78 (number of months for which records have actually been provided).

Average number of distances per month per vehicle: 9,787.

(6) Estimate number of distances missing:

- 9,787 (average number of distance per month per vehicle).
- x 17 (number of months for which records are missing).

Estimate of missing distances: 166,379.

APPENDIX 5 – RECORDS EVALUATION

Registrant
dba
address
city/state/zip

IFTA License Number:
IFTA Audit Period(s):
IRP Account Number:
IRP Audit Period(s):

Type of Operation:

Classification:

- Common/Contract Carrier
- Owner / Operator
- Private Carrier
- Exempt for Hire Carrier

Activity:

- Property Carrier
- Passenger Carrier
- Household Goods Carrier
- Rental or Leasing Company

Source Documents Maintained in Support of Distance:

- Driver Trip Reports (IVDR's)
- Driver Logs
- Receiving Contract
- Driver Pay Records
- Freight Bills or Manifest
- Other: _____

Months (indicate years) selected for audit with respect to computations of jurisdiction distance by routs traveled as well as other basic information required by the individual vehicle distance record(s) (IVDRs).

July
August
September

October
November
December

January
February
March

April
May
June

Items Reflected in Distance Source Documents:

- Date of Trip (Begin & End)
- Trip Origin & Destination
- Carrier Name
- Routes of Travel
- Vehicle Unit Number
- Fleet Number
- Begin & End Odometer Reading
- Distance by Jurisdiction
- Driver Name
- Total Trip Distance

Source(s) Used by Carrier To Determine Distance:

- Odometer Readings
- Hubodometer Readings
- Distance Software
- Jurisdiction Maps
- Standard Distance Guide
- Estimated
- Other: _____

Summaries Maintained in Support of Distance:

- Monthly Summaries by Vehicle
- Quarterly Summaries by Vehicle
- Annual Summaries by Vehicle
- Monthly Summaries by Fleet
- Quarterly Summaries by Fleet
- Annual Summaries by Fleet

Auditor's Evaluation of Maintenance of Operational Records:

- Adequate
- Inadequate

Comments on Evaluation: _____

AUDIT NARRATIVE

Registrant Information: (Enter a brief description of the type of operation, activity, number and types of trucks, terminal locations, fleet makeup, etc...)

Pre-audit Contact: (IRP APM 600, IFTA A600) (Enter a brief description of the issues discussed with the registrant.)

Evaluation of Internal Controls: (IFTA A640, IRP APM 702) (Enter a brief description of the types of controls the registrant has in place.)

Sampling Methodology: (IFTA A520 & A530, IRP APM 703) (Enter a brief description of the methodology used to choose the sample period and sample vehicles.)

Distance Analysis: (Enter a brief description of the methodology used to review the distance documents, including route checking software used and the availability of odometer readings. Also describe the adjustments made and why.)

Exit Conference: (IFTA A650, IRP APM 801) (Enter a brief description of the issues discussed with the registrant.)

Recommendations: (Enter a brief description of the recommendations made to the registrant.)

Summary: (IRP 1702) (R1220 & R1230.300.010) (R1120) (R1110). (Enter a brief summation of the events, possibly including reasons for penalty and thanking the registrant for their cooperation.)

Auditor's Name

Date

(Auditor Letterhead)

Dear Registrant:

The Pennsylvania Department of Transportation (PennDOT), as a member of the International Registration Plan, is required to conduct IRP audits of Pennsylvania-based carriers. Ernst & Young LLP has been engaged by PennDOT to conduct these IRP audits. In accordance with the requirement in the IRP Agreement, your **2002, 2003 and 2004** applications have been selected for audit. We are requesting that you submit the mileage records maintained during the period of **July 1, 2000 through June 30, 2003**. The records should consist of the following:

- Individual Vehicle Mileage Records (IVMR). Examples include driver logs, driver trip sheets, driver pay records, or whatever means used to document vehicle movement on a daily or per trip basis.
- Mileage summaries reflecting total mileage by vehicle, by state for each month or quarter, summarized by the year. Computer printouts are acceptable as mileage summaries; however, they must be supported by IVMR's.

Due to your location and the size of your apportioned registration account, we will be performing your audit through the mail. A mailing label is attached for your convenience. **It is necessary for you to submit the information within 30 days of receipt of this letter.** Failure to respond may result in your account being declared un-auditable, and PennDOT may assess a penalty fee.

In order to assist you in preparing for the testing, a Checklist and listing of State Required Schedules from Carriers is enclosed. Please complete the checklist and return with your records.

Upon completion of the audit, you will be notified of the audit results and a report will be sent to PennDOT.

Please call John Doe at (000) 000-0000 if you have any questions or require any additional information. If no one is available at the time of your phone call, please leave a detailed message and your call will be returned as soon as possible.

Sincerely,

COMMONWEALTH OF PENNSYLVANIA
APPORTIONED REGISTRATION PROGRAM TESTING
DETERMINATION OF TESTABILITY OF CUSTOMER BY PHONE

Purpose: To document inquiries of the registrant upon initial telephone contact to determine if the registrant is testable. Note that registrant assertions documented in this questionnaire could differ from our findings in the SRM based upon review of actual records. We discuss with the registrant the purpose of our testing in accordance with the IRP plan, and inform the registrant of the records needed for the review:

- * Total number of vehicles by weight class originally registered
- * Total number vehicles by weight class added during each registration year
- * Individual Vehicle Mileage Records
- * Quarterly recaps (fleet-by-fleet) of information from Individual Vehicle Mileage Records
- * Annual recaps (fleet-by-fleet) used to prepare PA Apportioned Registration Application (Schedule B)
- * Quarterly IFTA Tax Returns

We provide the registrant the name of the PennDOT contact: Craig Johnson - (717) 346-0608.

Name of Registrant: _____
Registrant Account Number: _____
Registrant's Phone Number: _____
Registrant's Zip Code: _____
Person to Contact: _____

1 Has the Customer been previously tested?
_____ Yes _____ No _____ N/A

If yes, note previous noncompliance issues below:

2 Does Customer have an **annual summary** to support the miles per state reported on Schedule B?
_____ Yes _____ No _____ N/A

3 Are these mileage records summarized by state and by vehicle on a **monthly or quarterly** basis?
_____ Yes _____ No _____ N/A

4 Are **there mileage records** for each vehicle that support the monthly or quarterly totals for each state (IMVR'S)?
_____ Yes _____ No _____ N/A

5 Number of apportioned vehicles? _____ 2003 1 2004

6 Is there more than one apportioned fleet? _____ Yes X _____ No

7 Are records for each apportioned **fleet** maintained **separately**?

_____ Yes _____ No _____ N/A

8 Are these records for apportioned vehicles only?

_____ Yes _____ No _____ N/A

9 What is the source document for the mileage records?

_____ Odometer reading

_____ Hub odometer reading

_____ State maps

_____ Household goods guide

_____ Estimated

_____ Other: _____ Specify: _____

10 Are records manual or computer generated?

_____ Manual _____ Computerized

11 Does the registrant properly understand the time periods being tested?

2003 July 1, 2001 - June 30, 2002

2004 July 1, 2002 - June 30, 2003

_____ Yes _____ No _____ N/A

12 If questions 2, 3, 4, 7, or 8 are answered "No", was Customer given 30 days to properly summarize?

_____ Yes _____ No _____ N/A

13 If questions 2, 3, 4, 7, 8, are answered "No" did the person making phone contact instruct the registra on the proper method of maintaining mileage records, or provide examples of proper records?

Yes No N/A

Revised:

INTERNATIONAL REGISTRATION PLAN

AUDIT PROCEDURES MANUAL

AUDIT PROCEDURES MANUAL

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SECTION 100 INTRODUCTION

100.1 The purpose of the Audit Procedures Manual is to establish a uniform procedure for all jurisdictions to follow in notifying registrants of an audit, conducting the audit, reporting the audit, assessing shortages, granting credits, and canceling registrants, should it become necessary.

100.2 The purpose of auditing registrants under the International Registration Plan (IRP) is to protect the integrity of the vehicle registration laws of all jurisdictions party to the IRP and to ensure equitable treatment of all registrants subject to the IRP. In accordance with the purpose and principles of the IRP in providing for efficient use of the jurisdictions' highway systems, it is incumbent upon each jurisdiction to meet its obligations under the provisions of the IRP, i.e., proportional registration of commercial vehicles, by insuring proper documentation of carrier total distance operated, and official examination and verification of the appropriate records of all interjurisdiction carriers as prescribed by Articles XV, XVI and XVII of the *International Registration Plan with Official Commentary* (Plan) and the *Audit Procedures Manual*.

100.3 Under the provisions of Article XVI of the Plan, each base jurisdiction shall audit the apportioned registration applications and supporting documents of registrants displaying apportioned license plates as to the authenticity of distance figures derived from operational records and other registration information. Each base jurisdiction shall audit at least an average of 3% of the number of the IRP fleets renewed that are required to be reported by the jurisdiction on the Annual Report of IRP Audit Activity for each year of the peer review period. This does not preclude audits of individual registrants several times during the peer review period. Such audits may cover four registration years, three registration years, two registration years, or one registration year. Upon completion of any such audit, the base jurisdiction shall notify all affected member jurisdictions (as defined in Section 803.2), in which the registrant paid apportioned fees or should have paid apportioned fees of the audit results.

Revised March 1, 1993, to amend jurisdiction audit percentage from 25% to 15%, and time from 3 years to 5 years.

Revised April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

Revised March 30, 2002, Ballot 1.7.253 – Audit Procedures Manual. Effective October 1, 2002.

SECTION 200 GENERAL ACCOUNTING AND AUDITING STANDARDS

201. *Training and Proficiency*

The examination is to be performed by a person or persons having adequate technical training and proficiency as an auditor.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

202. *Professional Care*

202.1 For an audit to be acceptable to all member jurisdictions, it must be conducted in a professional manner and the results clearly documented.

202.2 Since the concept of the IRP is for the registrants to pay fees to the various jurisdictions based on the percentage of total distance traveled, it is obvious that an effective, uniform audit program is essential to verify the integrity of transactions. If such a program is not established, each jurisdiction will be inclined to send auditors into other jurisdictions to verify the accuracy of the distance percentages and fees paid, creating an undue burden on registrants. It is, therefore, essential that the basic audit program adopted by each jurisdiction be uniform and thorough to ensure accuracy. It is each jurisdiction's responsibility to conduct an accurate audit in a professional manner and to submit a report to each member jurisdiction in which the registrant paid apportioned fees or should have paid apportioned fees. Any discrepancies in total distance reported for IRP jurisdictions are to be reported, and the base jurisdiction should make a complete audit of the registration for the IRP jurisdictions, making whatever adjustments are necessary.

Revised April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

203. *Study and Evaluation*

For a proper examination to be conducted, a study and evaluation of the registrant's reporting system and internal accounting controls must be performed. It is essential that the auditor gain an understanding of the registrant's reporting system to aid in the audit process. Additionally, where reliance is to be placed on internal accounting controls for sampling test work and projections, the auditor must determine the reliability of the internal accounting controls and the impact of any weaknesses in the controls on sampling procedures employed in the audit.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

204 Adequate Planning and Supervision

204.1 Audit work shall be adequately planned and supervised. A standardized audit program (or checklist), describing the audit procedures contained in this Audit Procedures Manual and other recommended audit procedures, should be utilized. The use of a standardized audit program provides for consistent application of audit procedures. It serves as a training tool for new auditors, and facilitates the review of the audit by the audit supervisor. It does not, however, preclude the use of auditor judgment, when the auditor and supervisor feel a situation warrants an adjustment to standard recommended procedures. Deviations from the standard recommended procedures should be documented and approved by the audit supervisor.

204.2 The audit report and working papers should be reviewed and approved by an audit supervisor. This will assure that all audits are conducted accurately and consistently.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

205. Auditor Independence

205.1 The auditor must be free from personal and external impairments to independence. In all matters relating to the assignment, independence in mental attitude is to be maintained by the auditor. The auditor must be without bias with respect to the registrant under audit, since otherwise the auditor would lack the impartiality necessary for dependable audit findings.

205.2 In order to maintain independence, auditors should not be involved with the processing of IRP applications.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

206. Working Paper Documentation

206.1 The audit report shall be supported by adequate working papers. The working papers should be prepared by the auditor and reviewed/approved by an auditor supervisor. They should support the bases for the findings and recommendations in the audit report. Working papers should be sufficiently detailed so that a reviewer (internal or external) can understand them without extensive oral explanations from the auditor.

206.2 Working papers may be in the form of paper or electronic media (imaged documents, spreadsheet files, databases, word processing documents). Working papers should:

1. Provide the principal support for the audit report;
2. Aid in the performance of and review of audits;
3. Facilitate third party reviews;
4. Document whether audit objectives were achieved;
5. Document planning, audit procedure performed, and conclusions reached.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

SECTION 300

AUDITOR QUALIFICATIONS AND RESPONSIBILITIES

301. Auditor Qualification

Each member jurisdiction is responsible for the staffing of qualified auditors based on jurisdictional personnel guidelines. The staff assigned to conduct IRP audits must possess adequate professional proficiency for the tasks required. This standard places responsibility on the audit organization to ensure that each audit is conducted by auditors who have the knowledge and skills necessary to conduct the audit. In cases where the audit process is performed by a private concern, the jurisdiction must ensure that the contracted auditors meet applicable professional standards.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.
Revised September 30, 2002, Ballot 259 – Audit Procedures Manual. Effective October 1, 2003.

302. Auditor Responsibilities

302.1 Auditors must give all registrants equal and fair consideration. There must be no preferential treatment given.

302.2 Auditors must conduct audits in accordance with the IRP Audit Procedures Manual and jurisdictional audit procedures.

302.3 IRP auditors conduct audits on behalf of all member jurisdictions. Auditors must conduct audits giving each member jurisdiction equal and fair consideration.

302.4 Auditors should conduct themselves in a manner that promotes cooperation and good relations with registrants and member jurisdictions.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

303. Scope of Duties

303.1 The base jurisdictions are responsible for the actions of their auditors as they work within the scope of their duties. Auditors shall not have organizational restrictions that preclude them from conducting a full scope professional audit in accordance with this manual.

303.2 The auditor shall be allowed to discuss any discrepancies with the registrant.

303.3 The auditor shall be able to make recommendations to the registrant.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

SECTION 400 REGISTRANT RESPONSIBILITIES

401. Acceptable Source Documents

401.1 The registrant must maintain operational records that support the total distance traveled in each jurisdiction and total distance traveled everywhere. Operational records include source documents suitable for verification of fleet mileage/kilometers as reported on the registrant's application for apportionment. An acceptable source document for verifying fleet distance traveled is an "Individual Vehicle Distance Record" (IVDR). A standardized IVDR is suggested and encouraged, but not required. While it is desirable, the necessary information for a trip need not be contained on a single source document. IVDRs shall contain the following information:

1. Date of trip (starting and ending);
2. Trip origin and destination;
3. Route of travel (may be waived by base jurisdiction);
4. Beginning and ending odometer or hubodometer reading of the trip (may be waived by base jurisdiction);
5. Total trip distance traveled;
6. Distance traveled by jurisdiction;
7. Unit number or vehicle identification number.

401.2 The base jurisdiction may waive either item 3 or 4 above, but may not waive both items 3 and 4. Also, a base jurisdiction may, in its discretion, require an IVDR to include additional information as follows:

1. Vehicle fleet number;
2. Registrant's name;
3. Trailer number;
4. Driver's signature and/or name.

Revised April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

Revised March 31, 2004, Ballot 311 – Audit Procedures Manual. Effective October 1, 2004

402. Monthly, Quarterly, and Yearly Summaries

402.1 From the information recorded on IVDRs, the registrant must prepare and maintain:

1. A monthly summary that recaps jurisdictional and total distance traveled by each vehicle operated during the calendar month;
2. A quarterly summary that recaps jurisdictional and total distance traveled by the fleet during each calendar quarter; and
3. A summary of the quarterly recaps used in preparing the application for apportionment.

402.2 Summaries are not acceptable at face value and must be supported by source documents such as IVDRs in order to be of any use during an audit.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.
Revised March 31, 2004, Ballot 311 – Audit Procedures Manual. Effective October 1 2004

403. Computer Summaries

Quarterly or monthly computer summaries are not acceptable at face value and must be supported by IVDRs in order to be of any use during an audit. While it is desirable, all the necessary information for a trip need not be contained on a single source document.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.
Revised March 31, 2004, Ballot 311 – Audit Procedures Manual. Effective October 1 2004

404. Receiving Contract

The IVDRs as mentioned can be utilized by any registrant, however, a different situation is encountered in accumulating distance on one-way vehicle fleet vehicles. The source documents or IVDRs on a one-way vehicle is the "receiving contract," which is the paper work completed when a one-way vehicle is turned in or otherwise "received."

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

405. Supporting Information for IVDR'S

The information recorded on the IVDRs must be accurate and readable. The distance figures to be entered on IVDRs can be obtained from various sources such as odometer and/or hubodometer readings, jurisdiction maps, standard distances, or computer software, as long as the method used is accurate and consistent. Registrants should accumulate IVDRs and prepare quarterly recaps from which they can prepare yearly recaps.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

406. Accountable Distance Traveled

In recording the actual distance traveled on an apportioned vehicle, the registrant must record all movement (interjurisdictional and intrajurisdictional) including loaded, empty, deadhead and/or bobtail distance. It shall further be the responsibility of the registrant to record all distance traveled by apportioned units while operating with trip permits.

Revised April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.
Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

407 Lessor Responsibility

It shall be the responsibility of the lessor in a trip lease situation to report all distance traveled by the apportioned units.

Revised April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.
Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

408. *Allocated Vehicles*

Registrants in the business of renting and leasing passenger cars, pool fleet trailers and semitrailers are also subject to audit; however, those audits are based on total gross revenue generated in all IRP jurisdictions versus injurisdiction revenue. It is from this percent factor that the registrant determines the total number of vehicles to be licensed in a jurisdiction. This is commonly referred to as "allocation."

Revised April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.
Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

409. *Certified Average Registration Program (CARP)*

Registrants in the business of renting utility trailers are also subject to audit; however, those audits are based on the Certified Average Registration Program (CARP). This is an average inventory kept on all trailers located in or passing through a jurisdiction during the year. This average is then used as the number of trailers to be registered in that jurisdiction for the following year.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

SECTION 500 ON-BOARD RECORDING DEVICES

501. On-Board Recording Devices

501.1 On-board recording devices may (at the option of the carrier) be used in lieu of or in addition to handwritten trip reports for purposes of apportioned registration. On-board recording devices may be used alone (Section 502), in conjunction with an electronic computer system (Section 503), or in conjunction with manual systems.

501.2 All recording devices used to generate trip reports or used in conjunction with manual systems must meet the requirements shown in Sections 504 and 505. When the on-board recording device is used in conjunction with an electronic computer system and reports are prepared on the basis of data downloaded from the recording device, the overall system must meet the requirements of Sections 504, 505, and 506.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

502. Use of On-Board Recording Device Only

When the device is to be used alone, printed reports must be produced which replace handwritten trip reports. The printed trip reports shall be retained for audit. Vehicle and fleet summaries which show miles or kilometers by jurisdiction must then be prepared manually.

Revised April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

503. Use of On-Board Recording Device in Conjunction with an Electronic Computer System

503.1 When the computer system is designed to produce printed trip reports, vehicle and fleet summaries which show miles or kilometers by jurisdiction must also be prepared.

503.2 When the printed trip reports will not be retained for audit, the system must have the capability of producing, upon request, the reports indicated in Section 506.

Revised April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

504. Minimum Device Requirements

504.1. The carrier must obtain a certificate from the manufacturer certifying that the design of the on-board recording device has been sufficiently tested to meet the requirements of this provision.

504.2. The on-board recording device and associated support systems must be, to the maximum extent, practicable and tamperproof and must not permit altering of the information collected. Editing of copies of the original information collected will be allowed, but all editing must be identified, and both the edited and original data must be recorded and retained.

504.3. The on-board recording device shall warn the driver visually and/or audibly that the device has ceased to function.

504.4. The device must time and date stamp all data recorded.

504.5. The device must not allow data to be overwritten before the data has been extracted. The device shall warn the driver visually and/or audibly that the device's memory is full and can no longer record data.

504.6. The device must automatically update a life-to-date odometer when the vehicle is placed in motion, or the operator must enter the current vehicle odometer reading when the on-board recording device is connected to the vehicle.

504.7. The device must provide a method for the driver to confirm that driver-entered data is correct (e.g. a visual display of the entered data that can be reviewed and edited by the driver before the data is finally stored).

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

505. Data Collection

505.1 To obtain the information needed to verify fleet distance and to prepare the Individual Vehicle Distance Record (IVDR), the device must collect the following data on each trip:

1. Date of trip (starting and ending);
2. Trip origin and destination (location code is acceptable);
3. Route of travel (may be waived by base jurisdiction);
4. Beginning and ending odometer or hubodometer reading of the trip (may be waived by base jurisdiction);
5. Total trip distance traveled;
6. Distance traveled by jurisdiction;
7. Power unit number or vehicle identification number.

505.2 The base jurisdiction may waive either item 3 or 4 above, but may not waive both items 3 and 4. Also, the device may include, at the discretion of the base jurisdiction, the following additional information:

1. Vehicle fleet number.
2. Registrant's name.
3. Trailer numbers or vehicle ID numbers.
4. Driver ID or name.
5. Intermediate trip stops.

Revised April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

506 Capability of System to Produce Reports

506.1 Generally speaking, the reports referred to in this section are not prepared by the on-board recording device. Instead, these reports are prepared using an electronic computer system which accepts data from the on-board recording device. The system shall be able to produce the following reports:

1. For each trip, an Individual Vehicle Distance Record (IVDR) report that includes the information required in Section 505. (Note: This report may be more than one page.)
2. A report that indicates when the on-board recording device was last calibrated and the calibration method used.
3. An exception report(s) that identifies all edited data, omissions of required data (see Section 505), system failures, non-continuous life-to-date odometer readings, travel to noncontiguous states, and trips where the location of the beginning trip is not the location of the previous trip.
4. A monthly, quarterly, and annual summary of vehicle trips by vehicle number showing total distance by jurisdiction.
5. Monthly, quarterly, and annual trip summaries by fleet showing the number of total distance by jurisdictions.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

507. Carrier Responsibility

507.1 It is the carrier's responsibility to recalibrate the on-board recording device when tire size changes, the vehicle drive-train is modified, or any modifications are made to the vehicle which affect the accuracy of the on-board recording device. The device must be maintained and recalibrated in accordance with the manufacturer's specifications. A record of recalibrations must be retained for the audit retention period.

507.2 It is the carrier's responsibility to ensure their drivers are trained in the use of the computer system. Drivers shall be required to note any failure of the on-board recording device and prepare manual trip reports of all subsequent trip information until the device is again operational.

507.3 It is the carrier's responsibility to maintain a second copy (back-up copy) of the electronic files, either electronically or in paper form, for the audit retention period.

507.4 At the discretion of the jurisdictions, carriers may submit records for audit to the jurisdictions through electronic data transfer.

507.5. It is the carrier's responsibility to ensure the entire record-keeping system meets the requirements of the IRP. It is suggested that the carrier contact the base jurisdiction's IRP Audit Section for verification of audit compliance prior to implementation.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

SECTION 600 PRELIMINARY AUDIT COMMUNICATIONS

601. *Pre-Audit Contact*

601.1 At least 30 days prior to conducting the audit, the registrant shall be contacted and advised that an audit is to be conducted of records substantiating distance reported on the apportioned registration application(s). Through the initial or subsequent pre-audit contacts, the registrant should be advised of the registration year(s) to be audited, the type of records to be audited, the person(s) conducting the audit, and the proposed audit commencement date. The pre-audit contacts will provide the registrant the opportunity to make the required records available.

601.2 For documentation purposes and to avoid misunderstanding, any pre-audit correspondence and documentation of pre-audit contact shall be incorporated into the audit file.

601.3 For just cause, notification requirements may be waived. It is suggested that the auditor obtain an agreement to waive notification requirements from the registrant prior to conducting an audit. The audit may be postponed for just cause.

602. *Initial Audit Conference*

A documented initial audit conference should be held with the registrant to discuss the registrant's operations and record keeping system, audit procedures, records to be examined, sample period, sampling procedures, etc. Open communication between the auditor and registrant is desirable.

603 *Request for Records*

During the preliminary phase of the audit, the auditor will have made a request for records that support the apportioned registration application as filed. Records must be adequate and complete for each fleet being audited. If the records are not made available, or if the records made available are inadequate for examination purposes, an assessment of liability may be imposed in accordance with Article XV of the Plan. If an estimate of the registrant's true liability cannot be determined, the registrant may be assessed 100% registration fees for the jurisdiction. Any credits calculated for jurisdictions which are caused by the inadequacy of the records will not be reflected in the fees netted under Article XVII of the Plan.

The audit file shall include documentation of requests for records in cases where adequate records were not provided subsequent to request. The audit file shall also include documentation regarding the nature of estimate procedures employed when an assessment of liability is imposed.

Revised April 1, 2001, Ballot 1.7.255- Pre-audits. Effective October 1, 2002.

SECTION 700 AUDIT PROCEDURE AND DOCUMENTATION

701. Initial Audit Procedures

701.1 It is suggested that the auditor determine if the registrant was previously audited. If a previous audit was conducted, any findings of non-compliance should be documented in the audit file.

701.2 The auditor should review the registrant's registration files to identify the population of vehicles in the registration year and in the preceding year that pertain to the fleet subject to audit. The auditor should then either 1) list the vehicles to be audited, indicating equipment number, make of vehicle, vehicle identification number and inclusive months each vehicle was in the fleet, or 2) document an alternative method of identifying the vehicles (and the time periods they were registered). The auditor should use the vehicle listings, or alternative method documented, to select vehicles for audit with respect to sampling distance records. The vehicle listings or alternative method of identifying the vehicles shall be included as a workpaper in the audit file.

701.3 It is suggested that the auditor conduct an analytical review of the registrant's application subject to audit to become more familiar with the registrant's operations. As a part of the analytical review, the auditor should summarize application information, note unusual trends or variances, draw conclusions, and include the analytical review documentation in the audit file.

Section A amended April 10, 1998, Ballot 1.7.187. Effective July 1, 2000.
Revised April 1, 2001, Ballot 1.7.255 – Pre-audits. Effective October 1, 2002.
Revised March 31, 2004, Ballot 312 – Audit Procedures Manual. Effective October 1 2004

702. Evaluation of Internal Control

702.1 The auditor's study and evaluation of the registrant's internal accounting control system has three identifiable phases: 1) review and documentation, 2) tests of compliance, and 3) report on weaknesses.

702.2 **Review and Documentation.** Review and documentation includes the following steps: 1) determine if there have been changes in the registrant's accounting procedures or operations during the audit period; 2) identify the records that the registrant maintains to support the registration application; 3) review the supporting documentation and determine if any review of the supporting documentation is performed by the registrant prior to data entry. The auditor should document his/her understanding of the registrant's distance accounting system by completing an internal control questionnaire designed for this purpose or by diagramming or describing the flow of transactions in flowchart or narrative form. It is suggested that a sample copy of the registrant's reports, trip records or other documents examined by the auditor be included in the audit file.

702.3 To clarify understanding gained from performing these steps, the auditor may select a few transactions of each transaction type and trace them through the accounting system from initiation to ultimate recording.

702.4 By studying the internal control procedures, the auditor can identify potential weaknesses in the internal accounting control system.

702.5 **Tests of Compliance.** Tests of compliance are performed to determine the effectiveness of the internal controls. Based on the result of the compliance tests, the auditor makes an assessment of the degree of reliance that can be placed on the internal controls. If reliance on the internal controls is high, then the substantive tests to be performed may be reduced. Conversely, if reliance on the internal controls is low, then the substantive tests to be performed may be increased.

702.6 The nature of the review of the system and whether tests of compliance are made are matters of the auditor's judgment.

702.7 **Report on Weaknesses.** Weaknesses identified in the registrant's internal control system shall be reported to the registrant and documented in the audit file.

702.8 In summary, the auditor performs a review of the internal control structure relative to the distance accounting system of the registrant before substantive procedures are performed as described in Section 703. After performing the test of controls, the auditor shall report any material weakness identified in the registrant's internal control system.

Revised April 1, 2001, Ballot 1.7.255 – Pre-audits. Effective October 1, 2002.

703. Sampling and Extrapolation Procedures

703.1 After completing the review of internal controls, the auditor should discuss proposed sample periods and records with the registrant. Source documents for no less than three representative months of the preceding year for the registration year being audited will be selected for audit with respect to jurisdictional distance and other attributes required by Section 402. After the auditor reconciles the distance summary(ies), differences should be summarized and included as a part of the audit file. Generally, audits are to be conducted on a sampling basis. However, a complete audit of the registrant's distance records for the twelve-month period or actual months of operation may be necessary if tests of internal controls reveal major weaknesses in the registrant's reporting system, or if there is an absence of distance summaries.

703.2 Auditor judgment is required in determining the nature of errors encountered. Depending on the nature of the errors, they may be treated as isolated errors (and included in findings without being projected) or they may be projected. Sampling and extrapolation procedures performed by the auditor should be documented in the audit file.

703.3 Documentation such as trip records, odometer and hubodometer readings, and other records used by a registrant to substantiate total distance traveled, must be considered by an auditor in determining the acceptability of the registrant's reporting system. In the event an auditor is unable to determine any reasonable method to assign or allocate a portion of the

unreported distance traveled by a registrant, such distance traveled shall be assigned to jurisdictions on the basis of each jurisdiction's audited jurisdiction miles or kilometers. Allocation of such distance traveled must not be done in such a way as to unjustifiably increase the apportionment percentage of the jurisdiction conducting the audit.

703.4 Before making projections to the registrant's distance per summary or application, the suitability of the use of the distance per summaries or application for projection purposes shall be ascertained. It is generally preferable to project to summary distance (corrected as necessary) than to application distance. Differences between the distance per summary and distance per application should be investigated to determine their cause. Also, the auditor shall make a determination as to whether the distance per summary or application includes only the operations of vehicles identified as being apportioned during the preceding year (Section 701.2). The auditor shall document in the audit file the conclusions made as to whether the distance per summary or application has sufficient accuracy and reliability to be used in sampling projections.

Revised April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

Revised April 1, 2001, Ballot 1.7.255 – Pre-audits. Effective October 1, 2002.

Revised March 31, 2004, Ballot 312 – Audit Procedures Manual. Effective October 1 2004

704. New Operations/Change(s) in Operations

704.1 For new operations, when a registrant is allowed to file an apportioned registration application for a fleet based on estimated distance traveled, because no apportioned operations occurred during the preceding year, that distance may not be audited as to accuracy of distance traveled for the first registration year (but the registrant may be contacted to ensure proper record maintenance). However, if estimated distance for a registrant is granted by the base jurisdiction, and it is later discovered that actual distance from apportioned operations was traveled in the estimated jurisdiction, the auditor may convert the estimated distance to actual distance, to ensure proper fee payment.

704.2 For a change in operations, if the base jurisdiction has given approval to treat the change of operations as new operations, the registrant may file an apportioned registration application based on estimated distance. However, if estimated distance for a registrant is granted by the base jurisdiction, and it is later discovered that actual distance from apportioned operations was traveled in the estimated jurisdiction, the auditor may convert the estimated distance to actual distance, to ensure proper fee payment. This shall be done by summarizing the actual distance traveled during the registration reporting year (July 1st through June 30th of the preceding year) of the vehicles registered in that fleet. That distance becomes the basis for audited jurisdiction percentage calculations. That distance is not a part of any other fleet reporting since the distance was accumulated by the vehicle(s) registered in the fleet under audit.

704.3 The registrant will be subject to audit on actual miles or kilometers traveled during the preceding year in which actual distance was traveled, (as defined in the IRP) which corresponds to the registration year, regardless of the number of months operated.

704.4 If a new operation is new as a result of combining, eliminating, or migrating fleets in from another jurisdiction, those fleets shall be subject to audit under normal audit criteria.

704.5 If the change in operation is a result of adding vehicles from other fleets to a previously existing fleet, only the distance accrued by the previously existing fleet shall be used for registration. However, if the registrant did not actually shift vehicles to a fleet with different operations, but rather combined fleets and operations, the distance reported must reflect the actual distance accrued by each fleet included in the combination. The base jurisdiction has discretion in determining the manner in which distance should be reported.

704.6 If the registrant chooses, for a second or subsequent registration year, to apportion in a member jurisdiction on the basis of estimated distance traveled (where actual distance was not traveled in that jurisdiction in the preceding year), the base jurisdiction must adjust the 100% apportionment distribution formula to exclude the estimated distance traveled pursuant to Section 400 of the International Registration Plan. This will, in effect, cause the estimated fees to be calculated in excess of 100%.

Revised April 10, 1998, Ballot 1.7.192. Effective October 1, 1999.

Revised April 1, 2001, Ballot 1.7.236 – Audit Procedures Manual – Ballot 3. Effective October 1, 2001.

SECTION 800

AUDIT COMPLETION AND AUDIT REPORTING PROCEDURES

801. Exit Conference

Unless it is not feasible, a documented exit conference shall be held with the registrant to review audit issues and preliminary findings. Included in the exit conference discussion is an overview of the post audit process, including to whom the final audit report should be addressed, reporting procedures, rights of appeal, and any recommendations for improvement of the registrant's system. If it is not feasible for an exit conference to take place, the audit file shall document sufficient reasons for it not taking place.

Section A amended April 10, 1998, Ballot 17.187. Effective July 1, 2000.
Revised April 1, 2001, Ballot 1.7.237 – Audit Procedures Manual – Ballot 4. Effective October 1, 2001.

802. Registrant Audit Report

802.1 A complete report documenting the audit must be prepared by the base jurisdiction and provided to the registrant. A copy of the report issued to the registrant shall be kept in the audit file. The Registrant Audit Report shall contain, but not be limited to, the following summary information:

1. Name and address of registrant;
2. Account number and fleet number;
3. Registration year(s) audited;
4. Distance traveled and percent as originally filed;
5. Distance traveled and percent as a result of audit;
6. Amount of percent factor change;
7. Net fees due (or credit) for each jurisdiction;
8. Remarks, recommendations, observations, and findings which include a description of the types of records audited and the audit techniques employed;
9. Identification of any vehicles removed from the fleet which have full plate fees assessed in the audit;
10. Date of issuance of the report and the name of the auditor(s);

802.2 The audit report must contain enough information, including detailed schedules, for the registrant to verify adjustments made. The audit report must also contain a statement on whether the registrant's distance accounting system is adequate or inadequate and reason why, as reflected by the consistency in which the registrant's distance accounting system meets acceptable criteria as established in Section 400 and Article XV of the Plan.

Revised April 1, 2001, Ballot 1.7.237 – Audit Procedures Manual – Ballot 4. Effective October 1, 2001.
Revised April 1, 2001, Ballot 1.7.254 – Inadequate Records. Effective October 1, 2002

803. Interjurisdictional Audit Report and Distribution of the Audit Findings

803.1 An interjurisdictional audit report shall be submitted to all affected member jurisdictions. A copy of the Interjurisdictional Audit Report shall be kept in the audit file. The base jurisdiction shall submit the interjurisdictional reports to all affected jurisdictions at the time the Registrant Audit Report is sent with the base jurisdiction's customary notice of assessment, billing, or other notification which signifies the beginning of the registrant's appeal period. The audit file (or other record maintained separately) shall include evidence that timely notification to other jurisdictions was given.

803.2 An affected jurisdiction is any jurisdiction in which the registrant paid or should have paid apportioned fees.

803.3 The interjurisdictional audit report shall contain, but not be limited to, the following information;

1. Name of base jurisdiction;
2. Name and address of registrant;
3. Account number;
4. Registration year(s) audited;
5. Number of vehicles apportioned;
6. Reported distance traveled, percentage, and fees by jurisdiction;
7. Audited distance traveled, percentage, and fees by jurisdiction;
8. A brief narrative of the audit procedures employed, the audit findings, and any pertinent information the auditor feels is needed to relay to affected jurisdictions;
9. Date of issuance of the report and the name of the auditor(s).
10. A statement on whether the registrant's distance accounting system is adequate or inadequate and reason why, as reflected by the consistency in which the registrant's distance accounting system meets acceptable criteria as established in Section 400 and Article XV of the Plan.

803.4 Fees adjusted pursuant to audit shall be transmitted to member jurisdictions in the form of appendages to the transmittals of fees among member jurisdictions, with the information specified in Section 1706 of the International Registration Plan.

803.5 It shall be the responsibility of all member jurisdictions to provide current mailing instructions to the repository and the repository will provide such information to the member jurisdictions.

Section C amended April 10, 1998, Ballot 1.7.187. Effective July 1, 2000
Revised April 1, 2001, Ballot 1.7.237 – Audit Procedures Manual – Ballot 4. Effective October 1, 2001.
Revised April 1, 2002, Ballot 1.7.254 – Inadequate Records. Effective October 1, 2002.

804. Annual Report of IRP Audit Activity

Each member jurisdiction shall submit to IRP, Inc. on or before July 1 of each year an Annual Report of IRP Audit Activity for the preceding year. Such report shall be submitted on the form specified (see Appendix A: Annual Report of IRP Audit Activity) and shall contain information on carrier accounts and audits conducted.

Revised May 13, 1996, to amend the Annual Report of International Registration Plan Audit Activity
Revised April 1, 2001, Ballot 1.7.237 – Audit Procedures Manual – Ballot 4. Effective October 1, 2001.

SECTION 900 SUMMARY

900.1 This Audit Procedures Manual provides uniform audit procedures for conducting an audit that will be acceptable to both member jurisdictions and industry. The procedures contained herein will be helpful to any jurisdiction in setting up an audit program as well as giving assistance to a registrant on keeping acceptable records in support of registration applications. The main theme involved in developing uniform audit procedures relates to the necessity of the member jurisdictions to have a viable audit program and to make the registrant aware of its responsibility in maintaining accurate records.

900.2 The registrant must maintain and make available adequate records to support the apportioned registration application; otherwise, the privilege to apportion can be denied.

900.3 Any registrant failing to maintain adequate records from which true liability can be determined is subject to an estimated fee assessment, 100% fee assessment to the base jurisdiction, the application of penalty as prescribed by the laws of the base jurisdiction, and/or the cancellation of registration.

Revised April 1, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

APPENDIX A ANNUAL REPORT OF IRP AUDIT ACTIVITY

Annual Report of IRP Audit Activity	Jurisdiction:	
The following information is being provided in compliance with Sections 100.3 and 804 of the IRP, Inc. Audit Procedures Manual		
1. Calendar Year Reported		
2. Total IRP Fleets		
3. Number of IRP Fleets RENEWED during this calendar year.		
4. Number of new IRP fleets registering for the first time during this calendar year.		
5. Number of IRP fleet audits finalized during this calendar year.	Resulting in changes to fees	
	Resulting in no changes to fees	
	Total Audits	
Submitted By		
Name:		
Title:		
Agency:		
Signature:		Date:
6. Total IRP Registrants	7. Number of Power Units	

Revised March 31, 2001, Ballot 1.7.234 – Audit Procedures Manual – Ballot 1. Effective October 1, 2001.

Revised March 31, 2001, Ballot 1.7.242 – Frequency of Audits. Effective October 1, 2001.

Revised March 31, 2003, Ballot 1.7.284 – Annual Audit Report. Effective October 1, 2003.