

Customer Manual: International Registration Plan



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Table of Contents

New Accounts	6
Applications	7
Completing the Application Schedule A & C	9
Completing the Mileage Schedule B	12
Washington Based IRP Estimated Mileage Requirements	13
Supplemental Applications	14
Renewals	16
Federal Heavy Vehicle Use Tax (Form 2290)	18
Name Change, Payments, Record Keeping, Unladen Weight Permit, Gases	19
Cab Cards and License Plates	20
Trip Permits	21
IRP Jurisdictional Registration Information	23
State of Washington Vehicle Registration Fees	25
State of Washington – License Fees (Gross Weight)	26
State of Washington – License Fees (Combined Gross Weight).	27
Performance and Registration Information Systems Management (PRISM).	28
Glossary of Terms	31
Addresses and Telephone Numbers for Prorate/IRP Jurisdictions	34
Additional Information from IRP, Inc. Article IV - Fees	38
Index	45

Introduction

What is the IRP?

The International Registration Plan (IRP) is an interstate compact that allows payment of license fees based on fleet miles operated in various member jurisdictions. The unique feature of this plan is that even though license fees are paid to various jurisdictions in which the fleet is operated, only one set of apportioned plates and cab card is issued for each vehicle registered.

What jurisdictions are members of the IRP?

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

What is Apportioned Registration?

Apportioned registration is a method of licensing commercial vehicles operating in more than one jurisdiction. Collected fees are apportioned (prorated) among the jurisdictions.

Who is eligible to use Apportioned Registration?

You should apply for apportioned registration for inter-jurisdiction operation of the following:

- Vehicle(s) operating over 26,000 pounds.
- Vehicle(s) with three or more axles regardless of weight. **You will be required to register at a minimum of 14,000 GVW.**
- Vehicle(s) used in combination exceeding 26,000 pounds.
- Vehicles which operate in two or more jurisdictions.

Each vehicle within a fleet must operate in two or more jurisdictions during the registration year for that vehicle to qualify for Apportioned Registration.

How do I register my vehicle for Alaska?

- Washington base-plated motor carriers must either purchase a 30-day trip permit per vehicle or pay full Alaska registration fees if they wish to operate in Alaska.
- Full registration or trip permits can be purchased at Alaska Division of Motor Vehicle offices or Alaska Ports of Entry by presenting your current vehicle registration and payment of proper fees.

When calling the IRP office what do I need to know?

- Have the account number ready.
- Have the fleet number ready.

General Information

IRP Section

Department of Licensing

Phone: (360) 664-1858

Fax: (360) 570-7829 or 586-6703

website: dol.wa.gov

Olympia headquarters

Office hours: 8:00 a.m. - 5:00 p.m., Monday - Friday

Mailing Address: PO Box 9036
Olympia, WA 98507-9036

Physical Address: 2424 Bristol Court SW
Olympia, WA 98502

Field office locations

Office hours: 8:30 a.m. - 4:30 p.m., Monday - Friday
(Vancouver office opens at 9:30 a.m. on Thursdays)

Olympia Counter
2424 Bristol Ct. SW
Olympia WA 98502
(360) 664-1895

Union Gap Counter
2727 Rudkin Rd
Union Gap WA 98903
(509) 249-6290

Vancouver Counter
1301 NE 136th Ave
Vancouver WA 98663
(360) 260-6396

Days closed

New Year's Day January 1
Martin Luther King Jr.'s Birthday 3rd Monday in January
Presidents' Day 3rd Monday in February
Memorial Day Last Monday in May
Independence Day July 4
Labor Day 1st Monday in September
Veteran's Day November 11
Thanksgiving 4th Thursday in November
. The day after Thanksgiving Day
Christmas December 25

Applying for Washington Prorate

RCW 46.87.030(1) states in part: “The filing of any application with the Department incurs liability for the fees and taxes applicable to the vehicles contained in the application.”

Titling/Registering

All vehicles added to a Washington-based fleet must be titled in the EXACT name as the fleet registrant. If not currently titled in the fleet registrant’s name, evidence of having filed a title application in the name of the registrant, along with the original registration for the vehicle(s), must be provided. Vehicle titling can be done by your County Auditor or an authorized local licensing agent. If you have questions regarding titling (forms, procedures, Declaration of Use Tax) contact your County Auditor or local licensing agent. (Please inform your local licensing agent that you are Prorating.)

Registration Options for Owner-Operators who Lease Their Vehicle(s) with Driver(s) to Motor Carriers:

Owner-Operator as the registrant

The vehicle(s) will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for vehicle(s) registration. And establishing and maintaining records required of proportionally registered fleets. The application will list the owner-operator’s name on line 1 and list the carrier’s name on line 2.

Carrier (Lessee) as the registrant

The vehicle(s) will be titled and registered in the names of both the carrier as lessee and the owner-operator as lessor. The carrier will be responsible for vehicle(s) registration and establishing and maintaining records required of proportionally registered fleets.

New Accounts

The following information applies to new accounts only. New accounts should read this section carefully.

What do I have to send in to start a new account?

- Completed Proportional Registration Application Schedule A & C (See the Applications section for how to fill this form out.)
- Completed Mileage Schedule B (See the Applications section on how to fill this form out.)
- Current vehicle registrations (See the Applications section on what is required on a vehicle registration.)
- Updated copy of the Motor Carrier Identification Report (MCS-150), for both the Registrant and the Motor Carrier responsible for the safety of the vehicle, if different (see the PRISM section for requirements).
- Leased Vehicle Listing (if applicable)
- Current Federal Heavy Vehicle Use Tax form (See the Federal Heavy Vehicle Use Tax section for requirements.)
- Colorado Mileage form (if applicable.)
- IRP Established Place of Business, Residency, or Change of Address form

Will I be able to obtain temporary operating authority for my vehicle once I have applied for a license?

New accounts are not eligible to receive temporary operating authorities issued by the department, unless the vehicle(s) you are prorating is fully licensed.

What is an established place of business?

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

Acceptable documents to verify place of business: Telephone bill, utility bill, driver license, property tax notifications, Federal Income Tax Return, personal income tax return, lease or mortgage document, or anything that will identify the name and business address. The copies you provide will be destroyed.

An applicant that does not have an established place of business in any jurisdiction may designate as a base jurisdiction any member jurisdiction where:

- the applicant can demonstrate residence
- where the fleet the applicant seeks to register under the plan accrues distance and
- where operational records of the fleet are maintained or can be made available.

To establish residence in a member jurisdiction, an applicant must demonstrate to the satisfaction of the member jurisdiction at least three of the following:

- if the applicant is an individual, that his or her driver license is issued by that jurisdiction.
- if the applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that jurisdiction.
- that the applicant has paid personal income taxes to that jurisdiction.
- that the applicant has paid real estate or personal property taxes to that jurisdiction.
- that the applicant receives utility bills in that jurisdiction in its name.
- that the applicant has a vehicle titled in that jurisdiction in its name.
- that other factors clearly evidence the applicant’s legal residence in that jurisdiction.

Applications

Application Schedule A & C / Replacement Application

What are some of the types of transactions that can be performed?

- Add a new vehicle
- Delete a vehicle
- Increase/decrease gross weight
- Add a jurisdiction
- Replace identification (ID) for lost plates or cab cards, etc.

What must be completed on all applications to assure timely processing?

- Account name
- Account number
- US DOT number
- Taxpayer Identification Number
- Fleet number
- Type of operation
- Weight Group number
- Transaction type
- Owner Equipment Number (OEN) and vehicle information
- Contact information
- Signature

What must be sent in with my application when adding a new vehicle for it to be processed?

- Washington Registration (must exactly match the prorate account name)
- IRP Established Place of Business, Residency, or Change of Address form.
- Proof of payment of Federal Heavy Vehicle Use Tax for vehicles with a combined gross weight of 55,000 pounds or more.
- Colorado Mileage form (if applicable).
- Updated copy of the MCS-150 form for the motor carrier responsible for the safety of the vehicle, if different from the registrant. (See the PRISM section for requirements).
- Leased Vehicle Listing (if applicable).

Do faxed applications receive priority?

No. All applications are processed in the date order they are received.

How are my fleet numbers assigned?

The first number in the fleet number will represent the month (except October, where zero is used so it is not confused with January). November and December are represented by the first two numbers in the fleet number. So as never to confuse fleet numbers with similar looking months, only nine fleet numbers are available for each registration month. The fleet numbers for WA-based fleets will correspond as follows:

Reg month	Fleet numbers possible
January	101, 102, 103, 104, 105, 106, 107, 108, 109
February	201, 202, 203, 204, 205, 206, 207, 208, 209
March	301, 302, 303, 304, 305, 306, 307, 308, 309
April	401, 402, 403, 404, 405, 406, 407, 408, 409
May	501, 502, 503, 504, 505, 506, 507, 508, 509
June	601, 602, 603, 604, 605, 606, 607, 608, 609
July	701, 702, 703, 704, 705, 706, 707, 708, 709
August	801, 802, 803, 804, 805, 806, 807, 808, 809
September	901, 902, 903, 904, 905, 906, 907, 908, 909
October	001, 002, 003, 004, 005, 006, 007, 008, 009
November	111, 112, 113, 114, 115, 116, 117, 118, 119
December	121, 122, 123, 124, 125, 126, 127, 128, 129

How do I get Washington credit on a deleted vehicle?

For credit to be applied on an existing account, submit your application to delete the vehicle along with the **original**, current cab card and mail to our office. If the cab card has been lost or destroyed, a **signed, notarized** Certificate of Fact must be submitted in lieu of the cab card. These forms are available from your local licensing agent, or by calling the Prorate office. **Faxed applications will not receive any license fee credit.**

License fee (gross weight) credit stays with the vehicle if you sign the “Agreement to Transfer” on the cab card. You should still delete the vehicle from the fleet and return the plates.

How much Washington credit will I receive?

The credit you receive will be for license/gross weight fees only. You will receive the full amount of the remaining credit beginning with the first full month after the deletion date, **unless the credit amount is less than \$15.**

License/gross weight credit must be used within the same fleet and registration year. This credit is not transferable to another fleet, refundable, or carried forward to the new registration year.

Credit policies for foreign jurisdiction fees vary. Please contact the specific jurisdiction for further information.

Can I get a refund on deleted vehicles?

No refunds will be given for unused Washington license fee (gross weight) credits. Fees paid for vehicle trip permits or temporary authorization permits are not refundable or creditable toward vehicle registration. Refunds of less than \$2.00 are prohibited by law.

Fees are refundable only if they meet the following criteria:

- Department of Licensing makes a processing error; or
- Fees have been paid for vehicle(s) deleted from the fleet before the beginning of the new registration year.
- If a deletion application is received after the beginning of the new registration year, proof that the vehicle was permanently removed from your fleet prior to the beginning of the new registration year must accompany your request for a refund. Proof is generally limited to the following items:
 - Copy of the bill of sale;
 - Insurance report of destruction or accident of vehicle; or
 - Vehicle licensed in error by two companies in two fleets. In cases of dual licensing, the account numbers and registrant’s names must be provided in order to help verify the error.

Can I get a Temporary Authority on new vehicles?

If you have an existing account and provide the correct paper work for the new vehicle(s), you are eligible for a Temporary Authority. “Correct paper work” includes all documents needed for processing and would not require additional information by staff.

Registration in base jurisdiction 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.

Registration in base jurisdiction of carrier.

If the carrier elects to register 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.

Completing the Application Schedule A & C

IRP number	Enter your assigned five-digit account number. If you are a new applicant, write “new” in this area.
Fleet number	Enter the fleet number assigned to you. If you are a new applicant, write “new” in this area.
Reg year	Enter the current registration year.
TIN number	Enter your nine (9) digit Taxpayer Identification number.
U.S. DOT number	Enter your US DOT number. If you are setting up your own Prorate account, you must have your own US DOT number.
IFTA number	Enter your Washington IFTA account number, if applicable.
Name of IRP account	Enter the name of the account to be prorated. This name must be identical to your Washington Vehicle registration.
Street address	Enter the actual street address where the business is located
City, State, ZIP	Enter the city, state and ZIP code. The business must be located in the base jurisdiction.
Mailing address	Enter the mailing address if different than the street address
Person to contact regarding application	Enter the name of a contact person who can discuss details of the applications and payments. Include the telephone number, fax number, and email address of the contact person.
Business type	Check only one business type.
Transaction type	Refer to this area when filling out Column 1 on the application.
Vehicle type	Refer to this area when filling out Column 6 on the application.
Type of operation	Check the type of operation you are engaged in. <ul style="list-style-type: none">• Exempt commodity carrier (EX) means any person operating a vehicle exempted from certain provisions such as:<ol style="list-style-type: none">a. Motor vehicles when transporting exclusively the United States mail or in the transportation of newspapers or periodicals.b. Motor vehicles specially constructed for towing disabled vehicles or wrecking and not otherwise used in transporting goods for compensation.c. Motor vehicles normally owned and operated by farmers in the transportation of their own farm, orchard, or dairy products, including livestock and plant or animal wastes, from point of production to market.• Household Goods Carrier (HC) means a carrier handling:<ol style="list-style-type: none">a. Personal effects and property used or to be used in a dwelling;b. Furniture, fixtures, equipment, and 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.

- **Private carrier (PC)** is a person who transports by his own motor vehicle, property being bought or sold by that person.
- **For hire carrier (HH) (Contract carrier)** includes persons engaged in transportation of property for compensation over the public highways of a state as brokers or forwarders.

Weight group number

For existing accounts, enter your assigned weight group number. Enter the gross weight (gw) for each jurisdiction you wish to prorate in the appropriate jurisdictional box.

If you are a new account, the following procedures can help determine what weight group number you should use. A power unit weight group number will always end with a 1. The first weight group number will be 001, with additional weight group numbers being incremented in steps of 10 (i.e. 001, 011, 021, 031, 041, 051, 061, etc.)

Bus weight groups are steps of 10 (i.e. 003, 013, 023, 033, 043, etc.)

Enter the gross vehicle weight in the jurisdictions you are running. Make sure the vehicles listed on the A/C are those that run at the weights you are entering in the weight group.

Trans type (Column 1)

Enter the character described below that identifies the type of transaction for the vehicle being listed.

A - adding vehicles	G - decreasing gross weight
C - change	I - increasing gross weight
D - deleting vehicles	J - adding jurisdictions
FA - fleet to fleet, add to fleet	R - renewal
FD - fleet to fleet, delete from fleet	

Owner equip # (Column 2)

Enter the vehicle equipment number you create using alpha-numeric characters. Equipment numbers cannot:

- be preceded by a zero or an alpha "o"
- contain dashes (-) or other special symbols
- exceed eight (8) alpha/numeric characters

Vehicle identification
(Column 3)

Enter the Vehicle Identification Number (VIN). Vehicles manufactured in 1981 and after must have 17 characters.

Year (Column 4)

Enter the last two digits of vehicle model year.

Make (Column 5)

Enter the abbreviation located on the Schedule A & C. This is also located on the Washington registration.

Type of vehicle (Column 6)

Enter the code for vehicle type from the list below:

TT - Truck Tractor
 TR - Tractor
 TK - Truck (single)
 RT - Road Tractor
 LG - Log Truck
 DT - Dump Truck
 BS - Bus (150 x number of seats + the unladen weight)

Axles or seats (Column 7)

Enter the number of axles, including the steering axle. For buses, enter the number of seats, including the driver's seat.

Type of fuel (Column 8)	Enter the code described below for the type of fuel used in power units. D - Diesel G - Gas P - Propane LPG - Natural gas
Unladen weight (Column 9)	Enter the exact empty scale weight of each vehicle in pounds. Kilograms will not be accepted. Do not round off the weights; rounded weights will not be accepted.
Declared combined gross weight (Column 10)	Enter the gross weight (gw) in even 2,000 pound increments. (i.e. 76,000, 78,000, 80,000, or 82,000, not 11,000, 13,000, 15,000; etc.) Kilograms will not be accepted.
Purchase price of vehicle (Column 11)	Enter the "Value Code" figure located on the Schedule A & C. This is also located on the Washington registration.
Purchase date (Column 12)	Enter the month, day and year the vehicle was purchased by the current owner.
Lease date (Column 13)	Enter the month, day and year the lease was initiated, if the vehicle is being leased.
Owner/Lessor (Column 14)	Enter the name of the owner/lessor if the vehicle is owned by someone other than the registrant. If the vehicle is owned by the registrant, leave this column blank.
Lic/Plt # or TPO # (Column 15)	Enter the previous plate number. If there is no plate number, enter the TPO ("Title Purpose Only") number (shown on your registration).
US DOT (Column 16)	Required. If long-term leasing (30 days or more) to a motor carrier, place the US DOT number of the lessee motor carrier in this column. If short-term leasing (less than 30 days) to a motor carrier, enter your US DOT number.
TIN (Column 17)	Required. If long-term leasing (30 days or more) to a motor carrier, place the Taxpayer Identification number of the lessee motor carrier in this column. If short-term leasing (less than 30 days) to a motor carrier, enter your Taxpayer Identification number.
Signature (Bottom of form)	By signing the application you declare you are knowledgeable of the Federal Motor Carrier Safety regulations, such as: <ul style="list-style-type: none"> • Qualifications of drivers • Notification and reporting of accidents (49 CFR 300-399) • Hazardous Materials regulations (49 CFR 100-185) • State regulations relating to the above (RCW 81.80 and WACs 446-50, 65: 480- 12-180, -190) <p>Information regarding these regulations can be obtained from the Washington Utilities and Transportation Commission at (360) 664-1160, or accessing their website at www.wutc.wa.gov.</p> <p>The Federal Motor Carrier Safety Administration also has this information available at their website www.fmcsa.dot.gov.</p>

Completing the Mileage Schedule B

When do I need to use estimated miles?

Use estimated mileage if you are:

- A new account with no actual miles in the mileage reporting period.
- An existing account adding a new fleet
- Adding a jurisdiction not previously operated in.
- A first year renewal with less than three months of actual mileage in the mileage reporting period.

**See Washington Based IRP Mileage Requirements Chart on next page.

When do I need to use actual miles?

Use actual mileage if you are:

- A new account with actual miles from another jurisdiction during the mileage reporting period.
- An existing account renewing for the year with three months or more of actual miles during the mileage reporting period.
- An existing Prorate account that is now incorporating and has at least three months of actual miles during the mileage reporting period.

If you are estimating miles, use the Washington Based IRP Mileage Requirements Chart and the Schedule A & C. Indicate what method you are using to estimate your miles.

Bus registrants have the option of reporting total distance. The 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.

What do I enter on the schedule?

Place a "Y" (yes) in the box in front of the jurisdiction in which you would like to register your fleet;

Or

A "N" (no) for those jurisdictions in which actual mileage may be shown, but registration is not desired. Enter the fleet mileage for each jurisdiction and indicate whether the miles are estimated ("E") or actual ("A") in the "A/E" column following the jurisdiction's name. Do not enter an "N" with an "E".

Make sure you enter mileage amounts for any jurisdiction you wish to prorate in. **We cannot register you in a jurisdiction without a corresponding mileage figure greater than zero.**

Washington Based IRP Estimated Mileage Requirements

Registrants who request registration for a jurisdiction where no miles accrued during the reporting period (July 1 - June 30) must estimate the mileage. Zero miles will not be accepted. The following methods are only applicable when estimating. **If you accrued three or more months of actual miles during the preceding year, you must report those actual miles. Do not combine actual miles and estimated miles when determining total miles for a jurisdiction.**

There are three acceptable methods of estimating miles:

- By using the Washington Estimated Mileage Chart (See Method 1)
- By using your own calculations (See Method 2)
- By using a combination of Method 1 and Method 2

Method 1

If you have insufficient information to calculate your own estimated miles, use the figures below.

The chart miles are for one vehicle. If multiple vehicles are in your fleet, multiply the chart miles by the number of vehicles in your fleet to arrive at your estimate.

Jurisdiction	Mileage	Jurisdiction	Mileage	Jurisdiction	Mileage	Jurisdiction	Mileage				
AB	Alberta	516	IN	Indiana	1603	ND	North Dakota	1069	QC	Quebec	21
AK	Alaska	1045	KS	Kansas	1165	NE	Nebraska	2212	RI	Rhode Island	17
AL	Alabama	444	KY	Kentucky	741	NF	Newfoundland / Labrador	258	SC	South Carolina	310
AR	Arkansas	776	LA	Louisiana	411	NH	New Hampshire	23	SD	South Dakota	1022
AZ	Arizona	2143	MA	Massachusetts	154	NJ	New Jersey	229	SK	Saskatchewan	102
BC	British Columbia	1396	MB	Manitoba	21	NM	New Mexico	1624	TN	Tennessee	1385
CA	California	13095	MD	Maryland	204	NS	Nova Scotia	5	TX	Texas	3056
CO	Colorado	1715	ME	Maine	26	NT	NW Territories	660	UT	Utah	1933
CT	Connecticut	135	MI	Michigan	361	NV	Nevada	2078	VA	Virginia	521
DC	Dist. of Columbia	1	MN	Minnesota	1156	NY	New York	459	VT	Vermont	17
DE	Delaware	22	MO	Missouri	2188	OH	Ohio	2191	WA	Washington	22142
FL	Florida	882	MS	Mississippi	348	OK	Oklahoma	1203	WI	Wisconsin	1117
GA	Georgia	934	MT	Montana	3783	ON	Ontario	68	WV	West Virginia	236
IA	Iowa	1551	MX	Mexico	502	OR	Oregon	9595	WY	Wyoming	2532
ID	Idaho	3265	NB	New Brunswick	10	PA	Pennsylvania	1464	YT	Yukon	1828
IL	Illinois	2115	NC	North Carolina	457	PE	Prince Edward Island	15			

Method 2

If you know your proposed route of travel, you must provide sufficient information to the department to justify the estimated mileage for each jurisdiction. Substantiate those miles by submitting details of the proposed operation, location, highway, distance to be traveled and number of vehicles in your fleet.

This information must be submitted with your application to operate in additional states or Canadian Provinces.

Supplemental Applications

How do I add fully licensed vehicles?

If a vehicle being added to the fleet paid full Washington license fees during the registration year, you may receive credit by attaching a copy of the original registration to your application.

How do I add vehicles to fleets that contain license fee credit?

If you are adding a power unit to your fleet, and you are due a license fee credit, the Department will apply the Washington license fee credit to the new power unit.

How do I add vehicles that have been previously prorated with another company?

Submit Schedule A & C with the following information: If you are adding a vehicle to your fleet that was previously prorated with another company during the current registration year, please mark on the application that the vehicle was previously prorated. Include a Washington registration reflecting the new prorate account name. Washington credit for license fees will only be given when the cab card is signed and returned with the application.

How do I add a vehicle that was previously prorated to my existing fleet?

Submit the Schedule A & C with the following information. If you are adding a vehicle to your fleet that was previously prorated during the current registration year, please mark on the application that this vehicle was previously prorated in your fleet and that you are adding it back on. This will ensure that previously paid fees are properly credited to your invoice for this vehicle. Including a copy of the previous cab card will also be helpful in assisting staff to process your application quicker.

How do I delete a vehicle from my fleet?

Submit a Schedule A & C form. All vehicle information must be completed on the application. To receive license fee credit on a Washington-based carrier's power unit, **the original current cab card must be returned with the application.** If the cab card has been lost or destroyed, a signed Certificate of Fact must be submitted in lieu of the cab card.

These forms are available on the DOL website at www.dol.wa.gov, or by calling the Prorate office. **Faxed applications will not receive any license fee credit.**

How do I increase gross weight?

Using Schedule A & C, complete the weight group section. The increase may not exceed the maximum weight for any IRP jurisdiction. If the weight group is already established, mark on the application the correct weight group number and list the weights in the jurisdiction. If the weight group is new, mark the new weight group number along with the weights for each jurisdiction.

For "transaction type", under vehicle information, indicate an "I" for increased gross weight, then complete the vehicle information for each vehicle. If increasing more than one vehicle but into different weight groups, a separate application for each weight group is needed.

If the new combined gross weight equals or exceeds 55,000 lbs, proof of payment or suspension of Federal Heavy Vehicle Use Tax must be furnished with the application.

If the application is complete, a Temporary Letter of Authority will be issued to allow immediate operation at the higher weight.

See the section on **Temporary Authorization Permits (TAP accounts)** for information on how to set up an account and issue your own temporary vehicle authority for increasing gross vehicle weight.

Fees for the remainder of the year will be calculated at the higher weight. The new cab card(s) showing the increased gross weight will not be issued until the appropriate fees have been paid.

How do I decrease gross weight?

You will not receive any credit for decreasing gross weight. In addition, you will be charged a \$2 cab card fee for each vehicle you are decreasing the gross weight on.

Some jurisdictions **do not allow** a decrease in gross weight during the registration year.

The weight group section must show the desired gross weight and the jurisdiction in which you want the decrease. If the weight group is already established, please indicate the correct weight group number and indicate the weights in the jurisdictions. If the weight group is new, please indicate the new weight group number along with the weights in each jurisdiction you are registered.

For “Transaction Type” under vehicle information, indicate a “G” for decrease gross weight, then complete the vehicle information for each vehicle. A separate application is needed for each vehicle if decreasing one or more vehicle gross weights and the weights are different.

How do I add jurisdictions?

Using the Schedule A & C a carrier may add jurisdictions to their fleet(s) throughout the registration year. When adding new jurisdictions during the registration period, the original percentages will not be affected. New jurisdictions will be at a rate above 100%.

If you want to add a jurisdiction to one vehicle only, a new fleet must be created.

In the weight group section of the application, show the jurisdiction(s) to be added and weight(s) for each different weight group mileage (schedule B must be completed, indicating the estimated mileage for the new jurisdiction). You must use the mileage chart and methods described on page 13. A completed Colorado Mileage form must be submitted when adding Colorado as a jurisdiction.

Estimated mileage should be realistic about the number of fleet miles to be traveled annually in all jurisdictions requested. If the mileage estimated does not appear to reflect a realistic estimate, the Department has the authority to adjust the miles. You must use the mileage chart and methods described on page 13.

*See the section on **Temporary Authorization Permits (TAP accounts)** for information on how to set up an account and issue your own temporary vehicle authority for added jurisdictions.

Renewals

Why are some of my vehicles not listed on my renewal?

Your renewal application lists all active vehicles in your fleet as of the printing of the renewal. Any vehicles added after the print date must be added on the renewal manually or an application Schedule A & C should be submitted with the renewal application.

If you add any vehicles to your fleet **after** you have mailed your renewal application to the IRP office, you must submit a separate application A & C for the vehicle(s) added. The IRP office will not renew any vehicles added **after** your renewal was printed and sent to you without an application to add them.

How will I know which registration period I was assigned?

Your fleet number, registration period and expiration date for existing fleets will be printed on the first page of your renewal application or on the Estimated Mileage Reporting Period chart page 17. Please do not alter this information.

If you are separating your existing fleet(s) into multiple fleets, please fill out a Schedule A & C and/or take copies of the pages of the renewal application that contains the vehicles you are moving to the new fleet(s).

How are my fleet numbers assigned?

See the Applications section.

How do I make changes on my renewal?

All corrections to your renewal must be in pen.

It is important that your contact person and telephone number, including area code, is correct.

Do I need to keep a copy of my renewal?

Yes, retain a copy of your renewal application(s) for each fleet. If you do not receive a billing by one month from your renewal date, contact our office. If you kept your copy of the renewal, you can make a copy and send it into our office to replace the lost original renewal application.

What must I send in with my renewal?

- Your validated IRS form 2290 and Schedule 1 (listing of vehicles by VIN number) for all vehicles with a gross weight of 55,000 pounds or greater.
- IRP Established Place of Business, Residency, or Change of Address form.
- A completed Washington leased vehicle listing form if you are the lessor of any vehicles which are long term leased (31 days or more) to another motor carrier, but remain in your prorated fleet.
- Updated MCS-150 forms for both the registrant and the motor carrier responsible for the safety of the vehicle, if different. (See the PRISM section) You can also update your MCS-150 form online at www.safer.fmcsa.dot.gov.
- Colorado Mileage (if applicable)
- New lease agreement (if applicable)

If you do not update your MCS-150 on-line or do not submit a completed MCS-150 with your renewal, the renewal will be returned and processing delayed. For questions on MCS-150 forms contact FMCSA at (360) 753-9875.

- Registrations must be included for all added vehicles.
- Return the original copy of the renewal.

How do I report my mileage?

See the Mileage Reporting Periods chart following to determine your estimated mileage.

The last page of the renewal application is the Renewal Schedule B. Each jurisdiction in the United States and Canada is listed.

Make sure you enter mileage amounts for any jurisdiction you wish to prorate in. We cannot register you in a jurisdiction without a corresponding mileage figure greater than zero.

Fleet No.	Registration Period (Being – Expire)	Mileage Reporting Period (Preceding Year)	Fleet No.	Registration Period (Begin – Expire)	Mileage Reporting Period (Preceding Year)
101	Jan 1, 2011 – Dec 31, 2011	July 2009 – June 2010	101	Jan 1, 2012 – Dec 31, 2012	July 2010 – June 2011
201	Feb 1, 2011 – Jan 31, 2012	July 2009 – June 2010	201	Feb 1, 2012 – Jan 31, 2013	July 2010 – June 2011
301	Mar 1, 2011 – Feb 28, 2012	July 2009 – June 2010	301	Mar 1, 2012 – Feb 28, 2013	July 2010 – June 2011
401	Apr 1, 2011 – Mar 31, 2012	July 2009 – June 2010	401	Apr 1, 2012 – Mar 31, 2013	July 2010 – June 2011
501	May 1, 2011 – Apr 30, 2012	July 2009 – June 2010	501	May 1, 2012 – Apr 30, 2013	July 2010 – June 2011
601	Jun 1, 2011 – May 31, 2012	July 2009 – June 2010	601	Jun 1, 2012 – May 31, 2013	July 2010 – June 2011
701	Jul 1, 2011 – Jun 30, 2012	July 2009 – June 2010	701	Jul 1, 2012 – Jun 30, 2013	July 2010 – June 2011
801	Aug 1, 2011 – Jul 31, 2012	July 2009 – June 2010	801	Aug 1, 2012 – Jul 31, 2013	July 2010 – June 2011
901	Sep 1, 2011 – Aug 31, 2012	July 2009 – June 2010	901	Sep 1, 2012 – Aug 31, 2013	July 2010 – June 2011
009	Oct 1, 2011 – Sep 30, 2012	July 2010 – June 2011	009	Oct 1, 2012 – Sep 30, 2013	July 2011 – June 2012
111	Nov 1, 2011 – Oct 31, 2012	July 2010 – June 2011	111	Nov 1, 2012 – Oct 31, 2013	July 2011 – June 2012
121	Dec 1, 2011 – Nov 30, 2012	July 2010 – June 2011	121	Dec 1, 2012 – Nov 30, 2013	July 2011 – June 2012

What if I have less than a full twelve months of operations during the mileage reporting period?

If you have **three months or more of actual mileage** during the mileage reporting period, you should report this mileage. If you do not have this type of mileage, you will need to estimate for a second year.

When is my renewal due?

All renewal applications are best sent to the Department of Licensing within one month of receiving the application through the mail. If your application is not received before this date, we cannot guarantee you will receive credentials prior to your expiration date. No Temporary Authorities will be issued.

When will my renewal be processed?

Your renewal will be processed in the date order it was received.

When do I use my new IRP Credentials?

The cab cards from the previous registration year and the cab cards for the renewal period shall be carried in the appropriate vehicles until the renewal registration period commences.

Is there a non-enforcement period for renewals?

No.

Can I change my registration month?

No.

Federal Heavy Vehicle Use Tax (FHVUT) (Form 2290)

Is proof of payment of the FHVUT required?

Yes, except in the following circumstances:

- Vehicles have been purchased within the last sixty (60) days
- Vehicles have a combined gross weight less than 55,000 pounds.
- Vehicles were purchased more than 60 days ago **and this is the first time they are being used on public highways**. Please indicate this on the IRP application.

Even though you are not required to submit proof of payment under any of the above circumstances, the **IRS still requires that a Form 2290 be filed and any taxes due paid**. It must be filed by the last day of the month following the month of first use.

For example, a taxable vehicle is first used on a public highway in September. A Form 2290 return must be filed with the IRS and any taxes due paid by October 31.

What documents must I submit to show proof of payment of my FHVUT?

An IRS-receipted Schedule 1 (Form 2290), or a copy of Schedule 1 as filed with the IRS **and** both sides of the canceled check or Electronic Federal Tax (EFT) payment confirmation used for payment of taxes to the IRS.

Schedule 1 must include the VIN numbers for each vehicle in the fleet.

Who do I contact with questions regarding my FHVUT?

You may call (866) 699-4096 from 8:00 a.m. to 6:00 p.m. EST (5 a.m. to 3 p.m. PST). The IRS website is www.irs.ustreas.gov.

The following is a list of IRS walk-in offices that are open Monday through Friday, 8:00 a.m. to 4:30 p.m.

- Bellingham, 114 W. Magnolia St Ste 207, Bellingham, WA
- Olympia, 319 7th Ave SE, Olympia WA 98501-1325
- Seattle, 915 Second Ave Ste 456, Seattle, WA
- Spokane, W 920 Riverside Ste 111, Spokane, WA
- Vancouver, 500 W 12th St Ste 200, Vancouver, WA
- Yakima, 107 S 7th Ave Ste 200, Yakima, WA.

Name Change, Payments, Record Keeping, Unladen Weight Permit, Gases

Name Change

For Washington-based carriers to change names, the Washington Certificate of Title must be changed through your local county auditor, agent or sub-agent. (The name on the title application must be exactly the same as your IRP account name.)

When title transfers are done, a copy of the registration must accompany an application for "Replacement of License Identification" (form # PR 450-106). A fee of \$2.00 for each cab card showing the new name needs to be sent in with the application.

If the renewal application is sent with the request for a name change, along with the registration for Washington based carriers, the \$2.00 fee will be waived. When the renewal invoice is paid, the cab cards will be issued in the new name.

At the discretion of the IRP section, a Letter of Authority may be issued to allow a carrier to continue operations during the name change process.

Important: A change in ownership of a company is not a name change. If there is a change of ownership, the transaction will be processed as a new account, not as a name change.

A new account and fleet number will be assigned, along with new Prorate plates and cab card(s) upon payment of fees.

A change in ownership of a corporation will not require the creation of a new account.

Payments

Can I pay with a company check?

Yes. All transactions, new accounts, renewals or additional supplements can be paid with a company check.

Are partial payments allowed?

No. Partial payments are not allowed on any invoices.

Record Keeping

Once your application is accepted, state law requires you to keep the records on which the application is based for a period of four years following the preceding year or period upon which the application is based.

Upon request of the Department, you must make the records available at a designated office to the Department's representatives for audit as to the accuracy of records, computation and payments.

Unladen Weight Permit

A Unladen Weight Permit is a temporary registration issued by the base state to owner-operators moving from one lessee-carrier to another. It is valid in other jurisdictions and allows the transportation of empty vehicles from one company's site to a different company's location. Unladen Weight Permits are issued upon request for a ten-day period and there is no fee for a permit issued by Washington. If any vehicle operating with this permit is discovered carrying a load, the permit becomes invalid and will be confiscated. Photocopies and faxes of the permit are acceptable.

Gases

Propane, Butane, Natural Gas (Liquefied Petroleum Gases)

Washington-based vehicles powered by propane, butane or natural gas (LPG) must display a decal issued by the Department as evidence that the annual fees have been paid. The decal is your authority to purchase this fuel and it must be displayed in a conspicuous place on the exterior of the vehicle near the fuel tank inlet. The annual fee will be prorated and billed by the IRP section in addition to Proportional Registration fees/taxes.

Cab Cards and License Plates

A cab card is your registration and authority to operate in jurisdictions. The cab card takes the place of the Washington registration certificate that was originally issued for your vehicle.

Cab cards for power units must be carried in that vehicle.

When you receive your cab cards please check the following information for accuracy:

- vehicle information
- jurisdictions and weights, and Quebec will show number of axles
- name
- expiration date
- USDOT number
- If leased, verify the USDOT of the company responsible for safety

If there is an error in the vehicle information on the cab card, a replacement cab card will be issued when we receive correct information. There is no charge if it is a Department error, or if the Department is notified within 30 days of the error.

There is a \$2.00 fee per cab card if the error was caused by incorrect information being submitted by the carrier, use the “Replacement of License Identification” form.

If there are any errors, contact the IRP section immediately at (360) 664-1858, so a corrected cab card can be issued. If all the information is correct, sign the cab card where indicated.

All Washington-based carriers will receive two plates (front and rear of vehicle) and the proper number of decals for power units.

During the renewal period, any established vehicles will receive new cab cards and validation tabs indicating the next year’s expiration. Your renewal tabs must be affixed to the upper right corner of the license plate. Cab cards and plates are not transferable to another person or vehicle, nor may they be transferred when you sell the vehicle. The credentials must remain with the IRP account for which they were issued and returned if that vehicle is deleted, sold, destroyed or otherwise removed from service.

OR

The cab card can be signed-off and provided to the driver or new company, transferring any remaining Washington license fee credit to them. The cab card will be turned in to the department when transferring the license fee credit upon registration of the new vehicle.

Trip Permits

Washington Vehicle Trip Permits may be purchased for \$25.00 per permit. Each trip permit will authorize the operation of a single vehicle at the maximum legal weight limit for three consecutive days. No more than three permits may be used for any one vehicle in any period of thirty consecutive days. Blank trip permits may be obtained in advance from field offices of the Department of Transportation, County Auditor, or any authorized licensing agent.

Jurisdiction	Available from	Must be obtained prior to entry	Required for intrastate movement	Cost
AB	Central Permit Office, Vehicle Inspection Stations	No	Yes	Varies by distance, net weight for 3 days
AL	Transceiver, Cummins (334) 242-2999	Yes	Yes	\$20 for 7 days
AR	Port of Entry, Revenue Offices, Wire Services	No	Yes	\$33 for 72 hours
AZ	Port of Entry, Iowa Regional Permit Center, Instacom, Transceivers	No	Yes	Varies Based upon mileage and number Varies based upon mileage and number of axles-max. 96 hours for special trip.
BC	Port of Entry	No	No	1/12 of annual registration fee for vehicle weight
CA	IRP Office, Field Offices	Yes	Yes	\$45 power unit, \$30 fuel tax permit Both for 4 days
CO	Port of Entry	No	Yes	\$60 to \$80 depending on weight for 72 hours
CT	IRP Section, Wire Services	Yes	Yes	\$15 for 72 hours
DC	For information call (202) 727-7050	Yes		\$50 for 6 days
DE	Wire Services, Permit Agencies	Yes	Yes	\$15 for 72 hours
FL	Wire Services	Yes	Yes	\$30 for 10 days
GA	Permit Services (888) 262-8306	Yes	Yes	\$30 for 72 hours
IA	Iowa Regional Permit Center and Vendor Stations	Yes	No	\$10 for 72 hours
ID	Port of Entry and Vendor Stations	No, if currently registered in base jurisdiction. Yes, if not currently registered	No	\$60 single unit \$120 combination for 120 hours
IL	Secretary of State (Commercial & Truck Division), Wire Service	Yes		\$19 for 72 hours
IN	IRP Office, Wire Services	Yes	Yes	\$15 for 72 hours
KS	Ports of Entry, Central Permit Office	No	Yes	\$26 for 72 hours
KY	Division of Motor Carriers	Yes	Yes	\$40 for 10 days
LA	IRP Unit, Port of Entry, Wire Services	Yes	Yes	\$50 for 48 hours
MA	Transceiver Services	Yes	Yes	\$15 for 72 hours
MB	Permit Office (204) 945-3961	Yes	Yes	Truck - .9 X weight X distance Bus - .083 X distance X passengers
MD	MVA Offices, Wire Services	Yes	Yes	\$15 for 72 hours
ME	Wire Services, IRP Office	Yes	Yes	\$25 for 3 days
MI	Wire Services	Yes	Yes	\$20 for 72 hours
MN	Prorate office	Yes	Yes	\$15 for 120 hours

MO	Highway Reciprocity Commission, Transmitter Services	Yes	Yes	\$10 for 72 hours
MS	Department of Transportation	No	Yes	\$25 for 72 hours
MT	IRP Office, Weight Stations	No	Yes	Varies based on GVW and miles traveled
NB	NB DMV	Yes	Yes	\$23 Canadian unladen \$81 Canadian truck \$161 Canadian truck tractor 5 days
NC	Weight Stations, IRP Office, Wire Services	Yes	Yes	\$15 for 10 days
ND	Port of Entry, Highway Patrol Office	No	No	\$20 for 72 hours
NE	Vendor Stations	No	No	\$25 for 72 hours
NL	For information call (709) 729-4953			\$50 truck, \$100 truck tractor For 30 days
NH	Permit Services	Yes	Yes	\$15 for 72 hours
NJ	Wire Services	Yes	Yes	\$25 for 72 hours
NM	Port of Entry	No	Yes	12,001-26,000 gvw - \$.05/mile 26,001-54,000 gvw - \$.09/mile 54,001-72 gvw - \$.11/mile 72 - over gvw - \$.12/mile
NS	For information call (902) 424-6964			\$50 truck, \$100 truck tractor For 30 days
NV	Motor Carrier Offices, Vendor Stations, Wire	Yes	No	\$5 + .15/mile for 24 hours
NY	IRP Unit, Wire Services	Yes	Yes	\$15 for 72 hours
OH	Wire Services	Yes	Yes	\$15 for 72 hours
OK	Oklahoma Tax Commission, Bonded Wire Services, Local Licensing Agencies	Yes	Yes	\$12 for 72 hours
ON	Ministry of Transportation	Yes	Yes	\$75 truck, \$132 truck tractor For 10 days
OR	Oregon Dept. of Transportation Office	Yes	Yes	\$43 for 10 days
PA	Wire Services, IRP Office	Yes	Yes	\$15 for 72 hours
PE	Dept. of Transportation	No	Yes	\$75 truck \$150 truck tractor 5 days
QC	Wire Service 800-463-4822	Yes	Yes	\$38 Canadian 10 days
RI	Permit Section - DMV	Yes	Yes	\$25 for 72 hours
SC	Wire Services	Yes	Yes	\$15 for 72 hours
SD	Port of Entry, Highway Patrol	Yes	Yes	\$15 for single trip (not 72 hours)
SK	By phone - 1-800-667-7575 or (360) 775-6969	Yes	Yes	Varies based on size, weight, and GVW
TN	Wire Services	Yes	Yes	\$30 for 72 hours
TX	County tax Offices, Central Permit Offices, Regional Offices	Yes	Yes	\$25 for 72 hours
UT	Port of Entry, some Motor Vehicle offices	No	Yes	\$25 for 96 hours or \$50 for a combination
VA	Permit Services	Yes	Yes	\$15 for 10 days
VT	Vermont Dept of Motor Vehicles	Yes	Yes	\$15 for 72 hours
WA	Department of Transportation Vehicle License Agents	Yes	Yes	\$25 for 3 days (Limit of 3 permits for any one vehicle in any 30 consecutive days. Special Fuel permits are \$30.00 good for 5 days, unlimited purchases.
WI	Private Permit Services	Yes	Yes	\$15 for 72 hours
WV	Wire Services	Yes	Yes	\$24 for 5 days
WY	Ports of Entry	No	Yes	\$20 Single unit; \$40 Combination unit for 96 hours

IRP Jurisdictional Registration Information

* Indicates that you must purchase a permit for weight over 80,000 lbs

+ Does not allow weight decrease during the registration period

Jurisdiction	Registration year	Maximum GW/ CGW (American Pounds)	Nonenforcement grace period	Enforcement date
Alberta	Apr - Mar	139,992	None	Apr 01
Alabama * +	Jan - Dec	80,000	None	Monthly
Arkansas *	Staggered	80,000	None	Monthly
Arizona *	Staggered	80,000	None	Expires quarterly
British Columbia *	Staggered	139,994	None	Monthly
California * +	Staggered	80,000	None	Jan 01
Colorado *	Staggered	80,000	30 days	Monthly
Connecticut *	Staggered	None	None	Monthly
District of Columbia * +	Staggered	80,000	None	Monthly
Delaware * +	Staggered	80,000	None	Monthly
Florida * +	Staggered	80,000	None	Monthly
Georgia * +	Staggered	80,000	None	Monthly
Iowa * +	Jan - Dec	Unlimited	Mar 14	Mar 15
Idaho *	Staggered	106,000	None	Monthly
Illinois * +	Apr - Mar	80,000	None	Apr 1
Indiana * +	Staggered	80,000	None	Monthly
Kansas * +	Jan - Dec	85,500	Mar 01	Mar 02
Kentucky *	Staggered	80,000	None	Monthly
Louisiana *	Jan - Dec	88,000	Feb 28	Mar 01
Massachusetts * +	Jul - Jun	Unlimited	None	Jul 01
Manitoba	Staggered	137,770	None	First day of month
Maryland *	Staggered	80,000	None	Quarterly
Maine *	Staggered	100,000	None	Monthly
Michigan *	Staggered	160,000	None	Quarterly
Minnesota *	Mar - Feb	Unlimited	None	Mar 01
Missouri *	Staggered	80,000	None	Jan 01
Mississippi * +	Staggered	80,000	15 days	Monthly
Montana	Staggered	138,000	None	Quarterly
New Brunswick	Staggered	137,786	None	Monthly
North Carolina *	Staggered	80,000	Feb 15	Feb 16
North Dakota +	Staggered	105,500	None	Quarterly
Nebraska * +	Jan - Dec	94,000	Jan 31	Feb 01
Newfoundland	Staggered	137,786	None	First day of month
New Hampshire *	Staggered	80,000	None	Monthly
New Jersey *	Staggered	80,000	None	Monthly
New Mexico * +	Staggered	86,400	None	Monthly
Nova Scotia	Staggered	114,000	None	First day of month
Nevada *	Jan - Dec	80,000	None	Jan 01
New York *	Staggered	195,000	None	Monthly
Ohio * +	Staggered	80,000	None	Jun 01
Oklahoma * +	Staggered	90,000	60 days	Monthly

Ontario	Staggered	139,992	None	Monthly
Oregon *	Jan - Dec	105,500	Mar 15	Mar 16
Pennsylvania *	Jun - May	80,000	None	Jun 01
Prince Edward Island	Staggered	137,788	None	Monthly
Quebec +	Apr - Mar	Axle based	None	Apr 01
Rhode Island * +	Jun - May	80,000	None	Jun 01
South Carolina * +	Staggered	80,000	None	Monthly
South Dakota *	Staggered	195,000	None	Jan 01
Saskatchewan	Staggered	137,787	None	Monthly
Tennessee *	Staggered	80,000	None	Monthly
Texas * +	Staggered	80,000	5 working days	Monthly
Utah *	Staggered	80,000	None	Annually
Virginia *	Staggered	80,000	None	Monthly
Vermont *	Staggered	80,000	None	Monthly
Washington	Staggered	105,500	None	Monthly
Wisconsin * +	Staggered	80,000	None	Monthly
West Virginia * +	Jul - Jun	80,000	None	Jul 01
Wyoming * +	Jan - Dec	117,000	Jan - Mar	Apr 01

State of Washington Vehicle Registration Fees

There are two different license fee charts:

- **Schedule A** is for power units that do not run in combination with a trailing unit (TK, BS, RT, LG)
- **Schedule B** for power units that do run in combination with trailing units (TR, TT, DT).

License fee

This is an annual fee collected on all vehicles. Gross or combined gross vehicle weight (GVW or CGVW) is available only for motor vehicles in two thousand pound brackets from 14,000 through 105,500 pounds (105,500 isn't even, but it is the maximum and therefore an exception).

If the desired gross or combined gross weight falls between brackets, use the next higher even thousand pound increment listed in the current Washington License Fee Schedule.

- A. Bus.** Take the number of seats including the driver and multiply it by 150 pounds plus the unladen weight to get the combination gross vehicle weight. If this weight falls between weight brackets, use the next higher even thousand pound increment.

Select the appropriate gross weight from the Washington State License Fee Schedule A.

1. **Fees and abatement.** For abatement purposes the Washington State License Fee Schedule has reduced the license fees by 1/12th for each reduced registration month. Choose the number of months remaining in the registration period (including the month of registration) from the chart. The amount listed is the license fee charge at 100%.
2. **Apportionment.** Multiply this amount by the Washington prorate percentage and round to the nearest cent. This is the License Fee amount to be charged.

- B. Single trucks, log trucks, road tractors.** These vehicle types use Schedule A regardless of gross or combined gross vehicle weight. A single truck is one not running in combination with a trailer unit. Road tractors are otherwise known as mobile home toters.

1. **Fees and abatement.** From the Washington State License Fee Schedule A, select the appropriate fee for the desired gross or combined gross weight (GVW or CGVW) at the number of months remaining in the registration period (including the month of registration).
2. **Apportionment.** Multiply the amount from the chart by the Washington prorate percentage and round to the nearest cent. This is the License Fee amount to be charged.

- C. Tractors and truck tractor.** These vehicles use Schedule B regardless of gross or combined gross vehicle weight. These are power units that haul in combination with a trailing unit.

1. **Fees and abatement.** From the Washington State License Fee Schedule B, select the appropriate fee for the desired gross or combined gross vehicle weight at the number of months remaining in the registration period (including the month of registration).
2. **Apportionment.** Multiply the amount from the chart by the Washington prorate percentage and round to the nearest cent. This is the License Fee amount to be charged.

D. Vehicle safety inspection fee (VSIF)

1. The VSIF does not apply to:
 - (a) Motor vehicles owned and operated by farmers in the transportation of their own farm, orchard, or dairy products, including livestock and plant or animal wastes, from point of production to market or disposal, or supplies or commodities to be used on farm, orchard or dairy;
 - (b) Commercial motor carriers subject to economic regulation under RCW 81.68 (auto transportation companies), RCW 81.70 (passenger charter carriers), RCW 81.77 (solid waste collection companies), RCW 81.80 (motor freight carriers); and
 - (c) Vehicles exempt from registration by RCW 46.16.020.
2. There is a \$10 fee upon registration or renewal.

This fee is refundable if the vehicle is renewed and then deleted prior to the commencement of the vehicle registration period.

State of Washington - License Fees (Gross Weight)

License fee and credit chart for power types TK, BS, RT, LG

Schedule A

GVW or CGVW in pounds		Number of months remaining in registration period (Including month of registration)											
		12	11	10	9	8	7	6	5	4	3	2	1
12,000	\$	79.00	72.42	65.83	59.25	52.67	46.08	39.50	32.92	26.33	19.75	13.17	6.58
14,000	\$	90.00	82.50	75.00	67.50	60.00	52.50	45.00	37.50	30.00	22.50	15.00	7.50
16,000	\$	102.00	93.50	85.00	76.50	68.00	59.50	51.00	42.50	34.00	25.50	17.00	8.50
18,000	\$	154.00	141.17	128.33	115.50	102.67	89.83	77.00	64.17	51.33	38.50	25.67	12.83
20,000	\$	171.00	156.75	142.50	128.25	114.00	99.75	85.50	71.25	57.00	42.75	28.50	14.25
22,000	\$	185.00	169.58	154.17	138.75	123.33	107.92	92.50	77.08	61.67	46.25	30.83	15.42
24,000	\$	200.00	183.33	166.67	150.00	133.33	116.67	100.00	83.33	66.67	50.00	33.33	16.67
26,000	\$	211.00	193.42	175.83	158.25	140.67	123.08	105.50	87.92	70.33	52.75	35.17	17.58
28,000	\$	249.00	228.25	207.50	186.75	166.00	145.25	124.50	103.75	83.00	62.25	41.50	20.75
30,000	\$	287.00	263.08	239.17	215.25	191.33	167.42	143.50	119.58	95.67	71.75	47.83	23.92
32,000	\$	346.00	317.17	288.33	259.50	230.67	201.83	173.00	144.17	115.33	86.50	57.67	28.83
34,000	\$	368.00	337.33	306.67	276.00	245.33	214.67	184.00	153.33	122.67	92.00	61.33	30.67
36,000	\$	399.00	365.75	332.50	299.25	266.00	232.75	199.50	166.25	133.00	99.75	66.50	33.25
38,000	\$	438.00	401.50	365.00	328.50	292.00	255.50	219.00	182.50	146.00	109.50	73.00	36.50
40,000	\$	501.00	459.25	417.50	375.75	334.00	292.25	250.50	208.75	167.00	125.25	83.50	41.75
42,000	\$	521.00	477.58	434.17	390.75	347.33	303.92	260.50	217.08	173.67	130.25	86.83	43.42
44,000	\$	532.00	487.67	443.33	399.00	354.67	310.33	266.00	221.67	177.33	133.00	88.67	44.33
46,000	\$	572.00	524.33	476.67	429.00	381.33	333.67	286.00	238.33	190.67	143.00	95.33	47.67
48,000	\$	596.00	546.33	496.67	447.00	397.33	347.67	298.00	248.33	198.67	149.00	99.33	49.67
50,000	\$	647.00	593.08	539.17	485.25	431.33	377.42	323.50	269.58	215.67	161.75	107.83	53.92
52,000	\$	680.00	623.33	566.67	510.00	453.33	396.67	340.00	283.33	226.67	170.00	113.33	56.67
54,000	\$	734.00	672.83	611.67	550.50	489.33	428.17	367.00	305.83	244.67	183.50	122.33	61.17
56,000	\$	775.00	710.42	645.83	581.25	516.67	452.08	387.50	322.92	258.33	193.75	129.17	64.58
58,000	\$	806.00	738.83	671.67	604.50	537.33	470.17	403.00	335.83	268.67	201.50	134.33	67.17
60,000	\$	859.00	787.42	715.83	644.25	572.67	501.08	429.50	357.92	286.33	214.75	143.17	71.58
62,000	\$	921.00	844.25	767.50	690.75	614.00	537.25	460.50	383.75	307.00	230.25	153.50	76.75
64,000	\$	941.00	862.58	784.17	705.75	627.33	548.92	470.50	392.08	313.67	235.25	156.83	78.42
66,000	\$	1,048.00	960.67	873.33	786.00	698.67	611.33	524.00	436.67	349.33	262.00	174.67	87.33
68,000	\$	1,093.00	1,001.92	910.83	819.75	728.67	637.58	546.50	455.42	364.33	273.25	182.17	91.08
70,000	\$	1,177.00	1,078.92	980.83	882.75	784.67	686.58	588.50	490.42	392.33	294.25	196.17	98.08
72,000	\$	1,259.00	1,154.08	1,049.17	944.25	839.33	734.42	629.50	524.58	419.67	314.75	209.83	104.92
74,000	\$	1,368.00	1,254.00	1,140.00	1,026.00	912.00	798.00	684.00	570.00	456.00	342.00	228.00	114.00
76,000	\$	1,478.00	1,354.83	1,231.67	1,108.50	985.33	862.17	739.00	615.83	492.67	369.50	246.33	123.17
78,000	\$	1,614.00	1,479.50	1,345.00	1,210.50	1,076.00	941.50	807.00	672.50	538.00	403.50	269.00	134.50
80,000	\$	1,742.00	1,596.83	1,451.67	1,306.50	1,161.33	1,016.17	871.00	725.83	580.67	435.50	290.33	145.17
82,000	\$	1,863.00	1,707.75	1,552.50	1,397.25	1,242.00	1,086.75	931.50	776.25	621.00	465.75	310.50	155.25
84,000	\$	1,983.00	1,817.75	1,652.50	1,487.25	1,322.00	1,156.75	991.50	826.25	661.00	495.75	330.50	165.25
86,000	\$	2,104.00	1,928.67	1,753.33	1,578.00	1,402.67	1,227.33	1,052.00	876.67	701.33	526.00	350.67	175.33
88,000	\$	2,225.00	2,039.58	1,854.17	1,668.75	1,483.33	1,297.92	1,112.50	927.08	741.67	556.25	370.83	185.42
90,000	\$	2,346.00	2,150.50	1,955.00	1,759.50	1,564.00	1,368.50	1,173.00	977.50	782.00	586.50	391.00	195.50
92,000	\$	2,466.00	2,260.50	2,055.00	1,849.50	1,644.00	1,438.50	1,233.00	1,027.50	822.00	616.50	411.00	205.50
94,000	\$	2,587.00	2,371.42	2,155.83	1,940.25	1,724.67	1,509.08	1,293.50	1,077.92	862.33	646.75	431.17	215.58
96,000	\$	2,708.00	2,482.33	2,256.67	2,031.00	1,805.33	1,579.67	1,354.00	1,128.33	902.67	677.00	451.33	225.67
98,000	\$	2,829.00	2,593.25	2,357.50	2,121.75	1,886.00	1,650.25	1,414.50	1,178.75	943.00	707.25	471.50	235.75
100,000	\$	2,949.00	2,703.25	2,457.50	2,211.75	1,966.00	1,720.25	1,474.50	1,228.75	983.00	737.25	491.50	245.75
102,000	\$	3,070.00	2,814.17	2,558.33	2,302.50	2,046.67	1,790.83	1,535.00	1,279.17	1,023.33	767.50	511.67	255.83
104,000	\$	3,191.00	2,925.08	2,659.17	2,393.25	2,127.33	1,861.42	1,595.50	1,329.58	1,063.67	797.75	531.83	265.92
105,500	\$	3,312.00	3,036.00	2,760.00	2,484.00	2,208.00	1,932.00	1,656.00	1,380.00	1,104.00	828.00	552.00	276.00

State of Washington - License Fees (Combined Gross Weight)

License fee and credit chart for power types TR, TT, DT

Schedule B

GVW or CGVW in pounds		Number of months remaining in registration period (Including month of registration)											
		12	11	10	9	8	7	6	5	4	3	2	1
12,000	\$	79.00	72.42	65.83	59.25	52.67	46.08	39.50	32.92	26.33	19.75	13.17	6.58
14,000	\$	90.00	82.50	75.00	67.50	60.00	52.50	45.00	37.50	30.00	22.50	15.00	7.50
16,000	\$	102.00	93.50	85.00	76.50	68.00	59.50	51.00	42.50	34.00	25.50	17.00	8.50
18,000	\$	154.00	141.17	128.33	115.50	102.67	89.83	77.00	64.17	51.33	38.50	25.67	12.83
20,000	\$	171.00	156.75	142.50	128.25	114.00	99.75	85.50	71.25	57.00	42.75	28.50	14.25
22,000	\$	185.00	169.58	154.17	138.75	123.33	107.92	92.50	77.08	61.67	46.25	30.83	15.42
24,000	\$	200.00	183.33	166.67	150.00	133.33	116.67	100.00	83.33	66.67	50.00	33.33	16.67
26,000	\$	211.00	193.42	175.83	158.25	140.67	123.08	105.50	87.92	70.33	52.75	35.17	17.58
28,000	\$	249.00	228.25	207.50	186.75	166.00	145.25	124.50	103.75	83.00	62.25	41.50	20.75
30,000	\$	287.00	263.08	239.17	215.25	191.33	167.42	143.50	119.58	95.67	71.75	47.83	23.92
32,000	\$	346.00	317.17	288.33	259.50	230.67	201.83	173.00	144.17	115.33	86.50	57.67	28.83
34,000	\$	368.00	337.33	306.67	276.00	245.33	214.67	184.00	153.33	122.67	92.00	61.33	30.67
36,000	\$	399.00	365.75	332.50	299.25	266.00	232.75	199.50	166.25	133.00	99.75	66.50	33.25
38,000	\$	438.00	401.50	365.00	328.50	292.00	255.50	219.00	182.50	146.00	109.50	73.00	36.50
40,000	\$	501.00	459.25	417.50	375.75	334.00	292.25	250.50	208.75	167.00	125.25	83.50	41.75
42,000	\$	611.00	560.08	509.17	458.25	407.33	356.42	305.50	254.58	203.67	152.75	101.83	50.92
44,000	\$	622.00	570.17	518.33	466.50	414.67	362.83	311.00	259.17	207.33	155.50	103.67	51.83
46,000	\$	662.00	606.83	551.67	496.50	441.33	386.17	331.00	275.83	220.67	165.50	110.33	55.17
48,000	\$	686.00	628.83	571.67	514.50	457.33	400.17	343.00	285.83	228.67	171.50	114.33	57.17
50,000	\$	737.00	675.58	614.17	552.75	491.33	429.92	368.50	307.08	245.67	184.25	122.83	61.42
52,000	\$	770.00	705.83	641.67	577.50	513.33	449.17	385.00	320.83	256.67	192.50	128.33	64.17
54,000	\$	824.00	755.33	686.67	618.00	549.33	480.67	412.00	343.33	274.67	206.00	137.33	68.67
56,000	\$	865.00	792.92	720.83	648.75	576.67	504.58	432.50	360.42	288.33	216.25	144.17	72.08
58,000	\$	896.00	821.33	746.67	672.00	597.33	522.67	448.00	373.33	298.67	224.00	149.33	74.67
60,000	\$	949.00	869.92	790.83	711.75	632.67	553.58	474.50	395.42	316.33	237.25	158.17	79.08
62,000	\$	1,011.00	926.75	842.50	758.25	674.00	589.75	505.50	421.25	337.00	252.75	168.50	84.25
64,000	\$	1,031.00	945.08	859.17	773.25	687.33	601.42	515.50	429.58	343.67	257.75	171.83	85.92
66,000	\$	1,138.00	1,043.17	948.33	853.50	758.67	663.83	569.00	474.17	379.33	284.50	189.67	94.83
68,000	\$	1,183.00	1,084.42	985.83	887.25	788.67	690.08	591.50	492.92	394.33	295.75	197.17	98.58
70,000	\$	1,267.00	1,161.42	1,055.83	950.25	844.67	739.08	633.50	527.92	422.33	316.75	211.17	105.58
72,000	\$	1,349.00	1,236.58	1,124.17	1,011.75	899.33	786.92	674.50	562.08	449.67	337.25	224.83	112.42
74,000	\$	1,458.00	1,336.50	1,215.00	1,093.50	972.00	850.50	729.00	607.50	486.00	364.50	243.00	121.50
76,000	\$	1,568.00	1,437.33	1,306.67	1,176.00	1,045.33	914.67	784.00	653.33	522.67	392.00	261.33	130.67
78,000	\$	1,704.00	1,562.00	1,420.00	1,278.00	1,136.00	994.00	852.00	710.00	568.00	426.00	284.00	142.00
80,000	\$	1,832.00	1,679.33	1,526.67	1,374.00	1,221.33	1,068.67	916.00	763.33	610.67	458.00	305.33	152.67
82,000	\$	1,953.00	1,790.25	1,627.50	1,464.75	1,302.00	1,139.25	976.50	813.75	651.00	488.25	325.50	162.75
84,000	\$	2,073.00	1,900.25	1,727.50	1,554.75	1,382.00	1,209.25	1,036.50	863.75	691.00	518.25	345.50	172.75
86,000	\$	2,194.00	2,011.17	1,828.33	1,645.50	1,462.67	1,279.83	1,097.00	914.17	731.33	548.50	365.67	182.83
88,000	\$	2,315.00	2,122.08	1,929.17	1,736.25	1,543.33	1,350.42	1,157.50	964.58	771.67	578.75	385.83	192.92
90,000	\$	2,436.00	2,233.00	2,030.00	1,827.00	1,624.00	1,421.00	1,218.00	1,015.00	812.00	609.00	406.00	203.00
92,000	\$	2,556.00	2,343.00	2,130.00	1,917.00	1,704.00	1,491.00	1,278.00	1,065.00	852.00	639.00	426.00	213.00
94,000	\$	2,677.00	2,453.92	2,230.83	2,007.75	1,784.67	1,561.58	1,338.50	1,115.42	892.33	669.25	446.17	223.08
96,000	\$	2,798.00	2,564.83	2,331.67	2,098.50	1,865.33	1,632.17	1,399.00	1,165.83	932.67	699.50	466.33	233.17
98,000	\$	2,919.00	2,675.75	2,432.50	2,189.25	1,946.00	1,702.75	1,459.50	1,216.25	973.00	729.75	486.50	243.25
100,000	\$	3,039.00	2,785.75	2,532.50	2,279.25	2,026.00	1,772.75	1,519.50	1,266.25	1,013.00	759.75	506.50	253.25
102,000	\$	3,160.00	2,896.67	2,633.33	2,370.00	2,106.67	1,843.33	1,580.00	1,316.67	1,053.33	790.00	526.67	263.33
104,000	\$	3,281.00	3,007.58	2,734.17	2,460.75	2,187.33	1,913.92	1,640.50	1,367.08	1,093.67	820.25	546.83	273.42
105,500	\$	3,402.00	3,118.50	2,835.00	2,551.50	2,268.00	1,984.50	1,701.00	1,417.50	1,134.00	850.50	567.00	283.50

Performance and Registration Information Systems Management (PRISM)

What Is PRISM

PRISM is a cooperative Federal/State safety program designed to identify motor carriers with deficient safety records, and to tie a motor carrier's safety fitness to the ability to register their trucks. PRISM links the Federal Motor Carrier Safety Administration's (FMCSA) safety information with the state's motor vehicle registration process to achieve two purposes:

- To determine the motor carrier's safety fitness prior to issuing a registration plate
- To motivate the unsafe carrier to improve its safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes – the Commercial Vehicle Registration Process (IRP registration) and Enforcement that work in parallel to identify motor carriers and to hold them responsible for the safety of their operations. The performance of unsafe carriers is improved through a comprehensive system of identification, education, awareness, data gathering, safety monitoring and treatment.

Commercial Vehicle Registration Process

The International Registration Plan (IRP) commercial vehicle registration process of the states provides the framework for the PRISM program and serves two vital functions. First, it establishes a system of accountability by ensuring that no vehicle is plated without identifying the carrier responsible for the safety of the vehicle during the registration year. Second, the use of registration sanctions (denial, suspension and revocation) provides a powerful incentive for unsafe carriers to improve their safety performance.

The USDOT number is used to identify both the motor carrier responsible for safety and the individual vehicle registrant (if different). The carrier's safety fitness is checked prior to issuing vehicle registrations. Unfit carriers will be denied the ability to register their vehicles.

Carriers, registrants and owner-operators are given information on safety performance. Concerned carriers can take steps to improve their safety. If an owner-operator or a registrant leases to an unsafe motor carrier, the owner-operator or registrant is notified of the carrier's Motor Carrier Safety Improvement Process (MCSIP) status.

Enforcement

Enforcement is the means by which carrier safety is systematically tracked and improved. The process is designed to improve the safety performance of carriers with demonstrated poor safety performance through accurate identification, performance monitoring and treatment. When a carrier is identified as needing improvement in safety practices, the carrier enters the MCSIP program. Within MCSIP, carriers with potential safety problems are identified and prioritized for on-site reviews using the Motor Carrier Safety Status (SafeStat) program. SafeStat makes maximum use of Accident, Driver, Vehicle and Safety Management data to develop an overall indicator of carrier fitness that is used to prioritize carriers for possible on-site reviews.

PRISM Benefits

- **Accountability.** Accountability means that safety events affecting a PRISM registered vehicle can be more accurately tied back to the responsible motor carrier via their USDOT Number and Vehicle Identification Number (VIN).
- **Performance-based approach to safety management.** The primary means for identifying potentially poor performing carriers is through an accumulation of carrier, vehicle and driver-specific safety events that is then linked to the carrier through the carrier's USDOT number and VIN. Carriers are identified, treated and released from a safety improvement program based upon demonstrated highway performance after safety treatments have been applied.
- **SafeStat.** SafeStat is a data-driven, performance-based tool used to identify potentially high-risk carriers for inclusion in MCSIP. Under SafeStat, a carrier's safety performance is assessed based on all available data from roadside inspections, compliance reviews, accidents, enforcement history, etc. This safety information is updated continuously.

- **Improved productivity.** PRISM has improved the efficiency and effectiveness of Federal and State safety efforts through the efficient allocation of scarce resources; and the use of warning letters as an effective, inexpensive alternative to on-site compliance reviews for carriers with less severe safety problems.
- **Improved data quality.** PRISM has improved the accuracy and timeliness of motor carrier data by development of a procedure for obtaining current census and operational data on interstate motor carriers as part of the state's annual vehicle registration renewal process; by the development of a procedure for using plate numbers as a means to more effectively assign inspection and accident data to the responsible motor carrier; and by the use of automated procedures in the field, such as barcodes, to properly assign safety events to the proper motor carrier.
- **Customer service.** Through the use of the internet, a carrier may obtain a USDOT number online by submitting a completed Motor Carrier Identification Report (MCS-150) to the FMCSA at www.fmcsa.dot.gov. To obtain a blank copy of the MCS-150, contact Computing Technologies, Inc at 1-800-832-5660.

To get more information on PRISM, visit the FMCSA web site at www.fmcsa.dot.gov/factsfigs/prisbro.htm to read the PRISM Brochure.

Frequently asked questions

Is PRISM just another name for a modified IRP process?

No, but the IRP plate renewal process is where it all comes together. It's also the place where PRISM is most likely to directly affect you in terms of paperwork or additional information needed to renew your IRP plate. It ultimately depends on who applies for and renews the plate on your truck. The following examples will briefly explain how PRISM may affect you depending on whether you, or a company to whom you are leased, handles the IRP license plates renewal on your truck.

I am an owner-operator whose trucks are registered by a company to whom they are leased. What am I required to do in this process?

If you are leased to a company that handles the IRP plate renewal on your truck, then PRISM will probably be transparent to you. This is most common if you don't have your own operating authority and don't operate as a motor carrier in your own right. Instead, you simply lease on to a company that handles the license plate renewal process, payment of registration fees, etc.

If this is the case, you won't have to obtain a USDOT number or supply additional paperwork to keep your truck(s) moving. Chances are, you won't hear much about PRISM at all unless the company to whom you are leased starts having safety issues with the FMCSA. If that happens, then DOL will send you a letter stating that the company you have your truck(s) leased to is facing a possible federal shutdown order. If that happens, the plate(s) on your vehicle(s) may be suspended.

What are the requirements for owner-operators who register their own trucks?

Many owner-operators apply for and renew their IRP license plates themselves. As such, the following paperwork and information will be required to renew their IRP plates since Washington has joined the PRISM program.

USDOT number information

First, you will have to provide your USDOT number and your Federal Employer Identification Number (EIN) or Social Security number. If you have your own operating authority, you should already have a USDOT number. If you don't have your own operating authority and have never operated as a motor carrier yourself, chances are you don't have a USDOT number yet. That's because, up until the PRISM program came along, you weren't required to have one.

To get a number, all you have to do is go online to <http://www.safer.fmcsa.dot.gov> and follow the instructions to obtain a "Registrant" number. It's extremely important to understand that this number does not provide you with operating authority and should not, under any circumstances, be marked on the side of your truck(s). This "registrant" USDOT number serves as a record to inform the U.S. DOT and DOL that you exist as somebody who registers commercial motor vehicles. The next thing that you need is the USDOT number and EIN or Social Security number of the motor carrier that will be responsible for the safety of your vehicle(s) during the registration year. If you are leased to a company, and that lease is expected to last for at least 30 or more days, then the company is considered the motor carrier responsible for safety. In other words, the motor carrier responsible for safety is the company that the FMCSA ultimately holds accountable for things like hours-of-service compliance, drug and alcohol testing and vehicle maintenance.

Motor Carrier Identification Report (MCS-150) update information

Under the PRISM program, DOL will work with the FMCSA to ensure that motor carriers keep their company data up to date. This includes things like their business address, number of trucks and drivers, etc. To accomplish this objective, DOL will check the date that the MCS-150 was last updated for every USDOT number on an IRP account. If the last update is over 12 months old at the time of the commencement of the fleet registration, then DOL will require an updated MCS-150 from the company associated with that USDOT number. You can check the last update of the MCS-150 for any USDOT number online at <http://www.safer.fmcsa.dot.gov>. Companies may now update their MCS-150 data electronically online at <http://www.safer.fmcsa.dot.gov>. If the data is updated online, you won't have to come up with a paper form to renew your license plates.

What are the major points of the PRISM program that a motor carrier should remember?

If you are an IRP account holder and register your truck(s) in Washington State, you will be required to supply the following information at IRP renewal time.

- Your USDOT number and the appropriate EIN or Social Security number;
- The USDOT number and EIN or Social Security number of the motor carrier responsible for safety at the time of registration; and
- An updated MCS-150 for every USDOT number on the IRP account if one has not been updated within 12 months of the commencement of fleet registration.

With this information, no truck is registered through the IRP without identifying an entity responsible for safety. And more importantly, the safety status of every truck is checked to make sure the company hasn't been ordered to cease interstate operations by the FMCSA.

If a carrier is issued a "registrant" USDOT number and then decides to get their own operating authority and go out on their own, is the carrier required to obtain a new USDOT number?

No. The carrier would retain the same number, but their status would be changed to motor carrier in the national motor carrier safety database called the Motor Carrier Management Information System (MCMIS). However, the carrier must complete the Form MCS-150A and enter the "New Entrant Program."

Does the New Entrant Program apply to applicants for a "registrant" USDOT number?

No. Registrants are not part of the New Entrant Program as long as they remain a registrant.

Where can I get more information on PRISM?

Visit the FMCSA web site at www.fmcsa.dot.gov/factsfigs/prisbro.htm to read the PRISM Brochure.

Glossary of Terms

Apportioned registration	Registration fees based on the percentage of operation in a jurisdiction.
Apportionable vehicle	<p>Apportionable vehicle” means (except as provided below) any power unit that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:</p> <ul style="list-style-type: none">• has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or• has three or more axles, regardless of weight, or• is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds (11,793.401). <p>A recreational vehicle, a vehicle displaying restricted plates, a bus used in the transportation of chartered parties, or a government owned vehicle is not an Apportionable Vehicle, except that a truck or truck tractor, or the power unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms) or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the plan at the option of the registrant.</p>
Base jurisdiction	For the purpose of fleet registration, a 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 IRP plan section 1602.
Bus (Bs)	A vehicle designed for carrying more than five passengers and used for the transportation of people.
Cab card	A certificate of registration issued by the base jurisdiction. It contains jurisdictions and registered gross weights for the jurisdictions in which the vehicle is registered.
Commercial vehicle	A vehicle for which the principal use is the transportation of commodities, merchandise, produce, freight, animals or passengers for hire.
Credentials	The cab cards and apportioned plates with validation tabs issued for Washington-based proportionally registered vehicles.
Declared combined	The total unladen weight of any combination of vehicles plus the weight of the Gross Weight maximum load to be carried on the combination of vehicles as set by the registrant, for which the registration fees have been paid.
Declared gross weight	The total unladen weight of any combination vehicle, plus the weight of the vehicles maximum load as set by the registrant in the application and for which registration fees have or will be paid. In the case of a bus, auto stage or a passenger-carrying for-hire vehicle with a seating capacity of more than six, the declared gross weight shall be set by multiplying the average load factor of 150 pounds by the number of seats in the vehicles, including the drivers seat. Add this amount to the unladen weight of the vehicle.
Dump truck (DT)	A truck whose contents are unloaded by tilting the truck bed backward with the tailgate open.
Established place of business	This form is used to define the physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant.

Federal heavy vehicle use tax	Tax paid to the federal government by all carriers with vehicles having a gross weight of 55,000 pounds or more. This is used by the federal government to help in the upkeep of interstate highways.
Household Goods Carrier	<p>A moving company handling:</p> <ul style="list-style-type: none"> • Personal effects and property used or to be used in a dwelling. • 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.
In-jurisdiction miles	The total accumulated in a jurisdiction during the preceding year by vehicles of the fleet while they were a part of the fleet. This must include off-road and private road mileage.
International Fuel Tax Agreement (IFTA)	<p>The International Fuel Tax Agreement (IFTA) simplifies the reporting of all fuel taxes (gasoline, diesel, propane, natural gas and gasohol). An IFTA license allows you to file only one tax return to your base jurisdiction and covers miles traveled in all IFTA member jurisdictions. To qualify for an IFTA license, you must:</p> <ul style="list-style-type: none"> • Have a commercial vehicle that exceeds 26,000 lbs gvwt or with three or more axles, regardless of weight. • Be based in Washington. • Operate interstate. <p>Fleet consolidation does not require basing in Washington.</p>
International Registration Plan (IRP)	Registration plan that allows commercial vehicles to comply with registration requirements of more than one jurisdiction and to pay registration fees based on the percentage of operation in those jurisdictions (see Apportioned Registration).
Interstate	Vehicle movement between or through two or more jurisdictions.
Intrastate	Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.
Jurisdiction	A state, country, province, territory, or possession of federal district of a country.
Lessee	A person, firm or corporation which has legal possession and control of a vehicle owned by another under terms of a lease agreement.
Lessor	A person, firm or corporation which, under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another person, firm or corporation.
Log (only) (LG)	Vehicle hauling logs only.
Mobile home toter	See road tractor.
Owner	A person, firm or corporation who holds the legal title to a vehicle.
Owner/Operator	Equipment lessor who leases their vehicle equipment with driver to a carrier.

Prorate	See International Registration Plan (IRP).
Prorate percentage	The percentage used for apportioning fees on vehicles that are prorating.
Registrant	A person, business firm or corporation in whose name a vehicle or fleet of vehicles is registered.
Registration	A document certifying an act of registration.
Registration year	Twelve month period during which the registration credentials are valid.
Reporting period	<p>“Reporting period” means the period of 12 consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought.</p> <p>If the registration year beings on any date in October, November, or December, the reporting period shall be the previous such 12 month period. See page 17 for additional information.</p>
Residence	“Residence” means the status of an applicant or a registrant as a resident of a member jurisdiction.
Road tractor	Every motor vehicle designed without a fifth wheel and is used for pulling other vehicles by use of a ball hitch and constructed to carry part of the weight of a vehicle load (also known as a Mobile Home Toter).
Special Fuel Permit	Travel into Washington may be conducted with the purchase of a three-day Special Fuel Trip permit, unless your Washington fuel license is revoked. These permits can be purchased for \$30 each.
TAP	Temporary Authorization Permits a company can issue to itself.
Total miles	The total number of miles accumulated in all jurisdictions during the preceding mileage experience year by all vehicles of the fleet while they were a part of the fleet. Off-road and private road mileage is to be included. Include Trip Permit mileage also.
Tractor (TR)	A motor vehicle used primarily for drawing other vehicles but not constructed to carry a load other than a part of the weight of the vehicle that is pulled.
Trip Permit	A temporary license issued by a jurisdiction in lieu of reciprocity or full registration. These can be purchased for \$25 each.
Truck (TK)	A motor vehicle designed primarily for the transportation of property.
Truck tractor (TT)	A vehicle designed and used primarily for pulling other vehicles but constructed to carry a load in addition to part of the vehicle’s weight and load (i.e. Dromedary).
Unladen weight	The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped or normal use on the highway. This does not include the weight of the load to be carried.
Vehicle Safety Inspection Fee (VSIF)	A fee charge by the Washington State Patrol for inspections.
Weight Groups	Groupings of vehicles that are running with the same gross or combined gross weights within the same jurisdictions.

Addresses and Telephone Numbers for Prorate/IRP Jurisdictions

Alabama - AL
Dept. of Revenue
Motor Vehicle Division
International Registration
PO Box 327620
Montgomery, AL 36132-7620
Telephone: (334) 242-2999
Fax: (334) 353-8698

Alaska - AK
Records and Licensing
Division of Motor Vehicles
3300 Fairbanks St Suite B
Anchorage, AK 99503
Telephone: (907) 269-5559

Alberta - AB
Alberta Transportation
1st Floor
803 Manning Road NE
Prorate Services
Calgary, AB, Canada T2E 7M8
Telephone: (403) 297-2920
Fax: (403) 297-2917

Arizona - AZ
Dept. of Transportation
Motor Vehicle Division
1801 W. Jefferson Street
Mail Drop 527M
Phoenix, AZ 85007
Telephone: (602) 712-6775
Fax: (602) 712-7869

Arkansas - AR
Office of Motor Vehicles
IRP Unit
1900 West 7th, Room 1010
Little Rock, AR 72201
Telephone: (501) 682-4653
Fax: (501) 682-4615

British Columbia - BC
Insurance Corporation
of British Columbia
PO Box 7500 Station Terminal
Vancouver BC V6B 5R9
Telephone: (604) 443-4450
Fax: (604) 443-4451

California - CA
Dept. of Motor Vehicles
PO Box 932320
MS H160
Sacramento, CA 94232-3200
Telephone: (916) 657-7971
Fax: (916) 657-6628

Colorado - CO
Department of Revenue
Motor Carrier Services Division
IRP Section
1881 Pierce Street, Room 114
Lakewood, CO 80214
Telephone: (303) 205-5602
Fax: (303) 205-5981

Connecticut - CT
Department of Motor Vehicles
IRP/SSRS
60 State Street, Room 260
Wethersfield, CT 06161-1010
Telephone: (860) 263-5281
Fax: (860) 263-5582

Delaware - DE
Delaware Motor Fuel Tax
Admin.
IRP Unit
P.O. Drawer 7065
Dover, DE 19903-7065
Telephone: (302) 744-2701
Fax: (302) 739-6299

District of Columbia - DC
Department of Motor Vehicles
IRP Office
Brentwood Service Center
Washington, D.C. 20018
Telephone: (202) 576-8275
Fax: (202) 727-5017

Florida - FL
Florida Division of Motor
Vehicles
Neil Kirkman Building
2900 Apalachee Parkway
Tallahassee, FL 32399
Telephone: (850) 488-6921

Georgia - GA
Department of Revenue
Motor Vehicle Division
IRP Section
1200 Tradeport Boulevard
Hapenville, GA 30354
Telephone: (404) 968-3800

Idaho - ID
Transportation Department
Division of Motor Vehicles
PO Box 7129
Boise, ID 83707
Telephone: (208) 334-8611
Fax: (208) 334-2006
onestop@itd.state.id.us

Illinois - IL
Illinois Vehicle Services Dept.
Commercial & Farm Truck
Division
501 S 2nd St.
Room 300, Howlett Building
Springfield, IL 62756
Telephone: (217) 785-1800
Fax: (217) 524-0123

Indiana - IN
IRP Section
Motor Carrier Services Div.
Indiana Dept. of Revenue
5252 Decatur Blvd. Suite R
Indianapolis, IN 46016
Telephone: (317) 615-7340
Fax: (317) 821-2335

Iowa - IA
Motor Vehicle Division
Office of Motor Carrier Services
P.O. Box 10382
Des Moines, IA 50306-0382
Telephone: (515) 237-3268

Kansas - KS
Kansas Division of Motor
Vehicles
Motor Carriers Services Bureau
Robert B. Docking Office Bldg.,
1st Floor
Topeka, KS 66626-0001
Telephone: (785) 271-3145
Fax: (785) 271-3283

Kentucky - KY
Transportation Cabinet
IRP Section, Box 2323
Frankfort, KY 40602-2323
Telephone: (502) 564-4120
Fax: (502) 564-4138

Louisiana - LA
Louisiana Office of Motor
Vehicles
IRP Unit
7979 Independence Blvd
Rm #101
Baton Rouge, LA 70806
Telephone: (225) 925-6270
Fax: (225) 925-3976

Maine - ME
Bureau of Motor Vehicle
29 State House Station
Augusta, ME 04333-0029
Telephone: (207) 624-9000
Ext. 52135
Fax: (207) 624-9086

Manitoba - MB
Manitoba Public Insurance
Corporation Commercial Vehicle
Registration
100-234 Donald Street, Box 6300
Winnipeg, MB R3C 4A4
Telephone: (204) 985-7775
Fax: (204) 953-4998

Maryland - MD
Motor Vehicle Administration
6601 Ritchie Hwy NE
Glen Burnie, MD 21062
Telephone: (410) 424-3014
Fax: (410) 768-7163

Massachusetts - MA
Registry of Motor Vehicles
IRP Section
25 Newport Ave Ext
Quincy, MA 02171
Telephone: (617) 351-9320
Fax: (617) 351-9399

Michigan - MI
Department of State
Secondary Complex
7064 Crouner Dr.
Lansing, MI 48918-9915
Telephone: (517) 322-1097
Fax: (517) 322-1058

Minnesota - MN
Minnesota Driver and Vehicle
Services Division
445 Minnesota St Ste 188
St. Paul, MN 55101
Telephone: (651) 205-4141
Fax: (651) 215-0027

Mississippi - MS
State Tax Commission
P.O. Box 1140
Jackson, MS 39215
Telephone: (601) 923-7100
Fax: (601) 923-7133

Missouri - MO
Department of Transportation
Motor Carrier Services
P.O. Box 893
Jefferson City, MO 65102-0893
Telephone: (573) 751-6433
Fax: (573) 751-0916

Montana - MT
Dept of Transportation
Motor Carrier Services Div.
P.O. Box 4639
Helena, MT 59620
Telephone: (406) 444-6130
Fax: (406) 444-7670

Nebraska - NE
Dept. of Motor Vehicle
Motor Carrier Services
P.O. Box 94729
Lincoln, NE 68509-4729
Telephone: (402) 471-4435
Fax: (402) 471-4024

Nevada - NV
Dept. of Motor Vehicles
Motor Carrier Division
555 Wright Way
Carson City, NV 89711
Telephone: (775) 684-4711
Fax: (775) 684-4619

Newfoundland and Labrador -
NL
IRP Office
P.O. Box 8710
St. John's NL A1B 4J5
Canada
Telephone: (709) 729-4921
Fax: (709) 729-0102

New Brunswick - NB
Department of Public Safety
364 Argyle Street, 3rd Floor
Fredericton NB E3b 1T9
Telephone: (506) 453-2407
Fax: (506) 444-5950

New Hampshire - NH
Department of Safety
International Registration Plan
23 Hazen Drive
Concord, NH 03305
Telephone: (603) 271-2196
Fax: (603) 271-1189

New Jersey - NJ
Motor Vehicle Commission
Motor Carrier Services, IRP
Section
225 E. State St. P.O. 178
Trenton, NJ 08666-0178
Telephone: (609) 633-9399
Fax: (609) 633-9394

New Mexico - NM
Taxation & Revenue Dept.
Motor Vehicle Division
P.O. Box 5188
Santa Fe, NM 87502
Telephone: (505) 476-1551
Fax: (505) 476-1570

New York - NY
Dept. of Motor Vehicles
International Registration
Bureau
P.O. Box 2850 - ESP
Albany, NY 12220-0850
Telephone: (518) 473-5834

North Carolina - NC
Division of Motor Vehicles
International Registration Plan
Section
1425 Rock Quarry Road
Suite 100
Raleigh, NC 27610
Telephone: (919) 861-3720
Fax: (919) 715-9129

North Dakota - ND
Dept. of Transportation
Motor Vehicle Division
608 E. Boulevard Ave.
Bismark, ND 58505-0780
Telephone: (701) 328-2725
Fax: (701) 328-3500

Nova Scotia - NS
Department of Business &
Consumer Service
1505 Barrington St.
9th Floor, Merritme Center
Halifax, NA B3J 3P7
Telephone: (902) 424-3912
Fax: (902) 424-2633

Ohio - OH
Bureau of Motor Vehicles
P.O. Box 16520
Columbus, OH 43216-6520
Telephone: (614) 752-7587
Fax: (614) 752-7972

Oklahoma - OK
Corporation Commission
Transportation Division
2101 Lincoln Boulevard
Oklahoma City, OK 73105
Telephone: (405) 521-3036
Fax: (405) 525-2906

Ontario - ON
Ministry of Transportation
Project & Change, Mgmt Branch
1201 Wilson Ave
Building C, Rm. 143
Downsview, ON M3M 1J8
Telephone: (416) 235-3923
Fax: (416) 235-3924

Oregon - OR
Motor Carrier Transportation
Branch
550 Capitol Street, N.E.
Salem, OR 97301-2530
Telephone: (503) 378-6699
Fax: (503) 378-5765

Pennsylvania - PA
Commercial Registration
1101 S. Front St.
1st Floor
Harrisburg, PA 17104
Telephone: (717) 346-0608
Fax: (717) 783-6349

Prince Edward Island - PE
Prince Edward Island
Transportation & Infrastructure
Renewal, Highway Safety
Division
33 Riverside Drive
PO Box 2000
Charlottetown, PE C1a7N8
Telephone: (902) 368-5202
Fax: (902) 368-6269

Quebec - QC
Societe de L'assurance
Automobile du Quebec
333 boul. Jean Lesage
Local C-3-13 CP19600
Quebec City (Quebec)
Canada G1k 8J6
Telephone: (418) 528-4343
Fax: (418) 643-4624

Rhode Island - RI
Division of Motor Vehicles
IRP Services Section
45 Park Place
Pawtucket, RI 02860
Telephone: (401) 728-6692
Fax: (401) 728-6963

Saskatchewan - SK
Government Insurance
2260 11th Avenue
Regina, SK S4P 2N7
Telephone: (306) 751-1200
Fax: (306) 359-0867

South Carolina - SC
Dept. of Motor Vehicles
PO Box 1498
Blythewood, SC 29016
Telephone: (803) 896-3870
Fax: (803) 896-2698

South Dakota - SD
South Dakota Division of Motor
Vehicles, SD DRR - Sioux Falls
300 S Sycamore, Ste 102
Sioux Falls, SD 57110
Telephone: (605) 773-3314
Fax: (605) 773-8416

Tennessee - TN
Tennessee Department of
Revenue
301 Plus Park Blvd.
Nashville, TN 37217
Telephone: (615) 399-4265
Fax: (615) 361-5924

Texas - TX
Dept. of Transportation
Vehicle Titles & Registration
Texas DOT
4000 Jackson Ave.
Austin, TX 78731
Telephone: (512) 465-7570
Fax: (512) 467-5909

Utah - UT
State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134
Telephone: (801) 297-6800
(888) 251-9555 toll free
Fax: (801) 297-6899

Vermont - VT
Vermont Department of Motor
Vehicles
National Life Building
Drawer 33
Montpelier, VT 05603-0001
Telephone: (802) 828-2071
Fax: (802) 828-3577

Virginia - VA
Dept. of Motor Vehicles
2300 West Broad Street
P.O. Box 27412
Richmond, VA 23269-0001
Telephone: (866) 878-2582
Fax: (804) 367-1073

Washington - WA
Dept. of Licensing
Prorate/Fuel Tax Services
P.O. Box 9048
Olympia, WA 98507-9048
Telephone: (360) 664-1858
Fax: (360) 790-7829

West Virginia - WV
Division of Motor Vehicles
1800 Kanawha Boulevard, East
Bldg. 3, Room 138
Charleston, WV 25317
Telephone: (304) 558-3629
Fax: (304) 558-3735

Wisconsin - WI
Wisconsin Department of
Transportation - IRP
PO Box 7911
Madison, WI 53707-7911
Telephone: (608) 266-9900
Fax: (608) 267-0220

Wyoming - WY
Dept. of Transportation
Motor Vehicle Services
5300 Bishop Boulevard
Cheyenne, WY 82009-3340
Telephone: (307) 777-4829
Fax: (307) 777-4772

Additional DOL Numbers

IFTA Licenses
Fuel Tax Section
PO Box 9228
Olympia, WA 98507-9228
Telephone: (360) 664-1868
Fax: (360) 570-7839 or
(360) 586-9729

Fuel Tax Refunds Unit
Fuel Tax Section
PO Box 9228
Olympia, WA 98507-9228
Telephone: (360) 664-1838
Fax: (360) 664-8468 or
(360) 570-7843

Special Fuel Dealer, Aircraft
and Motor Fuel Distributor
Licenses
Fuel Tax Section
PO Box 9228
Olympia, WA 98507-9228
Telephone: (360) 664-1852
Fax: (360) 570-7842

Motor Carrier Financial Unit
Prorate and Fuel Tax Services
PO Box 9036
Olympia, WA 98507-9036
Telephone: (360) 664-1875
Fax: (360) 586-9729

Titling, 30-60-90 Day Permits
Dept of Licensing
Vehicle License Counter
1125 Washington St
Olympia, WA 98501
Telephone: (360) 902-3770

or contact your County Auditor
or local licensing agent

Additional Commercial Vehicle Related Agencies

Over-Dimension and
Overweight Permits
WSDOT
Motor Carrier Services
Commercial Vehicle Services
7345 Linderson Way SW
PO Box 47367
Olympia, WA 98504-7367
www.wsdot.wa.gov
Telephone: (360) 704-6340
Fax: (360) 704-6350

Declaration of Use Tax
Dept. of Revenue
www.dor.wa.gov
Telephone: (360) 705-6676
(Toll free) (800) 647-7706

Federal Heavy Vehicle Use Tax
Information
www.irs.ustreas.gov
Telephone: (Toll Free)
(866) 699-4096

Corporations
Secretary of State
Dolliver Building
801 Capital Way South
Olympia, WA
www.corpsd.secstate.wa.gov
Telephone: (360) 725-0377

Commercial Vehicle Equipment
and Inspections
Washington State Patrol
Equipment Standards & Review
www.wsp.wa.gov
Telephone: (360) 596-3800

US DOT Number/MCS-150
US Dept of Transportation
Federal Motor Carrier Safety
Admin.
www.fmcsa.dot.gov
Telephone: (360) 753-9875
(Toll free) (800) 832-5660

Additional Information from IRP, Inc.

Article IV – Fees

400 Calculation of apportionable fees

The Apportionable Fees for a Fleet in a Member Jurisdiction for which registration is sought shall be calculated by multiplying the apportionment percentage calculated for the Member Jurisdiction pursuant to Section 405 or 415 by the total Apportionable Fees required under the law of the Member Jurisdiction for full registration of the Vehicles in the Fleet for the Registration Year, or the unexpired portion of the Registration Year, as the case may be.

Historical notes

Adopted: Ballot FT-333, effective July 1, 2008. Amended:

Related Provisions, 2006 Plan: Sections 300,400.

Related DRC Action, 2006 Plan: Dispute Resolution Committee Decision 96.6 — October 7, 1996.

405 Calculation of apportionment percentage

The following method is to be used to calculate the apportionment percentage with respect to a Fleet for each Member Jurisdiction in which apportioned registration is sought.

- (a) For a Member Jurisdiction in which the Fleet (1) accrued distance during the Reporting Period, or (2) has never been apportioned and did not accrue distance during the Reporting Period:
 - (i) determine the total actual distance operated during the Reporting Period in all Member Jurisdictions where Fleet Vehicles were apportioned during the Reporting Period and where the Registrant desires to renew apportioned registration;
 - (ii) estimate the Total Distance to be operated by the Fleet during the Registration Year in all Member Jurisdictions where Fleet Vehicles were neither previously apportioned nor accrued actual distance during the Reporting Period, but in which the Registrant desires apportioned registration; and
 - (iii) add the amount determined in clause (i) to the amount determined in clause (ii). The apportionment percentage for each such Member Jurisdiction is the distance attributed to that Member Jurisdiction divided by the amount determined in clause (iii) of this subsection (calculated to 6 decimal places and rounded to 5 decimal places), times 100.
- (b) For a Member Jurisdiction in which the Fleet did not accrue distance during the Reporting Period but in which it has previously been apportioned:
 - (i) estimate the Total Distance to be operated during the Registration Year in all such Member Jurisdictions; and
 - (ii) add this amount to the amount determined in clause (iii) of subsection (a). The apportionment percentage for each Member Jurisdiction is the Estimated Distance attributed to that Member Jurisdiction divided by the amount determined in clause (ii) of this subsection (calculated to 6 decimal places and rounded to 5 decimal places), times 100.
- (c) For purposes of subsection (a), a Fleet shall be considered never to have been apportioned in a Member Jurisdiction if the Registrant has neither (i) owned or Leased Apportioned Vehicles during the 18 months prior to the date of its application for apportioned registration, nor (ii) accrued actual distance by operating Apportioned Vehicles in any Member Jurisdiction during the Reporting Period.
- (d) If a Fleet was apportioned in a Member Jurisdiction for no more than the last 90 calendar days of the Reporting Period, the Fleet's apportionment percentage for that Member Jurisdiction may, at the option of the Registrant, be calculated under subsection (a) if, with respect to that Member Jurisdiction, the Fleet otherwise meets the qualifications of subsections (a) and (c).

Official Commentary

Although basically the apportionment percentage for a Member Jurisdiction is the ratio of the distance operated or estimated to be operated by the Fleet in the Member Jurisdiction, complexity is added to the determination of this ratio by the necessity of calculating fees that are based on a second-year estimate at over 100%.

It is clear from these instructions that distance operated by a Fleet in a Jurisdiction for which the Registrant is not applying for renewal registration is not to be included in the denominator used to determine the Registrant's apportionment percentages as shown in the following example:

Member jurisdiction	Actual/Estimate	Request registration?	Distance	Percentage
A	Actual	Yes	24,680	64.508%
B	Actual	Yes	13,579	35.492%
C	Actual	No	36,925	N/A
Total (Do not include membership jurisdiction C)			38,259	100%

Examples for Subsection (a):

- (i) determine the total actual distance

Member jurisdiction	Actual/Estimate	Request registration?	Distance
A	Actual	Yes	24,680
B	Actual	Yes	13,579
C	Actual	Yes	36,925
Total			75,184

- (ii) Determine the total first-year estimates

Member jurisdiction	Actual/Estimate	Request registration?	Distance
D	Estimate	Yes	4,000
E	Estimate	Yes	2,000
Total			6,000

- (iii) – Add (i) and (ii)

Total from clause (i), subsection (a)	75,184
Total from clause (ii), subsection (a)	6,000
Total distance	81,184

Calculation of percentage

Member jurisdiction	Actual/Estimate	Request registration	Distance	Percentage
A	Actual	Yes	24,680	30.400%
B	Actual	Yes	13,579	16.726%
C	Actual	Yes	36,925	45.483%
D	Estimate	Yes	4,000	04.927%
E	Estimate	Yes	2,000	02.464%
Total			81,184	100%

Examples for Subsection (b)

- (i) Determine the total second and subsequent-year estimates

Member jurisdiction	Actual/Estimate	Request registration?	Distance
F	Estimate	Yes	3,000
G	Estimate	Yes	4,000
Total			7,000

- (ii) Add to the total from Subsection (a) (iii)

Total from clause (iii), subsection (a)	81,184
Total from clause (i), subsection (b)	7,000
Total distance	88,184

Calculation of percentages for Subsection (b)(i)

Member jurisdiction	Actual/Estimate	Request registration	Distance	Percentage
A	Actual	Yes	24,680	30.400%
B	Actual	Yes	13,579	16.726%
C	Actual	Yes	36,925	45.483%
D	1st year estimate	Yes	4,000	04.927%
E	1st year estimate	Yes	2,000	02.464%
Actual and estimate subtotal			81,184	100%
F	2nd year estimate	Yes	3,000	03.402%
G	2nd year estimate	Yes	4,000	04.536%
Total			88,184	107.938%

Examples for Subsection (c)

Today is January 1, 2010. Registrant X is requesting IRP registration. Registrant X had an IRP Fleet in the Member Jurisdiction that expired December 31, 2007. The Registrant had an in-state contract for the past two years and is fully licensed. You are able to confirm this via the DOL ONLINE registration database or by viewing the expired registrations for 2008 and 2009. The Registrant is eligible to register under subsection (a).

Today is January 1, 2010. Registrant Y is requesting IRP registration. Registrant Y had an IRP Fleet in the Member Jurisdiction that expired December 31, 2008. The Registrant was in a different line of work for the past year but has now decided to return to trucking. The Registrant must register under subsection (b).

Examples for Subsection (d)

The Base Jurisdiction has calendar year registrations. Registrant Z began IRP operations as a new Registrant June 5, 2009, using all Estimated Distance. For the 2010 renewal, effective January 1, 2010, Registrant Z is required to use actual distances for the July 1, 2008 through June 30, 2009 Reporting Period. Registrant Z only had 25 days of operation during the Reporting Period, therefore the apportionment percentages may be calculated under subsection (a).

The Base Jurisdiction has calendar year registrations. Registrant XYZ began IRP operations as a new Registrant March 15, 2009, using all Estimated Distance. For the 2010 renewal, effective January 1, 2010, Registrant XYZ is required to use actual distances for the July 1, 2008 through June 30, 2009 Reporting Period. Registrant XYZ had 108 days of operation during the Reporting Period, therefore the apportionment percentages must be calculated under subsection (b).

Historical notes

Adopted: Ballot FT-333, effective July 1, 2008. Amended:

410 No minimum registration fee; Collection of other fees permitted

- (a) No Member Jurisdiction shall require any minimum registration fee for an Apportionable Vehicle.
- (b) A Base Jurisdiction may by law require payment of additional fees for each Apportioned Vehicle, such as for issuing Credentials or filing an application for apportioned registration.

Official commentary

The intent of this section is to prohibit a member of the Plan from imposing any minimum registration fee on an Apportionable Vehicle, apart from the exception noted with respect to the Base Jurisdiction.

Historical notes

Adopted: Ballot FT-333, effective July 1, 2008. Amended:
Related Provisions, 2006 Plan: Section 304, 500.

415 Additional jurisdictions

- (a) A Registrant may, after the beginning of the Registration Year, add one or more Member Jurisdictions to those in which its Fleet is apportioned.
- (b) If the Fleet accrued actual distance in an added Member Jurisdiction during the Reporting Period, this amount must be used in calculating the apportioned fee for the Member Jurisdiction, and an estimate of distance may not be used. If the Fleet did not accrue actual distance during the Reporting Period in the Member Jurisdiction being added, an estimate representing annual distance to be traveled in the Member Jurisdiction shall be used.
- (c) The apportionment percentage for a Member Jurisdiction to be added shall be:
 - (i) the actual distance or estimate determined for the Member Jurisdiction in subsection (b) divided by,
 - (ii) the sum of: the denominator determined under Section 405 for the apportionment percentages of the Registrant at the time of its initial application for apportioned registration for the Registration Year, plus the actual distance or estimate determined for the Member Jurisdiction in subsection (b), plus the sum of the actual distance or estimates for any other Member Jurisdiction or Member Jurisdictions added to its registration by the Registrant since the beginning of the Registration Year,
 - (iii) with the quotient carried to six and rounded to five decimal places and multiplied by 100.
- (d) The apportioned fee for the added Member Jurisdiction shall then be calculated according to Section 400.
- (e) In no event shall the calculation of an apportioned fee for a Member Jurisdiction added to a registration during the Registration Year alter the apportionment percentages previously determined for any other Member Jurisdiction for the year.

Official commentary

Example 1:

Registrant XYZ is currently registered for Member Jurisdictions A and B. After the start of the registration year, the Registrant needs to add Member Jurisdiction C. The Registrant had actual distance during the Reporting Period for Member Jurisdiction C but initially chose to not register.

The actual distance must be used when adding Member Jurisdiction C.

Initial calculation

Member jurisdiction	Actual/ Estimate	Request registration	Distance	Percentage
A	Actual	Yes	24,680	64.508%
B	Actual	Yes	13,579	35.492%
C	Actual	No	36,925	
Total (not including member jurisdiction C)			38,259	100%

Calculation when member jurisdiction C is added

Member jurisdiction	Actual/ Estimate	Request registration	Distance	Percentage
A	Actual	Yes	24,680	64.508%
B	Actual	Yes	13,579	35.492%
C	Actual	Yes	36,925	49.113%
Total			75,184	149.113%

Example 2:

Registrant XYZ is currently registered for Member Jurisdictions A and B. After the start of the Registration Year, the Registrant needs to add Member Jurisdiction C. The Registrant has never operated there and will use an estimate.

Initial Calculation

Member jurisdiction	Actual/ Estimate	Request registration	Distance	Percentage
A	Actual	Yes	24,680	64.508%
B	Actual	Yes	13,579	35.492%
Total			38,259	100%

Calculation when member jurisdiction C is added

Member jurisdiction	Actual/ Estimate	Request registration	Distance	Percentage
A	Actual	Yes	24,680	64.508%
B	Actual	Yes	13,579	35.492%
C	Estimate	Yes	36,925	49.113%
Total			75,184	149.113%

The percentages for Member Jurisdictions A and B for both examples must remain exactly as established in the initial calculations.

Historical notes

Adopted: Ballot FT-333, effective July 1, 2008. Amended:

Related Provisions, 2006 Plan: Section 400.

420 New fleets

- (a) The establishment of a new Fleet by an Applicant does not in itself qualify the Applicant to have the apportioned fees for the new Fleet calculated using Estimated Distance. An Applicant may not estimate distance when the new Fleet is composed entirely or primarily of Vehicles which the Applicant operated or over which the Applicant exercised control during the Reporting Period and these vehicles accrued actual distance in the Member Jurisdictions for which the Applicant seeks apportioned registration.
- (b) When a Vehicle that has been (i) operated under long-term Lease that includes the Vehicle driver and (ii) registered as part of a Fleet of Apportioned Vehicles is sought to be registered under the Plan as a Fleet of a single Vehicle, the actual distance accrued by the Vehicle during the Reporting Period shall be used to calculate the Apportionable Fees of the Fleet, but only if the operation will reflect the operation under the long term Lease.

Official Commentary

Subsection (b) governs the registration of a Vehicle that has been leased with its driver as a part of a Fleet registered under the Plan and now is intended to be registered in the driver's name but whose operation will remain the same. In calculating the Apportionable Fees that apply to such a Vehicle, the actual distance traveled by the Vehicle during the Reporting Period is to be used. The Applicant is not to be permitted to estimate distance in these circumstances.

Example 1

- 123 Trucking company operated a Fleet of Vehicles during the Reporting Period based in Jurisdiction A with distance accrued in Jurisdictions A, B, C, and D.
- The company relocated to Jurisdiction B closing all their operations and locations in Jurisdiction A. It moved two of the existing Vehicles and purchased an additional two.
- Meeting the definition of Established Place of Business in Jurisdiction B, 123 Trucking company applies for IRP registration with Jurisdiction B as their Base Jurisdiction but is not permitted to estimate. It must use their actual distance operated during the Reporting Period while registered in Jurisdiction A's fleet.

The following chart illustrates the distance which must be used in the original application to Jurisdiction B:

Jurisdiction	Distance operated by the fleet with base jurisdiction A	Distance submitted on the new fleet based in jurisdiction B	Distance percent
A	3,000	3,000	60.000%
B	500	500	10.000%
C	1,000	1,000	20.000%
D	500	500	10.000%
Total	5,000	5,000	100%

Example 2

Vehicle operator ABC leased Vehicle unit number 123 to the DMB Trucking Company during the Reporting Period, which provided the IRP registration in its name with Jurisdiction F as the Base Jurisdiction.

ABC has now decided to register in its own name. It will be running under DMB Trucking's authority and the operation will be the same.

Based on Section 305, ABC qualifies in Jurisdiction G to register. ABC is not allowed to estimate for the new Jurisdiction G Fleet but must use the actual distance operated during the Reporting Period while registered with DMB Trucking Company.

The following chart illustrates the distance which must be used in the original application to Jurisdiction G:

Jurisdiction	Distance unit 123 operated with DBM Trucking	Percentage
F	1,000	20.000%
G	2,000	40.000%
H	500	10.000%
I	1,500	30.000%
Total	5,000	100%

The DMB trucking company must also report this distance as part of its Fleet renewal schedule for Jurisdiction F.

In the second example, we have the same situation with the additional information that ABC wishes to add an additional Jurisdiction:

Vehicle operator ABC leased Vehicle 123 to the DMB Trucking Company during the Reporting Period, which provided the IRP registration in its name with Jurisdiction F as the Base Jurisdiction.

ABC has now decided to register in its own name and operate in the same Jurisdictions that it did with DMB Trucking

Based on Section 305, ABC qualifies in Jurisdiction G to register. ABC is not allowed to estimate for the new Jurisdiction G Fleet but must use the actual distance operated while registered with DMB Trucking Company. However, ABC wishes to add a new Jurisdiction J in which it had never previously operated or apportioned and may use Estimate Distance within the calculation.

Jurisdiction	Distance operated with DBM Trucking	Percentage
F	1,000	16.667%
G	2,000	33.333%
H	500	8.333%
I	1,500	25.000%
J	1,000 Estimated	16.667%
Total	6,000	100%

Historical notes

Adopted: Ballot FT-333, effective July 1, 2008. Amended:

425 Additional vehicles

- (a) A Registrant may add Vehicles to its Fleet after the beginning of the Registration Year. The apportioned fees for such added vehicles shall be calculated according to the apportionment percentages reported in the Registrant's initial application for the registration of its Fleet for the year, subject to such adjustments as may have been necessary since registration was issued to the Fleet.
- (b) The apportioned fees for Vehicles added to a Fleet during the Registration Year shall be determined according to the requirements of each Member Jurisdiction for which registration is sought. Unless a Member Jurisdiction for which registration is sought imposes a different requirement, the Base Jurisdiction shall calculate the Apportionable Fees from the first day of the month in which the Vehicles are added to the Fleet.
- (c) If a reallocation of Vehicles by a Registrant is described in Section 430, the registration of the Vehicles in the resulting Fleet shall be governed by Section 430 rather than by this Section 425.

Historical notes

Adopted: Ballot FT-333, effective July 1, 2008. Amended:
Related Provisions, 2006 Plan: Sections 600, 602.

430 Fleet consolidation

A Registrant may combine two or more existing Fleets of its Apportioned Vehicles. In such a situation, the Apportionable Fees of the Vehicles in the resulting Fleet shall be determined according to the actual distances accrued in the Reporting Period by all the Vehicles in the resulting Fleet.

Historical notes

Adopted: Ballot FT-333, effective July 1, 2008. Amended:

435 Refunds and credits

If an Apportioned Vehicle is withdrawn from a Fleet during a Registration Year, the amount of the Apportionable Fee for the Vehicle for the remainder of the Registration Year shall be available for transfer to the registration of a replacement Vehicle in the Fleet or subject to the law of each Member Jurisdiction, may be credited or refunded to the Registrant.

Official commentary

The intent of this Section is to leave the availability to a Registrant of a credit or refund of Apportionable Fees paid to an individual Member Jurisdiction up to the law of that Jurisdiction. “Withdraw” includes destruction, sale, or other complete removal from a Registrant’s Fleet.

Historical notes

Adopted: Ballot FT-333, effective July 1, 2008. Amended:
Related Provisions, 2006 Plan: Section 700.

440 Credit for replacement vehicles

- (a) The Base Jurisdiction may require a Registrant to notify the Base Jurisdiction when the Registrant withdraws an Apportioned Vehicle from its Fleet during the Registration Year.
- (b) Each Member Jurisdiction shall allow a Registrant to transfer the registration of a Vehicle withdrawn from a Fleet to a replacement Vehicle in accordance with each Member Jurisdiction’s transfer requirements. Additional Apportionable Fees resulting from an increase in gross weight or other factors, if any, shall be calculated as determined in accordance with the law of the Member Jurisdiction.

Official commentary

There is no implication that an additional fee will necessarily be due upon the transfer of a registration; that is a matter for Jurisdiction law.

Historical notes

Adopted: Ballot FT-333, effective July 1, 2008. Amended:
Related Provisions, 2006 Plan: Section 702.

445 Foreign exchange

When the Base Jurisdiction bills a Registrant for an apportioned fee to cover registration in a Member Jurisdiction that has an official currency different from that of the Base Jurisdiction, the Base Jurisdiction shall either determine the amount to be billed according to the prevailing exchange rate, which shall be, for each month, the index rate set by the U.S. Federal Reserve Board at 12:01 p.m., Eastern Time, on the third Monday of the preceding month; or it shall bill in the units of currency of the other Member Jurisdiction.

Historical notes

Adopted: Ballot FT-333, effective July 1, 2008. Amended:
Related Provisions, 2006 Plan: Section 408.

Index

Addresses and Telephone Numbers	35
Applications	
faxed, receive priority	7
fleet numbers	7
types of transactions	7
what must be completed	7
estimated mileage requirements	12
Apportioned Registration	
what is	3
who is eligible	3
Cab Cards	20
Federal Heavy Vehicle Use Tax	18
Gas	19
Glossary	31
IRP	
jurisdictional registration information	23
members of	3
what is	3
Name Changes	19
New Accounts	
temporary operating authority	6
what do I have to send in	6
Payments	
company check	19
partial payments	19
PRISM Requirements	28
Record Keeping	19
Renewals	
change registration month	17
changes on	16
keep a copy	16
mileage reporting periods	17
non-enforcement period	17
processed	17
registration period	16
vehicles not listed	16
schedule of Vehicle Registration Fees	17
Trip Permits	21
Unladen Weight Permit	19