

International Registration Plan

Carrier Manual



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1 What is IRP?

Members of IRP

IRP stands for International Registration Plan, a cooperative agreement for registering vehicles travelling into two or more member jurisdictions. The IRP provides for payment of registration fees based on fleet distances operated. The unique feature of the IRP is that although registration fees are paid to the various jurisdictions in which fleet vehicles are operated, only one (1) set of licence plates and one (1) cab card is issued for each fleet vehicle.

The following jurisdictions are IRP members:

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

* Denotes Canadian Province

NB: Mexico, Alaska, the Yukon, the Northwest Territories and Nunavut are the only continental North American jurisdictions that are not members of IRP

How IRP Works

Under IRP, inter-jurisdictional carriers must file application(s) with the jurisdiction in which they are based. The base jurisdiction then issues one permit, cab card and a set of apportioned plates per vehicle. The plates are embossed with the letters “PRP” (which stands for Pro Rate Plate) down the left hand side. These apportioned plates, permit, and the cab card are the registration credentials you need to operate on an inter-jurisdictional basis in member jurisdictions. Intra-jurisdictional operations are permitted in Canadian jurisdictions using an IRP cab card, but US jurisdictions may require that the carrier meet other requirements of the jurisdiction. A cab card lists the weights you have requested for each jurisdiction and registration fees are apportioned according to these weights.

IRP jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are calculated and sent to other IRP jurisdictions according to the:

- Percentage of distance travelled in each jurisdiction (“prorate percentage”),
- Vehicle identification information, and
- Maximum weight to be carried in that jurisdiction.

A “prorate percentage” is determined by dividing any jurisdiction’s distance into the total distanced travelled by the fleet in all jurisdictions. This “prorate percentage” is then applied to that same jurisdiction’s fee for the applicable gross weight, and the carrier is charged the appropriate jurisdictional fees for that jurisdiction, and all others, on this basis. Some jurisdictions also charge sales tax. This tax is assessed in a similar manner, using the prorate percentage and the vehicle taxable value (purchase price or capital cost) to determine the amount of tax owed.

Under the IRP, all member jurisdictions:

- Accept a single registration plate
- Accept a single registration card (cab card), and
- Allow registrants to travel inter-jurisdictionally (‘intra’ travel is subject to the terms of the authority issued by each member State, while all Canadian provinces allow ‘intra-jurisdictional’ travel using an IRP cab card)

IRP Registration Does Not:

- Waive or exempt a truck /bus operator from obtaining other requirements from any Province/State in which the apportioned vehicle travels, (including Single State Registration (SSRS)) or
- Allow registrants to exceed the maximum length, width, height or axle limitations, or
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA), or
- Waive or exempt the payment of tax reporting requirements or US Federal Heavy Vehicle Use Tax - applicable on vehicles with a gross weight of 55,000 lb and greater travelling into the US, or

- Exempt a carrier from filing the necessary proof of liability coverage in each Province/State where required.

Enforcement

Enforcement representatives look at the **original** cab card for verification that vehicles are properly registered. The original cab card must always be carried in the vehicle described. Cab cards may not be altered in any way; photocopies are **not** acceptable as proof of **IRP registration**.

Commercial vehicles not displaying a current registration plate and decal, cab card or a valid trip permit, are in violation and the registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

2 When to Apportion Your Vehicle

IRP Definition

Under the IRP, carriers are required to register vehicle(s) in their base jurisdiction (see [Glossary Definitions, Appendix F](#)). If carriers have established a base of operations in more than one member jurisdiction, they should register applicable vehicles operating from that base in that jurisdiction. Base jurisdiction “shopping” is not allowed.

Carriers must apportion their vehicle(s) or purchase trip permits if the vehicle(s) travel(s) into two or more IRP jurisdictions and is used to transport passengers for hire or is designed, used, or maintained primarily for the transportation of property, and:

- Is a power unit having a gross vehicle weight (gvw) in excess of 11,793 kg/ 26,000 lbs, or
- Is a power unit having three or more axles regardless of weight, or
- Is a power unit which is used to pull another unit and the weight of such combination exceeds 11,793 kg gvw/26,000 lbs, or
- Is a regular route bus, or,
- Are vehicles, or combinations thereof, having a gross vehicle weight of 11,793 kg/ 26,000 lbs or less, two-axle vehicles and buses used in the transportation of chartered parties which may be proportionally registered at the option of the registrant.

Vehicles below the IRP weight threshold of 11,793 kg/26,000 lbs may be registered in IRP. Carriers wishing to undertake intra-jurisdictional moves in Canadian provinces must register in IRP or obtain special permits. Carriers travelling into Saskatchewan and British Columbia with vehicles weighing 5,500 kg or more are also required to register in IRP or obtain trip permits. Special authority is required for intra-jurisdictional moves in the U.S. It is not part of IRP registration in U.S. jurisdictions.

Continuous Registration

Some US jurisdictions have a policy requiring motor carriers to have vehicles continuously registered.

1. The vehicle was registered in the fleet last year, but not renewed until later in the registration year. Because “continuous registration” fees are applicable in the jurisdiction for this example, the registrant would be required to pay full registration fees as if the vehicle had been registered from the start of the registration period.
2. Vehicle is registered in a fleet, deleted, and then re-registered in the same fleet year – continuous registration fees are charged.

Jurisdictions that have continuous registration requirements are:

Alabama	Indiana	Minnesota	New Mexico	Tennessee
Colorado	Iowa	Montana	North Dakota	Wisconsin
Florida	Kansas	Nevada	Oklahoma	
Georgia	Louisiana	New Hampshire	Oregon	
Illinois	Maine	New Jersey	Pennsylvania	

Exempt Vehicles

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

- Commercial vehicles used solely within the Province of Ontario, or
- Recreational vehicles used for personal pleasure or travel by an individual or family, or
- Commercial vehicles displaying restrictive plates which have geographic area, mileage or commodity restrictions, or
- Trailers

Due to jurisdictional statutes and regulations, some exemptions may not be recognized. A carrier should check with a jurisdiction prior to conducting operations in that jurisdiction.

3 Types of Operations

For-Hire Carriers

An individual or company, whose business or undertaking is the transportation of goods, property or equipment of others and includes the transportation of passengers for compensation or gain, (Please refer to 'Buses' for more details.)

Private Carriers

A private carrier is an individual or company whose business or undertaking is the transportation of its own goods, property or equipment and includes the transportation of passengers that is not for compensation or gain. (Please refer to 'Buses' for more details.)

Household Goods Carriers

A private or for-hire carrier that specializes in the transportation of household goods, including the personal effects of a household, new furniture and appliances.

Daily Rental

A carrier that rents its vehicles to other carriers for periods not exceeding 30 days.

Buses

Regular routes - apportionment is a requirement under IRP for all buses travelling regularly scheduled routes. At the option of the registrant, total distance may be the sum of all actual in-jurisdiction distance, or a sum equal to the scheduled route distances per jurisdiction from the farthest point of origin to the farthest point of destination of the route schedule.

Charters - buses used exclusively for the transportation of 'chartered parties' may require apportioned registration under IRP, however most IRP jurisdictions allow charter buses access without IRP registration or trip permits. Charter bus operators should check with the jurisdictions into which they wish to operate prior to departure to verify each jurisdiction's requirements.

Private - apportionment is required under IRP for all buses used exclusively for the transportation of passengers not for compensation or gain.

Household Goods Carriers

Leased Equipment - Based Outside Ontario

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

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

Leased Equipment- Based in Ontario

If the base jurisdiction of the Household Goods Carrier is selected, the equipment shall be registered in the name of the carrier for 'Licence and Insurance Purposes Only'. The apportionment of fees shall be according to the mileage records of the carrier and the records must be kept or made available in Ontario.

Owned Equipment

For equipment owned and operated by owner-operators, other than service representatives, and used exclusively to transport cargo for a Household Goods Carrier based in Ontario, the equipment shall be registered in the carrier's name for 'Licence and Insurance Purposes Only'. The apportionment of fees shall be according to the mileage records of the carrier and the records must be kept or made available in Ontario.

Rental Vehicles

For the purposes of IRP, the following definitions are applicable to Rental Vehicles:

- **Rental Owner** - an owner principally engaged in renting (one or more rental fleets) to others or offering for rental the vehicles of such fleets, without drivers.
- **Rental Fleet** - one or more vehicles which are rented or offered for rental without drivers and which are designated by a rental owner as a rental fleet.
- **Rental Vehicle** - a vehicle that is part of a rental fleet.
- **Renting and Leasing** - the giving of possession and control of a vehicle for compensation for a specified period.
- **Rental Transaction** - for the rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

***Rental Vehicle: Base Jurisdiction** - the jurisdiction from or in which the vehicle is most frequently dispatched, garaged, serviced, maintained, operated or otherwise controlled.*

Rental Fleets

The IRP specifically provides for the registration of various types of rental fleets.

Rental Fleets owned by any individual or firm engaging in the business of renting vehicles with or without drivers for valuable consideration for a specific period shall be extended full 'inter' or 'intra' jurisdictional privileges, providing that:

- Such person or firm has received either the appropriate approval from the jurisdiction to apportion such rental fleet, and
 - The operational records of the fleet are maintained by the rental owner and must be identifiable as being part of such fleet, and
 - Such vehicles are part of a rental fleet which are identifiable as being a part of such fleet and must include the specified number of vehicles, and
- Such person or firm registers the vehicles as described below:

3.8.1 Trucks and Truck-Tractors

Regular apportioned registration is required.

3.8.2 Rental Passenger Cars

Passenger vehicle rental companies operating in more than one member (IRP) jurisdiction must register a percentage of their rental fleet in Ontario based on the gross revenue earned for rentals in Ontario. To calculate, divide the gross revenue for passenger car rental received in the preceding year by Ontario-based rental locations by the total gross revenue for passenger car rental transactions received in the preceding year occurring in all member (IRP) jurisdictions where the company has passenger car rental locations. The resulting percentage shall be applied to the total number of rental passenger cars owned by the company, in order to determine the actual number of rental passenger cars that shall be plated and pay full licence fees in Ontario.

3.8.3 One-Way Allocated Rental Vehicles

Trucks of less than 11,793 kg / 26,000 lbs gross vehicle weight operated as part of an identifiable one-way fleet will allocate and fully plate vehicles to the respective jurisdictions based on the fleet distance factor. All trucks of such one-way fleets so qualified will be allowed to perform both 'inter' and 'intra' jurisdictional movements in all jurisdictions.

4 Ontario Regulatory Requirements

Fuel Tax Act Requirements - IFTA

All carriers who use a vehicle in Ontario for the multi-jurisdictional carriage of passengers or goods are required to pay tax under the *Fuel Tax Act* on fuel consumed in the Province. Accordingly, carriers registering their vehicles under the International Registration Plan (IRP) must also register under the International Fuel Tax Agreement (IFTA) if the gross vehicle weight exceeds 11,797 kg / 26,000 lbs. Vehicles at or below that weight are not required to register in IFTA, however they may be registered in IRP.

To register under IFTA, please contact:

Ministry of Finance
Motor Fuel and Tobacco Tax Branch
3rd Floor, 33 King Street West
Oshawa, ON L1H 8H9
Local: 905-433-6004
Toll-free: 1-800-263-7965
Fax: 905-433-6777

Once registered under IFTA, the carrier will be issued credentials that will enable them to operate in all other IFTA member jurisdictions. The carrier will file tax returns (quarterly in Ontario) to their base jurisdiction, reporting the fuel consumed in each IFTA member jurisdiction and the tax owing or refundable to each jurisdiction, with a net payment or net refund amount. The base jurisdiction will forward the applicable information and payments (where required) to the other IFTA member jurisdictions. The base jurisdiction will also pay the net refund amount on behalf of the IFTA member jurisdictions.

For operations in non-IFTA jurisdictions, carriers must continue to follow the current procedures and file the returns required by the statutes and regulations of each non-IFTA jurisdiction.

Sales Tax Requirements – Multi-jurisdictional Vehicle Tax

On October 1, 2001, the Ontario Ministry of Finance replaced the previous proportional 8% retail sales tax (RST) on multi-jurisdictional vehicles registered in Ontario with an annual prorated sales tax, also known as “multi-jurisdictional vehicle tax” or MJVT. This tax is collected at the time of registration or renewal under IRP. Owners of multi-jurisdictional trucks and buses will pay MJVT in annual instalments over the life of the vehicle, rather than up front, in a larger lump sum.

The MJVT rates have been designed to take into account the purchase price of multi-jurisdictional vehicles, trailers, and the average costs for repair parts and labour for such vehicles and trailers, all of which may be purchased exempt from RST. Carriers who are registered under IRP, and broker drivers who are currently under contract with a registered carrier, may purchase or lease multi-jurisdictional vehicles exempt from RST on or after October 1, 2001. Carriers who register a multi-jurisdictional vehicle under IRP, on which Ontario RST was previously paid, may be eligible for a credit of the previously paid RST on that vehicle.

Consult the Ministry of Finance’s Bulletin 809 RST Guide for more information. The guide is available from any Ministry of Finance Tax Office, or at their [web site](#). The Ministry of Finance also offers a tax fax service that provides over 80 guides, forms and bulletins. Call toll free 1-877-482-9329 from a touch-tone phone, respond to the prompts and RST documents are sent directly to your fax equipment. This service is available 24 hours a day, 7 days a week.

Commercial Vehicle Operator's Registration Certificate (CVOR)

Unless exempt, truck and bus operators/carriers that have:

- 1) Commercial motor vehicles plated in Ontario and or,
 - 2) Registered under the International Registration Plan (IRP) base plated in Ontario and or
 - 3) Plated commercial motor vehicles in a state of the United States of America or Mexico.
- are required to register as a Commercial Vehicle Operator.

The types of vehicles include all heavy commercial vehicles (power units only - leased; rented; owned) having a registered gross weight/actual weight of more than 4500 kgs. or a bus designed to carry ten or more passengers. For exceptions, refer to the Highway Traffic Act. It is an offence to operate a commercial motor vehicle without having a CVOR certificate and carrying either the certificate or a copy in every commercial motor vehicle operated.

NOTE: Carriers that operate commercial motor vehicles plated in other **Canadian** jurisdictions will be required to produce a Safety Fitness Certificate and/or National Safety Code (NSC) Number issued by the base plate jurisdiction (each jurisdiction may have different titles for their NSC numbers e.g. Quebec refers to theirs as an NIR #).

In Ontario once the application is processed, operators are issued a Commercial Vehicle Operator's Registration (CVOR) Certificate (Safety Fitness Certificate / Ontario's NSC #). The CVOR Registration creates a Commercial Vehicle Operator Record. Once an operator record is set up, general information and compliance data (accidents, convictions, inspections) are stored on the record. A record may also be created for a non commercial vehicle operator registrant should a conviction, accident or inspection event be processed for the operator.

If a corporation has a number of operating divisions, the divisions are included under the CVOR certificate held by the parent corporation. If the corporation has a number of subsidiary companies that are individually registered as companies, each company if plating vehicles in Ontario must obtain its own CVOR.

The CVOR automated system triggers identification of a carrier for review when poor performance is identified, based upon the severity and number of events. At this point a detailed analysis is conducted which verifies the company profile and the need for and type of ministry intervention. Progressive interventions may include:

- warning letter to the carrier's chief executive officer
- interview with a ministry official
- facility audit/investigation or
- sanctions (fleet limitation; suspension; cancellation or seizure of plates, permits and/or CVOR certificate)

Legislation covering CVOR can be found in the Highway Traffic Act , Sections 16 - 22, 47, 205 and Regulation 424/97 Part I.

For more information contact:

Carrier Sanctions & Investigations Office
301 St. Paul Street, 3rd Floor
St. Catharines, Ontario L2R 7R4
Phone: 416-246-7166 or 1-800-387-7736 (in Ontario)
Fax: 905-704-2525

Insurance

A licence or permit to operate a vehicle in Ontario may **not** be issued unless the applicant also provides proof of valid insurance pursuant to the *Compulsory Automobile Insurance Act, Highway Traffic Act and the Motor Vehicle Transport Act*.

5 Applications and Forms

IRP Registration

Ontario Apportioned Application Forms include all registration requirements for the IRP. Forms are available electronically, and from all IRP Offices. To receive a copy of the forms in Excel format, send an e-mail to irp@mto.gov.on.ca, or download a printable version in .pdf format from our website (<http://www.mto.gov.on.ca/english/trucks/irp/>). It is the applicant's responsibility to properly complete all forms necessary to register vehicles in IRP. If a submitted application is incomplete, the applicant will be notified and asked to provide the information or to submit a new, revised application. Incorrect completion of an application will delay processing.

Sample forms and detailed instructions are included in [Appendix B](#) of this guide.

The following is a list of Ontario's local IRP Offices.

OFFICE	ADDRESS	TELEPHONE #	FAX #
Barrie	92 Commerce Park Drive, Unit 4 Barrie, ON L4N 8W8	Phone: (705) 739-6368	Fax: (705) 739-6300
Cornwall	55 Water St W, Ground Floor Suite 130 Cornwall, ON K6J 1A1	Phone: (613) 933-3245	Fax: (613) 933-8237
Hamilton	2255 Barton St. E Hamilton, ON L8H 7T4	Phone: 905-561-5926	Fax: 905-561-9684
Kingston	1355 John Counter Boulevard Kingston, ON K7L 5A3	Phone: (613) 540-5185 or (613) 544-2220 Ext. 4048	Fax: (613) 545-4781
London	659 Exeter Road London, ON N6E 1L3	Phone: (519) 873-4280	Fax: (519) 873-4270
North Bay	447 McKeown Avenue North Bay, ON P1B 9S9	Phone: (705) 497-5412	Fax: (705) 497-5533
Ottawa	3091 Albion Road North, Unit 2 Ottawa, ON K1V 9V9	Phone: (613) 731-2803	Fax: (613) 731-8987
Port Hope	138 Hope Street N, Port Hope, ON L1A 2P1	Phone: 905-885-8318	Fax: 905-885-4268
Thunder Bay	615 South James Street Thunder Bay, ON P7E 6P6	Phone: (807) 473-2072	Fax: (807) 473-2133
Toronto	2680 Keele Street, Building A Downsview, ON M3M 3E6	Phone: 416-235-4774	Fax: 416-235-5299
Waterloo	500 Weber St N, Unit 3 Waterloo, ON N2L 4E9	Phone: (519) 885-3403	Fax: (519) 885-9937
Windsor	150 Ouellette Place, Suite 210, Windsor, ON N8X 1L9	Phone: (519) 972-8866	Fax: (519) 972-8341

New Registrations

Before a vehicle may be registered under IRP in the Province of Ontario, the carrier must:

- Have an established place of business in the Province. (See [Glossary Definitions, Appendix E](#)) An Established Place of Business questionnaire with accompanying documentation is required at the time of registration. (To receive a copy in Word format, send an e-mail to irp@mto.gov.on.ca, or download a printable version in .pdf format from our website (<http://www.mto.gov.on.ca/english/trucks/irp/>))
- Complete and submit all IRP Fleet and IRP Vehicle Applications **in full** (see Appendix B for forms completion). First-time registrants without distance experience may estimate distances based on the proposed operation of the fleet during the year for which registration is required. The carrier will be required to substantiate the estimate by submitting an Estimated Distance Declaration form. This form is required whenever providing estimate mileage on new applications, renewals, or when adding jurisdictions during the registration period. Trip permit operations are included in the total estimated distances.
- Submit a copy of the Bill of Sale or Lease Agreement, showing the capital cost and the lease start date of the vehicle (see following 'Points to Remember') for each vehicle.
- Submit the vehicle registration permit.
- Provide any other documentation that is deemed necessary according to Ontario law, including safety standards certificates, vehicle emission certificates and letters of authorization (if required).

Applications are processed in the order in which they are received. Once an application has been processed, an invoice will be faxed to the carrier. The carrier may make the payment directly to an IRP Office or at the IRP Program Office. If travel is intended in both Canadian and US jurisdictions, payment will be required in both Canadian and US funds.

Once the invoice has been paid, the carrier will receive:

- A set of apportioned plates which have "PRP" embossed on the left-hand side (if necessary);
- A validation sticker;
- A vehicle permit; and
- A cab card for each vehicle.

These credentials will be available from your local IRP Office (see listing on previous page).

Points to Remember:

- If applying under a company or firm name, the name must first be registered with the Federal Government or the Ontario Ministry of Consumer and Commercial Relations, Companies Branch. You must provide a copy of your Articles of Incorporation (granted by the Federal or Provincial government) when registering for the first time.

Contact: Ministry of Consumer and Business Services
Companies and Personal Property Security Branch
393 University Avenue, Suite 200
Toronto, ON M5G 2M2

General Inquiry: (416) 314-8880
Toll Free: 1-800-361-3223 (in Ontario)
Fax: (416) 314-4852
Web site: www.cbs.gov.on.ca/mcbs/english/business_info.htm

- An Ontario IFTA (International Fuel Tax Agreement) number must be obtained for all vehicles 11,797 kg GVW and over.
- Ensure that you have obtained the appropriate vehicle inspection approvals.
- Ensure that you have obtained a Commercial Vehicle Operator's Registration (for Ontario Plated Vehicles), if appropriate.
- Ensure that you have obtained all the applicable operating requirements from Ontario and other Canadian jurisdictions (e.g., Safety Fitness Certificates / NSC number).

US jurisdictions - this does not exempt a carrier from insurance liability filing requirements or having to obtain operating authority such as Single State Registration, Kentucky/New York HUT, or Oregon Tax Identifier.

6 Renewals

An IRP renewal application will be mailed to all Ontario based carriers approximately six (6) weeks prior to expiry of their IRP fleet accounts. The application is a computer printout containing the active fleet information at the time of printing.

Because the report is printed and issued prior to expiration, any supplemental activity that has taken place after distribution will not be listed. This includes additions/deletions of vehicles, changes of fleet/vehicle information or added jurisdictions.

The report is issued to the carrier as a reference and convenience for reviewing their fleet and vehicle information prior to completing their applications for renewal.

It is essential that the carrier review the report for accuracy or omission of pertinent information. Failure to report or include factual data could result in processing delays, incorrect fee assessments or maintenance of incorrect records.

The application is **to be submitted** to an IRP Office or the IRP Program Office for processing. It is the carrier's responsibility to submit weight information on the renewal application.

Renewal of a IRP account requires the completion of a IRP Fleet Application and IRP Vehicle Application(s) which must be submitted as soon as possible to a IRP Office or the IRP Program Office (see [Appendix B](#) for forms completion). This allows sufficient time to process the renewal information and fax the fee notice before the effective date.

Once carriers receive their fee notices, they may submit payment directly to the IRP Program Office or to an IRP Office. Credentials and decal(s) will be provided as soon as possible.

Ontario's blank IRP application is available electronically from the Ministry. To receive a copy in Excel format, send an e-mail to irp@mto.gov.on.ca, or download a printable version in .pdf format from our website (<http://www.mto.gov.on.ca/english/trucks/irp/>). Diskettes are also available from your local IRP Office or the IRP Program Office, but supplies are limited. Carriers using the electronic application for renewals are reminded to include vehicles to be deleted from the fleet on separate Form 4's, with the appropriate vehicle transaction code (DV) beside each vehicle.

7 Supplemental Applications

What is a Supplemental Application?

The carrier submits a supplemental application after the original/renewal application has been processed. Supplemental applications are submitted using the IRP application forms (see [Appendix B](#) for forms completion). Number each supplemental application, beginning with 001. The number 000 is assigned to new fleets and renewal applications only.

When do you need to submit a Supplemental Application?

You must submit a supplemental application for the following transactions:

Add a Vehicle(s)

Vehicles may be added to an existing fleet anytime during the registration year. The distance information provided with your original application will be used to calculate the fees due.

Delete a Vehicle(s)

Vehicles may be deleted from an existing fleet anytime during the registration year. To delete a vehicle(s) from your fleet, the cab card(s), plate(s) and vehicle permit(s) (plate portion) must accompany the application. See Refund Policy at end of this section.

Transfer a Vehicle(s) from one Fleet to another Fleet

Vehicles may be transferred between fleets using two application forms, clearly showing the vehicle being deleted from one fleet, and being added to another fleet. Both fleets must be in the carrier's name. Credit will be given for the Ontario fees only. Other Canadian provinces will provide refunds, however US jurisdictions generally do not refund fees. For more information, please consult the "Refunds" section.

Replace a Vehicle(s)

Fleet vehicle(s) may be replaced anytime during the registration year. In order to apply the credits from the previous vehicle(s) to the new vehicle(s), the information must be provided on the same supplement. The previous cab card and vehicle permit must accompany the application. The transaction code is AR/DR. This code must be indicated in Section A and B of Form 4. The information for the vehicle being removed from the fleet is indicated in Section C. Please see the forms completion section for more information.

Change Vehicle Information

You may apply for a change of vehicle information anytime during the registration year. Changes may include a change of Unit Number, a correction to the VIN (Vehicle Identification Number), a correction of vehicle type or a correction to the taxable owner information, etc. The previous cab card and vehicle permit must accompany the application.

Increase/Decrease Vehicle Weight in a Jurisdiction

A change to vehicle weight may be done at anytime during the registration year. If the gross vehicle weight is increased, you will be billed for any difference in registration fees. If decreased, you may be refunded for any difference in registration fees. However, various jurisdictions do not provide refunds for weight decreases during the registration year. Contact the jurisdictions directly for further information. The previous cab card must accompany the application. See Refund Policy at end of this section.

Add a Jurisdiction(s)

You may add a jurisdiction(s) to your IRP fleet account at anytime during the registration year. To add an additional jurisdiction(s), you must also complete an IRP Fleet Application listing the jurisdiction(s) you require and the estimated distances to be travelled, and an Estimated Distance Declaration form. Fees for the added jurisdiction(s) will be calculated on the original distances plus the estimated distances.

Replace a Lost/Stolen Cab Card

You must attend your nearest IRP Office to obtain a new cab card with completed forms 1 and 4 of the IRP Application along with a letter stating the reason for the replacement.

Ontario Credit and Refund Policy

Ontario will allow carriers to use credits for deleted vehicles towards new fees for vehicles added to the fleet on the same application. Any unused credit from the application will be refunded. It cannot be used to pay the subsequent year's registration fees.

Ontario can only refund the *Ontario portion* of the registration fees. Refunds are generated when you cancel and surrender your Ontario apportioned licence plates or decrease the gross vehicle weight of your vehicle at an IRP Office. Refunds are issued directly to the carrier from the Financial Control office in Sudbury.

On behalf of the carrier, the IRP Office will issue a refund Remittance Notice to *Canadian jurisdictions only*. Upon notification, the other Canadian jurisdictions will individually process refunds due the carrier (subject to any applicable administration fee) and remit the refund directly to the carrier. Please allow six (6) weeks for processing.

For information on the refund policies of non-Canadian IRP jurisdictions, please refer to the Refunds section on page 28.

8 Ontario Fees

Registration Fees

- *Regular* annual Ontario registration (licence) fees are based on the gross vehicle weight of a vehicle.
- For apportionment purposes, these fees are reduced by a percentage factor.
- The percentage factor is determined by the total in-jurisdiction (eg. Ontario) distance divided by the total distance travelled in all North American jurisdictions during the *distance-reporting year* (July 1 - June 30 of the previous year), reported in kilometres.
- Annual apportioned Ontario registration (licence) fees are payable at the time of initial licensing or upon renewal of your vehicle licence at an IRP Office.

Vehicle Tax

All Ontario based and apportioned vehicles are subject to annual registration fees, the Multi-jurisdictional Vehicle Tax (MJVT) and an administration fee.

- A new form of tax only applicable to IRP vehicles is now being collected (effective October 1, 2001) by the Ministry of Transportation on behalf of the Ministry of Finance. This recurring sales tax will be charged based on the purchase price of the vehicle. Credits for previous tax payment will be calculated for vehicles purchased within the previous five years (October 1, 1997 to September 30, 2001). Please contact the Ministry of Finance for additional information at 1-800-263-7965.
- The following Canadian provinces also charge a multi-jurisdictional vehicle tax: British Columbia, Saskatchewan, Manitoba and Prince Edward Island
- The following US states charge some form of recurring tax that will be shown separately on the invoice:

California	Nevada
Colorado	Pennsylvania
Maine	Tennessee
Mississippi	Utah
Montana	West Virginia

Administration Fee

An administration fee is charged on each renewal/supplement processed for an Ontario-based carrier. The fee is \$25.00 per vehicle. Deletions of vehicles are the only exception - there is no fee charged except where the carrier requests a refund of Ontario IRP registration fees. The fee for a refund is \$5.00 per vehicle, and is deducted from the refund amount.

9 Invoice Billings

When an IRP Office processes an application, the fees are calculated for all IRP jurisdictions in which apportioned registration has been requested. (Each jurisdiction bases its fees on different criteria, such as purchase price or model year of the vehicle or carrier type, etc. They do not collectively base their fees on common or standard criteria. Also, some jurisdictions have more than one fee, such as ad valorem tax, excise tax, privilege tax, clean air levy, etc.). **All fees** are inclusive within the breakdown for each jurisdiction on the invoice billing.

The invoice billing is sent to the carrier **via the means of communication chosen by the carrier**. The carrier can choose to receive the invoice by fax, by mail, by courier, or in person, from an IRP Office. The invoice will show the total amounts due for the application. The invoice billing consists of both a Jurisdiction Summary and a Vehicle Summary.

The Jurisdiction Summary:

- Shows the percentage factor and breakdown for fees and tax (where applicable) per jurisdiction, how that fee is distributed among the jurisdictions and the combined total payments due for all vehicles (recorded on all Vehicle Summary sheets) in the application.
- Should be checked in detail against your original application to ensure that:
 - All requested jurisdictions are listed;
 - Declared total kilometres per jurisdiction are accurate;
 - Distances have been correctly recorded as Actual or Estimated (1st or 2nd Year).

The Vehicle Summary:

- Shows the breakdown of fees and tax (where applicable) per vehicle, how that fee is distributed among the jurisdictions and the total due for that individual vehicle.
- Should be checked in detail against your original application to ensure:
 - That all requested units are listed;
 - that all vehicle information, such as unit number, VIN, purchase price and purchase date, etc. is correctly listed; check your renewal application to ensure we have the correct information, or if you are processing a supplemental application, contact your IRP Office for verification.
 - that the gross vehicle weights for each vehicle is correctly listed.

If you should find any discrepancies in information, please contact the office that processed your application *immediately*.

Payment

Payments due are listed on the Jurisdiction Summary **only**. They are identified in both Canadian and US funds.

Do not remit funds for any amounts listed on the Vehicle Summary sheets. These are subtotals only and have already been included in the Total Amount Due portion of the Invoice Summary.

If travel is intended in both Canadian and US jurisdictions, payment must be submitted in Canadian funds for Canadian fees and US funds for US fees.

Payment made by personal cheque must be certified. Company cheques are acceptable if the carrier information is pre-printed on the cheques. Please make your cheque(s) payable to the **Minister of Finance/MTO**. Cash payment may also be made for Canadian and US fees. Credit cards can be used for payment of Canadian fees ONLY.

Please see the four pages that follow for examples of the Jurisdiction Summary and the Vehicle Summary.

NOTE:

Any NSF amount owing must be paid by cash, certified cheque, money order or credit card. Carriers can have their IRP plates cancelled for non-payments (e.g. NSF cheques)



ONTARIO IRP TRUCKING
1201 WILSON AVE
DOWNSVIEW, ON
M3M 1J8
O/A FLEET 001

ONTARIO IRP FEE NOTICE JURISDICTION SUMMARY

Page: 1
Statement Date: 2005/04/05

Fleet Account #: ON10434001-000

Effective Date: 2005/04/01
Expiry Date: 2006/03/31
Fleet RIN: 001226533
Office: Z12/B

Canadian Jurisdiction(s)	Distance	Mileage	Prorate %	Registration	Tax	Transition CR	Admin	Fee Due
Alberta	2,528	Actual	0.01311	\$24.00	\$0.00	\$0.00	\$0.00	\$24.00
British Columbia	2,425	Actual	0.01257	\$25.00	\$56.31	\$0.00	\$0.00	\$81.31
Manitoba	2,413	Actual	0.01251	\$24.00	\$56.04	\$0.00	\$0.00	\$80.04
New Brunswick	1,492	Actual	0.00773	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Newfoundland	391	Actual	0.00203	\$3.00	\$0.00	\$0.00	\$0.00	\$3.00
Nova Scotia	638	Actual	0.00331	\$6.26	\$0.00	\$0.00	\$0.00	\$6.26
Ontario	66,739	Actual	0.34598	\$522.00	\$1,411.60	\$0.00	\$25.00	\$1,958.60
Prince Edward Island	73	Actual	0.00038	\$1.00	\$2.60	\$0.00	\$0.00	\$3.60
Quebec	8,067	Actual	0.04182	\$124.00	\$0.00	\$0.00	\$0.00	\$124.00
Saskatchewan	2,767	Actual	0.01434	\$32.00	\$64.24	\$0.00	\$0.00	\$96.24

Please submit payment in Canadian funds for: \$2,392.05

U.S. Jurisdiction(s)	Distance	Mileage	Prorate %	Registration	Tax	Transition CR	Admin	Fee Due
Alabama	702	Actual	0.00364	\$2.84	\$0.00	\$0.00	\$0.00	\$2.84
Arizona	1,342	Actual	0.00696	\$7.54	\$0.00	\$0.00	\$0.00	\$7.54
Arkansas	2,037	Actual	0.01056	\$14.26	\$0.00	\$0.00	\$0.00	\$14.26
California	2,914	Actual	0.01511	\$32.00	\$11.00	\$0.00	\$0.00	\$43.00
Colorado	499	Actual	0.00259	\$6.12	\$3.46	\$0.00	\$0.00	\$9.58
Connecticut	242	Actual	0.00125	\$1.93	\$0.00	\$0.00	\$0.00	\$1.93
Delaware	90	Actual	0.00047	\$0.60	\$0.00	\$0.00	\$0.00	\$0.60
District of Columbia	11	Actual	0.00006	\$0.03	\$0.00	\$0.00	\$0.00	\$0.03
Florida	1,450	Actual	0.00752	\$7.36	\$0.00	\$0.00	\$0.00	\$7.36
Georgia	1,706	Actual	0.00884	\$6.41	\$0.00	\$0.00	\$0.00	\$6.41
Idaho	514	Actual	0.00266	\$8.94	\$0.00	\$0.00	\$0.00	\$8.94
Illinois	5,140	Actual	0.02665	\$101.14	\$0.00	\$0.00	\$0.00	\$101.14
Indiana	5,158	Actual	0.02674	\$36.10	\$15.86	\$0.00	\$0.00	\$51.96
Iowa	1,885	Actual	0.00977	\$16.56	\$0.00	\$0.00	\$0.00	\$16.56
Kansas	1,329	Actual	0.00171	\$2.97	\$0.00	\$0.00	\$0.00	\$2.97
Kentucky	3,924	Actual	0.02034	\$28.68	\$0.00	\$0.00	\$0.00	\$28.68
Louisiana	447	Actual	0.00232	\$1.17	\$0.00	\$0.00	\$0.00	\$1.17
Maine	207	Actual	0.00107	\$0.90	\$1.61	\$0.00	\$0.00	\$2.51
Maryland	548	Actual	0.00284	\$5.11	\$0.00	\$0.00	\$0.00	\$5.11
Massachusetts	958	Actual	0.00497	\$5.96	\$0.00	\$0.00	\$0.00	\$5.96
Michigan	14,680	Actual	0.07610	\$126.33	\$0.00	\$0.00	\$0.00	\$126.33
Minnesota	1,107	Actual	0.00574	\$10.10	\$0.00	\$0.00	\$0.00	\$10.10
Mississippi	500	Actual	0.00259	\$3.92	\$2.59	\$0.00	\$0.00	\$6.51
Missouri	2,489	Actual	0.01290	\$22.18	\$0.00	\$0.00	\$0.00	\$22.18
Montana	1,167	Actual	0.00605	\$4.67	\$1.82	\$0.00	\$0.00	\$6.49
Nebraska	2,206	Actual	0.01144	\$14.64	\$0.00	\$0.00	\$0.00	\$14.64
Nevada	1,322	Actual	0.00685	\$9.32	\$5.35	\$0.00	\$0.00	\$14.67

ONTARIO IRP FEE NOTICE JURISDICTION SUMMARY



ONTARIO IRP TRUCKING
1201 WILSON AVE
DOWNSVIEW, ON
M3M 1J8
O/A FLEET 001

Fleet Account #: ON10434001-000

Effective Date: 2005/04/01
Expiry Date: 2006/03/31
Fleet RIN: 001226533
Office: 212/B

U.S. Jurisdiction(s)	Distance	Mileage	Prorate %	Registration	Tax	Transition CR	Admin	Fee Due
New Hampshire	258	Actual	0.00134	\$0.95	\$0.00	\$0.00	\$0.00	\$0.95
New Jersey	1,172	Actual	0.00608	\$7.44	\$0.00	\$0.00	\$0.00	\$7.44
New Mexico	1,338	Actual	0.00694	\$1.19	\$0.00	\$0.00	\$0.00	\$1.19
New York	10,999	Actual	0.05702	\$55.20	\$0.00	\$0.00	\$0.00	\$55.20
North Carolina	1,300	Actual	0.00674	\$6.49	\$0.00	\$0.00	\$0.00	\$6.49
North Dakota	1,744	Actual	0.00386	\$4.05	\$0.00	\$0.00	\$0.00	\$4.05
Ohio	9,257	Actual	0.04799	\$64.31	\$0.00	\$0.00	\$0.00	\$64.31
Oklahoma	1,596	Actual	0.00827	\$7.84	\$0.00	\$0.00	\$0.00	\$7.84
Oregon	602	Actual	0.00312	\$1.53	\$0.00	\$0.00	\$0.00	\$1.53
Pennsylvania	6,832	Actual	0.03542	\$53.40	\$6.38	\$0.00	\$0.00	\$59.78
Rhode Island	56	Actual	0.00029	\$0.30	\$0.00	\$0.00	\$0.00	\$0.30
South Carolina	888	Actual	0.00460	\$3.68	\$0.00	\$0.00	\$0.00	\$3.68
South Dakota	279	Actual	0.00145	\$2.11	\$0.00	\$0.00	\$0.00	\$2.11
Tennessee	2,586	Actual	0.01341	\$18.32	\$0.00	\$0.00	\$0.00	\$18.32
Texas	4,182	Actual	0.02168	\$18.21	\$0.00	\$0.00	\$0.00	\$18.21
Utah	1,542	Actual	0.00799	\$5.27	\$4.79	\$0.00	\$0.00	\$10.06
Vermont	440	Actual	0.00228	\$3.92	\$0.00	\$0.00	\$0.00	\$3.92
Virginia	1,625	Actual	0.00842	\$11.11	\$0.00	\$0.00	\$0.00	\$11.11
Washington	1,014	Actual	0.00526	\$9.64	\$0.00	\$0.00	\$0.00	\$9.64
West Virginia	1,370	Actual	0.00710	\$8.03	\$11.08	\$0.00	\$0.00	\$19.11
Wisconsin	1,643	Actual	0.00852	\$16.93	\$0.00	\$0.00	\$0.00	\$16.93
Wyoming	2,068	Actual	0.01072	\$23.85	\$0.00	\$0.00	\$0.00	\$23.85

Please submit payment in U.S. funds for: **\$885.54**

NOTE: MAKE CHEQUE OR MONEY ORDER PAYABLE TO "THE MINISTER OF FINANCE/WTO". CHEQUES WILL ONLY BE ACCEPTED UNDER THE FOLLOWING CONDITIONS:
 - CHEQUES CANNOT BE POST-DATED.
 - ALL PERSONAL CHEQUES MUST BE CERTIFIED UNLESS PAYMENT IS SENT BY MAIL.
 - BUSINESS CHEQUES WILL BE ACCEPTED UNLESS CERTIFIED IF THE COMPANY NAME IS PRE-PRINTED ON THE CHEQUE. IF THE COMPANY NAME IS NOT PRE-PRINTED ON THE CHEQUE THEN CERTIFICATION IS REQUIRED UNLESS PAYMENT IS SENT BY MAIL.
 - PRINT YOUR FLEET RIN ON THE BACK OF YOUR CHEQUE. RETURN ORIGINAL FEE NOTICE WITH PAYMENT TO THIS ISSUING OFFICE.
 - ANY NSF AMOUNT OWING MUST BE PAID BY CASH, CERTIFIED CHEQUE, MONEY ORDER OR CREDIT CARD. CARRIERS CAN HAVE THEIR IRP PLATES CANCELLED FOR NON-PAYMENTS (E.G. NSF CHEQUES).
 ALL FEES INDICATED AS 2ND YR ESTIMATES ARE CALCULATED IN EXCESS OF 100%.

ONTARIO IRP FEE NOTICE VEHICLE SUMMARY



ONTARIO IRP TRUCKING
1201 WILSON AVE
DOWNSVIEW, ON
M3M 1J8
O/A FLEET 001

Fleet Account #: ON10434001-000

Effective Date: 2005/04/01
Expiry Date: 2006/03/31
Fleet RIN: 001226533
Office: 212/B

Tx: AV	VIN: ADAMTESTSYSTEM080	Unit#: IRP1	Plate: FV9999	Purchase Price: \$136,000	Purchase Date: 2005/01/24	Fee Due
Canadian Jurisdiction(s)	RGW/Axles	Registration	Tax	Transition CR	Admin	Fee Due
Alberta	36500	\$24.00	\$0.00	\$0.00	\$0.00	\$24.00
British Columbia	36500	\$56.31	\$56.31	\$0.00	\$0.00	\$81.31
Manitoba	36500	\$24.00	\$56.04	\$0.00	\$0.00	\$80.04
New Brunswick	36500	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Newfoundland	36500	\$3.00	\$0.00	\$0.00	\$0.00	\$3.00
Nova Scotia	36500	\$6.26	\$0.00	\$0.00	\$0.00	\$6.26
Ontario	36500	\$522.00	\$1,411.60	\$0.00	\$25.00	\$1,958.60
Prince Edward Island	36500	\$1.00	\$2.60	\$0.00	\$0.00	\$3.60
Quebec	6	\$124.00	\$0.00	\$0.00	\$0.00	\$124.00
Saskatchewan	36500	\$32.00	\$64.24	\$0.00	\$0.00	\$96.24
Total for Canadian Jurisdictions: ADAMTESTSYSTEM080						\$2,392.05

U.S. Jurisdiction(s)	RGW/Axles	Registration	Tax	Transition CR	Admin	Fee Due
Alabama	80000	\$2.84	\$0.00	\$0.00	\$0.00	\$2.84
Arizona	80000	\$27.54	\$0.00	\$0.00	\$0.00	\$27.54
Arkansas	80000	\$14.26	\$0.00	\$0.00	\$0.00	\$14.26
California	80000	\$32.00	\$11.00	\$0.00	\$0.00	\$43.00
Colorado	80000	\$6.12	\$3.46	\$0.00	\$0.00	\$9.58
Connecticut	80000	\$1.93	\$0.00	\$0.00	\$0.00	\$1.93
Delaware	80000	\$0.60	\$0.00	\$0.00	\$0.00	\$0.60
District of Columbia	80000	\$0.03	\$0.00	\$0.00	\$0.00	\$0.03
Florida	80000	\$7.36	\$0.00	\$0.00	\$0.00	\$7.36
Georgia	80000	\$6.41	\$0.00	\$0.00	\$0.00	\$6.41
Idaho	80000	\$8.94	\$0.00	\$0.00	\$0.00	\$8.94
Illinois	80000	\$101.14	\$0.00	\$0.00	\$0.00	\$101.14
Indiana	80000	\$36.10	\$15.86	\$0.00	\$0.00	\$51.96
Iowa	80000	\$16.56	\$0.00	\$0.00	\$0.00	\$16.56
Kansas	80000	\$2.97	\$0.00	\$0.00	\$0.00	\$2.97
Kentucky	80000	\$28.68	\$0.00	\$0.00	\$0.00	\$28.68
Louisiana	80000	\$1.17	\$0.00	\$0.00	\$0.00	\$1.17
Maine	80000	\$0.90	\$1.61	\$0.00	\$0.00	\$2.51
Maryland	80000	\$5.11	\$0.00	\$0.00	\$0.00	\$5.11
Massachusetts	80000	\$5.96	\$0.00	\$0.00	\$0.00	\$5.96
Michigan	80000	\$126.33	\$0.00	\$0.00	\$0.00	\$126.33
Minnesota	80000	\$10.10	\$0.00	\$0.00	\$0.00	\$10.10
Mississippi	80000	\$3.92	\$2.59	\$0.00	\$0.00	\$6.51
Missouri	80000	\$22.18	\$0.00	\$0.00	\$0.00	\$22.18
Montana	80000	\$4.67	\$1.82	\$0.00	\$0.00	\$6.49
Nebraska	80000	\$14.64	\$0.00	\$0.00	\$0.00	\$14.64
Nevada	80000	\$9.32	\$5.35	\$0.00	\$0.00	\$14.67
New Hampshire	80000	\$0.95	\$0.00	\$0.00	\$0.00	\$0.95
New Jersey	80000	\$7.44	\$0.00	\$0.00	\$0.00	\$7.44
New Mexico	80000	\$1.19	\$0.00	\$0.00	\$0.00	\$1.19
New York	80000	\$55.20	\$0.00	\$0.00	\$0.00	\$55.20
North Carolina	80000	\$6.49	\$0.00	\$0.00	\$0.00	\$6.49
North Dakota	80000	\$4.05	\$0.00	\$0.00	\$0.00	\$4.05

ONTARIO IRP FEE NOTICE VEHICLE SUMMARY



ONTARIO IRP TRUCKING
1201 WILSON AVE
DOWNSVIEW, ON
M3M 1J8
O/A FLEET 001

Fleet Account #: ON10434001-000

Effective Date: 2005/04/01
Expiry Date: 2006/03/31
Fleet RIN: 001226533
Office: 212/B

Tx: AV	VIN: ADAMTESTSYSTEM080	Unit#: IRP1	Plate: PV9999	Purchase Price: \$136,000	Purchase Date: 2005/01/24	
U.S. Jurisdiction(s)	RCW/Axles	Registration	Tax	Transition CR	Admin	Fee Due
Ohio	80000	\$64.31	\$0.00	\$0.00	\$0.00	\$64.31
Oklahoma	80000	\$7.84	\$0.00	\$0.00	\$0.00	\$7.84
Oregon	80000	\$1.53	\$0.00	\$0.00	\$0.00	\$1.53
Pennsylvania	80000	\$53.40	\$6.38	\$0.00	\$0.00	\$59.78
Rhode Island	80000	\$0.30	\$0.00	\$0.00	\$0.00	\$0.30
South Carolina	80000	\$3.68	\$0.00	\$0.00	\$0.00	\$3.68
South Dakota	80000	\$2.11	\$0.00	\$0.00	\$0.00	\$2.11
Tennessee	80000	\$18.32	\$0.00	\$0.00	\$0.00	\$18.32
Texas	80000	\$18.21	\$0.00	\$0.00	\$0.00	\$18.21
Texas	80000	\$4.79	\$0.00	\$0.00	\$0.00	\$4.79
Utah	80000	\$5.27	\$0.00	\$0.00	\$0.00	\$5.27
Vermont	80000	\$3.92	\$0.00	\$0.00	\$0.00	\$3.92
Virginia	80000	\$11.11	\$0.00	\$0.00	\$0.00	\$11.11
Washington	80000	\$9.64	\$0.05	\$0.00	\$0.00	\$9.69
West Virginia	80000	\$8.03	\$11.08	\$0.00	\$0.00	\$19.11
Wisconsin	80000	\$16.93	\$0.00	\$0.00	\$0.00	\$16.93
Wyoming	80000	\$23.85	\$0.00	\$0.00	\$0.00	\$23.85
Total for U.S. Jurisdictions: ADAMTESTSYSTEM080						\$885.54

10 Refunds

Ontario can only refund the *Ontario portion* of the registration (licence) fees.

- Ontario **cannot** refund registration fees, vehicle tax, excise tax, ad valorem tax, administration fees or miscellaneous fees **for any other jurisdiction**.
- for refunds pertaining to fees other than apportioned registration fees, the Ontario carrier must make application directly to the appropriate jurisdictional office.

When an Ontario carrier submits a supplement to delete a vehicle(s) from an IRP account or requests a decrease to the gross vehicle weight, the IRP Office will process the supplement, which will result in the following credit or refunding activity:

Ontario

- the registration (licence) fees will be refunded upon surrender and cancellation of the apportioned plates, or
- the difference in registration (licence) fees will be refunded upon processing a decrease to the gross vehicle weight.

To process either of the above, you must visit an IRP Office. Refunds for Ontario fees only are issued directly from the Ministry of Transportation to the carrier.

Canadian Jurisdictions

- a Remittance Report will be generated and sent by the IRP Office to the other Canadian jurisdictions where apportionment was required. The Report provides the jurisdiction with all registration fees refundable to the carrier. The jurisdictions will individually process the refunds due (subject to any applicable administration fee) and remit directly to the carrier. Please allow six (6) weeks for processing.

U.S. Jurisdictions

- applications for a refund of apportioned registration fees for US IRP jurisdictions must be handled directly between the Ontario carrier and the individual jurisdictions in accordance with their statutes. Please be advised that most US jurisdictions do not provide refunds unless there was an error in calculating the original invoice. (The Ministry of Transportation will provide written confirmation of the error to facilitate a refund for the carrier.) As a result, we advise carriers to keep plates until they can be transferred to a new vehicle being added to the same fleet, rather than return them for credit or refund. The exception to this would be if the carrier's prorate percentage in Canadian jurisdictions was considerably higher than its prorate percentage in US jurisdictions, as Canadian jurisdictions refund fees.

Miscellaneous Refunds

- Refunds for vehicle tax, excise tax, ad valorem tax, etc. must be applied for directly by the Ontario carrier to the appropriate jurisdictional office.
- Refunds for administration or any other miscellaneous fee must be applied for directly by the Ontario carrier to the appropriate jurisdictional office.
- Refunds for Ontario retail sales tax must be applied for directly by the carrier (see Appendix C, page 64).
- No refunds will be issued for taxes collected through the MJVT. Any credits due for taxes will be stored and used against any further taxes owing.

Idaho Refund

Registrants apportioning a fleet to operate in Idaho may request a refund from Idaho if the average distance per vehicle in a fleet is less than 80,467 kilometres/50,001 miles. To determine if a refund may be due, divide the total fleet distance by the number of vehicles in the fleet. If the average is less than 80,467 kilometres/50,001 miles per vehicle, request a refund form from the Revenue Operations Unit, Idaho Transportation Department at (208) 334-8770.

11 Temporary Registrations

Non-Resident Single Trip Permit

Operators of non-resident commercial vehicles may operate in Ontario by obtaining a single trip permit that is valid for a period not exceeding 10 days. Non-resident permits may be obtained from appointed government agents or service bureaus. The fee for such a permit is **\$15.00** for an unladen vehicle, **\$75.00** for a laden single commercial vehicle and **\$132.00** for a laden truck or tractor and trailer combination.

Oversize/Overweight Permits

An oversize/overweight permit allows the movement of oversize/overweight vehicles, indivisible loads, objects or structures that exceed the limits set out in the *Highway Traffic Act* on a highway.

Over width:

- Any vehicle and load greater than 2.6m (8'6")

Exceptions:

- Raw forest products (at point of origin) do not require a permit until the width is greater than 2.7m (8'10")
- Raw forest products (en route) do not require a permit until the width is greater than 2.8m (9'2")
- Motor vehicle and road building machines operated by or on behalf of a municipality or road authority engaged in road maintenance and snow removal
- Loose fodder

Over height:

- Any vehicle and load exceeding 4.15m (13'6")

Over length:

- Single vehicle including load greater than 12.5m (41')
- Combination of vehicles and load greater than 23.0m (75'5")

Overweight:

An oversize/overweight permit is required if axle and/or gross vehicle weight exceeds the limits set out in the *Highway Traffic Act*. Contact the Ministry of Transportation Drivers and Vehicles Office nearest you.

To make an application for an oversize/overweight vehicle, please complete an [Application for Permit](#) under section 110 of the *Highway Traffic Act*. Applications may be obtained from the Ministry of Transportation Drivers and Vehicles Office, by visiting <http://www.mto.gov.on.ca/english/trucks/oversize/index.html>, or can be ordered by fax or phone by contacting the locations listed below:

Permit Issuing Office Locations

St. Catharines (Head Office) #061

301 St. Paul Street, 3rd Floor, St Catharines, ON L2R 7R4

Tel: 416-246-7166 or 1-800-387-7736, Dept 4 Fax: 905-704-2545

Downsview Office #979

2680 Keele Street, Room 159

Downsview, ON M3M 3E6

Tel: 416-235-3551

Fax: 416-235-4696

Ottawa Office #928

3091 Albion Road North, Unit 2

Ottawa, ON K1V 9V9

Tel: (613) 731-6451 or (613) 731-6452

Fax: (613) 249-8143

Kenora Office #887

808 Robertson Street, P.O. Box 2250

Kenora, ON P9N 3X8

Tel: (807) 468-2780

Fax: (807) 468-6987

Thunder Bay Office #930

615 South James Street

Thunder Bay, ON P7E 6P6

Tel: (807) 473-2040 or (807) 473-2042

Fax: (807) 473-2133

Kingston Office #982

1355 John Counter Boulevard

Kingston, ON K7L 5A3

Tel: (613) 545-4765

Fax: (613) 545-4781

Waterloo Office #944

500 Weber Street North, Unit 3

Waterloo, ON N2L 4E9

Tel: (519) 885-9489

Fax: (519) 885-9937

London Office #919

659 Exeter Road

London, ON N6E 1L3

Tel: (519) 873-4284

Fax: (519) 873-4270

Windsor Office #932

150 Ouellette Place, Suite 210

Windsor, ON N8X 1L9

Tel: (519) 972-5579

Fax: (519) 966-7567

North Bay Office #961

447 McKeown Avenue, Suite 301

North Bay, ON P1B 9S9

Tel: (705) 497-5412

Fax: (705) 497-5533

See Appendix D for Oversize/Overweight Permits for other jurisdictions

IRP Unladen Weight Permit

A 10-Day Unladen Weight Permit (also known as a “hunter’s permit”) is a paper permit issued for a commercial motor vehicle owned or leased by a resident of Ontario or of another jurisdiction and is issued under the provisions of Section 910 of the IRP Plan. A vehicle displaying the permit is temporarily exempt from IRP registration.

The purpose of this permit is to authorize the temporary operation of an unladen commercial motor vehicle or combination unladen commercial motor vehicle and unladen trailer(s) within Ontario and all IRP member jurisdictions when the registered vehicle owner (i.e. owner/operator) has terminated his/her current employment and is seeking employment with another carrier and under the following conditions:

- Fit unladen commercial motor vehicles without plates; or
- Fit unladen commercial motor vehicle and unladen trailer or trailers without plates.

The fee for the unladen weight permit is \$15.00 for a period of 10 days.

12 Distance/Operational Records

Every carrier who registers vehicles under the IRP must maintain records to substantiate the reported distances travelled and the costs of all vehicles in the IRP fleets.

Source Documents

Vehicle Costs

Acceptable documentation to support a vehicle's purchase price and date of purchase include a purchase invoice and bill of sale. For leased units, the lease agreements showing the capital cost of the vehicle or other proof of the fair market value of the vehicle (dealer appraisal) at the beginning of the lease are required. Costs of any capital additions and modifications made to the vehicle within 30 days of the purchase must be included in the purchase price. For vehicles purchased privately, MTO will use default values, or calculate a depreciated value based on figures provided by the Ministry of Finance unless the owner provides an appraisal.

Driver's Trip Records

An acceptable source document to record distances is an "Individual Vehicle Distance Record" (IVDR). The driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles, completes this document. The most common IVDRs are the driver's trip sheets and driver's logs. Other similar records are acceptable provided they contain the following basic information:

1. Registrant's name
2. Date of trip (beginning and ending)
3. Trip origin and destination
4. Routes (highway numbers) travelled
5. Odometer/hubometer readings
6. Distance by jurisdiction
7. Total trip distance
8. Vehicle unit numbers, for both power unit and trailer(s)
9. Fleet number (if registrant has more than one fleet)
10. Driver's name and signature

Trip Permits

Copies of all trip permits obtained for operations by prorated vehicles must be available on file. The distances travelled under these permits are to be reported on the next application for IRP registration as estimate values.

Monthly Summaries

The IVDR information must be summarized on a monthly basis. The summary must contain information by individual vehicle (beginning and ending odometer/hubometer readings, individual trip details, distance by jurisdiction, total distance travelled) and by fleet (distance by jurisdiction, total distance). (See [Appendix E](#))

Yearly Summaries

A yearly summary is required for each July 1 to June 30 reporting period and must show the total fleet distance, broken down by month for each jurisdiction. Samples of acceptable IVDRs (both Monthly and Yearly Recapitulation) are provided in Appendix E, and are available electronically from the MTO by sending an e-mail to irp@mto.gov.on.ca. (See [Appendix E](#))

Other Records

Copies of the forms filed for annual registration (IRP Application, Supplemental Applications, Distance Schedules, etc.) must be retained in the carrier's files for audit purposes.

Record Retention Period

Distance records must be retained for the five distance reporting periods (July 1 - June 30), which immediately precede the current licence year.

Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. For individual vehicles that have been deleted from a fleet, vehicle cost and weight records must be retained for three years after the vehicles were deleted from the fleet.

Reminder: In addition to the above IRP record retention requirements, the carrier must maintain all records pertaining to its operations as required under Section 1500 of the IRP Agreement.

Authority to Audit

Article XV, Section 1500 of the IRP agreement requires each member jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all IRP member jurisdictions. Auditors from the Motor Fuel and Tobacco Tax Branch of the Ministry of Finance will perform IRP audits on Ontario carriers. Carriers will be audited simultaneously for both IRP and IFTA.

Purpose of Audit

The purpose of the audit is to ensure compliance with established rules and regulations governing prorated registration and proper payment of prorated fees and taxes to Ontario and to all other IRP member jurisdictions in which the carrier is (or was) registered for multi-jurisdictional travel.

Registrant Responsibilities

The carrier must keep proper maintenance of all records required for the audit procedure, including all IVDRs, computer system/on board recording device information. All distances travelled by trip permits, as well as loaded, unloaded, inter-jurisdictional and intra-jurisdictional must be kept.

Use of On Board Recording Devices

On board recording devices may be used in conjunction with a computer system in lieu of or in partnership with handwritten IVDRs. All reports from this method must be maintained in hardcopy. If using a recording device, it must meet the standards set forth by IRP Inc, under section 500 of the International Registration Plan – Audit Procedures Manual.

Audit Procedures

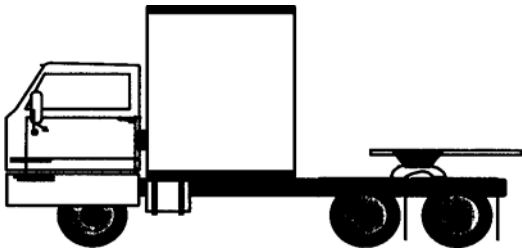
In conducting the IRP audit, auditors will use the source documents to determine, on a test basis, the accuracy and completeness of the distance and vehicle information recorded on the Individual Vehicle Distance Records (IVDRs), on the monthly and yearly summaries, and on the forms used for IRP registration. All distance records must be retained for five (5) years plus the current registration year. The carrier will be contacted and advised of an upcoming audit no less than 30 days prior to the commencement. At this time the carrier will be advised of the registration years under audit, type of records required, person(s) conducting the audit, and the proposed commencement date of the audit.

Other Audits

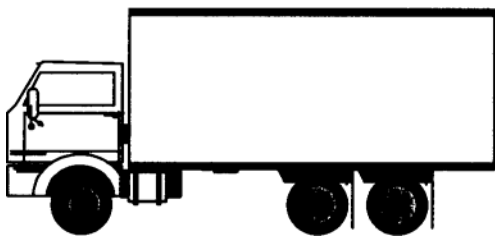
An IFTA audit and an audit under Section 1500 of the IRP Agreement on the company's operations in the Province of Ontario will generally be conducted at the same time. These concurrent audits will minimize the inconvenience to audited carriers

Jurisdiction Weight Limits and Trip Permits

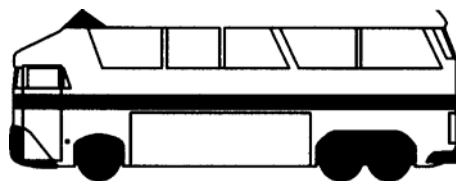
Types of Vehicles



Truck- Tractor (TT)



Truck (TR)



Bus (BS)

Maximum Weights For IRP Jurisdictions

Jurisdiction	Maximum Weight	Notes
Alabama	80,000 Lbs	Requires special permits over 80,000 Lbs
Alberta	63,500 Kg	
Arizona	80,000 Lbs	
Arkansas	80,000 Lbs	
British Columbia	63,500 Kg	
California	80,000 Lbs	
Colorado	80,000 Lbs	
Connecticut	NO MAX	Overweight permits are limited to the weight shown on the cab card.
Delaware	80,000 Lbs	
District of Columbia	80,000 Lbs	
Florida	80,000 Lbs	
Georgia	80,000 Lbs	
Idaho	130,000 Lbs	Contact Idaho IRP for information when applying over 80,000 Lbs
Illinois	80,000 Lbs	
Indiana	80,000 Lbs	
Iowa	NO MAX	Requires special permits over 80,000 Lbs
Kansas	85,500 Lbs	
Kentucky	80,000 Lbs	
Louisiana	88,000 Lbs	Only tridum rear axle vehicles are permitted over 80,000 Lbs
Maine	100,000 Lbs	
Manitoba	62,500 Kg	
Maryland	80,000 Lbs	
Massachusetts	NO MAX	
Michigan	160,001	
Minnesota	80,000 Lbs	Requires overweight permit when over 80,000 Lbs
Mississippi	80,000 Lbs	
Missouri	80,000 Lbs	
Montana	132,000 Lbs	Requires special permits over 80,000 Lbs
Nebraska	94,000 Lbs	Requires special permits over 80,000 Lbs on Interstate
Nevada	80,000 Lbs	
New Brunswick	62,500 Kg	
Newfoundland	62,500 Kg	
New Hampshire	80,000 Lbs	
New Jersey	80,000 Lbs	
New Mexico	80,000 Lbs	
New York	NO MAX	On designated highways, maximum is 80,000 Lbs
North Carolina	80,000 Lbs	
North Dakota	105,500 Lbs	Requires special permits over 80,000 Lbs
Nova Scotia	58,500 Kg	
Ohio	80,000 Lbs	
Oklahoma	90,000 Lbs	

Ontario	63,500 Kg	
Oregon	105,500 Lbs	Requires special permits over 80,000 Lbs
Pennsylvania	80,000 Lbs	
Prince Edward Island	62,500 Kg	
Quebec	8 Axles	
Rhode Island	80,000 Lbs	
Saskatchewan	62,500 Kg	
South Carolina	80,000 Lbs	
South Dakota	NO MAX	
Tennessee	80,000 Lbs	
Texas	80,000 Lbs	
Utah	80,000 Lbs	
Vermont	80,000 Lbs	
Virginia	80,000 Lbs	
Washington	105,500 Lbs	
West Virginia	80,000 Lbs	
Wisconsin	80,000 Lbs	
Wyoming	117,000 Lbs	Weight includes the tolerance permitted on registration

NOTE:

Exceeding the maximum weight may require the purchase of an overweight/oversize permit. Please contact the applicable jurisdictions.

Carriers based in jurisdictions outside of New York State are now able to obtain 'Divisible Load Permits', and must show the maximum combined gross weight (cgw) on the cab card. Carriers will pay fees through Ontario IRP to a maximum of 80,000 lbs, and will pay New York directly for extra weight through the 'Divisible Load Permit'. These carriers are also eligible to obtain 'Special Hauling Permits', which are issued for non-divisible loads and permit them to register in excess of 80,000 lbs cgw, at the weight designated on the permit. Without a Special Hauling Permit or a Divisible Load Permit, carriers based outside of New York cannot legally operate in excess of 80,000 lbs cgw in New York State.

IRP Trip Permits

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
Alabama	\$20 for 7 days	Yes
Alaska	\$350 for 30 days all trucks, vans, truck-tractors, buses. \$10 for 5 days all other commercial vehicles	No
Alberta	Varies based upon mileage and axles for 1 trip	No
Arizona	Varies based upon mileage and number of axles for up to 90 days	No
Arkansas	\$33 for 72 hours	No
British Columbia	1/12 of annual registration fee for vehicle weight	No
California	\$45 power unit for 4 days 25% of annual fee for 90 days	Yes No
Colorado	\$45-\$60 depending on weight for 72 hours	No
Connecticut	\$17 for 72 hours	Yes
Delaware	\$15 for 72 hours	Yes
Florida	\$30 for 10 days	Yes
Georgia	\$30 for 72 hours	Yes
Idaho	\$30 for 120 hours	No
Illinois	\$19 for 72 hours	Yes
Indiana	\$15 for 72 hours	Yes
Iowa	\$10 for 72 hours	Yes
Kansas	\$26 for 72 hours	No
Kentucky	\$25-\$40 for 10 days depending on weight	Yes
Louisiana	\$25 for 48 hours	Yes
Maine	\$25 for 72 hours	Yes
Manitoba	Fees based on distance and load weight	
Maryland	\$15 for 72 hours	Yes
Massachusetts	\$20 for 72 hours	Yes
Michigan	\$20 for 72 hours	Yes
Minnesota	\$15 for 120 hours	Yes
Mississippi	\$25 for 72 hours	No
Missouri	\$10 for 72 hours	Yes
Montana	Varies depending on weight and distance for 72 hours	Yes
Nebraska	\$25 for 72 hours	No
Nevada	\$5 plus \$0.15 per mile for 24 hours	No
Newfoundland	\$50 truck, \$100 truck tractor for various validation periods	
New Brunswick	\$23 unladen, \$81 truck, \$161 truck tractor for 5 days	
New Hampshire	\$15 for 72 hours	Yes
New Jersey	\$25 for 72 hours	No
New Mexico	Varies upon mileage and vehicle weight for 72 hours	No
New York	\$15 for 72 hours	Yes
North Carolina	\$15 for 10 days	Yes
North Dakota	\$20 for 72 hours	No
Nova Scotia	\$10 unladen, \$50 truck, \$100 truck tractor for 10 days	
Ohio	\$15 for 72 hours	Yes

Oklahoma	\$12 for 72 hours	Yes
Ontario	\$15 unladen, \$75 truck, \$132 truck tractor for 10 days	
Oregon	\$21 for 10 days	No
Pennsylvania	\$15 for 72 hours	Yes
Prince Edward Island	\$75 truck, \$150 truck tractor for 5 days	
Quebec	\$38 for 10 days	
Rhode Island	\$25 for 10 days	No
Saskatchewan	Varies by weight and distance for 24 hours	
South Carolina	\$15 for 72 hours (each unit)	Yes
South Dakota	\$15 for 1 trip	Yes
Tennessee	\$30 for 72 hours	Yes
Texas	\$25 for 72 hours, \$50 for 144 hours (each unit)	Yes
Utah	\$25-\$50 for 96 hours (each unit)	No
Vermont	\$15 for 72 hours	Yes
Virginia	\$15 for 10 days	Yes
Washington	\$15 for 3 days	Yes
West Virginia	\$24 for 10 days	Yes
Wisconsin	\$20 for 96 hours (each unit)	Yes
Wyoming	\$20 for 96 hours (each unit)	No

Note: Permit fees may be subject to change without notice

IRP Application Forms

The following pages provide you with step-by-step instructions for completing both the IRP Fleet Application and the IRP Vehicle Application.

Forms 1 through 4 of the IRP Application must be completed when:

- First making an application for an Ontario IRP account, or
- When renewing an existing Ontario IRP account, or
- Registering a new fleet within an existing IRP account.

For other transactions, only some forms need to be completed.

The following chart indicates which forms are required for each transaction:

Transaction:	Form 1	Form 2	Form 3	Form 4
Register a New Fleet	✓	✓	✓	✓
Renew a Fleet	✓	✓	✓	✓
Add/Delete a Vehicle	✓			✓
Change Weight/Add Weight Group	✓		✓	✓
Add a Jurisdiction	✓	✓	✓	
Change vehicle information (other than weight)	✓			✓
Delete a Fleet	✓			✓

Carriers can submit one application to complete several transactions. Simply indicate the transactions required on Form 1. For example, at renewal, vehicles can be added and deleted, weights can be changed and jurisdictions can be added or deleted. Information for vehicles can also be updated.

Carriers can submit supplemental applications on the appropriate forms **after** the original application has been filed and paid.

Copies of the IRP Application Forms are available directly from MTO via e-mail. Please send an e-mail to MTO requesting a copy. The e-mail address is irp@mto.gov.on.ca. The application is in Excel 2000. It cannot be converted to other formats. The electronic form has many practical uses. Once carriers have completed the work of establishing a vehicle database containing all information on each fleet vehicle, this can be used to “auto-fill” the IRP application. The electronic form also contains many features that make completing it much easier, like “hover hints” that indicate what information is needed in a particular cell. It saves typing time, as basic information about the carrier and the application is entered once on Form 1, and then automatically copied onto other forms where it is needed.

MTO will send pre-printed renewal forms at least 45 days prior to your fleet expiry date. Verify that the information we have on Form 1 is correct, and inform us of any discrepancies as soon as possible. All other forms will also need to be completed and/or verified for accuracy.

IRP Application Form 1



CARRIER FLEET INFORMATION

CARRIER ACCOUNT NUMBER ON _____ FLEET # _____

FLEET RIN _____ REG YEAR _____

CARRIER'S NAME (FULL LEGAL NAME) _____

OPERATING AS (IF APPLICABLE) _____

PERSON TO CONTACT _____

MAILING ADDRESS _____

TELEPHONE _____

FAX _____

E-MAIL ADDRESS _____

ON BUSINESS ADDRESS (PHYSICAL LOCATION) _____

MAILING ADDRESS (IF DIFFERENT FROM ABOVE) _____

CVOR NUMBER _____

FUEL TAX NUMBER (IFTA) _____

SUPPLEMENT # _____ EFFECTIVE DATE _____

DEFERRED PAYMENT? Yes = Y No = N _____ BUSINESS NUMBER (BN) _____

EXPIRY DATE _____

FLEET TRANSACTION

CARRIER TYPE

Private (P) Daily Rental (R) New Fleet (NF) Add Jurisdiction (AJ)

For-Hire (H) Household Goods (M) Renewal Fleet (RF) Delete Fleet (DF)

Amend Fleet (AF) Change Weight (CW)

Replace Plate (RP) Repl. Cab Card (RC)

International Fuel Tax Member (IFTA) APPLIED YES NO

Compulsory Automobile Insurance Act
(for use only where the applicant has registered or is registering under the International Registration Plan (IRP))

CERTIFICATE OF INSURANCE

I hereby certify that the motor vehicle(s) listed on this application is (are) insured under a contract of automobile insurance made with the insurance company (companies) shown:

NAME OF INSURANCE CO. _____ POLICY # _____

IRP FLEET # _____ INSURANCE EXPIRY DATE _____

NAME OF IRP REGISTRANT _____

SIGNATURE _____ DATE _____

I, the undersigned, declare that all requirements for vehicle registration, for insurance and for the payment of all fees and taxes may be required by statute or regulation of those jurisdictions in which travel is intended have been met. I hereby certify that the information furnished in this application and supporting documentation is true and complete. I am fully aware of the requirements and obligations imposed by the International Registration Plan and understand that information contained on these forms may be shared with IRP member jurisdictions, the IRP Clearinghouse and the Ministry of Finance to ensure compliance with the Plan, the Fuel Tax Act, the Gasoline Tax Act, the Retail Sales Tax Act and other jurisdictions' IRP-related requirements. I have obtained consent from each vehicle owner or lessee to provide their respective vehicle information that appears on Form 4, and I have informed each vehicle owner or lessee of the purposes for the collection, uses and disclosures, as indicated above. I maintain an established place of business as required by the International Registration Plan.

Authorized Signature _____ Date _____ City / Town _____ Province / State _____

FOR OFFICE USE ONLY

Office Number _____

Operator Number _____

Business Date _____

IRP Application Form 1: Carrier Fleet Information

This form must be completed when:

- first making application for an Ontario IRP account;
- renewing an existing Ontario IRP account or
- adding a jurisdiction(s) to a current apportioned registration year;
- adding or deleting a vehicle from a fleet;
- changing a weight group, or modifying weights;
- requesting a plate replacement;
- requesting a cab card replacement.

1. **Carrier Account #:** The five (5) digit assigned Ontario account number. Leave this space blank if applying for IRP registration for the first time. New account numbers will be assigned to all new IRP registrants.
2. **Fleet #:** If more than one fleet is registered under the same company name, indicate which fleet # 001, 002, etc. this application refers to.
3. **Supplement #:** Use 000 for original or renewal application. Start with 001 on first supplement submitted within the registration year. Number each subsequent supplement consecutively.
4. **NOTE:** Any supplements requesting the addition of jurisdictions throughout the current fleet year cannot be reversed or cancelled. However, jurisdictions can be changed on the next renewal. The supplement must be paid before any additional supplement can be processed.
5. **Effective Date:** The effective registration date of the transaction being applied for.
6. **Fleet RIN:** Leave this space blank if applying for IRP registration for the first time. A nine-digit personal identification number assigned by the IRP Office.
7. **Reg. Year:** The registration year is based on the expiry date of the fleet application. For example, if a fleet is registered on April 1, 2001, and expires on March 31, 2002, the registration year is 2002.
8. **Expiry Date:** The expiry date of the fleet registration. For new fleets, enter the date you would like your new account to expire (minimum 3 months, maximum 12 months). However, this expiry date will remain your expiry date henceforth, and your renewal will always be for 12 months. IRP does not allow renewals for periods less than 12 months.
9. **Carrier's Name:** The full legal name of the carrier requesting apportioned registration. (Applicants other than an individual(s) must ensure that their company name has been registered with the appropriate provincial and/or federal agencies before their application can be processed and completed.) This is the name that will appear on the apportioned cab card.
10. **Deferred Payment:** Indicate if you would like to defer three quarters of your **Ontario registration fees**, to be paid in quarterly instalments with post-dated cheques. There will be a 12% administration fee. All other jurisdictional fees and taxes must be paid in full (allowed for renewal fleets only).
11. **Business Number (BN):** Enter your Business Number. The Business Number (BN) is a new numbering system that replaces the multiple numbers businesses previously needed to conduct business with Canada Customs and Revenue Agency. The BN is a unique number identifying a

business and their account and is issued by the federal government. When recording, use only the first 9 digits -- omit any alpha characters.

12. **Operating As:** Use this field to indicate the name under which the company is doing business.
13. **Contact Person:** The name of the person designated by the carrier to contact regarding the fleet information (usually an employee of the carrier, or a permitting company representative).
NOTE: If this is someone other than the carrier, a letter of authorization must be submitted by the carrier allowing the person to conduct transactions on behalf of the carrier.
14. **Mailing Address:** The mailing address is where all correspondence is to be sent including licence plates and cab cards. (A Post Office Box may be used.)
15. **Phone #:** For contact person.
16. **Fax #:** For contact person.
17. **E-mail Address:** For contact person.
18. **ON Business Address:** This is where you have an established place of business, and maintain the fleet operational records, and accrued mileage. The business address must be in Ontario and must include a street address or land location. It cannot be only a Post Office Box. An Established Place of Business Questionnaire is required to be completed for all New Fleet and Address Change transactions and must be signed and submitted with your IRP application.
19. **Mailing Address:** Insert mailing address if different from the business address. This may contain a Post Office Box number.
20. **CVOR #:** This number is mandatory for Ontario and must be provided at the time of registration.
21. **Fuel Tax #:** Insert your International Fuel Tax Agreement (IFTA) number here, if applicable. (See number 24, below) If any vehicle in the fleet reports to IFTA under a different account number, record that account number on Form 4, in Section D. This may be the case for owner/operators.
22. **Carrier Type:** This describes the type of business the carrier is involved in. Household goods carriers should indicate if they are "For Hire" or "Private".
23. **Fleet Transaction:** Check the appropriate box that describes the transaction to be completed.
NF - New Fleet
RF - Renewal Fleet
AF - Amend fleet, including weight group change, addition, deletion, and to add/delete vehicles from the fleet
AJ - Add a jurisdiction to the fleet (use Form 1, Form 2 and Form 3)
DF - Delete Fleet for credit or refund (use only Form 1)
CW - Change Weight, ie: increase or decrease weight during a registration year.
NOTE: Only some jurisdictions allow a weight decrease mid-year, or allow credits/refunds for a weight decrease.
RP – Replace Plate
RC – Replace Cab Card
24. **International Fuel Tax Agreement (IFTA):** Declare whether you have applied for IFTA registration, been accepted, or if IFTA registration does not apply to you. This would be the case if all vehicles weigh less than 11,797 kg.
25. **Insurance Company:** The insurance company name (not broker) as it appears on the policy.

Policy #: The insurance policy number.

IRP Fleet #: Your IRP fleet number, as it appears above in number 2.

Insurance Expiry Date: The expiry date of the insurance policy.

Name of IRP Registrant: Same as Carrier's Name, above.

Signature and Date: Sign and date the insurance declaration.

26. **Authorized Signature:** The application must be signed and dated etc. by either the carrier or a person who is employed by the carrier or a consultant hired by the carrier. He/She is responsible for ensuring that the information listed on the application is correct.

NOTE: If the person signing the application is NOT the contact person and is employed by the carrier or is a consultant hired by the carrier, a letter giving authorization to the person signing the application must be included for our records.

IRP Application Form 2

FLEET DISTANCE DECLARATION



The reporting period for actual distances is from **July 1 to June 30**, of the previous year. **ESTIMATED** distances must reflect **REALISTIC** travel intended using the Estimated Distance Declaration Form.

CARRIER'S NAME _____ ACCOUNT NUMBER ON _____ FLEET # _____ FLEET RIN _____ SUPP # _____

PRORATE JURISDICTION

P = Prorate E = Estimate

ALL DISTANCES MUST BE RECORDED IN KM

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

ESTIMATED DIST. TOTAL: _____

ACTUAL DIST. TOTAL: _____

TOTAL DISTANCE: 0

ESTIMATED DISTANCE PERIOD: _____, 20 to _____, 20

ACTUAL DISTANCE REPORTING PERIOD: _____, 20 to _____, 20

MANDATORY ESTIMATED DISTANCE DECLARATION: METHOD 1 METHOD 2 CHECK APPROPRIATE BOX AND ATTACH ESTIMATED DISTANCE DECLARATION FORM

SR-L-PR-13-2 05-01

Authorized Signature: _____

Date: _____

IRP Application Form 2: Fleet Distance Declaration

This form must be completed when:

- registering a new fleet;
- renewing a fleet;
- adding a jurisdiction during the registration year.

1. **Carrier's Name:** The full legal name of the carrier requesting apportioned registration. Should read the same as Form 1.
2. **Carrier Account #:** The five (5) digit assigned Ontario account number. Leave this space blank if applying for IRP registration for the first time. Should read the same as Form 1.
3. **Fleet #:** If more than one fleet is registered under the same company name, indicate which fleet # 001, 002, etc., this application refers to.
4. **Fleet RIN:** Leave this space blank if applying for IRP registration for the first time. A nine-digit personal identification number assigned by the IRP Office.
5. **Supplement #:** Use 000 for original or renewal application. Start with 001 on first supplement submitted within the registration year. Number each subsequent supplement consecutively.

NOTE: Any supplements requesting the addition of jurisdictions throughout the current fleet year cannot be reversed or cancelled. However, jurisdictions can be changed on the next renewal. The supplement must be paid before any additional supplement can be processed.

6. **Distance Km:** All distance for the current registration year should be the actual kilometres driven during the mileage-reporting year, which is the period July 1 through June 30 of the year immediately preceding the registration year. As of September 1, you must use the July to June period immediately preceding your registration year. Show distance for every vehicle in the fleet. Include distances accrued in non-IRP jurisdictions such as the Yukon, Northwest Territories, Nunavut, Alaska and Mexico as your trip permits fees will be taken into consideration when calculating IRP fees.
7. **Prorate:** Place a 'P' under column "Prorate" to indicate those jurisdictions where you want to operate in the coming registration year, whether actual or estimated. Only these jurisdictions will appear on your Cab Card. Non-IRP jurisdictions will not appear on your cab card.
8. **Estimated Distance:** Enter an 'E' to indicate that kilometres reported are estimates. Carriers providing estimated distance on an IRP application are required to support these estimates with an Estimated Distance Declaration
<http://www.mto.gov.on.ca/english/trucks/irp/manual/distance.pdf> (see field 10 below).
9. **Total Distance:** Show the total of actual kilometres and/or estimated kilometres indicated on the distance schedule, and the combined total of actual and estimated distances. You must keep records of the kilometres travelled in each jurisdiction and the total kilometres travelled. These records must be available for audit for seven years (according to Federal legislation on retention of financial records) and for five and one-half years for IRP purposes. See pages 35-36 of the IRP Carrier Manual for more details on the audit records you must keep.
10. **NOTE:** Once your distance has been submitted, and a Fee Notice is produced, you cannot amend your distance schedule once paid. If you think the distance you submitted was incorrect, you may request an audit. However, your audit will be added to the normal audit rotation period.

11. **Estimated Distance Declaration:** An Estimated Distance Declaration is required to be completed (both pages) using either Method 1 or Method 2 as explained on the declaration, it must be signed and submitted with your IRP application.
12. **Authorized Signature:** The application must be signed and dated etc. by either the carrier or a person who is employed by the carrier or a consultant hired by the carrier. He/She is responsible for ensuring that the information listed on the application is correct.

NOTE: If the person signing the application is NOT the contact person and is employed by the carrier or is a consultant hired by the carrier, a letter giving authorization to the person signing the application must be included for our records.

IRP Application Form 3

GROSS VEHICLE WEIGHT SCHEDULE



WEIGHT GROUP #: _____

Page # ___ of ___

CARRIER'S NAME _____

ACCOUNT NUMBER ON _____

FLEET # _____

FLEET RIN _____

Maximum Allowable Cab Card Weight			
JUR	Code	GVW	Bus
Alberta	AB	63,500	63,500
British Columbia	BC	63,500	63,500
Manitoba	MB	62,500	62,500
New Brunswick	NB	62,500	62,500
Newfoundland	NL	62,500	62,500
Northwest Terr.	NT	////////	////////
Nova Scotia	NS	58,500	58,500
Nunavut	NU	////////	////////
Ontario	ON	63,500	40,000
Prince Edward Island	PE	62,500	20,500
Quebec	QC	8 AX	63,500
Saskatchewan	SK	62,500	62,500
Yukon Territory	YT	////////	////////
Alaska	AK	////////	////////
Alabama	AL	80,000	
Arkansas	AR	80,000	
Arizona	AZ	80,000	
California	CA	80,000	
Colorado	CO	80,000	
Connecticut	CT	unlimited	
District of Columbia	DC	80,000	
Delaware	DE	80,000	
Florida	FL	80,000	
Georgia	GA	80,000	
Iowa	IA	unlimited	
Idaho	ID	130,000	
Illinois	IL	80,000	
Indiana	IN	80,000	
Kansas	KS	85,500	
Kentucky	KY	80,000	
Louisiana	LA	88,000	
Massachusetts	MA	unlimited	
Maryland	MD	80,000	
Maine	ME	100,000	
Michigan	MI	160,001	
Minnesota	MN	unlimited	
Missouri	MO	80,000	
Mississippi	MS	80,000	
Montana	MT	132,000	
North Carolina	NC	80,000	
North Dakota	ND	105,500	
Nebraska	NE	94,000	
New Hampshire	NH	80,000	
New Jersey	NJ	80,000	
New Mexico	NM	80,000	
Nevada	NV	80,000	
New York	NY	unlimited	
Ohio	OH	80,000	
Oklahoma	OK	90,000	
Oregon	OR	105,500	
Pennsylvania	PA	80,000	
Rhode Island	RI	80,000	
South Carolina	SC	80,000	
South Dakota	SD	unlimited	
Tennessee	TN	80,000	
Texas	TX	80,000	
Utah	UT	80,000	
Virginia	VA	80,000	
Vermont	VT	80,000	
Washington	WA	105,500	
Wisconsin	WI	80,000	
West Virginia	WV	80,000	
Wyoming	WY	117,000	
Mexico	MX	////////	

Minimum GVW for CDN is 11,793.401 kg (except B.C and Sask which is 5,500 kg),
or 26,000 lbs for U.S.

**Enter the weight you need to carry in each jurisdiction.*

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

IF WEIGHT VARIES 10% IN JURISDICTIONS, PLEASE EXPLAIN

Authorized Signature _____ DATE _____

IRP Application Form 3: Gross Vehicle Weight Schedule

This form must be completed and reflect/match the jurisdictions on Form 2 when:

- registering a new fleet;
- renewing a fleet;
- adding a jurisdiction during the registration year;
- for AV to ensure registered at correct weight;
- adding a new weight group, if vehicles in the fleet need to carry different weights.

(ensure that you assign the vehicle(s) to the new weight group on Form 4 using an AR/DR transaction)

1. **Carrier's Name:** The full legal name of the carrier requesting apportioned registration. Should read the same as Form 1.
2. **Carrier Account #:** The five (5) digit assigned Ontario account number. Leave this space blank if applying for IRP registration for the first time. Should read the same as Form 1.
3. **Weight Group #:** This is a carrier-assigned number to classify groupings of vehicles that will operate with the same gross vehicle weights within the same jurisdictions. Starting with 001, 002, etc., the Vehicle Application allows for listing five (5) vehicles per page.

The following is an example of weight group number assignment.

For example, a fleet has fifty (50) vehicles travelling into five (5) jurisdictions. Assume apportionment was requested for the following weights.

Fleet 001	ON	MB	MI	OH	PA	Weight Group Number
1 vehicle @	36,300 kg	43,000 kg	80,000 lbs	80,000 lbs	80,000 lbs	#001
10 vehicles @	29,500 kg	29,500 kg	65,000 lbs	65,000 lbs	65,000 lbs	#002
19 vehicles @	29,500 kg	36,500 kg	80,000 lbs	80,000 lbs	80,000 lbs	#003
20 vehicles @	29,500 kg	29,500 kg	74,000 lbs	74,000 lbs	74,000 lbs	#004

4. **Fleet #:** If more than one fleet is registered under the same company name, indicate which fleet # 001, 002, etc., this application refers to.
5. **Fleet RIN:** Leave this space blank if applying for IRP registration for the first time. A nine-digit personal identification number assigned by the IRP Office.
6. **GVW:** Enter the gross vehicle weight at which you wish to carry for each jurisdiction. Weights for Quebec must be shown in axles.
7. **Declaration:** An explanation is required when there is a 10% difference between the lowest and the highest GVW on the weight schedule.

NOTE: Any application with a weight variance greater than 10%, the carrier must explain the reason for the weight differential verifying the actual operating practices. (IRP Agreement Section 508.) The weight variance will not be allowed if it does not reflect actual operations.

8. **Maximum Allowable Cab Card Weight:** Check here for each jurisdiction's allowable cab card weight. This is not the actual weight limit for a jurisdiction that allows over-dimensional loads. Permits may be obtained for weights in excess of the maximum allowable cab card weight. Fees

are based on gross vehicle weight, so register for only what your vehicles need to carry, ie: DO NOT register for the maximum gross weight if you don't carry it.

9. **Authorized Signature:** The application must be signed and dated etc. by either the carrier or a person who is employed by the carrier or a consultant hired by the carrier. He/She is responsible for ensuring that the information listed on the application is correct.

NOTE: If the person signing the application is NOT the contact person and is employed by the carrier or is a consultant hired by the carrier, a letter giving authorization to the person signing the application must be included for our records.



Reg Yr _____ Page # ___ of ___

CARRIER'S NAME _____ ACCOUNT NUMBER ON _____ SUPP # _____ FLEET RIN _____ FLEET # _____

CONTACT PERSON _____

Vehicle Transaction Code	
AV - Add Vehicle	DV - Delete Vehicle
AR - Add Vehicle Using Credit	DR - Delete Vehicle Using Credit
RP - Replace Plate	RC - Replace Cab Card

EFFECTIVE DATE _____

PH # _____ Fax # _____

Section A

Line No.	Transaction Code	Owner's Unit #	Weight Group #	Current Plate #	Vehicle Identification Number (VIN)	Colour	Vehicle Year	Make	Fuel Type	Veh. Type	RIN	Owner/Operator or Leasing Company

Section B

(For Office Use Only)

Line No.	Truck Axles <small>Include Steering Axle</small>	Trailer Axles	Tare Wgt	Purchase Amount/Lease Capital Cost CDN \$	US \$	Date of Purchase/Lease	Factory Price Actual (US \$)	Trade-In Value (\$)	New Plate Required circle yes or no		New Plate #
									Yes	No	
									Yes	No	
									Yes	No	
									Yes	No	
									Yes	No	

Section C

IF TRANSACTION CODE = TRANSFER or DELETE/REPLACE								
Show information for vehicle to be deleted below								
Line No.	Annual Km Over 16,093?	Vehicle Identification Number (VIN)	Fleet RIN	Fleet #	Plate #	Unit #	Year	Make

VEHICLE INSURANCE INFORMATION

(If different from Fleet Insurance Information)

Company Name	Policy #	Expiry Date

Section D

SALES TAX - ONTARIO

Line No.	True Lease	Third Party Lease	RIN: Owner/Operator (if leased vehicle)	Owner/Operator's Name	IFTA Account # (if different from fleet)

FOR OFFICE USE ONLY
Record Stock:

Authorized Signature _____ Date _____ City/Town _____ Prov/State _____

SR-L-FR 13-4 05-01

IRP Application Form 4: Vehicle Information (Truck/Trailer)

This form must be completed when:

- registering a new fleet;
- renewing a fleet;
- adding or deleting vehicles during a registration year;
- adding a new weight group, as vehicles must be assigned to that weight group;
- requesting a plate replacement;
- requesting a cab card replacement.

When using these forms to renew a fleet, be sure to indicate those vehicles that are being removed from the fleet by putting a line through the subject vehicles. Use a DV transaction code to indicate the vehicles being removed.

This form is to be used to give detailed information about your unit(s) and it is divided into four (4) sections A, B, C and D. This form must be completed for every transaction except AJ.

1. **Reg. YR:** The registration year is based on the expiry date of the fleet application. For example, if a fleet is registered on April 1, 2001, and expires on March 31, 2002, the registration year is 2002.
2. **Carrier's Name:** The full legal name of the carrier requesting apportioned registration. Should read the same as Form 1.
3. **Carrier Account #:** The five (5) digit assigned Ontario account number. Leave this space blank if applying for IRP registration for the first time. Should read the same as Form 1.
4. **Supplement #:** Use 000 for original or renewal application. Start with 001 on first supplement submitted within the registration year. Number each subsequent supplement consecutively.

NOTE: Any supplements requesting the addition of jurisdictions throughout the current fleet year cannot be reversed or cancelled. However, jurisdictions can be changed on the next renewal. The supplement must be paid before any additional supplement can be processed.

5. **Fleet RIN:** A nine-digit personal identification number assigned by the IRP Office. Should read the same as all the other forms.
6. **Fleet #:** If more than one fleet is registered under the same company name, indicate which fleet # 001, 002, etc., this application refers to.
7. **Contact Person:** The name of the person designated by the carrier as a contact regarding the fleet information (usually an employee of the carrier, or a permitting company representative).

NOTE: If this is someone other than the carrier, a letter of authorization must be submitted by the carrier allowing the person to complete transactions on behalf of the carrier.

8. **Phone #:** For the contact person.
9. **Fax #:** For the contact person.
10. **Effective Date:** The effective registration date of the transaction being applied for.

SECTION A

11. **Line Number:** Numbered consecutively starting with 1, there are five (5) lines to a page. If the supplement contains more than five units, additional copies of Form 4 must be completed. i.e., the second Form 4, would begin with line number 6, the third Form 4 with line 11, etc.
12. **AR** Add Vehicle Using Credit - Used when doing a transfer or changing vehicle information and used along with the 'DR'. The code would be AR/DR and the information about the deleted vehicle should be entered in Section C.
DR Delete Vehicle Using Credit - Used when doing a transfer, deleting a vehicle and/or changing vehicle information.
AV Add Vehicle - Used for a new fleet, renew fleet and adding a vehicle on to the fleet during the fleet year. On a renewal application, use this code only when a vehicle is actually being added to the renewal fleet. All other vehicles on the fleet will be pre-printed.
DV Delete Vehicle - Used only for cancelling a vehicle from the fleet.
- NOTE:** When transferring a vehicle from one fleet to another fleet, use DV code to delete the vehicle from the current fleet and use the AV code to add the vehicle to the fleet its being transferred to. This process only applies if transferring credits from the DV to the AV.
13. **Owner's Unit #:** A number assigned to each vehicle by the carrier - it may have up to six (6) characters.
14. **Weight Group #:** Use a weight group number you have assigned on Form 3 that you want to have applied to the individual vehicle in this field. Do not enter an actual weight in this column.
15. **Current Plate #:** Enter the plate that is currently on the vehicle. Do not enter out-of-province plate numbers.
16. **Vehicle Identification Number (VIN):** The serial number of the vehicle being registered. All 1981 and newer vehicles must have seventeen (17) character serial numbers. You must record the complete serial number, not a partial number. Processing will be delayed on applications with incomplete serial numbers.
17. **Colour:** The primary colour of the vehicle.

BEIGE	BGE	MAROON	MRN
BLACK	BLK	ORANGE	ONG
BLUE	BLU	PURPLE, LAVENDER, MAUVE	PLE
BROWN	BRN	PINK	PNK
BRONZE	BRZ	RED	RED
COPPER	CPR	SILVER, ALUMINUM, STAINLESS STEEL	SIL
CREAM, IVORY	CRM	TAN	TAN
GOLD	GLD	TURQUOISE	TRQ
GREEN	GRN	WHITE	WHI
GREY	GRY	YELLOW	YEL
MULTI-COLOURED	MLT		

18. **Vehicle Year:** The full year (i.e. 2005) of the vehicle model year being registered.
19. **Vehicle Make:** The make of the vehicle being registered.
20. **Fuel Type:** The applicable abbreviation for fuel is to be entered
D – Diesel **G** – Gasoline **L** - Liquid Propane
21. **Vehicle Type:** The applicable vehicle abbreviation is to be entered. See Appendix A of the IRP Carrier Manual for diagrams.

TT = Tractor Trailer - A motor vehicle designed and used primarily for hauling other vehicles, but also constructed to carry a load other than a part of the weight of the vehicle and load so drawn.
TR = Truck - A motor vehicle designed, used and maintained primarily for the transportation of goods.

22. **RIN:** Please indicate the vehicle owner by registrant identification number (RIN) of the owner-operator or leasing company. If the owner-operator has a driver's licence as a RIN, record it here. For those carriers with the computer generated forms, simply allow the numbers to overflow into the next cell, and add the owner-operator's name in the same cell right after the driver's licence number.
23. **Lessor/Lessee:** If the vehicle is leased from a national leasing company, the name of the lessor and lessee must be recorded.
Owner/Operator: The name of the owner of the vehicle, if different from the applicant.

SECTION B

24. **Line Number:** See Section A, Field 11
25. **Truck Axles:** The number of axles on the truck/tractor unit only.
26. **Trailer Axles:** Total number of axles on trailer.
NOTE: This is for record-keeping purposes only.
27. **Tare Weight:** The empty weight of the truck/tractor. Check the vehicle registration permit for this number.
28. **Purchase Price (Cdn \$):** This applies to both owned and leased vehicles, if leased, use the capital cost of the vehicle at the time it was leased and you must include any cost of accessories and/or modifications in Canadian funds.
Purchase Price (US \$): This applies to both owned and leased vehicles as noted above. If the vehicle was purchased in the US, you must use the capital cost of the vehicle at time of purchase or leased and include any cost of accessories and/or modifications in American funds.
NOTE: Submit Bill of Sale if vehicle is owned/submit Lease Agreement if vehicle is leased (again, lease must show the capital cost of the vehicle).
29. **Date of Purchase/Lease:** If a vehicle is owned, enter the month, day, and year of purchase. If a vehicle is leased, enter the month, day and year that the lease started.
30. **Factory Price Actual (US \$):** If you register to travel into Colorado, you must provide this information. If you only register for Colorado, please indicate the factory price in US funds of each vehicle with a model year of 2000 or older. If you register for Nevada, the factory price of all vehicles must be indicated.
31. **Trade-In Value (\$):** The dollar value received for a vehicle traded in on the purchase of the vehicle mentioned in Section A.
32. **New Plate Required (Yes/No):** Circle "Yes" if a new plate is required or "No" if a change of plate is not required. For those carriers with the computer generated forms, enter 'yes' or 'no' then delete or leave all other cells blank in this field.

SECTION C

33. **Line Number:** See Section A, Field 11

34. **Annual Kilometres over 16,093?:** If you indicate "yes" to prorate in Colorado this field must be completed. Record "Y" (yes) if the total distance this unit travelled during the previous reporting period in all jurisdictions was 16,093 kilometres (10,000 miles) or more.
35. **If Transaction Code = Transfer or Delete/Replace:** If the transaction code in Section A (Field 9) is a transfer or exchange (DR/AR), record the vehicle identification number (VIN), fleet RIN (originating fleet), fleet number, plate number, unit number, year and make of the old unit being deleted from the fleet.
36. **Vehicle Insurance Information:** If the vehicle is not included in the fleet insurance policy indicated on Form 1, complete these fields.

SECTION D

37. **Line Number:** See Section A, Field 11
38. **True Lease:** Is the vehicle leased by the carrier? If so, indicate "YES" in this box. If the vehicle is leased by an owner/operator, indicate "NO" in this box.
39. **Third Party Lease:** If the vehicle is leased by an owner/operator, put "YES" here. No answer is required if the carrier leases the vehicle directly.
40. **RIN:** Owner/Operator (if leased vehicle): Indicate the owner/ operator's RIN. Use the full driver's licence number if the owner/operator does not have a 9-digit RIN.
41. **Owner/Operator's Name:** Indicate the full name of the owner/ operator in this space.
42. **IFTA Account #:** Indicate the IFTA account number for this vehicle, if it is different from the account number reported on Form 1. This may be the case if an owner/operator is reporting directly to IFTA rather than using the carrier's IFTA account.
43. **Authorized Signature:** The application must be signed and dated etc. by either the carrier or a person who is employed by the carrier or a consultant hired by the carrier. He/She is responsible for ensuring that the information listed on the application is correct.

NOTE: If the person signing the application is NOT the contact person and is employed by the carrier or is a consultant hired by the carrier, a letter giving authorization to the person signing the application must be included for our records.

FOR INFORMATION PURPOSES ONLY:

Prorated Sales Tax collected at Registration and Renewal: The following jurisdictions now collect a form of prorated sales tax. Prorated sales taxes are collected annually at renewal. Ontario carriers registering vehicles in IRP are now exempt from point-of-sale Provincial Sales Tax for the purchase of trucks and trailers as well as other items. Please contact the Ministry of Finance for further details on the Multi-jurisdictional Vehicle Tax in Ontario or refer to the 809 Tax Guide. You are eligible for tax credits if tax was paid on the vehicle within the last 5 years. Proof of previous registration or sales tax paid in Ontario is sufficient to allow MTO to calculate these credits. A bill of sale or MV-1 (Tax Declaration/Receipt) showing the tax payment is sufficient.

NOTE: Under IRP, sales tax is collected as part of the annual cost to renew in any jurisdiction. However, refunds of amounts paid under previous sales tax mechanisms are based on proof of previous sales tax payment.

No Sales Tax: Alberta does not collect a sales tax.

HST: Quebec, New Brunswick, Nova Scotia and Newfoundland collect a harmonized sales tax.

Reg YR _____ Page # ____ of ____

CARRIER'S NAME _____ ACCOUNT NUMBER ON _____ SUPP # _____ FLEET RIN _____ FLEET # _____
 CONTACT PERSON _____
 PH # _____ Fax # _____

Vehicle Transaction Code	
AV - Add Vehicle AR - Add Vehicle Using Credit RP - Replace Plate	DV - Delete Vehicle DR - Delete Vehicle Using Credit RC - Replace Cab Card

EFFECTIVE DATE _____

Section A

Line No.	Transaction Code	Owner's Unit #	Weight Group #	Current Plate #	Vehicle Identification Number (VIN)	Vehicle			Fuel Type	Veh. Type	RIN	Owner/Operator and / or Leasing Company
						Colour	Year	Make				

Section B

Line No.	Bus Axles	Bus Seats	Tare Wgt	Purchase Amount/Lease Capital Cost		Date of Purchase/Lease	Factory Price Actual (US \$)	Trade-In Value (\$)	New Plate Required		New Plate #
				CDN \$	US \$				circle yes or no	circle yes or no	

Section C

IF TRANSACTION TYPE = TRANSFER or DELETE/REPLACE							
Show information for vehicle to be deleted below							
Vehicle Identification Number (VIN)	Fleet RIN	Fleet #	Plate #	Unit #	Year	Make	

VEHICLE INSURANCE INFORMATION (If different from Fleet Insurance Information)		
Company Name	Policy #	Expiry Date

Section D

SALES TAX - ONTARIO

Line No.	True Lease	Third Party Lease	RIN: Owner/Operator (if leased vehicle)	Owner/Operator's Name	IFTA Account # (if different from fleet)

FOR OFFICE USE ONLY
Record Stock:

Authorized Signature _____ Date _____ City/Town _____ Prov/State _____

IRP Application Form 4: Vehicle Information (Bus)

All information is to be completed as per instructions for Form 4 – Truck/Trailer Section with the exception of the following:

SECTION B

1. **Bus Axles:** The number of axles on the bus.
2. **Bus Seats:** The maximum number of passengers that can be transported, including the driver.
3. **Tare Weight:** Empty weight of the bus in kilograms (includes seats, body and all accessories that the bus is equipped with for normal highway use).
4. **Factory Price Actual (US \$):** If you register to travel into Colorado, you must provide this information. If you only register for Colorado, please indicate the factory price in US funds of each vehicle with a model year of 2000 or older. If you register for Nevada, the factory price of all vehicles must be indicated.
5. **Trade-In Value (\$):** The dollar value received for a vehicle traded in on the purchase of the vehicle mentioned in Section A.

SECTION C

6. **Bus Code A or C:**
A – Buses used for charter and regularly scheduled routes
C – Charters only

SECTION D

See instructions for Form 4, Section D, for Truck/Trailer

7. **Authorized Signature:** The carrier, a person employed by the carrier or a consultant hired by the carrier, must sign the application. He/She is responsible for ensuring that the information listed on the application is correct. Ensure all supplements are signed and dated.

NOTE: If the person signing the application is NOT the contact person and is employed by the carrier or is a consultant hired by the carrier, a letter giving authorization to the person signing the application must be included for our records.

The IRP agreement requires carriers to maintain an Established Place of Business or reside in the jurisdiction where they base plate. This form must be completed and back-up documentation provided prior to prorated registration in accordance with IRP Sections 210 & 218.

Base Jurisdictions (Section 210)

Section 210 has three specific requirements a carrier must adhere to:

- Maintain an established Place of Business (Section 218)
- Distance is accrued by the fleet in the base jurisdiction
- Availability and maintenance of operational records

Established Place of Business (Section 218)

Means a physical structure, located within the base jurisdiction that is owned, leased or rented by the fleet registrant. This structure shall be designated by a street number or road location.

- A telephone(s) publicly listed in the name of the fleet registrant
- Post office box numbers are not allowed. (Land location is required in rural areas)
- A person(s) in the permanent employment of the registrant conducting the fleet registrant's trucking related business.
 - Making essential business decisions such as booking loads, shipping/receiving, maintaining vehicles etc. (Booking one or two loads a year is not satisfactory).
 - Registration consultants registering the carrier's vehicle(s) are not considered "conducting the fleet registrant's business".
 - Forwarding telephone messages. Answering services on call forward or a cell phone carried in a vehicle is not satisfactory.
 - Normal business hours would be 6 minimum hours of consecutive operation (with an hour break for lunch) any time between 7:00 a.m. and 7:00 p.m.

<i>Name of Company/Registrant (print)</i>	<i>Provide address of Ontario Physical Location</i>
1. Have you previously been prorated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
➤ If yes, where? _____	
2. What are your business hours? _____	
3. Are the everyday operations conducted from this location? <input type="checkbox"/> Yes <input type="checkbox"/> No	
➤ If no, where? _____	
4. Provide the name of the contact person _____	
5. Are trucks dispatched from this location? <input type="checkbox"/> Yes <input type="checkbox"/> No	
➤ If no, where? _____	
6. Are the operational records of the fleet located at this location? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, where are records maintained? _____	
7. Does this location have a telephone publicly listed in the name of the fleet registrant? <input type="checkbox"/> Yes <input type="checkbox"/> No	
➤ If yes, phone number. _____	

You must include the following back-up documents:

- A copy of the telephone bill
- A copy of the lease, mortgage or current Property Tax Notice for the physical business address used in Ontario.

I /we, the undersigned, do hereby certify, that the statements made herein are true and correct.

Signature of Registrant _____ Date _____

Appendix C

Regulatory Agencies

Ontario	
IRP Enquiries	Commercial Vehicle Operator's Registration Enquiries
<p>IRP Program Office 1201 Wilson Avenue Building "A", Room 034 Downsview, Ontario M3M 1J8</p> <p>Telephone: (416) 235-3923 Toll Free: (866) 587-6770 Fax: (416) 235-3924 Toll Free: (866) 587-6771</p>	<p>Carrier Sanctions and Investigations Office 301 St. Paul St., 3rd Floor St. Catharines, Ontario L2R 7R4</p> <p>Telephone: (416) 246-7166 Fax: (905) 704-2525 Toll Free: 1-800-387-7736 (Ontario and Quebec only)</p>
Commercial Vehicle Operator's Registration Certificate (CVOR)	Sales Tax
<p>Carrier Sanctions and Investigations Office 301 St. Paul St., 3rd Floor St. Catharines, Ontario L2R 7R4</p> <p>Telephone: (416) 246-7166 Fax: (905) 704-2525 Toll Free: 1-800-387-7736 (Ontario only)</p>	<p>Ministry of Finance Ministry Information Centre 2nd Floor, 33 King St. West Oshawa, Ontario L1H 8H5</p> <p>Telephone: 1-800-263-7965 Fax: (905) 433-6777</p>
IFTA	Trip Permits / Oversize-Overweight Permits
<p>Ministry of Finance Ministry Information Centre 2nd Floor, 33 King St. West Oshawa, Ontario L1H 8H5</p> <p>Telephone: 1-800-263-7965 Fax: (905) 433-6777</p>	<p>Carrier Sanctions and Investigations Office 301 St. Paul Street, 3rd Floor St. Catharines, Ontario L2R 7R4</p> <p>To order, call: 1-800-387-7736 or (416) 246-7166 Between the hours of 8:30a.m. to 3:00 p.m. Monday - Friday excluding holidays</p>

IRP Jurisdictions

For a complete listing of jurisdictional contact numbers for IRP, Oversize/Overweight, or other operating authorities, please visit the IRP Inc., web site at <http://www.aamva.org/irp/index.asp>, or contact your local IRP office or the IRP Program Office.

NB: To obtain information concerning a Motor Carrier Number (MC#), a Department of Transportation Number (DOT#) or information on compliance with Federal Motor Carrier Safety Regulations for travel into the US, call:

(701) 250-4346

To obtain information regarding the US Federal Heavy Vehicle Use Tax Return call:

(859) 292-5733 (6:00 a.m. – 3:30 p.m.)

(859) 292-5730 (3:31 p.m. – 12:00 a.m.)

You can access the tax return form (Form 2290) on the Internet through www.IRS.gov and searching under Forms & Pubs.

Yearly Recapitulation
Individual Vehicle Distance Record (IVDR)

Vehicle _____ of _____



LA MA MD ME MI MN MO MS MT NC ND NE NH NJ NM NV NY OH OK OR PA RI SC SD TN TX UT VA VT WA WI WV WY

Glossary Definitions

Ad Valorem Tax - a tax charged by some States in proportion to the estimated or actual value of the vehicle, as reported on Form 4 of the IRP application.

Allocated Vehicle - vehicle to which a particular jurisdiction's basic registration plate or apportioned registration plate is attached upon payment of the jurisdiction's full basic registration fee. A portion of each fleet of one-way vehicles is "allocated" to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction).

Applicant - person, firm, or corporation in whose name or names a vehicle or fleet will be properly registered.

Apportionable Fee - any periodic recurring fee required for licence or registering vehicles, such as, but not limited to, registration fees, licence and weight fees.

Apportionable Vehicle - any vehicle used or intended for use in two or more member jurisdictions that allocate or proportionally register a vehicle designed, used, or maintained primarily for the transportation of property or passengers. A two-axle vehicle with a registered gross weight in excess of 11,793 kg; or a three-axle vehicle regardless of the registered gross weight.

Apportioned Registration - registration 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.

Audit - physical examination of carrier's records, including source documents, to verify fleet distance and accuracy of record keeping.

Axle - means a structure that is wholly in the same or approximately the same transverse plane and that is supported by wheels on which or with which it revolves.

Axle Weight - the weight transmitted to the highway by an axle unit.

Base Jurisdiction - a jurisdiction where the registrant has an established place of business, where distance is accrued by the fleet, and where the operational records of the fleet are maintained or can be made available.

Base Plate - the plate issued by the base jurisdiction and is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates are identified by having "PRP" (for Prorate Plate) and the jurisdiction's name on the plate.

Bus - means a motor vehicle designed to carry more than 10 passengers.

CAVR - the Canadian Agreement on Vehicle Registration is an agreement between Canadian provinces for vehicles travelling in Canada that are not included in the IRP Agreement. Such vehicles include unladen vehicles, farm and fishing industry vehicles, and vehicles below the IRP weight threshold of 11,793 kg or 26,000 lbs.

Cab Card - a registration card issued for a vehicle of an apportioned fleet which identifies the specific vehicle for which it was issued, the base jurisdiction of the fleet, the registered weight of the vehicle in each apportioned jurisdiction, and the jurisdictions where the vehicle is properly registered.

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

- **Common Carrier** - any motor carrier that advertises to the general public to engage in the transportation by motor vehicle of goods or persons.

- **Contract Carrier** - any motor carrier transporting persons or property for compensation or hire under contract to a particular person, firm or corporation.
- **Exempt Carrier** - an individual, partnership or corporation engaged in the business of transporting exempt goods or persons for compensation.
- **Private Carrier** - a person, firm or corporation that uses its own trucks to transport the private carriers' own freight.

Chartered Bus - a motor vehicle used as a limited passenger vehicle exclusively for the conveyance of a person or group of persons to whom or for whose use the vehicle is chartered at a fixed price for the use of the whole vehicle.

Combination of Vehicles - means every combination of truck, truck tractor, semi-trailer and trailer.

Commercial Vehicle - includes:

- a motor vehicle having permanently attached to it a truck or delivery body
- an ambulance, casket wagon, fire apparatus, hearse, motorbus, tow car, road building machine, taxi and a tractor
- a combination of vehicles
- other vehicles as specified by regulation of the Lieutenant Governor in Council

Distance Reporting Year - the period July 1 through June 30 immediately preceding the registration year that distance was actually travelled. For example, if the registration year is October 1, 2001, through September 30, 2002, the registration percentage is assessed from the distance actually travelled during the July 1, 2000 through June 30, 2001, period.

Double Bottom Combination - a combination of a power unit pulling two (2) semi-trailers or a semi-trailer and a full trailer.

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

- a telephone or telephones publicly listed in the name of the fleet registrant, and
- a person or persons conducting the fleet registrants business, and
- the operational records of the fleet or where the records can be made available.

Factory List Price - the manufacturer's retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle.

Federal Heavy Vehicle Use Tax - tax paid to the US Federal government by all interstate carriers with vehicles having a gross weight of 24,947 kg/ 55,000 lbs or more.

Fifth Wheel Coupler - a device that is mounted on the vehicle chassis and that consists of a skid plate, associated mounting brackets and latching mechanism that couples or connects to a kingpin located on the other vehicle or component.

Fleet - one or more apportionable vehicles registered for operation in the same jurisdictions.

Full Trailer - a vehicle without motive power, designed to be towed by another vehicle and is so designed that the whole of its weight and load is carried on its own axles and includes a combination consisting of a semi-trailer and trailer converter dolly.

Gross Vehicle Weight - the number of kilograms derived by adding the weights on all the axles of a commercial vehicle.

ICC - the abbreviation for the United States Interstate Commerce Commission, which is an insurance registration program for carriers travelling in US jurisdictions.

In-Jurisdiction Distance - the total number of miles/kilometres operated by a fleet of apportioned vehicles in a jurisdiction during the preceding year.

International Registration Plan - an agreement between member jurisdictions for prorating or apportioning registration fees based on fleet distance travelled in each jurisdiction.

Inter-jurisdictional ('Inter') - vehicle movement between or through two or more jurisdictions.

Intra-jurisdictional ('Intra') - vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

IVDR - the abbreviation for an Individual Vehicle Distance Record.

Jurisdiction - includes a Province or Territory of Canada or a State in the United States.

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

- **Long term lease** - a lease of 30 days and longer
- **Short-term lease** - a lease of less than 30 days that is considered a '**Rental**' in Ontario

Lessee - individual, firm, or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement.

Lessor - individual, 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.

Licensed Gross Vehicle Weight - the gross vehicle weight for which a commercial vehicle is licensed.

Multi-Jurisdictional Vehicle Tax – MJVT is a tax charged at renewal to all IRP registered vehicles, based on the purchase price and purchase date for the vehicle.

Operational Records - documents supporting distance travelled in each jurisdiction and total distance travelled, such as IVDRs, fuel reports, trip sheets and logs.

Pool Fleet - means a fleet of rental company trailers and semi-trailers having a gross weight in excess of 2,722 kg/6,000 lbs and used solely in pool operation, with no permanent base.

Preceding Year – the period of twelve consecutive months immediately prior to July 1st of the year immediately preceding the commencement of the registration or license year for which apportioned registration is sought.

Purchase Price - the full amount paid by the current owner to the seller to obtain full title to the vehicle, including documentation, accessories and service; any other charges that were incurred to complete the sale; and the cost of capital modifications made to the vehicle within 30 days of the vehicle's acquisition date; but does not include retail sales taxes. A trade-in cannot be used to reduce the taxable purchase price.

Reciprocity Agreement - an agreement, arrangement or understanding governing the reciprocal grant of rights and/or privileges to vehicles, which are parties to such an agreement, arrangement, or understanding.

Recreational Vehicle/Motor Home - a motor vehicle designed or used primarily for accommodation during travel or recreation, but does not include a motor vehicle that has attached to it a structure

- designed or used primarily for accommodation during travel or recreation, and
- designed or intended to be detachable.

Registrant - individual, firm or corporation in whose name(s) a vehicle or fleet of vehicles is properly registered.

Registration Year - the twelve-month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.

Rental Fleet - one or more vehicles that are rented or offered for rent without drivers and which are designated by a rental owner as a rental fleet.

Restricted Plate - a registration that has time (less than a full year), geographic area, mileage, or commodity restrictions (farm, log, or dealer plate).

Semi-Trailer - a vehicle without motive power, designed so that a substantial part of its weight and load rests on and is carried by the truck, truck tractor, another semi-trailer or a trailer converter dolly to which it is attached by a fifth wheel coupler.

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

Tare Weight (Unladen Weight) - the actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.

Temporary Permit - referred to as a 'Trip Permit' and grants any person with a valid driver's licence permission to operate an unlicensed motor vehicle or trailer on a highway. For commercial carriers, the trip permit is a temporary permit issued by the jurisdiction of Ontario in lieu of regular apportioned licence plates and cab card.

Total Miles - the total number of miles/kilometres accumulated in all jurisdictions during the preceding mileage reporting year by all vehicles of a fleet and while they were a part of the fleet.

Trailer Converter Dolly - means a vehicle unit that consists of one or more axles, a fifth wheel and a draw bar, and is used to convert a semi-trailer to a full trailer.

Trip Records - records maintained on distances travelled for each unit on a monthly/ quarterly basis and accumulate totals annually. The reporting period for actual distance travelled is July 1 to June 30 of the preceding year. The reporting period for estimated distance is for the projected registration year. These records are subject to audit by the base jurisdiction as well as host jurisdictions.

Truck - a motor vehicle, other than a bus, that is either permanently fitted with special equipment or is designed to and normally used to carry a load, and that may operate as a single unit or may pull a full trailer or pony trailer.

Truck-Tractor - a motor vehicle equipped with a fifth wheel coupler having a net weight of more than 4,000 kg, and includes an auto carrier with an under-slung fifth wheel coupler and a truck tractor with a load box.

Unladen Weight (Tare Weight) - the actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.

Weight Groups - groupings of vehicles operating with the same gross or combined gross weights within the same jurisdictions.