Texas Apportioned Renewal Requirements

Important Changes Effective July 1, 2013

Regarding Straight Trucks and Buses

Texas Department of Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

Texas Department of Motor Vehicles · Motor Carrier Division
Commercial Fleet Services Section · P.O. Box 26440 · Austin, Texas 78755-0440
(512) 374-5250, option 6 · (512) 374-5265 (fax)
Toll free: (888) 368-4689, option 3 and 2
www.TxDMV.gov

ATTENTION

Effective **July 1, 2013**

Double Plates for Straight Trucks and Buses

Texas will provide dual plates for all apportioned straight trucks and buses.

Dual plates will be provided, free of charge, to all straight trucks and buses at time of renewal and first time registrations.

Standard fees will apply on all plate replacement supplements performed after July 1st, 2013.

When dual plates are received, they must be mounted to the front and rear of the vehicle.

Truck Tractors will continue to receive single apportion plates.

Texas Requirements for Apportioned Registration

The following is required for all Texas apportioned applications before they will be processed:

- ✓ **USDOT number for the Motor Carrier Responsible for Safety (CRFS) for each vehicle**
- ✓ **Federal Employer Identification Number (FEIN)**

For information regarding USDOT numbers, visit

https://fmcsa.dot.gov

or call 1-800-832-5660

Texas is a Performance and Registration Information System Management (PRISM) Jurisdiction

What is PRISM?

PRISM was developed by the United States Department of Transportation (USDOT) Federal Motor Carrier Safety Administration (FMCSA) to:

- Improve safety performance through education, safety monitoring and registration sanctions
- Reduce the number of commercial vehicle crashes by getting the unsafe driver off the road
- Enhance the process for targeting high-risk, non-compliant motor carriers

By identifying the motor carriers responsible for the safety of these vehicles, PRISM facilitates the use of information collected from FMCSA to:

- Determine motor carrier safety ratings
- Place unsafe motor carriers in the Motor Carrier Safety Improvement Process (MCSIP)
- Allow systematic tracking of unsafe motor carriers and their improvement

How does PRISM affect the Texas IRP registration process?

Texas IRP registration requirement assists FMCSA by collecting information to:

- Identify the motor carrier responsible for safety (CRFS - the person or company who pays for the load on the truck) of the vehicle at the time of registration through a USDOT number.
- Determine the safety fitness rating of the vehicle/operator prior to issuing vehicle registration.
- Suspend vehicle registration when an FMCSA out-of-service order is issued.

USDOT registration information must be updated annually by completing a Motor Carrier Identification report (MCS-150) online at https//fmcsa.dot.gov.

Carriers who do not update their information will be denied registration.

Forms can be downloaded to fax or mail to the Federal Motor Carrier Safety Administration. Refer to the website for additional mailing instructions.

What information is needed to register?

The IRP account registrant is responsible for submitting the renewal application.

If IRP account registrant and CRFS are the **same**:

- Update USDOT registration information (MCS-150)
- Provide USDOT number and FEIN for each vehicle
- Indicate if CRFS of each vehicle is expected to change during the year

If IRP account registrant and CRFS of any of the vehicles **are different**:

- Update USDOT registration information (MCS-150)
- Provide CRFS USDOT number and FEIN for each vehicle (each vehicle could have a different USDOT and FEIN)
- Indicate if CRFS of each vehicle will change during the year

Renewal Form Schedule A – Vehicle Equipment List

Schedule A is used to compile vehicle information on all Apportioned vehicles in the fleet.

Vehicle Equipment List (Schedule A)

Review all vehicles listed on the Schedule A for accuracy and provide any missing information. Changes to a vehicle or vehicle deletions must be marked in the action box using the following codes:

- C = Changes to vehicle(s)
- D = Delete vehicle(s)

Any vehicles that have been added to the fleet but are not listed on Schedule A may be listed on the additions page under their weight group.

Weight Groups

Weight Groups are identified by vehicle type (Truck Tractor, Truck, Bus or Trailer), CGVW and description.

Weight variances greater than 10% of the registered CGVW, within a single weight group, will require submission of a business plan and the TxIRP Cab Card Weight Schedule form MCD-357 for approval.

Vehicle type abbreviations used in TxIRP:

- TT = Truck Tractor
- TK = Straight Truck
- ST = Semi Trailer
- FT = Full Trailer
- BS = Bus

FEIN

A FEIN, which must coincide with the CRFS, is required for each vehicle in the fleet and can be completed online at www.irs.gov.

SPECIAL USES

Some jurisdictions calculate their registration fees based on type of vehicles. They are:

- **Carnival** - MI
- **Dump Truck** - MD, WA
- **Farm Truck** - MD, MS, OH
- **Household Goods Carrier** - MI, NY
- **Pump/Drill/Crane** - UT
- **Logging Truck** - MN, WA
- **Wrecker** - IN, MD, MI, QC
- **Small Miles/Special Use** - CO

Renewal Form Schedule B – Information

Please verify the physical and mailing address on your renewal form. The physical address of the registrant's place of business must be in the state of Texas and cannot be a Post Office Box.

TAX ID (FEIN or EIN)
A FEIN is required for each vehicle in the fleet and can be completed online at www.irs.gov.

USDOT #
The USDOT number is the identification number that the FMCSA assigns to each motor carrier that conducts **interstate** operations.

All carriers operating under their own authority are required to provide their USDOT number. FMCSA requires USDOT information be updated annually by completing a Motor Carrier Identification Report (MCS-150).

USDOT applications and updates can be completed online at: https://fmcsa.dot.gov or by contacting the Federal Motor Carrier Safety Administration at 1-800-832-5660.

TX MCR #
The Texas Department of Motor Vehicles Motor Carrier Registration (MCR) number is also known as a Texas DMV number and is issued to motor carriers operating **intrastate.** This number may be found on the MCR Insurance Cab Card Certificate.

MCR/Texas DMV applications can be completed online at www.txdmv.gov or contact the Motor Carrier Division at 1-888-368-4689, options 3 and 1.

DISTANCE CODE INDICATORS - **Do not enter "0" as a distance traveled for any jurisdiction.** The distance codes used are:

A = Actual distance accrued for each vehicle in the apportioned fleet.

1 = 1st year estimate - adding a new jurisdiction not previously on your cab card, or the entire fleet has not been in operation for the prior 18 months

2 = 2nd year estimate - keeping a jurisdiction on your apportioned fleet that did not accrue actual distance

N = Non-prorated distance - removing a jurisdiction from your apportioned fleet that had actual distance accrued during the requested distance reporting period

Please mark the box next to the desired jurisdictions. Record and code the distance traveled by the entire fleet for each jurisdiction for the reporting period (July 1 thru June 30).

An estimated distance chart has been provided. **Multiply the average distance on the chart by the number of vehicles in the fleet to determine the total estimated distance to be reported on Schedule B**. You may use the enclosed Schedule G when calculating your own estimated distances. In accordance with IRP, these distances must be approved by TxDMV and may be adjusted.

Large distance estimates in jurisdictions with low registration fees will cause the application to be questioned and proof of operations will be required.

Unique Cab Card Weights

Alabama - QUAL displays for vehicles over 80,000 lbs.
Quebec - Number of AXLES displays for up to 6 axles, 6+AXLES displays for over 6 axles

Buses

Cab cards for buses may display the number of seats or QUAL in lieu of CGVW.

Proof of Heavy Vehicle Use Tax (HVUT), IRS Form 2290

Federal law requires proof of payment of the HVUT when licensing vehicles weighing 55,000 lbs. or more (gross weight or CGVW) in any jurisdiction. The vehicle identification numbers listed on Schedule I (Form 2290) must match Schedule A. Proof is not required for units being titled and registered within sixty (60) days of purchase *or* vehicles registered below 55,000 lbs.

Acceptable proof of payment is a copy of a *receipt stamped* IRS Schedule I (Form 2290).

Carriers with 25 or more vehicles are required by law to file electronically. The IRS sends a PDF to send to TxDMV as proof of HVUT payment. The PDF document will have a water mark on the Schedule I and will show the received date. Proof of payment may be a copy of the document (with the watermark) along with a copy of both sides of the canceled check.

If you use owner/operators, copies of their Schedule I or Form 2290/Schedule I receipt stamped and copies of both sides of their canceled check must be included**.**

Schedule I/Form 2290 must accompany your renewal or the application will be rejected.

Questions regarding HVUT Form 2290 should be directed to the IRS at 1-866-699-4096 or to a local IRS office. Forms and instructions are available online at www.irs.gov.

Proof of Financial Responsibility

The State of Texas has a mandatory financial responsibility law. The most common proof of financial responsibility is a liability insurance card issued by the insurance company.

Other types of acceptable proof include current insurance policies and binders, pool coverage documents and certificates of self-insurance, bond, etc**. Non-trucking and bobtail insurance are not acceptable.**

If you are registered as a motor carrier with the Texas Department of Motor Vehicles, you may submit a copy of your motor carrier insurance cab card certificate.

For leased vehicles, the lessor provides the insurance. Include a copy of the lease agreement with your renewal application. Please submit legible photocopies for proof of financial responsibility.

When and Where to File Your Application

You may complete your renewal online at https://irp.dot.state.tx.us or return all forms to the address shown below for processing. A list of due dates is included on Page 14.

Renewals, proof of financial responsibility, MCD-467 and proof of HVUT payment should be mailed to:

Texas Department of Motor Vehicles
Commercial Fleet Services Section
PO Box 26440
Austin, Texas 78755-0440

Overnight Mail Address:
Texas Department of Motor Vehicles
Commercial Fleet Services Section
4000 Jackson Avenue
Austin, Texas 78731

The Commercial Fleet Services Section will **not** accept any renewals faxed or submitted in person. Renewals not processed online must be mailed to the above address in order to be processed. Renewals and supplements can be processed online or by your local TxDMV Regional Service Centers.

InLine. OnLine.

The *fast lane* to IRP renewal

Tired of waiting in line?

Don't want to drive any extra miles?

You won't have to, thanks to the Texas Department of Motor Vehicles' new online service, TxIRP, that will let you renew your apportioned registration credentials through the convenience of the internet.

TxIRP is a secure service for fast and easy management of your IRP account. You can access TxIRP anytime, anywhere: 24 hours a day, every day of the year.

You pay for your IRP transactions via electronic check (ACH) and print credentials from the convenience of your computer.

To find out more, go to www.txdmv.gov, or e-mail us at mcd_txirp@txdmv.gov. You can also contact any TxDMV Vehicle Titles and Registration Regional Service Center or call us at 1-888-368-4689, options 3 and 2. Please have your apportioned account or plate number available. The TxIRP online fast lane is located at https://irp.dot.state.tx.us.

https://irp.dot.state.tx.us

Texas Department of Motor Vehicles
Regional Service Center Locations

ABILENE	4210 N. Clack Abilene, Texas 79601-9223	LOCAL FAX	(325) 734-5120 (325) 734-5122
AMARILLO	5715 I-27 South, Building H Amarillo, Texas 79110 Mailing Address: P.O. Box 20326 Amarillo, Texas 79114	LOCAL FAX	(806) 467-8902 (806) 467-8940
AUSTIN	1001 E. Parmer Lane, Suite A Austin, Texas 78753	LOCAL FAX	(512) 837-4418 (512) 837-7703
BEAUMONT	8550 Eastex Freeway Beaumont, Texas 77708	LOCAL FAX	(409) 892-2491 (409) 892-2836
CORPUS CHRISTI	1701 South Padre Island Drive, Building 2 Corpus Christi, Texas 78416	LOCAL FAX	(361) 808-2600 (361) 808-2610
DALLAS-CARROLLTON	1925 E. Beltline Road, Suite 100 Carrollton, Texas 75006	LOCAL FAX	(972) 417-0884 (972) 416-4296
EL PASO	1227 Lee Trevino, Suite 100 El Paso, Texas 79907	LOCAL FAX	(915) 591-8149 (915) 591-8058
FORT WORTH-ARLINGTON	2425 Gravel Drive Fort Worth, Texas 76118	LOCAL FAX	(817) 590-2625 (817) 590-2504
HOUSTON	7721 Washington Avenue Houston, Texas 77007	LOCAL FAX	(713) 802-4300 (713) 866-7301
LONGVIEW	4549 W. Loop 281 Longview, Texas 75604	LOCAL FAX	(903) 753-6279 (903) 753-0879
LUBBOCK	135 Slaton Road Lubbock, Texas 79404	LOCAL FAX	(806) 745-8888 (806) 748-0325
MIDLAND-ODESSA	3901 E. Highway 80 Odessa, Texas 79761	LOCAL FAX	(432) 498-4674 (432) 498-4673
PHARR	600 West Expressway 83 Pharr, Texas 78577	LOCAL FAX	(956) 781-3291 (956) 782-0695
SAN ANTONIO	3500 N.W. Loop 410 San Antonio, Texas 78229-5126	LOCAL FAX	(210) 615-1776 (210) 733-3362
WACO	2203 Austin Avenue Waco, Texas 76701-1624	LOCAL FAX	(254) 752-1152 (254) 752-7656
WICHITA FALLS	1601-A Southwest Parkway Wichita Falls, Texas 76302-4906	LOCAL FAX	(940) 720-7754 (940) 720-7849

2013 County Road and Bridge Fees

ANDERSON	$10.00	DIMMIT	$11.50	KARNES	$10.00	REAGAN	$10.00
ANDREWS	$7.00	DONLEY	$10.00	KAUFMAN	$11.50	REAL	$10.00
ANGELINA	$10.00	DUVAL	$10.00	KENDALL	$11.50	RED RIVER	$10.00
ARANSAS	$10.00	EASTLAND	$10.00	KENEDY	$0.00	REEVES	$10.00
ARCHER	$10.00	ECTOR	$10.00	KENT	$0.00	REFUGIO	$10.00
ARMSTRONG	$10.00	EDWARDS	$11.50	KERR	$10.00	ROBERTS	$5.00
ATASCOSA	$10.00	ELLIS	$10.00	KIMBLE	$10.00	ROBERTSON	$11.50
AUSTIN	$10.00	EL PASO	$10.00	KING	$0.00	ROCKWALL	$10.00
BAILEY	$10.00	ERATH	$10.00	KINNEY	$10.00	RUNNELS	$10.00
BANDERA	$10.00	FALLS	$10.00	KLEBERG	$10.00	RUSK	$10.00
BASTROP	$10.00	FANNIN	$10.00	KNOX	$10.00	SABINE	$11.00
BAYLOR	$10.00	FAYETTE	$10.00	LAMAR	$10.00	SAN AUGUSTINE	$11.50
BEE	$10.00	FISHER	$10.00	LAMB	$10.00	SAN JACINTO	$11.50
BELL	$11.50	FLOYD	$10.00	LAMPASAS	$11.50	SAN PATRICIO	$11.50
BEXAR	$11.50	FOARD	$10.00	LA SALLE	$10.00	SAN SABA	$10.00
BLANCO	$11.50	FORT BEND	$11.50	LAVACA	$10.00	SCHLEICHER	$10.00
BORDEN	$0.00	FRANKLIN	$10.00	LEE	$10.00	SCURRY	$10.00
BOSQUE	$10.00	FREESTONE	$10.00	LEON	$10.00	SHACKELFORD	$10.00
BOWIE	$10.00	FRIO	$11.50	LIBERTY	$10.00	SHELBY	$11.50
BRAZORIA	$10.00	GAINES	$0.00	LIMESTONE	$10.00	SHERMAN	$10.00
BRAZOS	$11.50	GALVESTON	$10.00	LIPSCOMB	$10.00	SMITH	$11.50
BREWSTER	$10.00	GARZA	$10.00	LIVE OAK	$10.00	SOMERVELL	$5.00
BRISCOE	$10.00	GILLESPIE	$11.50	LLANO	$10.75	STARR	$10.00
BROOKS	$11.50	GLASSCOCK	$10.00	LOVING	$0.00	STEPHENS	$10.00
BROWN	$10.00	GOLIAD	$10.00	LUBBOCK	$10.00	STERLING	$0.00
BURLESON	$10.00	GONZALES	$10.00	LYNN	$10.00	STONEWALL	$10.00
BURNET	$10.00	GRAY	$10.00	MADISON	$10.00	SUTTON	$10.00
CALDWELL	$10.00	GRAYSON	$10.00	MARION	$10.00	SWISHER	$10.00
CALHOUN	$10.00	GREGG	$9.00	MARTIN	$10.00	TARRANT	$10.00
CALLAHAN	$10.00	GRIMES	$10.00	MASON	$10.00	TAYLOR	$10.00
CAMERON*	$20.00	GUADALUPE	$11.50	MATAGORDA	$10.00	TERRELL	$5.00
CAMP	$10.50	HALE	$10.00	MAVERICK	$11.50	TERRY	$10.00
CARSON	$10.00	HALL	$10.00	MCCULLOCH	$11.50	THROCKMORTON	$10.00
CASS	$10.00	HAMILTON	$10.00	MCLENNAN	$10.00	TITUS	$10.00
CASTRO	$10.00	HANSFORD	$10.00	MCMULLEN	$0.00	TOM GREEN	$11.50
CHAMBERS	$11.00	HARDEMAN	$10.00	MEDINA	$10.00	TRAVIS	$11.50
CHEROKEE	$10.00	HARDIN	$10.00	MENARD	$11.50	TRINITY	$11.50
CHILDRESS	$10.00	HARRIS	$11.50	MIDLAND	$10.00	TYLER	$11.00
CLAY	$10.00	HARRISON	$10.00	MILAM	$10.00	UPSHUR	$10.00
COCHRAN	$10.00	HARTLEY	$10.00	MILLS	$10.00	UPTON	$5.00
COKE	$10.00	HASKELL	$10.00	MITCHELL	$10.00	UVALDE	$10.00
COLEMAN	$10.00	HAYS	$10.00	MONTAGUE	$10.00	VAL VERDE	$10.00
COLLIN	$11.50	HEMPHILL	$5.00	MONTGOMERY	$10.00	VAN ZANDT	$11.50
COLLINGSWORTH	$10.00	HENDERSON	$10.00	MOORE	$10.00	VICTORIA	$10.00
COLORADO	$10.00	HIDALGO*	$20.00	MORRIS	$10.00	WALKER	$10.00
COMAL	$11.50	HILL	$10.00	MOTLEY	$10.00	WALLER	$10.00
COMANCHE	$10.00	HOCKLEY	$10.00	NACOGDOCHES	$10.00	WARD	$0.00
CONCHO	$10.00	HOOD	$10.00	NAVARRO	$10.00	WASHINGTON	$10.00
COOKE	$10.00	HOPKINS	$10.00	NEWTON	$10.00	WEBB	$10.00
CORYELL	$10.00	HOUSTON	$10.00	NOLAN	$10.00	WHARTON	$10.00
COTTLE	$10.00	HOWARD	$10.00	NUECES	$10.00	WHEELER	$5.00
CRANE	$0.00	HUDSPETH	$10.00	OCHILTREE	$10.00	WICHITA	$10.00
CROCKETT	$5.00	HUNT	$11.00	OLDHAM	$10.00	WILBARGER	$10.00
CROSBY	$10.00	HUTCHINSON	$10.00	ORANGE	$10.00	WILLACY	$10.00
CULBERSON	$0.00	IRION	$10.00	PALO PINTO	$10.00	WILLIAMSON	$11.50
DALLAM	$10.00	JACK	$10.00	PANOLA	$0.00	WILSON	$10.00
DALLAS	$10.00	JACKSON	$10.00	PARKER	$10.00	WINKLER	$7.50
DAWSON	$10.00	JASPER	$10.00	PARMER	$10.00	WISE	$10.00
DEAF SMITH	$10.00	JEFF DAVIS	$11.50	PECOS	$10.00	WOOD	$10.00
DELTA	$10.00	JEFFERSON	$10.00	POLK	$11.50	YOAKUM	$10.00
DENTON	$11.50	JIM HOGG	$11.50	POTTER	$10.00	YOUNG	$10.00
DEWITT	$10.00	JIM WELLS	$11.50	PRESIDIO	$10.00	ZAPATA	$11.50
DICKENS	$10.00	JOHNSON	$11.50	RAINS	$11.50	ZAVALA	$11.50
		JONES	$10.00	RANDALL	$10.00		

NOTE: Cameron and Hidalgo Counties include an additional $10 Transportation Project Mobility Fee

Texas IRP Estimated Distance Chart

AVERAGE DISTANCE X NUMBER OF VEHICLES IN FLEET = TOTAL ESTIMATED DISTANCE TO REPORT

JURISDICTION	ABBREVIATION	AVERAGE DISTANCE
ALASKA	AK	0
ALABAMA	AL	2,781
ARKANSAS	AR	3,317
ARIZONA	AZ	3,243
CALIFORNIA	CA	4,011
COLORADO	CO	1,430
CONNECTICUT	CT	366
DISTRICT OF COLUMBIA	DC	27
DELAWARE	DE	118
FLORIDA	FL	2,478
GEORGIA	GA	2,297
IOWA	IA	555
IDAHO	ID	398
ILLINOIS	IL	2,339
INDIANA	IN	1,394
KANSAS	KS	1,130
KENTUCKY	KY	1,260
LOUISIANA	LA	4,185
MASSACHUSETTS	MA	344
MARYLAND	MD	580
MAINE	ME	75
MICHIGAN	MI	572
MINNESOTA	MN	245
MISSOURI	MO	1,891
MISSISSIPPI	MS	1,690
MONTANA	MT	275
NORTH CAROLINA	NC	1,269
NORTH DAKOTA	ND	201
NEBRASKA	NE	459
NEW HAMPSHIRE	NH	56
NEW JERSEY	NJ	1,091
NEW MEXICO	NM	3,342
NEVADA	NV	441
NEW YORK	NY	831
OHIO	OH	1,576
OKLAHOMA	OK	3,447
OREGON	OR	592
PENNSYLVANIA	PA	1,754
RHODE ISLAND	RI	58
SOUTH CAROLINA	SC	1,051
SOUTH DAKOTA	SD	148
TENNESSEE	TN	2,766
TEXAS	TX	35,753
UTAH	UT	742
VIRGINIA	VA	1,823
VERMONT	VT	45
WASHINGTON	WA	531
WISCONSIN	WI	559
WEST VIRGINIA	WV	417
WYOMING	WY	849
ALBERTA	AB	141
BRITISH COLUMBIA	BC	42
MANITOBA	MB	17
NEW BRUNSWICK	NB	7
NEWFOUNDLAND/LABRADOR	NF	5
NOVA SCOTIA	NS	2
NORTHWEST TERRITORY	NT	0
NUNAVUT	NU	0
ONTARIO	ON	260
PRINCE EDWARD ISLAND	PE	14
QUEBEC	QC	87
SASKATCHEWAN	SK	68
YUKON	YT	0
MEXICO	MX	0

Renewal Schedule G

Account _____ **Account Name**_____ **Reg Year**_____

This form should only be used if you do not wish to use the estimated distance chart on Page 10 of these instructions. The **Schedule G** is used when calculating your own estimated distances. In accordance with the International Registration Plan, these distances must be approved by the TxDMV and may be adjusted.

Instructions: For each trip, list the **first bordering city** upon entrance of the Jurisdiction which you plan to travel through, indicate the estimated distance multiplied by each trip, per each vehicle designated to travel through that Jurisdiction. This will determine the total estimated distance to report on the Schedule B. Detach the Schedule G and return with your renewal application. Carriers processing renewals online will be required to submit the Schedule G to TxDMV along with any other required documents.

EXAMPLE

Estimated Jurisdiction: **OKLAHOMA**

City	State		City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
Marietta		to:	Tulsa		198	10	1	1980
Tulsa		to:	Marietta		198	10	1	1980

Total Estimated Distance: 3960

Estimated Jurisdiction:

City	State		City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
		to:						
		to:						

Total Estimated Distance: _____

Estimated Jurisdiction:

City	State		City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
		to:						
		to:						

Total Estimated Distance: _____

Estimated Jurisdiction:

City	State		City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
		to:						
		to:						

Total Estimated Distance: _____

Under penalties of perjury, I declare that to the best of my knowledge and belief the distance indicated on the Schedule G is true, correct and complete.

_____ _____

Signature of Owner or Corporate Officer Date

Renewal Schedule G

Account _____ **Account Name**_____ **Reg Year**_____

Estimated Jurisdiction:

City	State		City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
_____		to:	_____		_____		_____		_____		_____
_____		to:	_____		_____		_____		_____		_____

Total Estimated Distance: _____

Estimated Jurisdiction:

City	State		City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
_____		to:	_____		_____		_____		_____		_____
_____		to:	_____		_____		_____		_____		_____

Total Estimated Distance:_____

Estimated Jurisdiction:

City	State		City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
_____		to:	_____		_____		_____		_____		_____
_____		to:	_____		_____		_____		_____		_____

Total Estimated Distance: _____

Estimated Jurisdiction:

City	State		City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
_____		to:	_____		_____		_____		_____		_____
_____		to:	_____		_____		_____		_____		_____

Total Estimated Distance: _____

Estimated Jurisdiction:

City	State		City	State	Distance	X	Trips	X	Vehicles	=	Total Estimated Distance
_____		to:	_____		_____		_____		_____		_____
_____		to:	_____		_____		_____		_____		_____

Total Estimated Distance: _____

Under penalties of perjury, I declare that to the best of my knowledge and belief the distance indicated on the Schedule G is true, correct and complete.

_____ _____

Signature of Owner or Corporate Officer Date

Renewal Schedule G

Account _____ **Account Name**_____ **Reg Year**_____

Estimated Jurisdiction:

City	State		City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____		to:	_____		_____	_____	_____	_____
_____		to:	_____		_____	_____	_____	_____

Total Estimated Distance: _____

Estimated Jurisdiction:

City	State		City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____		to:	_____		_____	_____	_____	_____
_____		to:	_____		_____	_____	_____	_____

Total Estimated Distance:_____

Estimated Jurisdiction:

City	State		City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____		to:	_____		_____	_____	_____	_____
_____		to:	_____		_____	_____	_____	_____

Total Estimated Distance: _____

Estimated Jurisdiction:

City	State		City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____		to:	_____		_____	_____	_____	_____
_____		to:	_____		_____	_____	_____	_____

Total Estimated Distance: _____

Estimated Jurisdiction:

City	State		City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____		to:	_____		_____	_____	_____	_____
_____		to:	_____		_____	_____	_____	_____

Total Estimated Distance: _____

Under penalties of perjury, I declare that to the best of my knowledge and belief the distance indicated on the Schedule G is true, correct and complete.

_____ _____

Signature of Owner or Corporate Officer Date

Cab Card Weight Schedule

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_____ **Texas International Registration Plan**
(Reg Year)

Cab Card Weight Schedule

Type of Transaction: ☐ **Original** ☐ **Renewal** ☐ **Supplement**

Account Name: _____

Account Number: _____

Fleet Number: _____

Supplement Number: _____

The following schedule should be completed by all Texas-based carriers and should indicate the weight you wish to prorate in that jurisdiction. Vehicles must be listed in the same unit order as on the original application or supplemental application. If this form is completed in conjunction with an apportioned registration renewal application, you need only complete this form if you are making changes to the registered weights of vehicles already in the fleet.

List the total combined Gross Weight of the power vehicles or combination of vehicles (Power Units Only).

Jurisdiction	Unit No.	Unit No.	Unit No.	Unit No.	Unit No.
AL					
AR					
AZ					
CA					
CO					
CT					
DC					
DE					
FL					
GA					
IA					
ID					
IL					
IN					
KS					
KY					
LA					
MA					
MD					
ME					
MI					
MN					
MO					
MS					
MT					
NC					
ND					
NE					
NH					
NJ					

Jurisdiction	Unit No.	Unit No.	Unit No.	Unit No.	Unit No.
NM					
NV					
NY					
OH					
OK					
OR					
PA					
RI					
SC					
SD					
TN					
TX					
UT					
VA					
VT					
WA					
WI					
WV					
WY					
AB					
BC					
MB					
NB					
NL					
NS					
ON					
PE					
QC					
SK					
YT					

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IRP Renewal Dates

EXPIRATION DATE AFTER RENEWAL	APPLICATION RETURN DATE	MILEAGE REPORTING PERIOD	Form 2290 (HVUT) Tax Period
SEPTEMBER 2014	August 16, 2013	7/1/2012 - 6/30/2013	7/1/2012 – 6/30/2013 or 7/1/2013 – 6/30/2014
OCTOBER 2014	September 20, 2013	7/1/2012 - 6/30/2013	7/1/2013 – 6/30/2014
NOVEMBER 2014	October 25, 2013	7/1/2012 - 6/30/2013	7/1/2013 – 6/30/2014
DECEMBER 2014	November 15, 2013	7/1/2012 - 6/30/2013	7/1/2013 – 6/30/2014
JANUARY 2015	December 20, 2013	7/1/2012 - 6/30/2013	7/1/2013 – 6/30/2014
FEBRUARY 2015	January 17, 2014	7/1/2012 - 6/30/2013	7/1/2013 – 6/30/2014
MARCH 2015	February 14, 2014	7/1/2012 - 6/30/2013	7/1/2013 – 6/30/2014
APRIL 2015	March 21, 2014	7/1/2012 - 6/30/2013	7/1/2013 – 6/30/2014
MAY 2015	April 18, 2014	7/1/2012 - 6/30/2013	7/1/2013 – 6/30/2014
JUNE 2015	May 16, 2014	7/1/2012 - 6/30/2013	7/1/2013 – 6/30/2014
JULY 2015	June 20, 2014	7/1/2012 - 6/30/2013	7/1/2013 – 6/30/2014 or 7/1/2014 – 6/30/2015
AUGUST 2015	July 18, 2014	7/1/2012 - 6/30/2013	7/1/2013 – 6/30/2014 or 7/1/2014 – 6/30/2015

Note: All renewals received after September 30, 2013 will require Form 2290 (HVUT) tax period 7/1/2013 – 6/30/2014 regardless of expiration date.

Local IRS Tax Offices

Services are limited and not all services are available at every TAC office. Services may vary from site to site. You can get these services on a walk-in, non-advance appointment basis.

City	Street Address	Days/Hours of Service	Telephone
Abilene	341 Pine St., Rm 2301 Abilene, TX 79601	Monday-Friday - 8:30 a.m.-4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(325) 676-5709
Amarillo	7201 W. Interstate 40 Amarillo, TX 79106	Monday-Friday - 8:30 a.m.-4:30 p.m.	(806) 359-2160
Austin	825 E. Rundberg Ln. Austin, TX 78753	Monday-Friday - 8:30 a.m.-4:30 p.m.	(512) 499-5127
Beaumont	350 Pine St. Beaumont, TX 77701	Effective 4/23/12, Open Bi-Weekly on Mondays 10:00 a.m. - 4:30 p.m., Tuesdays 8:30 a.m. - 4:30 p.m., Wednesdays 8:30 a.m. - 2:30 p.m. (Closed for lunch 12:00 noon - 1:00 p.m.), Closed Thursdays & Fridays	(409) 981-5760
Corpus Christi	555 N. Carancahua St. Corpus Christi, TX 78401	Monday-Friday - 8:30 a.m.-4:30 p.m.	(361) 903-1919
Dallas	1100 Commerce St., Rm 121 Dallas, TX 75242	Monday-Friday - 8:30 a.m.-4:30 p.m.	(214) 413-6010
El Paso	700 E. San Antonio El Paso, TX 79901	Monday-Friday - 8:30 a.m.-4:30 p.m.	(915) 834-6508
Farmers Branch	4050 Alpha Rd., Rm 170 Farmers Branch, TX 75244	Monday-Friday - 8:30 a.m.-4:30 p.m.	(214) 413-6010
Ft. Worth	819 Taylor St., Rm 6A14 Ft. Worth, TX 76102	Monday-Friday - 8:30 a.m.-4:30 p.m.	(817) 978-3477
Harlingen	1810 Hale Ave. Harlingen, TX 78550	Monday-Friday - 8:30 a.m.-4:30 p.m.	(956) 365-5185
Houston (Downtown)	1919 Smith St. Houston, TX 77002	Monday-Friday - 8:30 a.m.-4:30 p.m.	(281) 721-7021
Houston (NW)	12941 I45 N Houston, TX 77060	Monday-Friday - 8:30 a.m.-4:30 p.m.	(281) 721-7021
Houston (SE)	8876 I45 S Houston, TX 77017	Monday-Friday - 8:30 a.m.-4:30 p.m.	(281) 721-7021
Houston (SW)	8701 S. Gessner Houston, TX 77074	Monday-Friday - 8:30 a.m.-4:30 p.m.	(281) 721-7021
Longview	1800 NW Loop 281 Longview, TX 75604	Monday-Friday - 8:30 a.m.-4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(903) 297-3142

Lubbock	1205 Texas Ave. Lubbock, TX 79401	Monday-Friday - 8:30 a.m.-4:30 p.m.	(806) 472-7582
Midland	1004 N. Big Spring Midland, TX 79701	Monday-Friday - 8:30 a.m.-4:30 p.m.	(432) 686-9977
San Angelo	33 E. Twohig San Angelo, TX 76903	Monday-Friday - 8:30 a.m.-4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(325) 653-0082
San Antonio	8626 Tesoro Drive San Antonio, TX 78217	Monday-Friday - 8:30 a.m.-4:30 p.m.	(210) 841-2090
Texarkana	500 N. Stateline St. Texarkana, TX 75501	Monday-Friday - 8:30 a.m.-4:30 p.m. (Closed for lunch 1:00 p.m. - 1:30 p.m.)	(903) 794-8214
Tyler	909 ESE Loop 323, Rm 300 Tyler, TX 75701	Monday-Friday - 8:30 a.m.-4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(903) 561-2732
Waco	6801 Sanger Ave., Ste 1000 Waco, TX 76710	Monday-Friday - 8:30 a.m.-4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(254) 741-2312
Wichita Falls	4309 Jacksboro Hwy. Wichita Falls, TX 76302	Monday-Friday - 8:30 a.m.-4:30 p.m. (Closed for lunch 1:00 p.m. - 2:00 p.m.)	(940) 766-6317

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Note: The phone numbers in the chart above are not toll-free for all locations. When you call, you will reach a recorded business message with information about office hours, locations and services provided in that office. If face-to-face assistance is not a priority for you, you may also get help with IRS letters or resolve tax account issues by phone, toll free at 1-800-829-1040 (individuals) or 1-800-829-4933 (businesses).

Glossary

Apportionable Vehicle - any power unit that is used or intended for use in two or more jurisdictions and is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

(a) has two axles and a gross (or registered gross) vehicle weight over 26,000 lbs. (11,793.401 kilograms), or
(b) has three or more axles, regardless of weight, or
(c) is used in combination, and the gross vehicle weight of the combination exceeds 26,000 pounds (11,793.401 kilograms).

Note: Non-Apportionable vehicles: a recreational vehicle, vehicle displaying restricted plates, a bus used in the transportation of chartered parties, or a government-owned vehicle, ***are not*** *apportionable vehicles*. A bus used in the transportation of chartered parties, may be registered under the Plan at the option of the Registrant.

Apportionable Fee - periodic recurring fee or tax for registration, license, or weight

Base Jurisdiction - jurisdiction where an applicant applies for apportioned registration or a jurisdiction that issues apportioned registration to a registrant

Estimated Distance - the anticipated distance a fleet is expected to travel in a jurisdiction during an applicable registration year or the distance assigned to the fleet by the base jurisdiction

Rental Fleet - vehicles offered for rent with or without drivers by the rental owner

Reporting Period - 12 consecutive months beginning July 1 through June 30 of the calendar year immediately preceding the beginning of the registration year. If the registration year begins in July, August, or September, the reporting period will be the previous 12 month period.

Registration Year - the twelve-month period the registration issued to a registrant by the base jurisdiction

Established Place of Business – must have the following qualifications:

a) a physical structure located within the base jurisdiction
b) owned or leased by the applicant or registrant
c) open for business and staffed during regular business hours
    a. one or more employees on a permanent basis for trucking related business
d) operational records are maintained at this physical structure (unless under provisions of Section 1020 of the IRP).

Glossary

Residence - the status of an applicant or a registrant as a resident of a jurisdiction.

Total Distance - all distance operated by a fleet of vehicles in member jurisdictions during the reporting period.

Audit - the physical examination of a registrant's operational records, including source documents and accuracy, to verify distances reported in the application for apportioned registration.

Reciprocity - the reciprocal grant by one Jurisdiction to another of operating rights or privileges to properly registered vehicles registered by another jurisdiction.

Registrant - a person to whom a vehicle is registered.

Restricted Plate - has a time, geographic area, distance, or commodity restriction or a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority, or **a private party, and operated as part of an urban mass transit system.**

IMPORTANT

APPORTIONED REGISTRATION RENEWAL APPLICATION CHECKLIST

To prevent processing delays, please take the time to carefully check your application before mailing. Did you:

_____1. Provide a **contact person** and **telephone number**?
_____2. Show the **physical Texas address of the Registrant** on the application?
_____3. Provide **the Registrant's Tax ID# (FEIN), USDOT # and MCR#/Texas DMV#** on the Schedule B?
_____4. Check the **"Type of Operation"** on the application?
_____5. Properly code all the distances on the **Schedule B**?
_____6. List on the "**Additions**" page, in the correct weight group, any vehicles that have been added to the fleet but were not shown on the preprinted **Schedule A**?
_____7. Verify that all vehicle information is accurate and legible and the complete **Vehicle Identification Number** (VIN) is provided?
_____8. Provide the **Carrier Responsible for Safety (CRFS) USDOT# and Tax ID# for each vehicle on the Schedule A**?
_____9. Check the box indicating if the **CRFS is expected to change** during the registration year?
_____10. Indicate any **weight changes** on the preprinted **Schedule A** and/or complete for form **MCD-357**?
_____11. Indicate any **deleted vehicles** with a **D** or **changes** with a **C** under 'actions' on the preprinted **Schedule A**?
_____12. Provide proof of payment of the **Federal Heavy Vehicle Use Tax** (Form 2290, Schedule I) for vehicles registered for 55,000 pounds or more in any jurisdiction?
_____13. Provide **current proof of liability insurance**? Note: Non-trucking or bobtail coverage is not acceptable.
_____14. **Sign the application** where indicated?
_____15. **Keep copies** for your records?
_____16. **Complete** and **sign** form **MCD-467**?
_____17. If applicable, update **USDOT#**

ONLINE RENEWAL CHECKLIST

_____1. Provide a **contact person** and **telephone number**?
_____2. Show the **physical Texas address of the Registrant** on the "Editing an IRP account" screen?
_____3. Provide **the Registrant's Tax ID# (FEIN), USDOT # and MCR#/Texas DMV#**?
_____4. Properly code all the distances on the "Jurisdiction" Screen?
_____5. Verify all currently apportioned vehicles in the fleet are displayed in the "Units" section?
_____6. Provide the **Carrier Responsible for Safety (CRFS) USDOT# and Tax ID# for each vehicle**?
_____7. Select the box indicating if the **CRFS is expected to change** during the registration year?
_____8. Make necessary vehicle **changes** or **deletions**?
_____9. Submit required materials to TxDMV by fax at 512-374-5265, option 6, or via email to MCD_TxIRP@txdmv.gov

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