

Texas International Registration Plan Apportioned Registration Information Packet

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Purpose

This packet has been prepared by the Texas Department of Motor Vehicles (TxDMV) as a guide to assist Texas' interstate operators to obtain Apportioned Registration under the provisions of the International Registration Plan (IRP or the Plan). The Plan is an agreement providing for registration reciprocity among member jurisdictions. The Plan allows commercial vehicles engaged in interstate operations to obtain registration privileges in two or more member jurisdictions (United States and Canadian Provinces).

What is Apportioned Registration?

Under this agreement, commercial carriers only pay a proportionate, or "apportioned," amount to each jurisdiction in which they intend to operate. The Plan provides for payment of apportionable fees on the basis of the proportion of total distance operated in all jurisdictions by the vehicle (or fleet of vehicles). The fees that are charged are based on the distances traveled, or expected to travel, in each jurisdiction relative to the total distance traveled.

This allows the carrier to operate more efficiently without obtaining registration from each individual jurisdiction. The fee calculations are explained in more detail on page 12 under *Appropriate Fees*.

The unique feature of the Plan is that even though apportionable fees are paid to the various jurisdictions in which the vehicles are operated, the only plate and Cab Card issued for each vehicle are those issued by the Base Jurisdiction.

Additional questions should be directed to any of the TxDMV Regional Service Centers, or the Motor Carrier Division (MCD). Contact information for the nearest office can be found in Appendix A.

Who May Obtain Apportioned Registration?

An apportionable vehicle is any commercial vehicle used or intended for use in two or more member jurisdictions and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property, and is:

- a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,794 kilograms; or
- a power unit having three or more axles, regardless of weight; or
- used in combination, when the weight of such combination exceeds 26,000 pounds or 11,794 kilograms gross vehicle weight.

There are several types of vehicles that do not require apportioned registration. Some of these vehicles may be apportioned at the option of the registrant. Examples include:

- trucks and truck tractors, and combinations of vehicles having a gross vehicle weight of 26,000 pounds (or 11,794 kilograms) or less;
- buses used in transportation of chartered parties;

- trailers:
- recreational vehicles;
- vehicles displaying restricted use plates;
- city pick up and delivery vehicles;
- antique or historical vehicles; and,
- government-owned vehicles.

The expiration month for new registrations will be the end of the month before the registration was purchased. For example, if the registration was purchased in April, the expiration will be the following March 31st. The registration year is a twelve-month period.

Where Do I Obtain Apportioned Registration?

All new account applications must be processed at a TxDMV Regional Service Center (see Appendix A). Submitting these applications to the Motor Carrier Division in Austin will delay the processing of your application.

Once the account is established, you may make changes to and renew your registration in several ways, including:

- online Make changes to your account or renew online 24/7 through TxIRP at https://irp.dot.state.tx.us/login.aspx. Your renewal billing will be available on this site.
- in person --- At one of the 16 TxDMV Regional Service Centers. Contact information can be found in Appendix A.
- by mail Mail renewal applications (do not send payment) to:

Texas Department of Motor Vehicles
Motor Carrier Division
PO BOX 26440
Austin, Texas 78755-0440

Note: Once your application has been processed, you may make your payment online or at any TxDMV Regional Service Center (see Appendix A for a list of TxDMV Regional Service Centers).

For processing inquiries, please call 512-374-5250, 8:00 a.m. to 5:00 p.m. (Central), Monday through Friday. TxDMV Regional Service Center hours are 8:00 a.m. to 5:00 p.m. (local times), Monday through Friday. Offices are closed weekends and official state holidays. However, the TxIRP online services are available 24/7.

What Do I Need to Obtain Apportioned Registration?

There are several documents that must be provided at initial account setup and at renewal. The items needed for both new accounts and renewals are outlined below. Each requirement is discussed in more detail later in this document.

For initia evidence	I account setup for Apportioned Registration, you will need to provide of:
	Texas residency (see information below for examples of acceptable proof); Established Place of Business in Texas; Ownership of each vehicle to be registered under the account; Proof of Payment of Heavy Vehicle Use Tax, if applicable; Valid financial responsibility (liability insurance); USDOT Number and Federal Employer Identification Number (FEIN) for the apportioned registrant and the USDOT Number and FEIN for the Motor Carrier Responsible for Safety (CRFS) (if applicable);
	And Include
	TxIRP Apportioned Application, MCD-356 (Schedules A and B); Original, signed Schedule G (if not using the estimated distance chart); TxIRP Cab Card Weight Schedule, MCD-357; Acceptable Distance Records for Audit, MCD-467; Valid Lease (if applicable); Register with TxDMV's Motor Carrier Division, if applicable; and, Appropriate Fees.
For renew following 6	vals and changes to your registration credentials, you will need to provide the evidence:
	Proof of Payment of Heavy Vehicle Use Tax, if applicable; Valid financial responsibility (liability insurance); USDOT Number and Federal Employer Identification Number (FEIN) for the apportioned registrant and the USDOT Number and FEIN for the Motor Carrier Responsible for Safety (CRFS) (if applicable);
	And Include
	TxIRP Apportioned Application, MCD-356 (Schedules A and B);
	Original, signed Schedule G (if not using the estimated distance chart);
	TxIRP Cab Card Weight Schedule, MCD-357;
	Acceptable Distance Records for Audit, MCD-467;
	Valid Lease (if applicable);
	Register with TxDMV's Motor Carrier Division, if applicable; and, Appropriate Fees.
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Texas Residency Requirements

Only Texas residents, corporations, companies, partnerships, or LLC/LPs may utilize Texas as the base jurisdiction for obtaining apportioned credentials. To establish a TxIRP account:

An indiv i	dual must provide:
	Current Texas Driver License with a Texas address;
	And two (2) of the following:
	Vehicle titled in Texas in the individual's name Current Federal Income Tax Return, in the individual's name, filed from a physical Texas address; Current receipt, in the individual's name, indicating paid real estate or personal property taxes in Texas; or, Current utility bills, in the individual's name, (cell phone, land line, electricity, gas, etc.).
Α	corporation must provide:
	Articles of Incorporation
	And two (2) of the following:
	Principal owner of corporation is a Texas resident
	Vehicle titled in Texas in the corporate name
	Current Federal Income Tax Return, in the corporate name, filed from a physical Texas address
	Current receipt, in the corporate name, indicating paid real estate or personal property taxes in Texas
	Current utility bills, in the corporate name, (cell phone, land line, electricity, gas, etc.)
Α	company, partnership, or LLC/LP must provide:
	If Company/Partnership, Assumed Name Certificate filed with the County Clerk, or
	If LLC/LP, Assumed Name Certificate filed with the Secretary of State.
	And two (2) of the following:
	Vehicle titled in Texas in the business name
	Current Federal Income Tax Return, in the business name, filed from a physical Texas address
	Current receipt, in the business name, indicating paid real estate or personal property taxes in Texas
	Current utility bills, in the business name, (cell phone, land line, electricity, gas, etc.)

Established Place of Business

When establishing your apportioned account, you must provide evidence of an established place of business in Texas including the following:

Ш	A physical structure opened for business during regular business hours &
	staffed by person(s) employed by the applicant for managing the applicant's trucking business.
	Current deed or lease agreement to the property in the business name.
	Current utility bills for the physical location in the business name;
	and if a;
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- Corporation, Articles of Incorporation as filed with the Secretary of State:
- Company/partnership, Assumed Name Certificate as filed with the County Clerk; or,
- LLC/LP, Assumed Name Certificate as filed with the Secretary of State.

Proof of Vehicle Ownership

You must provide a valid Texas Certificate of Title for each vehicle you wish to register under your apportioned account. If you have recently applied for a Texas title, acceptable proof will be the Title Application Receipt (Form RTS-500) from the county tax assessor-collector's office. Owners of out-of-state vehicles may apply for a Registration Purposes Only by submitting the following documentation to their local county tax office or a TxDMV Regional Service Center:

- Copy of front and back of the out-of-state title
- Texas Safety Inspection (FormVI-30)
- Original certified empty weight certificate
- Application for Registration Purposes Only (For vehicles titled outside Texas that are to be registered in Texas) (VTR-272)
- Application for Texas Certificate of Title (Form 130U)
- Appropriate fees made payable to your local county tax assessor-collector

TxIRP Apportioned Application, MCD-356 (Schedules A and B)

The MCD-356, often referred to as Schedule A and B, is used to gather the vehicle and jurisdiction information needed to prepare the registration credentials.

Included on the MCD-356 will be a question pertaining to the safety responsibility of the vehicle. Since Texas is a participating jurisdiction in the Performance Registration Information System Management program (see page 11 for details), you will need to list the Carrier Responsible For Safety (CRFS) USDOT Number and FEIN. This number will belong to the company that you are currently leased to. If you are not under a lease or contract, this number will be the registrants USDOT Number and FEIN.

&

Schedule A

The *Schedule A* is used to compile vehicle information for your application. Each vehicle to be operated with Apportioned Registration must be listed on this form. A vehicle should <u>not</u> be listed on the application if:

- it will not operate in two or more jurisdictions,
- it is not titled in Texas,
- the Federal Heavy Vehicle Use Tax (Form 2290) has not been paid (if applicable), and
- proof of financial responsibility (liability insurance) cannot be provided

You will need to provide the following vehicle information in order to complete the *Schedule A*:

- Unit Number
- Year and Make
- Number of Axles
- Total Number of Axles (including trailer)
- Unladen Weight
- Type i.e. Truck Tractor (TT), Truck (TK) or Bus (BS)
- Fuel Type (gasoline, diesel, etc.)
- Desired gross weight (total weight for the power unit and trailer)
- Purchase Price
- Factory Price
- Purchase Date
- Texas Title Information (Vehicle Identification Number, Document Number and Current Owner Name)

Schedule B

The Schedule B is used to collect information on the distances you plan to travel in each jurisdiction. On an initial apportioned application use estimated distances for each jurisdiction in which your vehicles will travel. If you previously had Apportioned Registration in another jurisdiction during the previous 18 months, you <u>must</u> use those distances on your initial Texas application.

An estimated distance chart is enclosed. When using estimates to calculate the total distance, be sure to multiply the estimate shown by the number of vehicles in your fleet.

Do Not Show Zero Distance Traveled For Any Jurisdiction.

Schedule B Instructions

On Schedule B of the original application, place a check (\checkmark) in the box to the left of the jurisdictions in which you want to travel. If you are reporting actual distance and you have miles in a jurisdiction in which you no longer travel, the distance code should be reflected as "N".

Input your distance traveled (or estimate*), along with the appropriate code (see code list below) in each checked jurisdiction box. The distance reported will be for the entire fleet, for each jurisdiction, for the required reporting period (July 1st through June 30th). Contact your local TxDMV Regional Service Center or the Motor Carrier Division to assist you in determining the type of distance that must be reported. If you are required to use estimated distances you may either use the distance from the *Estimated Distance Chart* (see Appendix B) or you may estimate distances by using the enclosed *Schedule G* (see below for instructions).

Distance Codes and Explanations

The distance codes used in TxIRP are:

- **A** = Actual distance accrued for each vehicle in the apportioned fleet (used only to re-register in a jurisdiction where the fleet has accrued actual distance)
- 1 = 1st year estimate (used only when adding a new jurisdiction that has not previously been on your Cab Card or when the entire fleet has not been in operation for the prior 18 months)
- **2** = 2nd year estimate (used when keeping a jurisdiction on your apportioned fleet that did not accrue actual distance during the requested distance reporting period)
- **N** = Non-prorated distance (used when removing a jurisdiction from your apportioned fleet that had actual distance accrued during the requested distance reporting period)

Original, Signed Schedule G

The Schedule G is used to register for estimated distances that are less than the Estimated Distance Chart (see Appendix B). If you register for distances different than the distances shown on the Estimated Distance Chart, a detailed explanation must be provided using the Schedule G. In accordance with the International Registration Plan, these distances must be approved by TxDMV and may be adjusted.

For example, if you plan to operate a dedicated route of travel to or through a jurisdiction that will result in more or less miles than the chart, you may be allowed to vary from the chart distances on renewals and supplemental applications.

For each trip, list the new jurisdiction in which you plan to travel, the estimated distance you plan to travel within that jurisdiction, and the estimated total number of trips for the entire fleet. This will determine the total estimated distance reported on the *Schedule B*. Detach the *Schedule G* and return it with your application. Carriers processing renewals online will be required to submit the *Schedule G* to TxDMV along with any other required documents. You may be asked to provide a business plan outlining future operations.

TxDMV reserves the right to reject unreasonable *Schedule G* distance estimates, and may require the use of the distances in the Estimated Distance Chart, if you are unable to provide acceptable distance estimates.

TxIRP Cab Card Weight Schedule, MCD-357

The *TxIRP Cab Card Weight Schedule* (MCD-357) should be completed by all Texas based carriers who wish to adjust operating weights in a particular jurisdiction. Vehicles must be listed in the same unit order as on the original application or supplemental application.

In conjunction with an apportioned registration renewal application, you only need to 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 units or combination of vehicles (power units only). You may also be required to submit a business plan outlining future operations to adjust jurisdiction weights.

An Acceptable Distance Records for Audit, MCD-467

When establishing an apportioned registration account and at time of renewal, you are required to submit a completed MCD-467 certifying that you are aware of the record keeping requirements of IRP. These requirements are discussed in detail on page 13 under *What Else Do I Need to do to be Compliant?*

Federal Heavy Vehicle Use Tax (HVUT) Form 2290

Due to federal law, proof of payment of the HVUT is required when licensing vehicles with a gross weight of 55,000 pounds (24,948 kg.) or more. Proof of payment for new or used units being titled and registered in Texas is required within sixty (60) days of the date shown on the title assignment.

Acceptable proof of payment is a <u>copy of a receipted</u> Internal Revenue Service (IRS) Schedule 1 (Form 2290) for the applicable tax period of **July 1 through June 30**. Carriers are required to file the Form 2290 electronically (for 25 or more vehicles); they receive an electronic receipt in an Adobe Acrobat (.pdf) format. The carrier can print the receipt and provide it at the time of registration as proof of payment of the HVUT. The eform includes an "IRS e-file" watermark and indicates the date the tax was paid in the following format - "Received MM/DD/YYYY."

Questions regarding this tax should be directed to the IRS at 1-800-829-1040 or to a local IRS office. Visit www.irs.gov for more information.

Proof of Financial Responsibility (Liability Insurance)

The State of Texas has a mandatory financial responsibility law (liability insurance). The most common proof of financial responsibility is a liability insurance card issued to the policy holder by the insurance company. Copies of proof of financial responsibility insurance will be required prior to the issuance of any Apportioned Registration.

If you have obtained a TxDMV Motor Carrier Certificate Number, you may submit a copy of your Motor Carrier Insurance Certificate as proof of insurance.

Examples of 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 For Processing Apportioned Applications.

Questions about proper evidence of financial responsibility should be directed to your insurance company or your local TxDMV Regional Service Center.

USDOT Number and Federal Employer Identification Number (FEIN)

The State of Texas participates in the Performance and Registration Information System Management (PRISM) Program sponsored by the Federal Motor Carrier Safety Administration (FMCSA). This program requires TxDMV to suspend the registration of a vehicle if it is deemed unsafe. Safety violations are reported through the PRISM Program by USDOT Number.

To comply with this program, the following will be required for all Texas apportioned applications before they will be processed:

 USDOT Number and Federal Employer Identification Number (FEIN) for Motor Carrier Responsible for Safety (CRFS).

FMCSA encourages all applicants with Internet access to use the online registration assistant at http://www.fmcsa.dot.gov/online-registration to determine all FMCSA registration requirements. For applicants without Internet access, your local TxDMV Regional Service Center can provide you with the USDOT application form; or you may call FMCSA at 1-800-832-5660 for additional information.

TxDMV also requires a Federal Employer Identification Number (FEIN) to establish an account. You may visit www.irs.gov to find out more about obtaining an FEIN.

Valid Lease

If you will be leasing your vehicle(s) to another company for operation, you will need to provide a copy of the lease agreement. When the lessor provides the insurance and the insurance documents reflect their name, a copy of the lease agreement with that company must be included with your apportioned application. The lease must identify the vehicle(s) involved in the agreement.

Register with the Texas Department of Motor Vehicle's Motor Carrier Division (MCD)

An individual, association, corporation or other legal entity that controls, operates or directs the operation of one or more commercial motor vehicles which transport persons or cargo over a road or highway within the State of Texas is required to register as a commercial motor carrier with TxDMV's MCD. Examples of commercial motor carrier operations that must register with TxDMV are:

- Vehicles (or combination of vehicles) with a gross weight, registered weight, or gross weight rating exceeding 26,000 pounds, that is designed or used for transportation of cargo for any commercial enterprise.
- For-hire vehicles used to transport household goods, regardless of gross weight rating.
- Vehicles, including buses, designed or used to transport more than 15 passengers, including the driver.
- Vehicles used to transport hazardous materials in a quantity requiring credentialing under the regulations issued under the Federal Hazardous

Materials Transportation Act (49 USC, § 5101-5127).

• Vehicles defined by 49 CFR §390.5, owned or controlled by someone domiciled in, or a citizen of, a country other than the United States.

To register as a commercial motor carrier with the TxDMV, or for more information, contact 1-800-299-1700 (option 2) or (512) 465-3500.

Appropriate Fees

The fees for Apportioned Registration are calculated based on distance percentages for each jurisdiction in which the vehicle or fleet of vehicles operates.

The registration fees paid for Apportioned License Plates do not include the following:

- motor fuel taxes or fuel permit fees
- permits to exceed the maximum length, width, height or axle limitations
- operating authority as required by any state or province
- registration or license fees from a state or province that is not a member of the IRP

Please Do Not Submit Fees When Mailing Your Initial Application. Payment Is Not Required Until the Plates And/Or Cab Cards Are Picked Up At Your Local TxDMV Regional Service Center.

Payment Options

The payment for the initial registration credentials must be made at one of the TxDMV Regional Service Centers with cash, cashiers check, or money order. After the initial payment, you may use cash, check, or money order when paying by mail, or by Automated Clearing House (ACH similar to an electronic check) when completing transactions online at https://irp.dot.state.tx.us.

When Do I Get My Apportioned License Plates and Cab Cards?

Once you have submitted the required information and payment, you will receive your Apportioned License Plate(s) and Cab Card(s). You will receive one Apportioned License Plate per vehicle (to be displayed on the front of the vehicle), and one original Cab Card per vehicle, which <u>must</u> be carried in the vehicle at all times.

Enforcement Agencies Will Not Accept A Photocopy Of A Cab Card

Contact your local Regional Service Center to obtain plates and cab cards. Cab cards for any subsequent renewal and supplements processed online can be printed once the registration fees have been paid through the ACH payment process.

Review the Cab Card(s) for any errors. All corrections must be made by TxDMV Regional Service Centers or Motor Carrier Division.

Vehicles registered with Apportioned License Plates shall be deemed fully registered in all jurisdictions that appear on the Cab Card and may be operated both interstate and intrastate. In addition, the registrant may need to obtain proper operating authority from the other regulatory agencies, unless an exemption has been granted by such agency.

What Else Do I Need To Do To Be Compliant?

An apportioned registrant must operate all vehicles interstate and must maintain accurate distance records and routes of travel of trip movement for each vehicle licensed with Apportioned Registration. The following outlines the registrant's responsibilities:

1. Driver's Trip Records

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

- a) Dates of trip (start date and end date)
- b) Trip origin and destination (city and state)
- c) Beginning and ending odometer or hubodometer reading of the trip
- d) Routes of travel
- e) Total trip distance traveled
- f) Distance traveled by jurisdiction (separate distance by state or province)
- g) Power unit number or vehicle identification number
- h) Intermediate stops

Sample IVDRs are included at the end of this document.

2. Monthly/Quarterly/Yearly Summaries

The IVDR information should be summarized on a monthly/quarterly/yearly basis. The summary must contain information by individual vehicle (e.g. distance by jurisdiction, total distance traveled in each jurisdiction, routes traveled) and by fleet (distance by jurisdiction, total distance traveled in each jurisdiction). A yearly summary is also required for each July 1 to June 30 reporting period and must show total distance for each jurisdiction as well a total fleet distance.

Sample summaries are included at the end of this document.

3. Supporting Information for IVDRs

The information recorded on the IVDRs must be accurate and legible. The distance and routes to be entered on IVDRs can be obtained from various sources such as odometer and/or hubodometer readings, provincial/state maps, a standard distance guide, a household goods distance guide, or computer software, as long as the method used is accurate and consistent.

4. Accountable Distance and Routes

In recording the actual distance and routes of an apportioned vehicle, the registrant must record all movement (inter-jurisdictional and intra-jurisdictional) including loaded, empty, dead head, bobtail and/or personal distance. All distance traveled by apportioned vehicles while operating with trip permits must also be recorded.

5. Lessor Responsibility

It shall be the responsibility of the lessor in a trip lease (short term) situation to report all distance and routes traveled by the apportioned vehicle.

Distance and Route Records and Retention

Distance and route records must be retained in support of the distance reported for a period of three years after the close of the registration year (i.e., for a registration expiring October 2009, the source documents must be retained through October 2012 or current year, plus three additional years).

Records Check

A records check will be performed on the records of new apportioned registrants. This check is performed to verify that the registrant understands the type of records that are required. Failure to respond to the record check request will subject the registrant to the cancellation of the Apportioned Registration. Operation of the vehicles after the effective date of the cancellation will subject the operator to apprehension, fine and full Texas registration plus a 20% penalty.

Got Questions?

If you have questions, you may contact any of our TxDMV Regional Service Centers (to find the office nearest you, please see Appendix A) or the Motor Carrier Division at (512) 374-5250. We've also answered some of the more frequently asked questions below:

How do I set up an account?

TxIRP allows you to manage your apportioned account anytime from anywhere. You can renew your registration and make changes to your account securely over the Internet. **To use the TxIRP online** *fast lane***, you will need:**

- Internet access
- A computer with Microsoft Internet Explorer 5.x or higher.
- Adobe Reader to see billing statements and Cab Cards.
- A TxDMV issued User Name, Password and Access Code. To obtain these, call your TxDMV Regional Service Center or the Motor Carrier Division at 512-374-5250.
- A laser printer, if you want to print Cab Cards.

How do renewals work?

The state mails your registration renewal packet 45 days before your registration expires. You may renew your registration in several ways, including:

• Online — Make changes to your account or renew online 24/7 through TxIRP at https://irp.dot.state.tx.us/login.aspx. Your renewal billing will be available

on this site.

- In person --- At one of the TxDMV Regional Service Centers. Contact information can be found in Appendix A.
- By mail Mail renewal applications and payments to:

Texas Department of Motor Vehicles
Motor Carrier Division
PO BOX 26440
Austin, Texas 78755-0440

If renewing by mail, please submit renewal applications no later than 1st day of the month of expiration to allow sufficient time to calculate your fees and return your billing notice. Please submit all required paperwork along with your application or a copy of the invoice with your payment to ensure proper handling. Please allow 2-3 weeks for processing and mailing.

How Do I Make Changes? (Supplements)

You may make changes to your account as needed by filing a supplemental application either in person or online. Things that may be changed include:

- adding or deleting a vehicle in your fleet;
- adding a jurisdiction; and,
- · changing a registered weight on a unit

Adding or Deleting a Vehicle

After an original application is filed and processed, vehicles can be added or deleted by filing a *Texas IRP Supplemental Application*, MCD-341 (see attachment) with the TxDMV Regional Service Center or online.

Apportioned License Plates cannot be transferred to another owner or vehicle. Therefore, if a vehicle that is registered with Apportioned License Plates is sold, the plates should be removed and returned to a TxDMV Regional Service Center.

Vehicles that are added as replacement units for deleted vehicles can be exchanged on a one for one basis in Texas. This is known as a credit exchange. Registration credit remaining on the unit being deleted will be applied to the unit being added; however, not all jurisdictions allow credit exchange. Therefore, you are billed by those jurisdictions plus the \$2.00 fee for each new apportioned Cab Card, provided the vehicle gross weights are the same.

Credits <u>cannot</u> be transferred from one account or fleet to another. In order to receive credit when a vehicle is deleted, the Apportioned License Plate and Cab Card must be surrendered to the TxDMV Regional Service Center at the time the supplement is filed.

If your county assesses an Optional County Road and Bridge Fee and/or the Child Safety Fund Fee, you will also be billed accordingly. When a replacement vehicle is of a greater weight or requires a higher registration fee, additional fees will be collected.

The same requirements must be met on supplemental applications as on original or renewal applications in regard to the following:

- Texas titling requirements;
- IRS Schedule 1 (Form 2290);
- proof of financial responsibility (liability insurance);
- TxIRP Cab Card Weight Schedule (MCD-357).

Information on credits and refunds may be obtained from your TxDMV Regional Service Center.

If a vehicle is sold or placed out of service, the current Apportioned License Plate and Cab Card may be surrendered to a TxDMV Regional Service Center for authorization of a refund for the remaining portion of the Texas registration fees, or may be held and submitted at a later date as credit exchange.

Add a Jurisdiction or Change a Registered Weight

You may file an amended *Schedule B* to add jurisdictions to your Cab Card or change the registered weight for a vehicle with a TxDMV Regional Service Center or by processing the change online.

I Lost My Plate or Cab Card. How do I get a replacement?

A replacement Apportioned License Plate may be obtained by contacting a TxDMV Regional Service Center and completing the appropriate forms. A duplicate "Original" Cab Card may be obtained online (no charge) or at your local TxDMV Regional Service Center for a fee of \$2.00.

What if I Need a Corrected Cab Card?

Contact your local TxDMV Regional Service Center for any corrections that need to be made to your Cab Card.

How Do I Register My Trailer/Semi-Trailer?

Registration of Trailers varies based on the use. For more information contact your local TxDMV Regional Service Center for assistance in determining the proper registration for your trailer.

APPENDIX A

Texas Department of Motor Vehicles REGIONAL SERVICE CENTER LISTING

REGION	PHYSICAL ADDRESS MAILING ADDRESS	NUMBERS			
ABILENE	4210 N. Clack	LOCAL:	(325) 734-5120		
	Abilene, Texas 79601-9223	FAX:	(325) 734-5122		
AMARILLO	5715 I-27 S., Building H Amarillo, Texas 79110 PO Box 20326 Amarillo, Texas 79114	LOCAL: FAX:	(806) 467-8902 (806) 467-8940		
AUSTIN	1001 E. Parmer Lane, Suite A	LOCAL:	(512) 837-4416		
	Austin, Texas 78753	FAX:	(512) 837-7703		
BEAUMONT	8550 Eastex Freeway Beaumont, Texas 77708	LOCAL: FAX: APPORTION FAX:	(409) 892-2491 (409) 892-2826 (409) 892-2836		
CORPUS CHRISTI	1701 South Padre Island Dr., Bldg. 2	LOCAL:	(361) 808-2600		
	Corpus Christi, Texas 78416	FAX:	(361) 808-2610		
DALLAS	1925 E. Beltline Road, Suite 100	LOCAL:	(972) 417-0884		
	Carrollton, Texas 75006	FAX:	(972) 416-4296		
EL PASO	1227 Lee Trevino, Suite 100	LOCAL:	(915) 591-8149		
	El Paso, Texas 79907	FAX:	(915) 591-8058		
FORT WORTH	2425 Gravel Drive	LOCAL:	(817) 590-2625		
	Fort Worth, Texas 76118	FAX :	(817) 590-2504		
HOUSTON	7721 Washington Ave Houston, Texas 77007	LOCAL: FAX: APPORTION FAX:	(713) 802-4300 (713) 866-7302 (713) 866-7301		
LONGVIEW	4549 W. Loop 281 Longview, Texas 75604	LOCAL: FAX: APPORTION FAX:	(903) 753-6279 (903) 757-7672 (903)753-0879		
LUBBOCK	135 Slaton Road	LOCAL:	(806) 745-8888		
	Lubbock, Texas 79404	FAX:	(806) 748-0325		
MIDLAND-ODESSA	3901 East Hwy 80	LOCAL:	(432) 498-4674		
	Odessa, Texas 79761	FAX:	(432) 498-4673		
PHARR	600 West Expressway 83	LOCAL:	(956) 781-3291		
	Pharr, Texas 78577	FAX:	(956) 782-0695		
SAN ANTONIO	3500 NW. Loop 410	LOCAL:	(210) 615-1776		
	San Antonio, Texas 78229	FAX:	(210) 733-3167		
WACO	2203 Austin Avenue	LOCAL:	(254) 752-1152		
	Waco, Texas 76701-1624	FAX:	(254) 752-7656		
WICHITA FALLS	1601-A Southwest Parkway	LOCAL:	(940) 720-7754		
	Wichita Falls, Texas 76302-4906	FAX:	(940) 720-7849		

APPENDIX B

Revised October 3, 2012

SCHEDULE G

This form should <u>only</u> be used if you do not wish to use the estimated distance chart.

The SCHEDULE G is used when calculating your own estimated distances. In accordance with the International Registration Plan (IRP), these distances must be approved by the Texas Department of Motor Vehicles (TxDMV) and may be adjusted.

Instructions: For each trip, list the new jurisdiction through which you plan to travel, the estimated distance you plan to travel within that jurisdiction, and the estimated total number of trips for the entire fleet. This will determine the total estimated distance reported on the *Schedule B. Schedule G* must be submitted with your application. Carriers processing supplements online will be required to submit the *Schedule G* to TxDMV along with any other required documents.

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	СО	1,430	
CONNECTICUT	СТ	366	
DISTRICT OF COLUMBIA	DC	27	
DELAWARE	DE	118	
FLORIDA	FL	2,478	
GEORGIA	GA	2,297	
IOWA	IA	555	
IDAHO	ID IL	398	
ILLINOIS INDIANA	IN	2,339	
KANSAS	KS	1,394 1,130	
KENTUCKY	KY	1,130	
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 WASHINGTON	VT WA	45 531	
WISCONSIN	WA WI	559	
WISCONSIN 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	ΥT	0	
MEXICO	MX	0	10

Renewal Schedule G

ACC	ount			ACCOUNT N	ame			'ear
Estim	ated Juris	diction:						
=		•			•		= Total Estimated	Distance
		to:						
		to:						
					Total Est	imated Distar	nce:	
Estim	ated Juris	diction:						
				Distance			= Total Estimated	Distance
		to:						
		to:						
					Total Est	imated Distar	nce:	
Estim	ated Juris	diction:						
City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated	Distance
		to:						
		to:						
					Total Est	imated Distar	nce:	
Estim	ated Juris	diction:						
City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated	Distance
		to:						
		to:						
					Total Est	imated Distar	nce:	
Estim	ated Juris	diction:						
City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated	Distance
		to:						
		to:						
					Total Est	imated Distar	nce:	
				that to the bes d complete.	t of my kno	owledge and b	pelief the distance	indicated
Signa	iture of Ov	vner or Cor	norate Off	icer		Date	<u> </u>	



Form MCD-467 (11/11) (Previously Known as VTR-467) Page 1 of 1

Acceptable Distance Records for Audit

Under the provisions of Article X of the International Registration Plan, each base jurisdiction (state) administrator may audit the supporting trip-distance records of the registrants displaying base plates from their jurisdiction. To qualify for apportionment, a registrant must operate all power units interstate and must maintain accurate distance records of the trip movements of his/her apportioned vehicles.

All records in support of an application must be retained for a period of three (3) years following the close of the registration year to which the application pertains, and to make these records available for examination by the base jurisdiction at its request. These records must be maintained on each individual vehicle from July 1 – June 30 of each reporting period.

Determination of Vehicle Trip Distance:

- · State Maps
- Distance Guide

- · Odometer or Hubodometer Readings
- · Computer Software

Distance traveled each day is to be recorded on a source document which must contain the following:

- Dates of trip (start date and end date)
- Trip origin and destination (city and state)
- Beginning and ending odometer or hubodometer reading of the trip
- Routes of travel

- Total trip distance traveled
- 6. Distance traveled by jurisdiction (state or province)
- 7. Power unit number or vehicle identification number
- 8. Intermediate stops

NOTE: Individual Vehicle Distance Records (IVDR) must contain items 1 - 8 as listed above.

A registrant must prepare and maintain:

- A monthly summary that recaps jurisdiction and total distance traveled by each vehicle operated during the calendar month;
- 2. A quarterly summary that recaps jurisdictional and total distance traveled by the fleet during each calendar quarter; and
- 3. A summary of the quarterly recaps used in preparing the application for apportionment.

Examples of IVDRs:

- Driver logs (by vehicle, jurisdiction and date).
- Driver trip sheets.
- 3. Receiving contracts (rental one-way).
- Any other records which contain the required information (computer printouts are acceptable if supported by the specified IVDR. This information must be transferred to a monthly or quarterly recap).
- On-board recording devices may be used in lieu of, or in addition to, handwritten trip reports. Any device or electronic system used in conjunction with an on-board recording device must meet the requirements identified in the Audit Guidelines and be certified by the manufacturer.

In recording the actual distance of a vehicle, the carrier must record all trip movement (<u>every mile/kilometer driven</u>_<u>interstate and intrastate</u>), including loaded, empty, deadhead, bob-tail, off road, and/or personal miles/kilometers. All odometer readings must be consecutive.

I have read the above and understand that failure to maintain the distance records for my apportioned fleet as required could result in cancellation of my apportioned privileges. These records are made available for audit by the Texas Department of Motor Vehicles at request during normal business hours. I further understand that I must keep my mailing address and phone number current with the TxDMV and that my failure to respond to an audit request mailed to my address of record by the stated deadline could result in the assessment of 100 percent Texas registration and/or cancellation of my apportioned privileges.

APPLICANT INFORMATION								
Name of Carrier		Phone ()						
Mailing Address								
City	State	e Zip Code						
E-mail								
Account Number								
Signature of Owner/Agent		Date						
	·							

SIGN AND MAIL COMPLETED FORM TO: TxDMV, Motor Carrier Division, PO Box 26440, Austin, TX 78755-0440

Contact/Help

I V D R Individual Vehicle Distance Record

Regis	strant's Name			Unit #	Acc	count #	Fleet #
	Starting Date of Trip		-		Ending Da	ate of Trip	
	City/State of Origin	Intermed	liate Stops		City/State	of Destina	tion
		Beginning Odomete	er				
	ALL miles in each stat						ot IRP requiremen
State	Routes	Odometer	Distanc	e Per State	Date	State	Gal. / Price per Ga
		Ending Odometel	r Total Di	stance			
		*** TOTAL DISTA		TATE ***			
AL:	AB:	AZ:	AR:	BC:		CA:	CO:
CT:	DE:	DC:	FL:	GA:		ID:	IL:
IN:	IA:	KS:	KY:	LA:		ME:	MB:
MD:	MA:	MI:	MN:	MS:		MO:	MT:
NE:	NV:	NK:	NH:	NJ:		NM:	NY:
NF:	NC:	ND:	NS:	OH:		OK:	ON:
OR:	PA:	PI:	QB:	RI:		SK:	SC:
SD:	TN:	TX:	UT:	VT:		VA:	WA:
WV:	WI:	WY:					

I V D R Individual Vehicle Distance Record

Registrant's Name		Unit # 101	Account #12345	Fleet # 1
05/29/09 Starting Date of Trip		_05/31/09 Endii	ng Date of Trip	
San Antonio, TX City/State of Origin	<u>Chicago, IL</u> Intermediat	e Stops	San Antonio, TX City/State of Destinat	ion
	Beginning Odometer 97947			

Record ALL miles in each state

Fuel Purchases (Not IRP

VECO	U ALL	11111162	1111	Cacii	ວເ
require	ement)				

Routes	Odometer	Distance Per State	Date	State	Gal. / Price per Gal.
I-35,20,635, 30	98398	451			
I-30, 440, 40	98733	335			
I-40,55	98947	214			
I-55	99553	606			
I-55, 40	99768	215			
I-40, 440, 30	100104	336			
I-30, 635, 20, 35	100570	466			
	I-35,20,635, 30 I-30, 440, 40 I-40,55 I-55 I-55, 40 I-40, 440, 30	I-35,20,635, 30 98398 I-30, 440, 40 98733 I-40,55 98947 I-55 99553 I-55, 40 99768 I-40, 440, 30 100104	I-35,20,635, 30 98398 451 I-30, 440, 40 98733 335 I-40,55 98947 214 I-55 99553 606 I-55, 40 99768 215 I-40, 440, 30 100104 336	State I-35,20,635, 30 98398 451 I-30, 440, 40 98733 335 I-40,55 98947 214 I-55 99553 606 I-55, 40 99768 215 I-40, 440, 30 100104 336	State I-35,20,635, 30 98398 451 I-30, 440, 40 98733 335 I-40,55 98947 214 I-55 99553 606 I-55, 40 99768 215 I-40, 440, 30 100104 336

Ending Odometer Total Distance 100570 2623

*** TOTAL DISTANCE PER STATE ***

AL:	AB:	AZ:	AR: 671	BC:	CA:	CO:
CT:	DE:	DC:	FL:	GA:	ID:	IL: 606
IN:	IA:	KS:	KY:	LA:	ME:	MB:
MD:	MA:	MI:	MN:	MS:	MO: 429	MT:
NE:	NV:	NK:	NH:	NJ:	NM:	NY:
NF:	NC:	ND:	NS:	OH:	OK:	ON:
OR:	PA:	PI:	QB:	RI:	SK:	SC:
SD:	TN:	TX: 917	UT:	VT:	VA:	WA:
WV:	WI:	WY:				

I V D R Individual Vehicle Distance Record

Registrant's Name		Unit # 101	Account # 12345	Fleet #	
06/01/09 Starting Date of Trip					
<u>San Antonio, TX</u> City/State of Origin	Los Angeles, Ca Intermediate Stops		San Antonio, TX City/State of Destination		
	Beginning Odometer				
Record ALL miles in each state	100570	Fue	el Purchases (Not IR	Р	

State	Routes	Odometer	Distance Per State	Date	State	Gal. / Price per Gal.
TX	I-10	101130	560			
NM	I-10	101313	183			
AZ	I-10,8	101690	377			
CA	I-8,5	102240	550			
AZ	I-8,10	102617	377			
NM	I-10	102800	183			
TX	I-10	103360	560			

Ending Odometer Total Distance
103360 2790

*** TOTAL DISTANCE PER STATE ***

AL:	AB:	AZ: 754	AR:	BC:	CA: 550	CO:
CT:	DE:	DC:	FL:	GA:	ID:	IL:
IN:	IA:	KS:	KY:	LA:	ME:	MB:
MD:	MA:	MI:	MN:	MS:	MO:	MT:
NE:	NV:	NK:	NH:	NJ:	NM: 366	NY:
NF:	NC:	ND:	NS:	OH:	OK:	ON:
OR:	PA:	PI:	QB:	RI:	SK:	SC:
SD:	TN:	TX: 1120	UT:	VT:	VA:	WA:
WV:	WI:	WY:				

Driver's Signature:

MONTHLY, QUARTERLY AND ANNUAL MILEAGE RECAP

JAN FEB SEPT JULY JUNE APRIL MAR DEC OCT AUG MAY ANNUAL STATES Contact Person Carrier Name 2037 917 Z 1120 Telephone # 671 671 AR 429 429 MO → MONTHLY MILEAGE TOTALS Mileage Year July 1, 2008 Through June 30, 2009 606 Z 366 366 R 754 754 550 550 CA Account # 12345 101 MONTHLY 2623 2790 5413

APRIL ANNUAL AUG JULY JUNE MAY MAR FEB DEC VOV OCT SEPT AUG JULY JAN STATES Contact Person Carrier Name K Telephone # MONTHLY, QUARTERLY AND ANNUAL MILEAGE RECAP Mileage Year July 1, __ _ through June 30, Account # MONTHLY TOTALS

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Glossary

Base jurisdiction - For the purpose of fleet registration, a jurisdiction where the registrant has an established place of business, where distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with IRP plan section 1602.

Bus (BS) - A vehicle designed for carrying more than five passengers and used for the transportation of people.

Cab card - A certificate of registration issued by the base jurisdiction. It contains jurisdictions and registered gross weights for the jurisdictions in which the vehicle is registered.

Commercial vehicle - A vehicle for which the principal use is the transportation of commodities, merchandise, produce, freight, animals or passengers for hire.

Credentials - The Cab Cards and apportioned plates with validation tabs issued for Texas-based proportionally registered vehicles.

Declared combined - The total unladen weight of any combination of vehicles plus the weight of the Gross Weight maximum load to be carried on the combination of vehicles as set by the registrant, for which the registration fees have been paid.

Declared gross weight - The total unladen weight of any combination vehicle, plus the weight of the vehicles maximum load as set by the registrant in the application and for which registration fees have or will be paid. In the case of a bus, auto stage or a passenger-carrying for-hire vehicle with a seating capacity of more than six, the declared gross weight shall be set by multiplying the average load factor of 150 pounds by the number of seats in the vehicles, including the driver's seat. Add this mount to the unladen weight of the vehicle.

Dump truck (DT) - A truck whose contents are unloaded by tilting the truck bed backward with the tailgate open.

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

jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

Household goods carrier - a carrier handling:

- Personal effects and property used or to be used in a dwelling.
- Furniture, fixtures, equipment, and the property or stores, offices, museums, institutions, hospitals or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays and exhibits, which, because of their unusual nature or value, require the specialized handling and equipment usually employed in moving household goods.

In-jurisdiction distance - The total distance accumulated in a jurisdiction during the preceding year by vehicles of the fleet while they were a part of the fleet.

International Fuel Tax Agreement (IFTA) - The IFTA simplifies the reporting of all fuel taxes (gasoline, diesel, propane, natural gas and gasohol). An IFTA license allows you to file only one tax return to your base jurisdiction and covers distance traveled in all IFTA member jurisdictions. To qualify for an IFTA license, you must:

- Have a commercial vehicle that exceeds 26,000 lbs GVW or with three or more axles, regardless of weight.
- Be based in Texas.
- Operate interstate.

Note: Fleet consolidation does not require basing in Texas.

For more information on IFTA, please contact the Texas Comptroller of Public Accounts at (800) 252-1383.

International Registration Plan – The plan that allows commercial vehicles to comply with registration requirements of more than one jurisdiction and to pay registration fees based on the percentage of operation in those jurisdictions

Interstate - Vehicle movement between or through two or more jurisdictions.

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

Jurisdiction - A state, country, province, territory, possession or federal district of a country.

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

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

Owner - A person, firm or corporation who holds the legal title to a vehicle.

Owner/Operator - Equipment lessor who leases their vehicle equipment with driver to a carrier.

Prorate percentage - The percentage used for apportioning fees on vehicles that are prorating.

Registrant - A person, business firm or corporation in whose name a vehicle or fleet of vehicles is registered.

Registration - A document certifying an act of registration.

Registration year - Twelve month period during which the registration credentials are valid.

Reporting period - the period of 12 consecutive months immediately prior to the July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year beings on any date in October, November, or December, the reporting period shall be the previous such 12 month period.

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

Total distance - The total distance accumulated in all jurisdictions during the preceding year by all vehicles of the fleet while they were a part of the fleet. Include Trip Permit distance also.

Tractor (TR) - A motor vehicle used primarily for pulling other vehicles but not constructed to carry a load other than a part of the weight of the vehicle that is pulled.

Trip Permit - A temporary license issued by a jurisdiction in lieu of reciprocity or full registration. These can be purchased for \$25 each.

Truck (TK) - A motor vehicle designed primarily for the transportation of property.

Truck tractor (TT) - A vehicle designed and used primarily for pulling other vehicles but constructed to carry a load in addition to part of the vehicle's weight and load.

Unladen weight - The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped or normal use on the highway. This does not include the weight of the load to be carried.

Weight Groups - Groupings of vehicles that are running with the same gross or combined gross weights within the same jurisdictions.