

2017 Edition

**Division of Road
Fund Audits**

IRP Audit Assistance



Office of Audits

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Office of Audits

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CHAPTER 1: WHAT IS THE INTERNATIONAL REGISTRATION PLAN (IRP)?

WHAT IS IRP

The International Registration Plan (IRP) is a registration reciprocity agreement among states of the United States and provinces of Canada providing for payment of license fees on the basis of fleet miles operated in various jurisdictions.

This manual was developed to assist you with the most general procedures involved in the licensing of your IRP vehicles in the state of Kentucky. Please visit the IRP Internet site at <http://drive.ky.gov/irp> for more information. There you can find the entire IRP agreement which can be viewed and/or printed, and any needed forms can be viewed and/or printed.

WHO MUST REGISTER FOR IRP?

Any operator operating or carrier intending to operate one (1) or more APPORTIONABLE VEHICLE(S) into or through two (2) or more of the member jurisdictions must be IRP registered or purchase Trip Permits for each jurisdiction.

QUALIFYING FOR REGISTRATION UNDER IRP

Must meet these requirements:

- A. Selection of Base Jurisdiction, an Applicant may elect as its Base Jurisdiction any Member Jurisdiction:
 - 1) where the Applicant has an established place of business,
 - 2) where the fleet of the applicant seeks to register under the plan accrues distance, and
 - 3) where operational records of the fleet are maintained or can be made available.

- B. An Applicant that does not have an established place of business in any Jurisdiction may designate as a Base Jurisdiction any Member Jurisdiction:
 - 1) where the Applicant can demonstrate Residence,
 - 2) where the fleet of the applicant seeks to register under the plan accrues distance, and
 - 3) where operational records of the fleet are maintained or can be made available.

- C. To established Residence in a Member Jurisdiction, an Applicant must demonstrate to the satisfaction of the Member Jurisdiction at least three of the following:
 - 1) if the Applicant is an individual, that his or her driver's license is issued by that Jurisdiction,
 - 2) if the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that Jurisdiction,
 - 3) if the Applicant is a corporation, that the principal owner is a resident of that Jurisdiction,
 - 4) that the Applicant's federal income tax returns have been filed from an address in that Jurisdiction,
 - 5) that the Applicant has paid personal income taxes to that Jurisdiction,
 - 6) that the Applicant has paid real estate or personal property taxes to that Jurisdiction,
 - 7) that the Applicant receives utility bills in that Jurisdiction in its name,
 - 8) that the Applicant has a Vehicle titled in that Jurisdiction in its name, or
 - 9) that other factors clearly evidence the Applicant's legal Residence in that Jurisdiction.

- D. Apportionable Vehicles means (except as provided below) any Power Unit that is 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:
- 1) has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,793.401 kilograms, or
 - 2) has three or more axles, regardless of weight, or
 - 3) is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds or 11,793.401 kilograms.

A Recreational Vehicle, a vehicle displaying restricted plates or a government-owned vehicle, is not an Apportionable Vehicle; except that a Power Unit, or the Power Unit in a Combination of Vehicles having a gross vehicle weight of 26,000 pounds or 11,793.401 kilograms, or less, nevertheless may be registered under the Plan at the option of the registrant.

IRP VEHICLE CLASSIFICATIONS

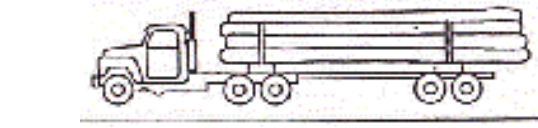
- 1) Bus (BU) – A motor vehicle designed to carry passengers. Includes limousines and vans.



- 2) Wrecker (TW) – No definition.



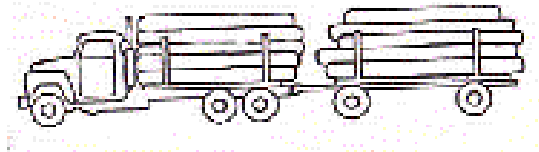
- 3) Tractor (TR) – A motor vehicle designed and used primarily for drawing other vehicles but not so constructed as to carry a load other than a part of the weight of the vehicles and load so drawn.



4) Truck (straight) (TK) – A power unit designed, used, or maintained primarily for the transportation of property.

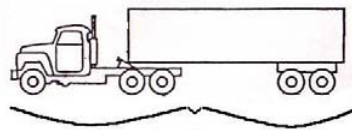


5) Truck-Tractor (TT) – A motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.



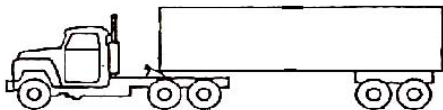
IRP WEIGHT CLASSIFICATIONS

1) Combined Gross Weight – The weight of a tractor or truck-tractor plus the weight of any trailer or semi-trailer with maximum allowable cargo transported thereon.

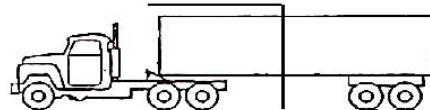


Combined Gross Weight

2) Gross Weight – The unladen weight (empty weight of a vehicle) plus the maximum weight of the load carried on that vehicle for which registration fees have been paid. For vehicles in combination, the gross weight of the power unit plus the loaded weight of the portion of the trailer resting on the axles of the power unit. For the trailer, gross weight is equal to empty weight plus the weight of the heaviest load to be transported legally on the rear axle.



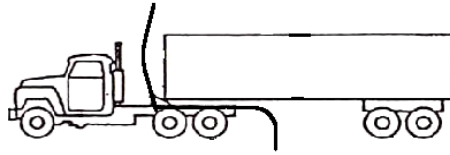
Truck Gross Weight



Truck Gross Weight

Semi-Trailer
Gross Weight

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



Truck Unladen Weight Semi-Trailer Unladen Weight

TYPES OF VEHICLES REGISTRATIONS

1) Owner/Operator Vehicles:

Proportional registration for owner/operators may be licensed in one of the following ways.

- A. The owner/operator (lessor) may be the registrant and vehicle may be registered in the name of the lessor. The apportioning of fees will be according to the operational records of the lessor. The plate and cab card will be the property of the lessor; or,
- B. The carrier (lessee) may be the registrant at the option of the lessor and the vehicle may be registered by the carrier, but in both the owner-operator's name and that of the carrier as lessee, with apportioning of fees according to the records of the carrier. The plates and cab cards will be the property of the carrier (lessee).

2) Household Goods Carriers:

“Household Goods Carriers” means a carrier handling (i) personal effects and property used or to be used in a dwelling, or (ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires the specialized handling and equipment commonly employed in moving household goods.

3) Rental Vehicles:

Rental passenger car registrations may be allocated based on revenue earned in each jurisdiction. Properly allocated rental passenger cars may be rented in any Member Jurisdiction. To determine the percentage of total rental fleet vehicles to be registered in a Jurisdiction:

(i) Divide the gross revenue earned in a Jurisdiction in the preceding year for the use of all rental passenger cars by the gross rental revenue earned in all Jurisdictions and

(ii) Multiply the number of vehicles in the rental fleet by the percentage determined in clause(i).

For the purposes of this section, gross rental revenue is earned in a Jurisdiction when the vehicle rented first comes into the possession of the Lessee in that Jurisdiction.

4) Buses:

A motor vehicle designed to carry passengers. Includes limousines and vans. Bus fees can be based on the number of seats, number of passengers, unladen weight, gross vehicle weight, number of axles or flat fee.

5) Trailer Registration:

Semi-trailers and trailers are registered thru your local County Clerk's office.

NON-APPORTIONABLE VEHICLES

A Recreational Vehicle, a vehicle displaying restricted plates or a government-owned vehicle, is not an Apportionable Vehicle; except that a Power Unit, or the Power Unit in a Combination of Vehicles having a gross vehicle weight of 26,000 pounds or 11,793.401 kilograms, or less, nevertheless may be registered under the Plan at the option of the registrant.

MOTOR BUS APPORTIONMENT

Application Filing: The application of a passenger carrier for apportioned registration shall designate which, if any, of its vehicles are assigned to a pool.

Determination of Distance: The apportionable fees of a fleet that is involved in a pool may be calculated using apportionment percentages or, in the alternative, at the option of the applicant, the apportionment percentage may be calculated by dividing (a) the scheduled route distance operated in the member jurisdiction by the vehicles in the pool by (b) the sum of the scheduled route distances operated in all the member jurisdictions by the vehicles in the pool. Scheduled route distances shall be determined from the farthest point of origination to the farthest point of destination covered by the pool. If a registrant has used this method to register its fleet initially for a registration year, it shall also use this same method to register any apportionable vehicles it may add to its fleet during the year.

WHAT A APPORTIONED REGISTRATION WILL NOT DO

- 1) Exempt the carrier from payment of motor fuel taxes.
- 2) Allow the carrier to exceed legal size and weight limits without first obtaining the necessary permit.

CHAPTER 2: APPLICATION PROCESS

APPLICATION INFORMATION

Except where the Plan permits an Applicant to use average per-Vehicle distance, an application for registration under the Plan shall contain the actual distance that the Fleet being registered was operated during the Reporting Period.

If the Fleet did not accrue any actual distance during the Reporting Period, an Applicant shall use the average per-vehicle distance.

STAGGERED REGISTRATION PERIODS AND EXPIRATION DATES

IRP fleets have a staggered registration. The expiration date of your fleet is determined at the time you create your fleet.

REPORTING PERIOD

“Reporting Period” means, except as provided below, the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the Registration Year for which apportioned registration is sought. If the registration Year begins on any date in July, August, or September, the Reporting Period shall be the previous such twelve-month period.

If the first month of the registration year is:	The Reporting Period is:
January through September, 2017	July 1, 2015 – June 30, 2016
October through December, 2017	July 1, 2016 – June 30, 2017

FORMS

Schedule A - Schedule A is the pre-printed renewal application listing current registered vehicles. The Schedule A is not required for renewals processed on IRP Online (irp.ky.gov).

Schedule B - Schedule B is the mileage form. The Schedule B is not required for renewals processed on IRP Online (irp.ky.gov). List the previous fiscal year (July through June) actual mileage. Rounded or estimated mileage will NOT be accepted.

Schedule C - Schedule C is the form used for renewals, add vehicles or transfer vehicles. The Schedule C is not required if the transaction is processed on IRP Online (irp.ky.gov). Complete the name, address information, mark an x in box to the left of the transaction type of the application, mark an “x” in the box next to the appropriate type of operation, sign and complete the vehicle information as listed below.

Form 2290 - Form 2290 or Schedule of Heavy Highway Vehicles, is an IRS form required to be filed each year on vehicles registered for weights 55,000 pounds and over. For more information about this form, please see the IRS website at: <http://www.irs.gov/formspubs>

Form MCS-150 - The federal application for US DOT number. A bi-annual update is required. For more Information about this form, visit <http://www.fmcsa.dot.gov/documents/forms>.

All transactions can be processed on IRP Online with the exception of new accounts, new fleets and refunds. Also, all IRP bills can be paid on IRP Online. Please visit IRP Online at irp.ky.gov to process IRP transactions on-line or contact the IRP office at (502) 564-4120.

CHAPTER 3: PROCEDURES

NEW ACCOUNTS

Vehicles must be registered at the local county clerk's office with a current apportioned certificate. Form TC95-303 must be completed and submitted to the IRP office with 3 forms of proof of Kentucky address (phone, utility bill, etc.), Form 2290 (if applicable), motor carrier responsible for safety lease agreement (if applicable), and apportioned certificate. New accounts will be set up to expire approximately 12 months from time of registration. Federal credentials must be in good standing prior to opening a new account.

RENEWAL APPLICATIONS

Renewal reminder postcards are mailed from the IRP office about 6 weeks prior to expiration. Renewals can be processed and paid on IRP Online at irp.ky.gov. Once the bill is paid, you can print your temporary cab card(s).

VEHICLE ADDITIONS

Add vehicle transactions can be processed and paid on IRP Online at irp.ky.gov. Once the bill is paid, you can print your temporary cab card(s).

VEHICLE TRANSFERS

Vehicle transfer transactions can be processed and paid on IRP Online at irp.ky.gov. Once the bill is paid, you can print your temporary cab card(s).

WEIGHT CHANGES

Weight change transactions can be processed and paid on IRP Online at irp.ky.gov. Once the bill is paid, you can print your temporary cab card(s).

CAB CARD OR PLATE REPLACEMENT

Cab card or plate transactions can be processed and paid on IRP Online at irp.ky.gov. Once the bill is paid, you can print your temporary cab card(s). The fee is \$3.00.

REFUNDS

IRP or EWD request for Refund Form TC95-624, plate and original cab must be returned for refunds. Full refunds are issued for plates returned unused. Refunds for the unused portion of the Kentucky registration fee are issued for plates returned used.

CHAPTER 4: FEE CALCULATION

Total Kentucky fees are based on a combination of the ad valorem fee, weight fee and Kentucky mileage percentage. Year of purchase factor changes yearly. Total IRP fee is based on the Kentucky fee and fees for other jurisdictions according to the rates and mileage percentages for each jurisdiction. The current fee schedules for all jurisdictions are available thru IRP, Inc. at irponline.org.

EXAMPLE FEE CALCULATIONS

Note: This is a simple fee calculation for only two jurisdictions, 50% mileage for both Kentucky and Ohio.

KY Ad Valorem Fee- Purchase Price (\$100,000.00) X Year of Purchase Factor (.00629) = \$629.00

\$629.00 X Kentucky Mileage Percentage (.50) = \$314.50

KY Weight Fee- 80,000 Pound Weight Fee (\$1,410.00) X Kentucky Mileage Percentage (.50) = \$705.00

OH Weight Fee- 80,000 Pound Weight Fee (\$1,340.00) X Ohio Mileage Percentage (.50) = \$670.00

Total KY Fee- \$314.50 + \$705.00 = \$1,019.50

Total IRP Fee- \$1,019.50 + \$670.00 = \$1,689.50

CALCULATION OF APPORTION PERCENTAGES (FROM THE OFFICIAL IRP ARTICLE IV – FEES)

The Apportionable Fees for a Fleet in a Member Jurisdiction shall be calculated by multiplying the Apportionment Percentage calculated for the Member Jurisdiction by the total Apportionable Fees required under the law of the Member Jurisdiction for full registration of the Vehicles in the Fleet for the Registration Year, or the unexpired portion of the Registration Year, as the case may be.

CHAPTER 5: RECORD KEEPING REQUIREMENTS

Any registrant, whose application for apportioned registration has been accepted, **SHALL** preserve the distance records on which the application is based for a period of **three years after the close of the registration year (four years of records total must be kept)**.

If any registrant fails to make records available upon request, or fails to maintain true and accurate records, the Commissioner of Vehicle Regulation may, after thirty days, impose an assessment of liability based on the estimate of the registrant's records, or information gathered by the Commissioner. Such records shall be made available for an audit during normal business hours. Upon the decision to audit, Division of Road Fund Audits-IRP Branch will notify the carrier by letter, of "Intent to Audit." The carrier will then be given adequate time to compile its operational records.

IRP requires all registrants to maintain records to support reported distance accrued in all of the jurisdictions in which the registrant has licensed. The following paragraphs describe the documents which must be kept and suggested record keeping procedures.

INDIVIDUAL VEHICLE DISTANCE RECORDS (IVDR)

The source document, known as the IVDR (Individual Vehicle Distance Record), is the supporting evidence of each trip made by an apportioned vehicle. All Distance generated by the apportioned vehicles must be supported by IVDRs or other acceptable documentation for intrastate and interstate travel/ IVDRs shall contain the following: (see Appendix B for sample IVDR & Driver's Log)

- 1) Date of trip (starting and ending);
- 2) Trip origin and destination;
- 3) Route of travel and/or beginning and ending odometer or hubometer reading of the trip;
- 4) Total trip miles;
- 5) Mileage by jurisdiction;
- 6) Unit number or vehicle identification number (VIN), and may include at the discretion of the base jurisdiction the following additional information;
- 7) Vehicle fleet number;
- 8) Registrant's name;
- 9) Trailer number; and
- 10) Driver's signature and/or name.

*****Failure to present the requested mileage records could result in cancellation of your apportion privileges.*****

BE ADVISED: If driver's logs are your only detailed record of origin and destinations, you **must** keep them to support your IRP application. **DO NOT THROW THEM AWAY!!**

SUPPORTING INFORMATION FOR INDIVIDUAL VEHICLE DISTANCE RECORD(S)

The distance figures to be entered on the IVDR can be obtained from various sources such as odometer and/or hubometer readings, state maps or a household goods mileage guide, as long as the method used is accurate and consistent.

When recording the actual distance of a vehicle, the carrier must report all movement (interstate and intrastate) including loaded, empty, deadhead, trip permitted and/ or bobtail distance.

Owner-operators may have their own registration; however, the proper distance records are then the responsibility of the owner-operator, not the Lessee Company.

ON-BOARD RECORDING DEVICES

For records produced wholly or partly by a vehicle-tracking system, including system based on a global positioning system (GPS).

On board recording devices may be used in lieu of, or in addition to handwritten trip reports. On board recording devices may be used in conjunction with an electronic computer system or in conjunction with manual systems. All recording devices used to generate trip reports must meet the following requirements.

- 1) The original GPS or other location data for the vehicle to which the records pertain,
- 2) The date and time of each GPS or other system reading,
- 3) The location of each GPS or other system reading,
- 4) The beginning and ending reading from the odometer, hubodometer, engine control module (ECM), or any similar device for the period to which the records pertain,
- 5) The calculated distance between each GPS or other system reading,
- 6) The route of the vehicle's travel,
- 7) The total distance traveled by the vehicle,
- 8) The distance traveled in each jurisdiction,
- 9) The Vehicle Identification Number (VIN) or vehicle unit number

SUMMARIES

A summary of the fleet's operations for each month, which includes both the full distance traveled by each apportioned vehicle in the fleet during a calendar month, and the distance traveled in the month by each apportioned vehicle in each jurisdiction.

A summary of the fleet's operations for each calendar quarter, which includes both the full distance traveled by vehicles in the fleet during the calendar quarter, and the distance traveled in each jurisdiction by the vehicles in the fleet during the calendar quarter.

A summary of the quarterly summaries.

INADEQUATE RECORDS ASSESSMENT

If the records produced by the registrant for audit do not, for the registrant's fleet as a whole, meet the criterion, or if, within 30 calendar days of the issuance of a written request by the base jurisdiction, the registrant produces no records, the base jurisdiction shall impose on the registrant an assessment in the amount of twenty percent (20%) of the apportionable fees paid by the registrant for the registration of its fleet in the registration year to which the records pertain. In an instance where the base jurisdiction knows that it is the registrant's second such offense, the base jurisdiction shall impose an assessment of fifty percent (50%) of the apportionable fees paid by the registrant for the registration of its fleet in the registration year to which the records pertain. When the base jurisdiction knows it is the registrant's third offense, and on any subsequent

offenses of the registrant known to the base jurisdiction, the base jurisdiction shall impose an assessment of one-hundred percent (100%) of the apportionable fees paid by the registrant for the registration of its fleet in the registration year to which the records pertain.

CARRIER RESPONSIBILITY

It is the carrier's responsibility to assure the entire record-keeping system meets the requirements of IRP. The carrier should contact the Division of Road Fund Audits - IRP Branch at (502) 564-6760 for verification of audit compliance prior to implantation of on-board recording device.

CHAPTER 6: KENTUCKY REGULATIONS

KRS 186.050 (13) states:

(a) The Department of Vehicle Regulation is authorized to negotiate and execute an agreement or agreements for the purpose of developing and instituting proportional registration of motor vehicles engaged in interstate commerce, or in a combination of interstate and intrastate commerce, and operating into, through or within the Commonwealth of Kentucky. The agreement or agreements may be made on a basis commensurate with, and determined by, the miles traveled on, and use made of, the highways of this Commonwealth as compared with the miles traveled on and use made of highways of other states, or upon any other equitable basis of proportional registration.

Notwithstanding the provisions of KRS 186.020, the cabinet shall promulgate administrative regulations concerning the registration of motor vehicles under any agreement or agreements made under this section and shall provide for direct issuance by it of evidence of payment of any registration fee required under such agreement or agreements. Any proportional registration fee required to be collected under any proportional registration agreement or agreements shall be in accordance with the taxes established in this section.

(b) Any owner of a commercial vehicle who is required to title his motor vehicle under this section shall first title such vehicle with the county clerk pursuant to KRS 186.020 for a state fee of one dollar (\$1). Title to such vehicle may be transferred; however title without proper registration shall not authorize the operation or use of the vehicle on any public highway. Any commercial vehicle properly titled in Kentucky may also be registered in Kentucky, and, upon payment of the required fees, the department may issue an apportioned registration plate to such commercial vehicle.

(c) Any commercial vehicle that is properly titled in a foreign jurisdiction, which vehicle is subject to apportioned registration, as provided in paragraph (a) of this subsection, may be registered in Kentucky, and, upon proof of proper title, and payment of the required fees, the department may issue an apportioned registration plate to the commercial vehicle. The department shall promulgate administrative regulations in accordance with this section.

601 KAR 9:135 states:

Section 1. Definitions.

(1) "Apportionable vehicle"

(a) Means a power conveyance that is used or intended for use in two (2) or more International Registration Plan Jurisdictions that is used for the transportation of persons for hire, or designed, used, or maintained primarily for the transportation of property and:

- (1) Has two (2) axles and gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms);
- (2) Has three (3) or more axles, regardless of weight; or
- (3) Is used in combination for a vehicle with a gross weight in which the combination exceeds 26,000 pounds (11,793.401 kilograms); and

(b) Does not mean a recreational vehicle; a vehicle displaying restricted plates; a government-owned vehicle, except a truck or truck-tractor or a power conveyance in a combination of vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms) or less. The vehicle types excluded by this paragraph are usually registered pursuant to a plan at the option of the registrant.

(2) "Base jurisdiction" means the member jurisdiction selected in accordance with the International Registration Plan to which an applicant applies for apportioned registration, or the member jurisdiction that issues apportioned registration to a registrant under the plan.

(3) "Established place of business" means a physical structure located within the base jurisdiction:

- (a) Owned, leased, or rented by the fleet registrant;
- (b) Designated by a street number or road location;
- (c) Open during normal business hours;
- (d) In which is located:
 - (1) A person conducting the fleet registrant's business; and
 - (2) The operational records of the fleet necessary for audit.

(4) "Fleet" means one (1) or more apportionable vehicles designated by the registrant for distance reporting as established in the International Registration Plan.

(5) "International registration plan" or "IRP" means a registration reciprocity agreement among the states of the United States and provinces of Canada providing for payment of license fees on the basis of total distance operated in all jurisdictions.

(6) "Jurisdiction" means a country, state, province, territory, possession, or federal district of a country.

(7) "Operational records" means source documents that evidence distance traveled by a fleet in a member jurisdiction such as fuel reports, trip sheets, and driver logs, including those that are generated through on-board recording devices and maintained electronically as required by the IRP Audit Procedures Manual.

Section 2. Application for Apportioned Registration.

(1) The operator of an apportionable vehicle operating in more than one (1) licensing jurisdiction shall apply for apportioned registration in the jurisdictions of operation that are members of the IRP unless a trip permit has been purchased for each trip into the jurisdiction.

(2) A vehicle, or combination of power unit and trailer having a gross vehicle weight of 26,000 pounds or less and two (2) axle vehicles may be apportioned registered at the option of the registrant.

(3) If Kentucky is the base jurisdiction for an operator of an apportionable vehicle, the operator's established place of business shall apply for the apportioned registration in Kentucky.

Section 3. Apportioned Mileage Reporting and Recordkeeping.

- (1)
 - (a) The fleet miles required to be reported on Kentucky IRP Apportioned Registration Application Schedule B, TC 95-303B shall be the fleet miles traveled from July 1 through June 30 of the year immediately preceding the registration year.
 - (b) If the registration year begins on a date in July, August, or September, the reporting period shall be the previous twelve (12) month period.
 - (c) The following table is provided for illustration purposes:

First Month of Registration Year	Reporting Period
January, 1975	July 1, 1973 – June 30, 1974
February, 1975	July 1, 1973 – June 30, 1974
March, 1975	July 1, 1973 – June 30, 1974
April, 1975	July 1, 1973 – June 30, 1974
May, 1975	July 1, 1973 – June 30, 1974
June, 1975	July 1, 1973 – June 30, 1974
July, 1975	July 1, 1973 – June 30, 1974
August, 1975	July 1, 1973 – June 30, 1974
September, 1975	July 1, 1973 – June 30, 1974
October, 1975	July 1, 1974 – June 30, 1975
November, 1975	July 1, 1974 – June 30, 1975
December, 1975	July 1, 1974 – June 30, 1975

(d) The mileage shall be distributed by jurisdiction. Miles traveled in a jurisdiction by an apportioned power unit, whether or not a member of the International Registration Plan, and whether the vehicle is empty or loaded, shall be reported.

(e) The mileage reported for a motor vehicle power unit that was added to, or deleted from the apportioned fleet during the mileage reporting period shall be the miles generated while it was part of the apportioned fleet.

(f) Mileage shall include the following:

- (1) Loaded and unloaded trips.
- (2) Intrastate and interstate trips; and
- (3) Miles operated under trip permits.

(2) (a) An apportioned registrant shall maintain operational records for the current registration year and the three (3) registration years immediately prior to the current year.

(b) The information shall be retained in an individual vehicle mileage record.

(c) The individual vehicle mileage record shall contain the following information:

- (1) Registrant's name and fleet number;
- (2) Beginning and ending date of trip;
- (3) Trip origin and destination;
- (4) Route of travel for trip;
- (5) Beginning and ending odometer or hubometer reading of each trip;
- (6) Total trip miles and mileage;
- (7) Mileage by jurisdiction for each trip;
- (8) Vehicle unit number and vehicle identification number; and
- (9) Driver's name or signature.

Section 4. Proof of Insurance and Certificate of Apportioned Registration.

(1) The applicant shall apply to the appropriate county clerk for a certificate of apportioned registration for each vehicle in the fleet and a vehicle to be apportioned registered.

(2) The county clerk's fee shall be collected as established in KRS 186.040 and 186.050.

(3) A vehicle owned by a non-Kentucky registrant that is properly titled in a foreign jurisdiction being leased to a Kentucky based-motor carrier shall be registered in the name of the Kentucky based-motor carrier with a copy of the foreign title, lease agreement and the owner's commercial driver's license.

(4) The applicant shall submit proof of insurance to the county clerk at the time of application for the certificate of apportioned registration.

Section 5. Registration Fees.

- (1)
 - (a) The applicant shall submit the application for apportioned registration to the Department of Vehicle Regulation.
 - (b) Original or renewal application shall be made by using:
 1. Kentucky IRP Apportioned Registration Supplemental Application Schedule C, TC 95-303C; and
 2. Kentucky IRP Apportioned Registration Application Schedule B, TC 95-303B
 - (c) After the Department of Vehicle Regulation has approved an application, the department shall compute the apportioned registration fee due each jurisdiction under the International Registration Plan.
 - (d) The applicant shall return to the department, either in person or by mail or electronic payment, the bill and a certified check, cashier's check, personal check, business check, or money order made payable to the Kentucky State Treasurer.
 - (e) If the applicant is required to post a bond pursuant to 601 KAR 1:200, Section 6, or has had a personal or business check returned for insufficient funds to the Transportation Cabinet by the applicant's bank, the cabinet shall require the applicant to make payment by cash, certified check, money order, or cashier's check.
- (2) The required tax and fee shall be accompanied by proof of payment of the federal heavy vehicle use tax.
- (3)
 - (a) The Department of Vehicle Regulation shall issue an IRP apportioned license plate, and IRP cab card to the registrant for each IRP registered vehicle.
 - (b) The originally issued IRP license plate shall have a decal, indicating the expiration month and year.
 - (c) After the yearly renewal the registrant shall be issued a new decal designating the year of expiration and a new IRP cab card.
 - (d) The IRP cab card shall list the jurisdictions in which the registrant has apportioned his fees.
 - (e) The original IRP cab card shall be carried in the cab of the vehicle continuously.

Section 6. Supplemental Applications.

- (1) An applicant needing to add to or delete a vehicle from a fleet shall file Kentucky IRP Apportioned Registration Supplemental Application, Schedule C, TC 95-303C with the department. This form shall be used to provide notice of:
 - (a) A vehicle addition;
 - (b) A vehicle deletion;
 - (c) A vehicle transfer; or
 - (d) A gross weight increase.
- (2)
 - (a) A vehicle deletion notice shall be accompanied by the apportioned registration plate and the IRP cab card.
 - (b) At the end of the registration month, a registrant may apply for a refund of the fees that apply to the unexpired months of the registration year.
- (3)
 - (a) If a vehicle is added by a registrant at the same time another vehicle with the same weight within the fleet is deleted, the Kentucky registration tax shall be transferred from the deleted to the added vehicle.
 - (b) The Kentucky transfer fee of three (3) dollars shall be collected as established in KRS 186.180.
 - (c) The registrant shall be notified of the transfer fee owed to other jurisdictions.

(4) If the declared gross weight of the vehicle is to be increased, the increased fees shall be prorated from the date the increased weight is allowed.

Section 7. Conversion to Apportioned Registration.

(1) If a vehicle is an interstate charter bus or is registered in Kentucky as a commercial or limited activity vehicle, and the registrant intends to convert to an apportioned registration, the registrant shall purchase an apportioned registration from the county clerk of residence.

(2) The current commercial vehicle, charter bus, or limited activity license plate shall be submitted to the Department of Vehicle Regulation with the application for apportioned registration.

(3) (a) The applicant shall be given credit for the remainder of the value of current Kentucky registration.
(b) This credit shall be applied toward fees due to other IRP jurisdictions and collected by Kentucky on the apportioned registration.

(4) All fees due to other jurisdictions and a fee due to Kentucky shall be paid in accordance with Section 5 of this administrative regulation before the apportioned credentials are issued.

Section 8. Replacement of Credentials.

(1) The owner of a vehicle registered pursuant to KRS 186.050(13) may obtain a duplicate of a lost IRP cab card from the Department of Vehicle Regulation by:

- (a) Filing Affidavit for Replacement or Non-exchange, TC 96-167; and
- (b) Paying a fee of three (3) dollars as established in KRS 186.180.

(2) (a) A registration plate issued pursuant to KRS 186.050(13), that is lost shall be reported as lost or stolen to the area state police post or local law enforcement agency and the Department of Vehicle Regulation.

(3) (a) A new certificate of apportioned registration shall be issued by the department after review and acceptance of the completed forms. A new license plate reissued by the department shall bear a different number from that of the lost plate.
(b) The original copy of the surrendered certificate of apportioned registration shall be maintained by the department.

(4) (a) The Department shall cancel the registration corresponding to the number of the lost plate.

(5) A person finding a lost registration plate shall return it to the Department of Vehicle Regulation or to a county clerk.

Section 9. Apportioned Registration of Leased Vehicles.

Apportioned registration of a leased vehicle shall be accomplished in one (1) of the following ways:

- (1) (a) If the owner or lessor is the registrant, the vehicle shall be registered in the name of the owner or lessor.
(b) The allocation of registration fees shall be based on the operational records of the owner or lessor.
(c) The apportioned license plate and IRP cab card shall be the property of the lessor.

- (2) If the lessee is the registrant, the vehicle shall be registered by the lessee:
 - (a) In the Lessee's name;
 - (b) In the lessor's name; or
 - (c) In both the owner or lessor's name and that of the lessee.
- (3) The allocation of registration fees shall be based on the operational records of the lessee.
- (4) The apportioned license plate and IRP cab card shall be the property of the lessee.

Section 10. Audit of Apportioned Registrants.

- (1) As required by the IRP, the cabinet's Division of Road Fund Audits shall perform an audit of fifteen (15) percent of the apportioned registrants based in Kentucky every five (5) years.
- (2) An audit shall be performed in accordance with the IRP Audit Procedures Manual.
- (3) The Division of Road Fund Audits shall notify the apportioned registrant in writing of the date, time, and location of the audit. Thirty (30) days advance notice shall be given to the registrant.
- (4) Failure of the registrant to make the records required by Section 3 of this administrative regulation available upon request shall:
 - (a) Result in a penalty assessment as established in the IRP Audit Procedures Manual; or
 - (b) Cancellation of apportioned registration as established in the IRP.
- (5)
 - (a) An auditor shall conduct and document a pre-audit conference with the registrant outlining:
 - 1. Operation;
 - 2. Audit procedures;
 - 3. Records to be examined;
 - 4. Sample period; and
 - 5. Sampling procedures.
 - (b) The motor carrier and auditor shall determine at the pre-audit conference who has responsibility for final acceptance of the findings and the persons to be involved in the close-out conference.
- (6) An auditor shall conduct and document a close-out conference with the registrant outlining preliminary findings that shall include:
 - (a) Applicable penalty and interest;
 - (b) Recommendations;
 - (c) Rights of appeal; and
 - (d) To whom the audit report should be addressed.
- (7)
 - (a) The Transportation Cabinet shall furnish the registrant a letter of audit findings and recap schedules.
 - (b) If requested, the cabinet shall supply any other work papers to the registrant.
- (8) If an audit indicates that additional tax is owed, the Transportation Cabinet shall issue a tax due statement.
- (9) Within forty-five (45) days of the date of the tax due statement, the registrant shall:
 - (a) Pay the supplemental tax; or
 - (b) Protest in writing to the Transportation Cabinet, Division of Road Fund Audits.

Section 11. Protest or Appeal of Audit Results.

- (1) (a) A written protest may be filed by a taxpayer, or a person representing a taxpayer, and shall include a supporting statement, and documents that identify the specific adjustments requested, or the portion of the audit protested, and shall establish the reason for the protest as required by KRS 131.110(1).
(b) A protest shall be filed with the Transportation Cabinet, Division of Road Fund Audits within forty-five (45) days from the date of the tax due statement.
- (2) If the supporting statements and documentation are not sufficient to change the assessment results, the taxpayer may request an information gathering, or protest conference with the Division of Road Fund Audits in writing by using regular mail, facsimile, or electronic mail.
- (3) Within sixty (60) days from the date the taxpayer submits additional information, or within sixty (60) days of a protest conference, the Division of Road Fund Audits shall issue a final ruling to the taxpayer.

Section 12. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) "Kentucky IRP Apportioned Registration Application, Schedule B", TC Form 95-303B, August 2014;
 - (b) "Kentucky IRP Apportioned Registration Supplemental Application, Schedule C", TC Form 95-303C, March 2015;
 - (c) "Affidavit for Replacement or Non-Exchange", TC Form 96-167, October 2014;
 - (d) "International Registration Plan with Official Commentary", January 1, 2015; and
 - (e) "Kentucky IRP Apportioned Registration Policies and Procedures Manual", February 2013.
 - (f) "IRP Audit Assistance", 2015
- (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, as follows:
 - (a) For the items incorporated by reference in paragraphs (a), (b), (c), and (e) of this subsection, at the Department of Vehicle Regulation, Division of Motor Carriers, 200 Mero Street, Third Floor, Frankfort, Kentucky 40622, Monday through Friday, 8 a.m. to 4:30 p.m.; or
 - (b) For the items incorporated by reference in paragraphs (d) of this subsection, at the Office of Audits, Division of Road Fund Audits, 200 Mero Street, Fourth Floor, Frankfort, Kentucky 40622, Monday through Friday, 8 a.m. to 4:30 p.m.

CHAPTER 7: PERFORMANCE AND REGULATION INFORMATION SYSTEMS MANAGEMENT (PRISM)

WHAT IS PRISM?

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

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

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

COMMERCIAL VEHICLE PROCESS

The International Registration Plan (IRP) commercial vehicle registration process of the participating jurisdictions provides the framework for the PRISM program and serves two vital functions. First, it establishes a system of accountability by ensuring that no vehicle is plated without identifying the carrier responsible for the safety of the vehicle during the registration year. Second, the use of registration sanctions (denial, suspension and revocation) provides a powerful incentive for unsafe carriers to improve their safety performance. The USDOT number is used to identify both the motor carrier responsible for safety and the individual vehicle registrant (if different). The carrier's safety fitness is checked prior to issuing vehicle registrations. Unfit carriers may be denied the ability to register their vehicles. Carriers, registrants and owner-operators are given information on safety performance. Concerned carriers can take steps to improve their safety. If an owner-operator or a registrant leases to an unsafe motor carrier, the owner-operator or registrant is notified of the carrier's Motor Carrier Safety Improvement Process (MCSIP) status.

ENFORCEMENT

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

PRISM BENEFITS

PRISM has demonstrated the following benefits: PRISM improves carrier safety by identifying the party responsible for the safe operation of commercial motor vehicles. Safety events such as inspections, crashes, and violations involving a PRISM vehicle can be tied back to the responsible carrier.

The most common way to identify a potentially poor performing carrier is through the accumulation of carrier, vehicle, and driver specific events that are linked to the carrier through the USDOT number. Carriers are identified, treated and released from a safety improvement program based on demonstrated highway performance after safety treatment has been applied.

A motor carrier's performance is evaluated using all available data including roadside inspections, compliance reviews, crashes, and enforcement history. This safety information is updated continuously.

IMPROVE PRODUCTIVITY AND IMPROVE DATA QUALITY

PRISM has increased the efficiency and effectiveness of federal and state safety efforts by efficiently allocating scarce resources, and using warning letters as an effective, inexpensive alternative to on-site compliance reviews for motor carriers with less severe problems.

PRISM has improved the accuracy and timeliness of motor carrier data by using procedures to obtain current motor carrier census data as part of the registration process. PRISM also has a procedure that uses the vehicle license plate number to more accurately assign inspection and crash data to the responsible motor carrier, and also developed an automated data collection procedure in the field to properly assign safety events to the proper motor carrier.

CHAPTER 8: FREQUENTLY ASKED QUESTIONS

1. Q: Who needs an apportioned license plate?

A: Any vehicle with a registered gross weight exceeding 26,000 lbs. operating outside the state of Kentucky needs an apportioned license plate. In addition, any vehicle doing intrastate hauling outside the state of Kentucky, regardless of registered gross weight, must have an apportioned license plate. In the case of apportioned license plates, intrastate hauling is defined as picking up a load in a state other than Kentucky, then dropping that same load in another location within that state. (Example: pick up a load in Toledo, Ohio and drop that same load in Columbus, Ohio.) In the case of intrastate haulers, vehicles of any weight, with the exception of passenger vehicles, must have apportioned license plates.

2. Q: What weight apportioned plates are available?

A: Apportioned license plates are available in the following weights: 6000, 10000, 14000, 18000, 22000, 26000, 32000, 38000, 44000, 55000, 62000, 73280, and 80000. This weight is the combined weight of the truck, trailer and load. This is also known as the taxable weight.

3. Q: What is a 2290? Do I have to have one?

A: The Form 2290 is the Schedule of Heavy Highway Vehicles. It is a tax that is collected by the Internal Revenue Service. You must have a stamped 2290 (showing that the tax has been paid) for each vehicle that is 55,000 lbs. or greater that you have owned for 60 days or more. Please be aware that the Form 2290 must be in your own name. A copy of the 2290 must be provided to us at the time of your renewal or when you add an applicable truck to your account.

4. Q: It's time to renew my apportioned license plates. What do I need to do?

A: The IRP office will mail out a renewal postcard to you approximately 6 weeks before your expiration date. The postcard has the web address IRP.KY.GOV to renew your IPR plate and instructions that you should follow carefully because they often change from year to year. If you cannot access the website, you can submit your renewal with a paper renewal package.

5. Q: What is a cab card?

A: Your cab card is the official document issued by the state that shows what jurisdictions (states) you are allowed to travel in. The cab card includes specific vehicle information, and cannot be transferred from vehicle to vehicle. The original cab card must be kept in your truck. A photocopy is not acceptable.

6. Q: I need to travel to a jurisdiction that is not on my cab card. What should I do?

A: Your cab card should already have all jurisdictions listed. Adding jurisdictions has been phased out.

7. Q: I've lost my plate/cab card/decals. What should I do?

A: You can request a replacement online at IRP.KY.GOV or you must fill out a Lost or Stolen Affidavit and fax or send that to us. Please fill out the top of this form, have it notarized, and fax it to (502) 564-2950. Please make a note of your IRP Account Number and your fax number on your cover page. We will fax you a bill and a temporary permit. Carry this permit in your vehicle to make you legal to run. When we receive your payment we will issue you a new plate/cab card/decals and mail it to you.

8. Q: I sold my truck. Can I get a refund?

A: Yes, you can. You must mail the Department the plate and original cab card along with a signed refund request form. Also include a note stating the reason why you are requesting a refund (out of business, truck sold, truck disabled, etc.). You will receive a prorated refund for the Kentucky portion of the fees that were paid. The fees that were paid to other jurisdictions are not refundable. The Department's mailing address is:

Kentucky Transportation Cabinet
IRP Branch, Apportioned Registration Section
PO Box 2323
Frankfort, KY 40602-2323

9. Q: I sold my truck and bought another one. Can I transfer the license plates from one to the other?

A: Yes, you can transfer the fees paid from one vehicle to another vehicle. BUT, you cannot transfer the actual plate. Complete and sign a Schedule C and submit it to the IRP office.

10. Q: I sold my truck to my neighbor. Can I transfer the plate to him?

A: No. Apportioned license plates are not transferable from one account to another. Your neighbor will have to obtain his own apportioned license plate.

11. Q: I just bought a new vehicle. Do I have to pay usage tax on it?

A: Usage tax is paid on any vehicle with a combined gross weight 44,001 lbs. and under. This tax is paid at your local county clerk when you register the vehicle for the first time.

12. Q: How much does an apportioned license plate cost?

A: Cost varies according to weight of vehicle, vehicle type, vehicle year, type of operation and previous year mileage. 80,000 lb. plates may cost approximately \$1,250 to \$2,500.

13. Q: How can I pay for my apportioned license plate?

A: Visit <https://apps.transportation.ky.gov/irponline/> to pay IRP bills online via electronic check for a flat \$3.00 fee or a credit card with a 4% processing fee. Or mail payment to the IRP Section, 200 Mero Street, Frankfort, Kentucky 40602.

14. Q: Can I do IRP transactions on the web?

A: Yes, at IRP.KY.GOV you can process your IRP renewal, add vehicles to your account, change weights, request replacement credentials, print temporary cab cards, and pay your IRP bill(s).

15. Q: The IRP office faxed me a temporary permit, but I'm afraid to drive my truck without a plate. Is this really legal?

A: Yes. It is perfectly legal to haul loads with a temporary permit. If you have a temporary in your truck, then you may drive in any state without a plate. Temporaries are faxable - you do not need to have the original in your truck.



Kentucky Transportation Cabinet
 Division of Motor Carriers
KENTUCKY IRP APPORTIONED REGISTRATION APPLICATION
SCHEDULE B

TC 95-303B
 08/2014

IRP contact information
 Phone: 502-584-4120
 Fax: 502-584-2950
 Email: irp.dmc@ky.gov

Mailing address
 Division of Motor Carrier IRP Section
 200 Mero Street 2nd Floor
 Frankfort, KY 40601

SECTION 1: INSTRUCTIONS AND REQUIREMENTS

Reporting period July 1, 2015 through June 30, 2016

1. List all actual miles accrued in each jurisdiction in which this fleet traveled during the reporting period.
2. Or if you did not operate one day during the reporting period, sign below to use the estimated mileage chart for all jurisdictions.

I certify this fleet did not operate during the reporting period _____

Per Article XVI, Section 1600, of the International Registration Plan (IRP) Agreement, each member jurisdiction is required to audit the registrants of their state as the authenticity of mileage figures given on the IRP application by the applicant/registrant. The base jurisdiction is required to audit at least 15% of its carriers every year. Any registrant whose application for IRP Apportioned Registration has been accepted shall preserve the records on which the application is based for a period of three (3) years after the close of the registration year. Such records shall be made available to the state upon request, for audit as to the accuracy of computation, payments, and assessments for deficiencies or allowances for credit, during the normal business hour of the day.

The type of records that are required or acceptable under the IRP are spelled out in the Kentucky IRP Instruction Manual.

SECTION 2: ACCOUNT INFORMATION

ACCOUNT NAME	IRP#	Fleet #
--------------	------	---------

SECTION 3: ACTUAL MILEAGE

STATE	ACTUAL MILEAGE
AL (Alabama)	
AK (Alaska)	
AZ (Arizona)	
AR (Arkansas)	
CA (California)	
CO (Colorado)	
CT (Connecticut)	
DE (Delaware)	
DC (District Of Columbia)	
FL (Florida)	
GA (Georgia)	
ID (Idaho)	
IL (Illinois)	
IN (Indiana)	
IA (Iowa)	
KS (Kansas)	
KY (Kentucky)	
LA (Louisiana)	
ME (Maine)	
MD (Maryland)	
MA (Massachusetts)	
MI (Michigan)	
MN (Minnesota)	
MS (Mississippi)	
MO (Missouri)	
MT (Montana)	
NE (Nebraska)	
NV (Nevada)	
NH (New Hampshire)	
NJ (New Jersey)	
NM (New Mexico)	

STATE	ACTUAL MILEAGE
NY (New York)	
NC (North Carolina)	
ND (North Dakota)	
OH (Ohio)	
OK (Oklahoma)	
OR (Oregon)	
PA (Pennsylvania)	
RI (Rhode Island)	
SC (South Carolina)	
SD (South Dakota)	
TN (Tennessee)	
TX (Texas)	
UT (Utah)	
VT (Vermont)	
VA (Virginia)	
WA (Washington)	
WV (West Virginia)	
WI (Wisconsin)	
WY (Wyoming)	
AB (Alberta)	
BC (British Columbia)	
MB (Manitoba)	
NB (New Brunswick)	
NL (Newfoundland)	
NS (Nova Scotia)	
ON (Ontario)	
PE (Prince Edward Island)	
QC (Quebec)	
SK (Saskatchewan)	
NT (Northwest Territory)	
MX (Mexico)	

YOU ARE APPLYING FOR WY (WYOMING), CHECK THIS BOX IF YOU HAVE WYOMING INTRASTATE OPERATING AUTHORITY.

TOTAL MILEAGE _____ 0

SECTION 4: SIGNATURE

I understand that mileage records must be maintained and made available upon request for audit and acknowledge by signature on this document.

SIGNATURE OF APPLICANT	DATE
------------------------	------



Mail to:
 Division of Motor Carriers - IRP Section
 PO Box 2323, Frankfort KY 40602-2323
 For overnight delivery:
 200 Metro Street, Frankfort KY 40622

Kentucky Transportation Cabinet
 Division of Motor Carriers
**KENTUCKY IRP APPORTIONED REGISTRATION SUPPLEMENTAL APPLICATION
 SCHEDULE C**

Contact Us:
 Phone: (502)664-1257 Fax: (502)664-2950 TC 95-303C
 Email: irp.dms@ky.gov 05/2017
 Website: ip.ky.gov Page 1 of 2

APPLICANT NAME	FAX NUMBER	IRP ACCOUNT NUMBER	APPLICANT DOT or PTOC NUMBER
PHYSICAL ADDRESS		APPLICANT TIN	APPLICATION DATE
MAILING ADDRESS		FLEET NUMBER	MONTH OF EXPIRATION
MAILING CITY	STATE		
ZIP CODE	ZIP CODE		

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19			
OWNER'S EQUIP. NO.	VEH. YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER	RTWR	LEAD/NO.	TIN (P-DIGIT)	YIN	VIN	K	X	E	F	UNLADEN WEIGHT	COMBINED GROSS WT.	PURCHASE PRICE	PURCHASE DATE	OWNER OF VEHICLE IF DIFFERENT THAN APPLICANT NAME (if applicable)	TITLE NUMBER	LOSS OR TOTAL LOSS DATE		

1	2	3	4	5	6
OWNER'S EQUIP. NO.	VEH. YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER	COMBINED GROSS WT.	IRP PLATE NUMBER

Signature certifies the information on this form and attached schedules is true and correct.

OPERATION TYPE:

- For-Hire
 - Household Goods
 - Private
 - Other _____
- VEHICLE TYPE:
 BS BUS
 TK SINGLE TRUCK
 TT TRUCK TRACTOR
 WR WRECKER
 FUEL:
 D DIESEL
 G GASOLINE
 P PROPANE
 O OTHER

TRANSACTION TYPE:

- New Account
- Have any of the vehicles listed ever been registered in another jurisdiction? Yes/No
If yes, jurisdiction name and account number: _____
- Have any of the vehicles listed ever been registered in KY? Yes/No
If yes, list the plate number: _____
- New Fleet
- Renewal
- Vehicle Add
- Vehicle Transfer
- Weight Change

Signature of Applicant _____ Date _____



Kentucky Transportation Cabinet
Division of Motor Carriers
KENTUCKY IRP APPORTIONED REGISTRATION SUPPLEMENTAL APPLICATION
(SCHEDULE C INSTRUCTIONS)

TC 95-303C
05/2017
Page 2 of 2

1. **OWNERS EQUIP NO.** - Owner's equipment number. This number is the number you use to identify this vehicle in your operation. This number is limited to a total of 8 positions in our database. Use the last 8 digits.
2. **VEH. YEAR** - Model year of vehicle.
3. **MAKE** - Make of vehicle. This is the name of the manufacturer of the vehicle such as Ford, Mack, GMC, etc.
4. **VIN** - This is to be the complete serial number of the vehicle. We require the full seventeen digit VIN for all *newer* vehicles.
5. **KYU#** - Enter the KYU (Weight Distance Tax) number for any vehicle (combined gross weight of 60,000 lbs. and greater).
6. **US DOT NO.** - US DOT Number for motor carrier responsible for the safety of the vehicle.
7. **TIN** - Taxpayer Identification Number for motor carrier responsible for the safety of the vehicle.
8. **Y/N** - Is the motor carrier responsible for the safety of the vehicle expected to change during the registration year? Answer Y or N.
9. **TYPE** - Type of vehicle. See type codes at the bottom of the first page.
10. **AXLE** - Number of axles (Power Unit Only).
11. **SEAT** - Seating capacity (Buses Only).
12. **FUEL** - Type of fuel. See codes for fuel at the bottom of the first page.
13. **UNLADEN WEIGHT** - Empty weight of vehicle (power unit only).
14. **COMBINED GROSS WT.** - Weight of power unit, trailer and load.
15. **PURCHASE PRICE** - Purchase price of vehicle.
16. **PURCHASE DATE** - Month, day and year vehicle was purchased by the current owner.
17. **OWNER OF VEHICLE IF DIFFERENT THAN APPLICANT NAME** - If applicable.
18. **TITLE NUMBER** - Title number of vehicle from the apportioned certificate received from your County Clerk's office.
19. **LESS THAN 10,000 miles**- Check if the vehicle operates less than 10,000 total miles in all jurisdictions during the registration year.

**SCHEDULE 1
(Form 2290)**
(Rev. July 2016)
Department of the Treasury
Internal Revenue Service

Schedule of Heavy Highway Vehicles

For the period July 1, 2016, through June 30, 2017

OMB No. 1545-0143

▶ **Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.**

Type or Print	Name John Doe	Employer identification number 00-1234567
	Address (number, street, and room or suite no.) 100 Main Street	
	City or town, state or province, country, and ZIP or foreign postal code Anywhere, KY 40600	

Part I	Vehicles You Are Reporting (enter VIN and category)	Category A through W (category W for suspended vehicles)
1	X X X X X X X X X X X X X X X X X X	V
2	X X X X X X X X X X X X X X X X X X	V
3	X X X X X X X X X X X X X X X X X X	V
4	X X X X X X X X X X X X X X X X X X	V
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

Part II	Summary of Reported Vehicles		
a	Total number of reported vehicles	a	4
b	Enter the total number of taxable vehicles on which the tax is suspended (category W)	b	
c	Total number of taxable vehicles. Subtract line b from line a	c	4

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 112500 Schedule 1 (Form 2290) (Rev. 7-2016)

Schedule of Heavy Highway Vehicles

For the period July 1, 2016, through June 30, 2017

▶ **Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.**

OMB No. 1545-0143

Type or Print	Name John Doe	Employer identification number 00-1234567
	Address (number, street, and room or suite no.) 100 Main Street	
	City or town, state or province, country, and ZIP or foreign postal code Anywhere, KY 40600	

Part	Vehicles You Are Reporting (enter VIN and category)	Category A through W (category W for suspended vehicles)
1	X X X X X X X X X X X X X X X	V
2	X X X X X X X X X X X X X X X	A
3		
4		
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24		

INTERNAL REVENUE SERVICE
 W & I - FIELD ASSISTANCE
 OWENSBORO, KY 42301

MAR 28 2017

RECEIVED
 WITH PERMITTANCE
 22508

Part	Summary of Reported Vehicles	a	b	c
a	Total number of reported vehicles	2		
b	Enter the total number of taxable vehicles on which the tax is suspended (category W)			
c	Total number of taxable vehicles. Subtract line b from line a	2		

Heavy Highway Vehicle Use Tax Return
 For the period July 1, 2009, through June 30, 2010

Keep a copy of this return for your records.
 OMB No. 1545-0143

▶ **Attach both copies of Schedule 1 to this return.**
 ▶ **See the separate instructions.**

Type or Print	Name	Employer identification number <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	FOR IRS USE ONLY
	Address (number, street, and room or suite no.)		T _____ FF _____ FP _____ I _____ T _____
	City, state, and ZIP code (For Canadian or Mexican address, see page 5 of the instructions.)		

- Check if applicable:
- Address change
 - Amended Return
Check this box if reporting (a) additional tax from an increase in taxable gross vehicle weight or (b) suspended vehicles exceeding the mileage use limit. **Do not** check this box for any other reason.
 - VIN Correction
Check this box if you are correcting a vehicle identification number (VIN) listed on a previously filed Schedule 1 (Form 2290). **Do not** check this box for any other reason.
 - Final Return
Check this box if you no longer have taxable vehicles to report.

Part I Figuring the Tax		Y	Y	Y	Y	M	M
1	Was the vehicle(s) reported on this return used on public highways during July 2009 ? If YES, enter 200907 in the boxes to the right. If NO, see the table on page 3 of the instructions . ▶						
2	Tax. Enter the Total from Form 2290, page 2, column (4) ▶						
3	Additional tax from increase in taxable gross weight. See page 5 of the instructions . . . ▶						
4	Total tax. Add lines 2 and 3 ▶						
5	Credits. See page 5 of the instructions ▶						
6	Balance due. Subtract line 5 from line 4. This is the amount you owe. If payment through EFTPS, check here <input type="checkbox"/> ▶						

- Part II Statement in Support of Suspension** (Complete the statements that apply. Attach additional sheets if needed.)
- 7 I declare that the vehicles listed in Part II of Schedule 1 are expected to be used on public highways (check the boxes that apply): 5,000 miles or less 7,500 miles or less for agricultural vehicles during the period July 1, 2009, through June 30, 2010, and are suspended from the tax. Complete and attach Schedule 1.
- 8a I declare that the vehicles listed as suspended on the Form 2290 filed for the period July 1, 2008, through June 30, 2009, were not subject to the tax for that period except for any vehicles listed on line 8b. **Check this box if applicable.** ▶
- b Vehicle identification numbers _____
- 9 I declare that vehicle identification numbers _____ were listed as suspended on the Form 2290 filed for the period July 1, 2008, through June 30, 2009. These vehicles were sold or transferred to _____ on _____, _____, _____ At the time of the transfer, the vehicles were still eligible for the suspension of the tax. Attach a separate list if needed.

Third Party Designee Do you want to allow another person to discuss this return with the IRS (see instructions)? Yes. Complete the following. No

Designee's name ▶	Phone no. ▶	Personal identification number (PIN) ▶ <div style="border: 1px solid black; width: 100%; height: 15px;"></div>
-------------------	-------------	--

Sign Here Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

▶ _____ ▶
 Signature Date

Type or print name below signature. Telephone number

Paid Preparer's Use Only	Preparer's signature ▶	Date	Check if self-employed <input type="checkbox"/>	Preparer's SSN or PTIN
	Firm's name (or yours if self-employed), address, and ZIP code ▶	EIN	Phone no.	

Tax Computation

Category	Taxable Gross Weight (in pounds)	(1) Annual tax (vehicles used during July)		(2) Partial-period tax (vehicles first used after July) (See the tables on page 10 of the instructions.)		(3) Number of vehicles		(4) Amount of tax (col. (1) or (2) times col. (3))	Category
		(a) Vehicles Except Logging*	(b) Logging Vehicles*	(a) Vehicles Except Logging*	(b) Logging Vehicles*	(a) Vehicles Except Logging*	(b) Logging Vehicles*		
A	55,000	\$100.00	\$75.00	\$	\$			\$	A
B	55,001 – 56,000	122.00	91.50						B
C	56,001 – 57,000	144.00	108.00						C
D	57,001 – 58,000	166.00	124.50						D
E	58,001 – 59,000	188.00	141.00						E
F	59,001 – 60,000	210.00	157.50						F
G	60,001 – 61,000	232.00	174.00						G
H	61,001 – 62,000	254.00	190.50						H
I	62,001 – 63,000	276.00	207.00						I
J	63,001 – 64,000	298.00	223.50						J
K	64,001 – 65,000	320.00	240.00						K
L	65,001 – 66,000	342.00	256.50						L
M	66,001 – 67,000	364.00	273.00						M
N	67,001 – 68,000	386.00	289.50						N
O	68,001 – 69,000	408.00	306.00						O
P	69,001 – 70,000	430.00	322.50						P
Q	70,001 – 71,000	452.00	339.00						Q
R	71,001 – 72,000	474.00	355.50						R
S	72,001 – 73,000	496.00	372.00						S
T	73,001 – 74,000	518.00	388.50						T
U	74,001 – 75,000	540.00	405.00						U
V	Over 75,000	550.00	412.50						V
Totals. Add the number of vehicles in columns (3a) and (3b). Enter the total here and on Schedule 1, Part III, line a. Add the amounts in column (4). Enter the total here and on Form 2290, line 2								\$	
W	Tax-Suspended Vehicles (See Part II on page 6 of the instructions.)								

Complete both copies of Schedule 1 (Form 2290) and attach them to Form 2290.

* See page 2 of the instructions for information on logging vehicles.

Schedule of Heavy Highway Vehicles

For the period July 1, 2009, through June 30, 2010

▶ **Complete both copies of Schedule 1 and attach them to Form 2290.**
 ▶ **See the Consent to Disclosure of Tax Information on page 2.**

OMB No. 1545-0143

Type or Print	Name as shown on Form 2290	Employer identification number □□-□□□□□□□□	FOR IRS USE ONLY
	Address (number, street, and room or suite no.)		
	City, state, and ZIP code (For Canadian or Mexican address, see page 5 of the instructions.)		

Caution. You must list all vehicles. Attach a separate list if needed. See page 7 of the instructions.

Part I	Vehicles on Which You Are Reporting Tax. Enter VIN and category.	Category
1	□□□□□□□□□□□□□□□□	
2	□□□□□□□□□□□□□□□□	
3	□□□□□□□□□□□□□□□□	
4	□□□□□□□□□□□□□□□□	
5	□□□□□□□□□□□□□□□□	

Part II	Vehicles for Which Tax Is Suspended—5,000 Miles or Less (7,500 Miles or Less for Agricultural Vehicles). Enter VIN.	Category
1	□□□□□□□□□□□□□□□□	W
2	□□□□□□□□□□□□□□□□	W

Part III Summary of Reported Vehicles	a	b
a Enter the number of taxable vehicles from Form 2290, page 2, column 3, Totals	a	□
b Enter the total number of taxable vehicles on which the tax is suspended from Form 2290, page 2, column 3 (category W)	b	□

For Privacy Act and Paperwork Reduction Act Notice, see page 9 of the instructions. Schedule 1 (Form 2290) (Rev. 7-2009)
 Do not cut or separate the forms on this page.

Schedule of Heavy Highway Vehicles

For the period July 1, 2009, through June 30, 2010

This copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.

OMB No. 1545-0143

Type or Print	Name as shown on Form 2290	Employer identification number □□-□□□□□□□□
	Address (number, street, and room or suite no.)	
	City, state, and ZIP code (For Canadian or Mexican address, see page 5 of the instructions.)	

Caution. You must list all vehicles. Attach a separate list if needed. See page 7 of the instructions.

Part I	Vehicles on Which You Are Reporting Tax. Enter VIN and category.	Category
1	□□□□□□□□□□□□□□□□	
2	□□□□□□□□□□□□□□□□	
3	□□□□□□□□□□□□□□□□	
4	□□□□□□□□□□□□□□□□	
5	□□□□□□□□□□□□□□□□	

Part II	Vehicles for Which Tax Is Suspended—5,000 Miles or Less (7,500 Miles or Less for Agricultural Vehicles). Enter VIN.	Category
1	□□□□□□□□□□□□□□□□	W
2	□□□□□□□□□□□□□□□□	W

Part III Summary of Reported Vehicles	a	b
a Enter the number of taxable vehicles from Form 2290, page 2, column 3, Totals	a	□
b Enter the total number of taxable vehicles on which the tax is suspended from Form 2290, page 2, column 3 (category W)	b	□

For Privacy Act and Paperwork Reduction Act Notice, see page 9 of the instructions. Cat. No. 112500 Schedule 1 (Form 2290) (Rev. 7-2009)

Consent to Disclosure of Tax Information

For the period July 1, 2009, through June 30, 2010

By signing, dating, and entering my employer identification number below, I hereby consent to the Internal Revenue Service (IRS) disclosing information about my payment of the Heavy Highway Vehicle Use Tax (HVUT) for the tax period listed above to the federal Department of Transportation (DOT), U.S. Customs and Border Protection (CBP), and to state Departments of Motor Vehicles (DMV). The information disclosed to the DOT, CBP, and state DMVs will be my Vehicle Identification Number (VIN) and verification that I have paid the HVUT. The IRS may disclose the information to the DOT, CBP, and to the DMVs of the 50 states and the District of Columbia who have other taxing, registration, or information collecting authority.

I understand that the information to be disclosed is generally confidential under the laws applicable to the IRS and that the agency receiving the HVUT information is not bound by these laws and may use the information for any purpose as permitted by other federal laws and/or state law. To be effective, this consent must be submitted to the IRS within 60 days of the date below.

If signed by a corporate officer or party other than the taxpayer, I certify that I have the authority to execute this consent to disclosure of tax information.

Sign Here	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Signature</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Type or print name below signature.</div>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;">Date</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;">Employer identification number</div>
------------------	---	---

Form 2290-V, Payment Voucher

Purpose of Form

Complete Form 2290-V if you are making a payment by check or money order with Form 2290, Heavy Highway Vehicle Use Tax Return. We will use Form 2290-V to credit your payment more promptly and accurately, and to improve our service to you.

If you have your return prepared by a third party and a payment is required, provide Form 2290-V to the return preparer.

Do not file Form 2290-V if you are paying the balance due on line 6 of Form 2290 using EFTPS or electronic funds withdrawal (direct debit).

Specific Instructions

Box 1. If you do not have an EIN, you may apply for one online. Go to the IRS website at www.irs.gov/businesses/small and click on the "Employer ID Numbers (EIN)" link. You may also apply for an EIN by calling 1-800-829-4933, or you can fax or mail Form SS-4, Application for Employer Identification Number, to the IRS.

Box 2. Enter the amount paid from line 6 of Form 2290.

Box 3. Enter the date as shown on line 1 of Form 2290.

Box 4. Enter your name and address as shown on Form 2290.

- Enclose your check or money order made payable to the "United States Treasury." Be sure to enter your EIN, "Form 2290," and the tax period on your check or money order. Do not send cash. Do not staple Form 2290-V or your payment to Form 2290 (or to each other).

- Detach Form 2290-V and send it with your payment and Form 2290. See *Where to file* on page 3 of the instructions for Form 2290.

▲ Detach here ▲

Form **2290-V**

(Rev. July 2009)
Department of the Treasury
Internal Revenue Service

Payment Voucher

For the period July 1, 2009, through June 30, 2010
See *How To Make Your Payment* on page 7 of the instructions.
▶ Do not staple or attach this voucher or your payment to your return.

OMB No. 1545-0143

1 Employer identification number	2 Enter the amount of your payment.	Dollars	Cents
3 Enter date as shown on line 1 of Form 2290. Y Y Y Y M M	4 Name		
Address			
City, state, and ZIP code (For Canadian or Mexican address, see instructions.)			
Send Form 2290, this voucher, and payment to: Internal Revenue Service P.O. Box 804525 Cincinnati, OH 45280-4525			

VEHICLE NO.

INDIVIDUAL VEHICLE MILEAGE REPORT (IVMR)

TRIP NO.

TRAILER NO. _____
TRAILER NO. _____
FLEET NO. _____
LOCATION _____
 DIESEL GAS L.P.G.

(COMPANY NAME)

(ADDRESS)

DRIVER/CONTRACTOR _____
ORIGIN _____
DESTINATION _____
DESTINATION _____
B/L # _____ PRO # _____ TRIP LEASE # _____
SPECIAL INSTRUCTIONS _____

STAPLE
ALL
ORIGINAL
FUEL
&
TOLL
RECEIPT
HERE

TRIP REPORT

(DRIVER TO COMPLETE ALL AREAS - SEE INSTRUCTIONS & SAMPLE ON BACK)

DATE	STATE OR PROVINCE	HIGHWAYS USED	ODOMETER READING		MILES/KILOMETRES	FUEL PURCHASES	
			BEGINNING	JURISDICTION EXIT		GAL./LITRES	VENDOR

- AL.....ALABAMA FL.....FLORIDA ME.....MAINE NV.....NEVADA OR.....OREGON VA.....VIRGINIA NK.....NEW BRUNSWICK
AK.....ALASKA GA.....GEORGIA MD.....MARYLAND NH.....NEW HAMPSHIRE PA.....PENNSYLVANIA WA.....WASHINGTON NF.....NEWFOUNDLAND
AZ.....ARIZONA ID.....IDAHO MA.....MASSACHUSETTS NJ.....NEW JERSEY RI.....RHODE ISLAND WV.....WEST VIRGINIA NT.....N.W. TERRITORIES
AR.....ARKANSAS IL.....ILLINOIS MI.....MICHIGAN NM.....NEW MEXICO SC.....SOUTH CAROLINA WI.....WISCONSIN NS.....NOVA SCOTIA
CA.....CALIFORNIA IN.....INDIANA MN.....MINNESOTA NY.....NEW YORK SD.....SOUTH DAKOTA WY.....WYOMING ON.....ONTARIO
CO.....COLORADO IA.....IOWA MS.....MISSISSIPPI NC.....NORTH CAROLINA TN.....TENNESSEE MX.....MEXICO PE.....PR. EDWARD ISL
CT.....CONNECTICUT KS.....KANSAS MO.....MISSOURI ND.....NORTH DAKOTA TX.....TEXAS AB.....ALBERTA PQ.....QUEBEC
DE.....DELAWARE KY.....KENTUCKY MT.....MONTANA OH.....OHIO UT.....UTAH BC.....BRITISH COLUMBIA SA.....SASKATCHEWAN
DC.....DIST. OF COLUMBIA LA.....LOUISIANA NE.....NEBRASKA OK.....OKLAHOMA VT.....VERMONT MB.....MANITOBA YT.....YUKON

DRIVER INSTRUCTIONS

STATE LAWS REQUIRE THE OPERATOR TO KEEP A RECORD OF DISTANCE DRIVEN AND THE FUEL PURCHASED BY JURISDICTION. YOU ARE THE ONLY PERSON WHO CAN PROVIDE THIS INFORMATION.

EACH TRIP REPORT (IVMR) MUST COVER ALL DISTANCES TRAVELED INCLUDING DEADHEAD/BOBTAIL MILES/KILOMETRES.

ATTACH ALL ORIGINAL RECEIPTS FUEL AND TOLL ATTACH ALL ORIGINAL TRIP PERMITS

PROPERLY COMPLETED TRIP REPORTS WILL AVOID FINES AND ASSESSMENTS AGAINST YOUR COMPANY.

IF YOUR VEHICLE BREAKS DOWN AND YOU GET A SUBSTITUTE VEHICLE, PREPARE A SEPARATE TRIP REPORT TO COVER THE DISTANCE TRAVELED AND FUEL PURCHASED BY THE SUBSTITUTE VEHICLE.

PREPARE A SEPARATE TRIP REPORT FOR EACH VEHICLE USED.

ALL FUEL RECEIPTS MUST IDENTIFY:

- (1) COMPANY NAME
- (2) CITY
- (3) STATE/PROVINCE
- (4) UNIT #
- (5) INVOICE #
- (6) GALLONS/LITRES
- (7) PRICE PER GALLON/LITRE
- (8) TOTAL PRICE
- (9) DRIVER/OPERATOR SIGNATURE
- (10) ADDITIONAL INFORMATION MAY BE REQUIRED.

SPECIAL ATTENTION SHOULD BE GIVEN TO THE FOLLOWING STATE LISTING. THESE STATES WILL NOT ISSUE CREDIT FOR TOLL MILES UNLESS TOLL RECEIPTS CAN BE PRODUCED. (NOTE: EACH STATE'S POLICY IS SUBJECT TO PERIODIC CHANGE. CONTACT THE STATES FOR MOST CURRENT INFORMATION.)

NY - NEW YORK ORIGINAL RECEIPT
MA - MASSACHUSETTS ORIGINAL RECEIPT

- 1.) Company Name, Address City & State/Province
- 2.) Vehicle #
- 3.) Trailer #
- 4.) Fleet #/Location
- 5.) Fuel Type
- 6.) Driver Name
- 7.) Origin
- 8.) Destination(s)
- 9.) Dates of Trip
- 10.) State(s) or Province(s)
- 11.) Highways Used
- 12.) Odometer Readings
- 13.) Miles/Kilometres

VEHICLE NO.		INDIVIDUAL VEHICLE MILEAGE REPORT (IVMR)		TRIP NO.		
(2) 2109						
TRAILER NO.	(15) 521	DRIVER (1) Arnie Freight				
TRAILER NO.		1324 Arnie St.				
FLEET NO.	(4) 2	Chicago, IL				
LOCATION	State IL/CA					
DRIVER/CONTRACTOR	(6) John E. Legal					
ORIGIN	(7) Pittsburgh, PA					
DESTINATION	(8) Albany, NY					
DESTINATION	Wilmington, DE					
MI #		TRIP LEASE #				
SPECIAL INSTRUCTIONS						
STAPLE ALL ORIGINAL FUEL & TOLL RECEIPTS HERE						
TRIP REPORT						
DATE	STATE	HIGHWAY	ODOMETER	MILES/KILOMETRES	GALLONS	FUEL PURCHASED
9-2-87	PA	I-76, Rt. I-76	110,812	312	60	Bulk
9-2-87	NY	I-19, NY, Hwy 17	110,912	100		
9-2-87	NY	I-87	111,046	134		
9-5-87	NY	I-87	111,180	134		
9-5-87	NY	Hwy 17, NY, I-78	111,280	100	90	T&G T&S
9-8-87	PA	I-76, Rt. I-76	111,592	312		
(9)	(10)	(11)	(12)	(13)		(14)
Signature: <i>John E. Legal</i> Date: <i>9/1/87</i>						

- 14.) Fuel Purchased - Gallons/Litres & Vendor (when fuel is purchased, enter each purchase separately and show the number of gallons/litres on the same line as the jurisdiction in which the purchase was made in the column marked "Gal./Litres"). When bulk fuel is used, indicate "BULK" in the vendor column under fuel purchases and attach all bulk receipts.
- 15.) Your Full Legal Signature & Date

DRIVER TRIP REPORT

State laws require the driver to keep a record of miles driven and fuel purchased in each state for each trip. Failure to submit this report will result in a charge for the determined tax liability.

Departing From
City State

Truck/Tractor No

Destination
City State

Trailer No

Mo	Day	Yr	State	Route	Entering Odometer	Toll Miles	Weight	Axles
				Starting Odometer Reading (no tenths) →				
				Ending Odometer Reading (no tenths) →				

FUEL PLACED IN VEHICLE (Exclude Reefer Fuel)

Mo	Day	Yr	State	Receipt Number	Gallons	Cost	City

Driver Signature
Driver Name

Driver Trip Report

<i>Company Name:</i>	<i>Vehicle No:</i>	<i>Trip No:</i>											
Date	State	Routes or Highways Used	Beg Odom Reading		Total Miles	Beg Destination			Fuel Purchase				
			Odometer Reading	Jurisdiction Exit		Destination City/State	City/State	City/State	Gal	Vendor	City/State		

DRIVER'S DAILY LOG
 One Calendar Day-24 Hours



Form 0002

CARRIER: _____
 MUNICIPAL OFFICE ADDRESS: _____
 DRIVER'S SIGNATURE: _____
 HOME PHONE ADDRESS: _____
 DRIVER'S PHONE # _____
 MONTH: _____ DAY: _____ YEAR: _____
 CO-DRIVER'S NAME PRINTED: _____
 CO-DRIVER'S PHONE # _____

STARTING POINT

US _____
 CO _____

1: Off Duty
 2: Sleeper
 3: Driving
 4: On Duty (Not Driving)



Total Hours

14 = 35
 12 = 50
 34 = 75

REMARKS:

PRE-TRIP INSPECTION
 POST-TRIP INSPECTION
 MID-DRIVE/ON-HIGH TONNAGE
 DUTY STATUS
 Use Local Time Standard at Home Terminal GRID

Pro #1628 #

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DAILY RECAP

EXP. NUMBER	CO-DRIVER'S NAME PRINTED
TOTAL LINE 1	CO-DRIVER'S PHONE #
TOTAL LINE 2	CO-DRIVER'S PHONE #
TOTAL LINE 3	CO-DRIVER'S PHONE #
TOTAL LINE 4	CO-DRIVER'S PHONE #
TOTAL LINE 5	CO-DRIVER'S PHONE #
TOTAL LINE 6	CO-DRIVER'S PHONE #
TOTAL LINE 7	CO-DRIVER'S PHONE #
TOTAL LINE 8	CO-DRIVER'S PHONE #
TOTAL LINE 9	CO-DRIVER'S PHONE #
TOTAL LINE 10	CO-DRIVER'S PHONE #
TOTAL LINE 11	CO-DRIVER'S PHONE #
TOTAL LINE 12	CO-DRIVER'S PHONE #
TOTAL LINE 13	CO-DRIVER'S PHONE #
TOTAL LINE 14	CO-DRIVER'S PHONE #
TOTAL LINE 15	CO-DRIVER'S PHONE #
TOTAL LINE 16	CO-DRIVER'S PHONE #
TOTAL LINE 17	CO-DRIVER'S PHONE #
TOTAL LINE 18	CO-DRIVER'S PHONE #
TOTAL LINE 19	CO-DRIVER'S PHONE #
TOTAL LINE 20	CO-DRIVER'S PHONE #
TOTAL LINE 21	CO-DRIVER'S PHONE #
TOTAL LINE 22	CO-DRIVER'S PHONE #
TOTAL LINE 23	CO-DRIVER'S PHONE #
TOTAL LINE 24	CO-DRIVER'S PHONE #
TOTAL LINE 25	CO-DRIVER'S PHONE #
TOTAL LINE 26	CO-DRIVER'S PHONE #
TOTAL LINE 27	CO-DRIVER'S PHONE #
TOTAL LINE 28	CO-DRIVER'S PHONE #
TOTAL LINE 29	CO-DRIVER'S PHONE #
TOTAL LINE 30	CO-DRIVER'S PHONE #

Operator: _____