



## IRP REGISTRATION FORM

### SECTION 1. GENERAL INFORMATION

|   |                   |          |                  |            |                      |                 |
|---|-------------------|----------|------------------|------------|----------------------|-----------------|
| EFFECTIVE DATE  | FEIN/SSN          | USDOT NO | TRANSACTION TYPE | ACCOUNT NO | FLEET NO             | REGISTRATION YR |
| TYPE OF OPERATION: <input type="checkbox"/> FOR-FOR HIRE <input type="checkbox"/> PVT-PRIVATE <input type="checkbox"/> FHL-FOR HIRE LEASE <input type="checkbox"/> FHE-FOR HIRE EXEMPT <input type="checkbox"/> FHR-FOR-HIRE RENTAL <input type="checkbox"/> PVR-PRIVATE RENTAL |                   |          |                  |            |                      |                 |
| COMMODITY CLASS: <input type="checkbox"/> A-ALL <input type="checkbox"/> E-EXEMPT <input type="checkbox"/> H-HOUSEHOLD GOODS <input type="checkbox"/> L-LOGS <input type="checkbox"/> P-PASSENGER   |                   |          |                  |            |                      |                 |
| LEGAL NAME  |                   |          |                  |            | BUSINESS PHONE (MO#) |                 |
| DOING BUSINESS AS (DBA) NAME  |                   |          |                  |            | COUNTY               |                 |
| BUSINESS ADDRESS (MO location where fleet is based)   |                   |          |                  | CITY       | STATE                | ZIP CODE        |
| MAILING ADDRESS (For bills, cab cards, plates)  |                   |          |                  | CITY       | STATE                | ZIP CODE        |
| PERSON TO CONTACT   | CONTACT PHONE NO. | FAX NO.  | E-MAIL ADDRESS   |            |                      |                 |

### SECTION 2. ADD EQUIPMENT Make a copy of this page if adding more than 3 vehicles.

|  |   |     |    |
|--|---|-----|----|
| NUMBER OF VEHICLES ADDING _____  | <b>TEMPORARY VEHICLE REGISTRATION REQUIRED?</b> | YES | NO |
| <i>TVR will not be issued until payment is made. To make payment, call MCS when invoice is received.</i> |   |     |    |

|  |                           |               |                  |                                      |
|--|---------------------------|---------------|------------------|--------------------------------------|
| EQUIPMENT UNIT NO  | VEHICLE IDENTIFICATION NO | VEHICLE TYPE  | MODEL YEAR       | MAKE                                 |
| FUEL TYPE  | UNLADEN WEIGHT            | WEIGHT GROUP  | POWER UNIT AXLES | TRAILER UNIT AXLES                   |
| SEATS (BUSES ONLY)   |                           |               |                  |                                      |
| DATE OF PURCHASE   | PURCHASE PRICE            | FACTORY PRICE | TITLE STATE      | TITLE NUMBER                         |
| IS UNIT LEASED <input type="checkbox"/> YES <input type="checkbox"/> NO  | NAME OF TITLED OWNER      |               |                  |                                      |
|  |                           |               |                  | MOTOR CARRIER RESPONSIBLE FOR SAFETY |
| IS RESPONSIBLE CARRIER EXPECTED TO CHANGE DURING THE REGISTRATION YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO   |                           |               | USDOT _____      | TAX ID _____                         |
| DEPARTMENT OF REVENUE PLATE CREDIT <input type="checkbox"/> FARM <input type="checkbox"/> LOCAL <input type="checkbox"/> BEYOND LOCAL <input type="checkbox"/> FLEET PLATE _____ |                           |               |                  | WEIGHT _____                         |

|  |                           |               |                  |                                      |
|--|---------------------------|---------------|------------------|--------------------------------------|
| EQUIPMENT UNIT NO  | VEHICLE IDENTIFICATION NO | VEHICLE TYPE  | MODEL YEAR       | MAKE                                 |
| FUEL TYPE  | UNLADEN WEIGHT            | WEIGHT GROUP  | POWER UNIT AXLES | TRAILER UNIT AXLES                   |
| SEATS (BUSES ONLY)   |                           |               |                  |                                      |
| DATE OF PURCHASE   | PURCHASE PRICE            | FACTORY PRICE | TITLE STATE      | TITLE NUMBER                         |
| IS UNIT LEASED <input type="checkbox"/> YES <input type="checkbox"/> NO  | NAME OF TITLED OWNER      |               |                  |                                      |
|  |                           |               |                  | MOTOR CARRIER RESPONSIBLE FOR SAFETY |
| IS RESPONSIBLE CARRIER EXPECTED TO CHANGE DURING THE REGISTRATION YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO   |                           |               | USDOT _____      | TAX ID _____                         |
| DEPARTMENT OF REVENUE PLATE CREDIT <input type="checkbox"/> FARM <input type="checkbox"/> LOCAL <input type="checkbox"/> BEYOND LOCAL <input type="checkbox"/> FLEET PLATE _____ |                           |               |                  | WEIGHT _____                         |

|  |                           |               |                  |                                      |
|--|---------------------------|---------------|------------------|--------------------------------------|
| EQUIPMENT UNIT NO  | VEHICLE IDENTIFICATION NO | VEHICLE TYPE  | MODEL YEAR       | MAKE                                 |
| FUEL TYPE  | UNLADEN WEIGHT            | WEIGHT GROUP  | POWER UNIT AXLES | TRAILER UNIT AXLES                   |
| SEATS (BUSES ONLY)   |                           |               |                  |                                      |
| DATE OF PURCHASE   | PURCHASE PRICE            | FACTORY PRICE | TITLE STATE      | TITLE NUMBER                         |
| IS UNIT LEASED <input type="checkbox"/> YES <input type="checkbox"/> NO  | NAME OF TITLED OWNER      |               |                  |                                      |
|  |                           |               |                  | MOTOR CARRIER RESPONSIBLE FOR SAFETY |
| IS RESPONSIBLE CARRIER EXPECTED TO CHANGE DURING THE REGISTRATION YEAR? <input type="checkbox"/> YES <input type="checkbox"/> NO   |                           |               | USDOT _____      | TAX ID _____                         |
| DEPARTMENT OF REVENUE PLATE CREDIT <input type="checkbox"/> FARM <input type="checkbox"/> LOCAL <input type="checkbox"/> BEYOND LOCAL <input type="checkbox"/> FLEET PLATE _____ |                           |               |                  | WEIGHT _____                         |

|            |          |
|------------|----------|
| LEGAL NAME | USDOT NO |
|------------|----------|

### SECTION 3. JURISDICTIONAL WEIGHTS

Do you need a weight higher or lower than the Missouri base weight in another jurisdiction?  YES  NO

**LIST ONLY THE WEIGHTS OF THE IRP JURISDICTIONS THAT WILL BE DIFFERENT THAN THE MISSOURI BASE WEIGHT.**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| AL | GA | MD | NH | RI | WI | NT |
| AR | IA | ME | NJ | SC | WV | ON |
| AZ | ID | MI | NM | SD | WY | PE |
| CA | IL | MN | NV | TN | AB | QC |
| CO | IN | MS | NY | TX | BC | SK |
| CT | KS | MT | OH | UT | MB | YT |
| DC | KY | NC | OK | VA | NB | AK |
| DE | LA | ND | OR | VT | NL | MX |
| FL | MA | NE | PA | WA | NS |    |

### SECTION 4. MILEAGE REGISTRATION

DOES THIS FLEET HAVE ACTUAL REPORTABLE DISTANCE?

- NO *You are indicating that the registrant did not have actual distance accumulated during the distance reporting period. The base jurisdiction mileage distance chart will apply.*
- YES *You are indicating that the registrant did have actual distance accumulated during the distance reporting period. Actual distance miles will be reported.*

ENTER ALL MILES TRAVELED BY THIS VEHICLE AND CARRIER, BY JURISDICTION, FROM JULY 1 OF THE PREVIOUS CALENDAR YEAR TO JUNE 30 OF THE CURRENT YEAR.

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

### SECTION 5. SIGNATURE

|           |      |
|-----------|------|
| SIGNATURE | DATE |
|-----------|------|

## IRP REQUIRED DOCUMENTS

The following documents must be included with the Motor Carrier Application in order to process a new account.

### INCOMPLETE OR INCORRECT APPLICATIONS WILL DELAY THE ISSUANCE OF DOCUMENTS

#### REQUIRED SUPPORTING DOCUMENTS

▪ **Missouri title or Validated Titling Receipt**

This is obtained at a motor vehicle fee office. Submit a copy showing that the title has either been received or applied for.

Vehicles that are titled in the name of the account holder must have a Missouri title. NO SIGNED OVER TITLES OR TITLE APPLICATIONS ARE ACCEPTED.

▪ **Federal Heavy Vehicle Use Tax (IRS Form 2290)**

This is obtained from the Internal Revenue Service. Federal law requires proof of payment (or exemption) of the Federal Heavy Vehicle Use Tax for power units registered with a gross or combined gross weight of 55,000 pounds or more, by the last day of the month following the month of first use.

Acceptable receipts include:

- \* A receipted IRS Form 2290/Schedule 1 returned from the IRS listing each vehicle identification number (VIN); or
- \* IRS Form 2290/Schedule 1 listing each vehicle identification number (VIN) with a copy of the front and back of canceled check, money order, cashier's check or electronic confirmation if payment was made online at [www.irs.gov/filing](http://www.irs.gov/filing).

▪ **Missouri County Personal Property Receipt or Waiver**

This receipt or waiver must be in the account holder's name, and is obtained from a Missouri County Collectors office. Submit a copy of the paid tax receipt or a tax waiver for all vehicles. If the receipt does not show the number of vehicles, then a copy of an assessment list must accompany the receipt.

▪ **Lease Agreement**

This is required if the vehicle/trailer is involved in a lease, and must identify the unit by year, make and vehicle identification number (VIN), and include signatures of all applicable parties.

#### PROOF OF RESIDENCY Three of the following must be included to process a new IRP account.

Three of the following are required:

- |  |   |
|--|---|
| ▪ <b>Missouri Driver's License</b>                 | ▪ <b>Federal Income Tax filed from an address in Missouri</b> |
| ▪ <b>Missouri Personal/Real Estate Tax Receipt</b> | ▪ <b>Utility Bills</b>  |
| ▪ <b>Missouri Corporation Papers</b>               | ▪ <b>Missouri Title or Validated Titling Receipt</b>          |

THE NAME ON THE ABOVE DOCUMENTS MUST MATCH THE NAME OF THE APPLICANT.

# IRP REGISTRATION FORM INSTRUCTIONS

## SECTION 1. GENERAL INFORMATION

**Effective Date** – This is the requested date for the account to become active. If the account should become active upon completion of processing, leave this field blank.

**FEIN/SSN** – Enter the **registrant/motor carrier** Federal Identification Number or Social Security Number.

**USDOT Number** – Enter the USDOT Number of the motor carrier responsible for safety. Motor carriers can obtain a USDOT Number at [www.fmcsa.dot.gov/registration](http://www.fmcsa.dot.gov/registration).

**Transaction Type** – Indicate add, transfer, deletion, etc.

**Account Number** – Enter the number assigned by Motor Carrier Services (if new, leave blank).

**Fleet Number** – Enter the number assigned by Motor Carrier Services (if new, leave blank).

**Registration Year** – Enter all four digits of the registration year (i.e. 2015).

**Type of Operation** – Check the boxes that describe the registrant's business.

**Commodity Class** – Check the boxes that describe the commodities transported.

**Legal Name** – Enter the name in which plates are being applied for. This name must be the same as the name registered with the FMCSA and the Missouri Secretary of State.

**Doing Business As (DBA) Name** – Enter the Doing Business As (DBA) or fictitious name used by the applicant, if applicable.

**Business Address** – Enter the **Missouri address** where the registrant/motor carrier has an established place of business.

**Business Phone Number** – Enter a contact phone number for the company. This must be a Missouri number, not a toll free number.

**County** – Enter the county where the business address is located.

**Person to Contact** – Enter the name of the person who will be the contact for the account.

**Phone & Fax Numbers** – Enter the business telephone and fax numbers of the contact person.

**E-mail Address** – Enter **only one** e-mail address of the contact person for account correspondence.

## SECTION 2. ADD EQUIPMENT – fill out all sections

**Equipment Number** – Enter the equipment number or unit number assigned to each power unit or trailer.

**Vehicle Identification Number** – Enter the complete VIN as listed on the title or application for title.

**Vehicle Type** – Enter the type of vehicle. (TK-Straight Truck, ST-Semi Trailer, TR-Tractor, FT-Full Trailer, TT-Truck Tractor, BS-Bus, RT-Road Runner, CG-Converter Gear)

**Model Year** – Enter all four digits of the model year.

**Make** – Enter the make of the power unit or trailer.

**Fuel Type** – Enter the type of fuel (D-Diesel, G-Gas, P-Propane, E-Electric, N-Natural Gas) being used by the power unit (if trailer, leave blank).

**Unladen Weight** – Enter the empty weight of the power unit or trailer.

**Weight Group** – (Combined Gross Weight) Select the weight classification in which the vehicle is being licensed (use the Comparable Weight Chart for assistance).

**Power Unit/Trailer Unit Axles** – Enter the number of axles of the power unit or trailer (each axle in a tandem group is one axle). *When prorating with Quebec, the combination of both tractor and trailer axles will be shown on the cab card.*

**Seats** – For buses, enter the actual seating capacity **including driver**.

**Date of Purchase** – Enter the month, day and year the power unit or trailer was purchased by the current owner.

**Purchase/Factory Price** – The PURCHASE PRICE is the actual purchase price of the vehicle paid by the current owner, including accessories or modifications attached to the vehicle. The FACTORY PRICE is ninety percent (90%) of the manufacturers retail price, including accessories or modifications attached to the vehicle, but excluding trade-in and sales tax.

**Title State** – Enter the state the title was issued in. **This must be Missouri if the vehicle is owned by the motor carrier/registrant.**

**Title Number** – Enter the number shown on the title. If the title has been applied for but not yet received, enter 'Applied'.

**Leased Vehicles** – Check yes if the vehicle is leased and enter the name of the titled owner-operator.

**Motor Carrier Responsible for Safety** – Check if the responsible carrier is expected to change during the registration year, and enter the USDOT and Tax ID of the responsible carrier.

**Department of Revenue Credit** – If returning a DOR plate to MCS to obtain credit of the unused portion, check the type of plate and enter the plate number and weight limit. Apportioned plates will not be sent until MCS receives this plate.

## SECTION 3. JURISDICTIONAL WEIGHTS

List only the weights for the IRP jurisdictions that are different than the Missouri combined gross weight.

## SECTION 4. MILEAGE REGISTRATION

If the power unit(s) operated in any other jurisdiction with no ownership change in the last reporting period, enter actual miles into the appropriate jurisdiction. Otherwise leave blank.

## SECTION 5. SIGNATURE

The applicant or individual legally authorized to sign on behalf of the applicant must sign and date the IRP Registration Form. If a permit service signs this section, a Power of Attorney must accompany the completed form.

## IMPORTANT INFORMATION & FREQUENTLY ASKED QUESTIONS

### WHEN DO I NEED APPORTIONED PLATES (IRP)?

You must have apportioned plates if you operate in two or more jurisdictions and/or if your vehicle(s) meets one or more of the following requirements:

- the power unit licensing weight is in excess of 26,000 lbs.;
- the power unit has three or more axles, regardless of licensed weight;
- the power unit is used in combination and the said combination exceeds 26,000 lbs.; or
- the power unit performs **intrastate** movements in a jurisdiction other than Missouri, regardless of licensed weight.

### WHEN DO I NEED TO REGISTER WITH THE MISSOURI SECRETARY OF STATE?

Any person(s) wishing to form or conduct business in Missouri as a corporation (including, among others, for profit, non-profit and professional corporations), limited liability company, limited partnership, limited liability partnership, limited liability limited partnership, or under a fictitious name must first apply to the Office of the Missouri Secretary of State for authority to do so.

### WHY DO I NEED A USDOT NUMBER AND WHEN DO I REGISTER WITH THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION?

Missouri is a member of the Performance Registration and Information Systems Management (PRISM) program that is a federal/state partnership to improve motor carrier safety by making safe performance a requirement for obtaining and keeping commercial vehicle license plates. The USDOT number is used to identify the motor carrier responsible for safety. Unfit carriers may be denied the ability to register their vehicles.

Under PRISM, the USDOT number of the motor carrier is responsible for the safety of every vehicle registered and must be identified during the registration process.

For each power unit, you must report the USDOT number of the motor carrier responsible for the safe operation of the vehicle for the registration year. The motor carrier responsible for safety is the entity that the FMCSA ultimately holds accountable for things like hours-of-service, compliance, drug and alcohol testing and vehicle maintenance. In order to accurately identify responsibility for each vehicle, the USDOT number must be captured at the time of registration.

If you are a registrant leased to a motor carrier, you are required to update your motor carrier responsible for safety when you lease to a new authority. If you are renting or leasing vehicles in your fleet to an interstate motor carrier you are running under someone else's authority that will be responsible for the safe operation of the vehicle.

*Short Term Lease - the vehicle will be rented or leased for 30 days or less to an interstate motor carrier.*

*Long Term Lease - the vehicle will be leased for more than 30 days to an interstate motor carrier, enter the USDOT number of the motor carrier responsible for safety of the vehicle.*

The application requests the USDOT number assigned to the power unit and if the safety responsibility of the vehicle will change during the registration year.

The FMCSA requires a biennial update of all USDOT numbers. You can verify or apply for a USDOT number at [www.safer.fmcsa.dot.gov](http://www.safer.fmcsa.dot.gov).

### WHAT IS AN ACCEPTABLE PROOF OF OWNERSHIP?

We will accept a copy of the issued title or a copy of a validated titling receipt (DOR-108) showing the title has been applied for at the motor vehicle fee office. In no case will we accept a title that has been signed over on the back. When applying for a title under a name other than your individual name, the application for the title must match the name on file with the Missouri Secretary of State and FMCSA.

### WHEN DO I NEED TO PAY HEAVY HIGHWAY VEHICLE USE TAX (IRS-FORM 2290)?

Any time you license a power unit at 55,000 lbs. or higher.

### WHEN DO I NEED TO SUPPLY A COPY OF A LEASE AGREEMENT?

Any time the vehicle is involved in a lease you must submit a lease agreement that identifies the unit(s) involved by year, make and vehicle identification number (VIN), and must include signatures of all parties.

### WHAT IS CONSIDERED A "CURRENT YEAR" COUNTY PERSONAL PROPERTY TAX RECEIPT OR TAX WAIVER FOR MISSOURI?

A current year tax receipt is one year prior to the current license year (i.e. 2015 license year requires a 2014 personal property tax receipt and/or tax waiver if application is made **before January 1, 2015**. After January 1, 2015 you must submit a 2014 receipt.)

### WHOSE MISSOURI COUNTY PERSONAL PROPERTY TAX RECEIPT IS REQUIRED?

Generally it will be in the name of the registrant/motor carrier who is applying for the license plates. However, in some cases when the unit is leased, and the owner is a Missouri resident, the tax receipt will be under the owner's name and a copy of the owner's Missouri county personal property tax receipt must be submitted.

**HOW LONG IS AN APPORTIONED PLATE GOOD?**

IRP requires annual renewal. The registration expiration date is shown on the cab card. There are no grace periods. All vehicles you add to your account will have the same expiration date. You will receive a reminder postcard approximately 3 to 4 months in advance of the expiration.

**WHAT FORMS OF PAYMENT ARE ACCEPTABLE FOR AN APPORTIONED PLATE?**

1. Acceptable forms of payment by mail and walk-in:
  - Cash, Personal or Company Check, Cashier's Check, Money Order, and Bank-to-Bank Transfer.
2. Acceptable forms of payment online:
  - American Express, Visa, MasterCard, Discover, E-Check, and Debit Card.

**WHEN DO I NEED AN INTERNATIONAL FUEL TAX LICENSE AND DECAL (IFTA)?**

You must have an IFTA license if you operate in two or more jurisdictions and/or if your vehicle(s) meet one or more of the following:

- the power unit has two axles and a gross vehicle weight or registered gross vehicle weight exceeding 26,000 lbs.;
- the power unit has three or more axles regardless of weight; or
- the power unit is used in combination and the said combination exceeds 26,000 lbs.

**HOW LONG IS AN IFTA LICENSE AND DECALS GOOD?**

Missouri's IFTA license and decals are valid for a calendar year. January 1 - December 31.

**HOW MUCH DOES AN IFTA LICENSE AND DECALS COST?**

Missouri does not charge for an IFTA license or decals, but the number of decals issued must reconcile with the number of trucks licensed, and are subject to audit.

**HOW DO I ORDER IFTA DECALS FOR ADDITIONAL QUALIFIED VEHICLES?**

1. Complete the IFTA Decal Request section on the IRP/IFTA Registration Form when applying for apportioned plates.
2. Order online using MoDOT Carrier Express at [www.modot.org/mce](http://www.modot.org/mce).
3. Call Motor Carrier Services at 1-866.831.6277 or 573.751.7100.

**HOW OFTEN DO I FILE MY FUEL TAX RETURNS?**

Carriers licensed under IFTA must file quarterly fuel tax returns with their base jurisdiction showing all miles traveled, all fuel consumed and all gallons of fuel purchased tax-paid in each IFTA jurisdiction operated during the quarter.

**WHAT ARE THE REPORTING PERIODS AND DUE DATES FOR FUEL TAX RETURNS?**

| REPORTING PERIOD   | DUE DATE   |
|--------------------|------------|
| January - March    | April 30   |
| April - June       | July 31    |
| July - September   | October 31 |
| October – December | January 31 |