

## PART I

### INTERNATIONAL REGISTRATION PLAN (IRP)

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#### WHAT IS THE IRP?

“IRP” stands for the International Registration Plan. The IRP is a plan for registering commercial vehicles traveling in two or more IRP jurisdictions. The IRP was developed by several states with the assistance of the trucking industry. IRP Inc. administers the plan with the advice of the motor carrier industry. Every state in the continental United States must join the IRP or forfeit the ability to register commercial motor vehicles used in interstate commerce. All ten Canadian provinces have also joined the IRP. See Appendix A for a list of the current IRP members.

Qualified registrants based in Maine who travel in another IRP jurisdiction must be in the IRP or have valid trip permits for the jurisdictions in which they wish to operate. Registrants based in another IRP jurisdiction must have Maine on their IRP registration cab card for the correct weight or have a valid Maine trip permit. Registrants are issued one registration credential (cab card) and registration plate(s) for each vehicle, and pay a registration fee determined by:

- The percentage of miles traveled in each IRP jurisdiction
- The registered gross vehicle weight (GVW) of each vehicle
- The number of vehicles in the registrant’s fleet

The IRP provides for the equitable sharing of registration revenue among member jurisdictions. Each jurisdiction receives a proportional share of its registration fee for each vehicle operating on its highways. The base jurisdiction collects the appropriate registration fees and distributes these fees to other IRP jurisdictions.

Apportioned registration does **NOT** exempt the registrant from any jurisdiction’s:

- Operating authority requirements
- Fuel tax licensing and reporting requirements
- Truck size and weight requirements

IRP registrants may engage in intrastate or interstate operation in all jurisdictions for which vehicles have been apportioned and fees paid, or for which trip permits have been obtained. (See Appendix A for trip permit requirements.)

#### HOW THE IRP WORKS

Each IRP registrant is required to file an annual application with their base jurisdiction. The application lists the vehicles to be apportioned, the fleet mileage for each jurisdiction, and the declared gross weight for each jurisdiction. Once all fees are paid, the registrant is issued a cab card and registration plate for each vehicle. The cab card lists all the IRP jurisdictions for which the registrant has apportioned and the gross weight for each jurisdiction. Generally, only power units are required to be apportioned.

Maine has opted for a staggered registration system. IRP registrations typically will expire on the last day of the month, eleven months from the month of issue. Maine carriers are required to consolidate their IRP fleets into a single expiration month. Separate fleets may be maintained only by permission. You must advise your town of your expiration month. Your town will prorate your vehicles' excise tax to the appropriate month.

If you are adding a newly acquired vehicle to your account, you must add that vehicle to an existing fleet. This may require a registration of fewer than 12 months. Please make certain to advise your town to prorate excise tax accordingly.

Distance reporting and fee calculations are done on a fleet basis. A fleet is one or more apportionable vehicles with a common expiration date qualified for the same jurisdictions. Vehicles with registrations expiring in a particular month will be treated as a separate fleet. That is, all registrations that expire in January will be treated as one fleet. All of a registrant's registrations that expire in February will be treated as a second fleet, and so on.

**The IRP Unit may restrict or deny the use of temporary registrations for cause. The registrant's failure to pay previous invoices on time may be considered sufficient cause to deny subsequent temporary registration.**

## **WHEN TO APPORTION VEHICLES**

You must register your vehicle(s) in the IRP if the vehicle(s) will be used, or intended for use, in two or more IRP jurisdictions, and

- Is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or
- Is a power unit having three or more axles (including the steering axle), regardless of weight; or
- Is a power unit used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds.

IRP registration of vehicle(s) with two axles and a gross weight of 26,000 pounds or less is optional. These vehicles may be operated in interstate commerce without being placed in the IRP. Any truck with a gross weight of 26,000 pounds or less and two axles should be registered in the IRP if the truck is to be used in intrastate operation in another state or province. For example, it may be advantageous to register pick-up trucks used on construction projects in the IRP if the alternative is to obtain a full plate registration in other IRP jurisdictions. Trip permits are available for occasional intrastate operation for trucks otherwise not required to be in the IRP.

## **EXEMPT VEHICLES**

The following types of vehicles are not required to be registered in the IRP:

- Government-registered vehicles
- Charter buses may be put into the IRP at the registrant's option
- Recreational vehicles
- Vehicles with restricted plates.

Maine's restricted plates include:

- Farm plates (interstate operation only)
- Antique plates (no load may be carried)
- Wrecker plates (wrecker with commercial plates are **NOT** exempt)
- Dealer plates (no load may be carried)
- Transit plates (no load may be carried)
- Emergency vehicles
- Special mobile equipment (tractor plates-interstate operation only)
- Special equipment plates

Vehicles with restricted plates are subject to bilateral reciprocity agreements. The granting of reciprocity to a particular type of restricted plate is at the option of the host (granting) jurisdiction. The operators of vehicles with restricted plates should verify each jurisdiction's requirements.

### **HOW FEES ARE APPORTIONED**

The total fee for each apportioned registration is determined by the percentage of distance traveled in each IRP jurisdiction and each jurisdiction's fee schedule. The following is an example of how the registration of a Maine-based truck tractor might be apportioned:

The truck tractor is operated in Maine, New Hampshire, and Vermont for a full year. Total distance for all three states is 75,000 miles. The registered gross weight for all three states is 80,000 pounds. The registrant may elect different gross weights in different jurisdictions.

JUR	DISTANCE	PERCENTAGE OF TOTAL	REGISTRATION FEE (FULL YR)	APPORTIONED FEE
Maine	50,000	66.667%	\$877.00	\$584.67
NH	12,500	16.667%	\$800.16	\$133.36
VT	12,500	16.667%	\$1,902.00	\$317.01
Total	75,000	100.001%		\$1,035.04

Example A

In Example A, Maine would collect \$1,035.04 in registration fees, plus a five-dollar (\$5.00) cab card fee for a total of \$1,040.04. Maine would keep \$589.67 and send the remaining money to the other states. Other IRP jurisdictions will be collecting fees from their registrants for Maine.

### **HOW TO DETERMINE A BASE JURISDICTION**

Registrants who have an established place of business in more than one IRP jurisdiction may have some choice relative to where they may base their vehicles for IRP registration purposes.

A registrant may either base-register all vehicles in a single IRP jurisdiction or base-register a portion of their vehicles in each of several jurisdictions. Registrants may not, however, change their base state to avoid paying legitimate registration fees or other taxes.

To base in Maine, a registrant must:

- Have an established place of business in Maine, or be able to demonstrate residency in Maine;
- Accrue miles in Maine; and
- Keep records in Maine or be able to make records available in Maine.

Maine residents must base-register in Maine unless they can meet the criteria for base registering in another jurisdiction. Maine resident owner-operators who are leased to an out-of-state motor carrier may base-register in the carrier's state if the owner-operator's vehicle is included as a part of the out-of-state carrier's IRP fleet. See Special Types of Operations: Owner-Operators, (page 13).

Vehicles base-registered in Maine are subject to Maine excise tax. Excise tax requirements are enforced as a prerequisite to IRP registration. Municipalities may enforce excise tax requirements for their residents who are registered out-of-state.

Vehicles from other IRP jurisdictions that are apportioned for Maine will pay an apportioned Maine excise tax as a part of their IRP registration.

## **APPLICATION AND FORMS**

### **Applications**

Applicants are responsible for the proper completion of all forms necessary to register vehicles in the IRP. If required information is missing or unclear, the IRP Unit will attempt to obtain the information. If the attempt is unsuccessful, the application will be returned.

Applications will not be considered received until they are completed in full.

All IRP applications will be processed only through the Motor Carrier Services' IRP Unit in Augusta. Applications for new accounts, new vehicles, or added jurisdictions will be accepted by mail, fax, or by appointment. **Renewal applications are accepted only by mail or when hand-delivered to the IRP Unit.** Renewals are processed on a strict first-in, first-out basis. Renewal applications returned in person will be treated as mail and may not be processed on the same day. Applications and forms are available by fax, (207) 624-9086; from the bureau's web site, <http://www.maine.gov/sos/bmv/forms/>; by e-mail, [meirp@maine.gov](mailto:meirp@maine.gov); or by calling the IRP Unit, (207) 624-9000 ext. 52135.

Merely filing an IRP application does not constitute authorization to operate an apportioned vehicle. Applicants must secure either an annual or temporary registration before operating any vehicle. The temporary, or annual registration, must be carried in the vehicle.

Renewal applications will have the registrants' account and vehicle information preprinted based on existing information. Minor corrections may be made on the preprinted renewal application. To add or delete vehicles, please submit a separate Schedule C.

**USDOT NUMBER:** Each Maine IRP registrant is required to provide their USDOT Number. Each registrant must update their information annually. Registrants can update their USDOT Number online at <http://safer.fmcsa.dot.gov> by clicking on FMCSA Registrations and Updates.

### **ENFORCEMENT (Display of Credentials)**

A valid annual registration, temporary registration, or trip permit must be carried in the vehicle at all times. **Photocopies of annual registrations are not acceptable documentation.** Maine will issue and will allow photocopies or faxed temporary registrations subject to verification. Original documents may not be altered or mutilated in any way. Duplicates of lost or damaged registrations must be obtained from the IRP Unit as soon as possible.

Before entering another IRP jurisdiction, a registrant must have that jurisdiction listed on their registration (cab card) for the proper gross vehicle weight. Alternatively, a registrant may obtain IRP trip permits from jurisdictions not listed on their registration. Appendix A contains a list of trip permit requirements. A registrant may add a jurisdiction to their registration by completing a supplemental application (Schedules C & B) See Appendix J.

An apportioned registration does not exempt a registrant from any jurisdiction's fuel tax, truck weight, or operating authority requirements. Registrants should learn the requirements of the jurisdictions in which they plan to operate. See Appendix A for a list of IRP jurisdictions' telephone numbers. See Appendix H for IFTA jurisdiction's telephone numbers.

**Registration Plates:** Truck tractors base-registered in Maine must display one registration plate on the front of the vehicle. Trucks base-registered in Maine must display two plates, one on the front and one on the rear of the vehicle.

Any IRP-registered vehicle operating with a valid temporary registration may operate without displaying a registration plate provided that all other provisions of the IRP are met. Maine registrants operating on a temporary IRP registration may obtain a temporary plate from the IRP Unit.

### **NEW REGISTRATIONS**

**(See Supporting Documents, Page 10)**

Before a vehicle may be registered in Maine in the IRP for the first time the applicant must:

1. Have an established place of business in Maine, demonstrate residency in Maine, or be leased to a carrier (who is registering the vehicle) who has a place of business in Maine;
2. Provide proof of payment of Maine's sales or use tax, or proof of exemption from sales or use tax;
3. Provide proof of payment of municipal excise tax. Maine residents must pay the tax to their municipality. Excise tax is prorated for the number of months in the registration.
4. Provide the title or Manufacturer's Statement of Origin (MSO), or a copy of the title application if an application has already been submitted in Maine or another jurisdiction, or proof that the vehicle is exempt from Maine title law (vehicles that are exempt from Maine title law are those 1994 or older, trailers with an unladen weight of 3,000 lbs. or less, special equipment, and special mobile equipment);
5. If previously registered by the same registrant in another jurisdiction, provide proof of the previous registration;

6. Provide proof of payment of the Federal Heavy Vehicle Use Tax for vehicles registered for a gross weight of 55,000 pounds or more;
7. Complete Schedules A and B (see Appendix J);
8. Provide evidence of insurance;
9. Provide any other documents necessary under Maine law; and
10. Pay the invoice in full to complete the registration.

All IRP credentials will be mailed unless other arrangements are made.

## **RENEWALS**

Maine does not have a registration grace period.

Maine is a continuous registration jurisdiction. The expiration date of expired registrations may not be advanced. That is, if a registration expired on September 30, and a registrant fails to renew until December of the same year, fees will be calculated based on an October to September year, and the September expiration must be maintained. If the vehicle was not used and was not registered for more than one year, then a new expiration date may be authorized.

Registrants may register for less than one year only to consolidate their fleets. Registration fees and excise tax must be prorated to provide for the proper payment of fees for the appropriate time period. Please call the IRP Unit for further details or assistance.

**Steps to Follow to Re-register:** Maine-based registrants will receive IRP renewal schedules about two months prior to their fleet expiration date. Registrants having registrations which expire in different months will receive a separate schedule for each month's registration about two months in advance of the expiration. Completed schedules should be mailed to the IRP Unit in Augusta as soon as possible. Renewals are processed in the order received. The IRP Unit will not take late renewals out-of-turn. If the renewal schedules are not received at least one month in advance of the renewal month, please call the IRP Unit.

**Renewal applications must be received in the IRP Unit by the 10<sup>th</sup> day of the expiration month to guarantee receiving a temporary registration by the last day of the month.**

The renewal packet will contain:

- A Signature page outlining information needed to complete the registration;
- A Preprinted Schedule "A" listing registrant and vehicle information;
- A Schedule "B" to report annual fleet distance;
- A Schedule "C" to make any changes;
- A Schedule "G" to calculate estimated distance; and
- A Preprinted MCS-150 form to update FMCSA (USDOT Number) information, if not updated within 12 months prior to the registration start date.

If a vehicle registration is not renewed, a Schedule C must be completed to delete the vehicle(s), and the plate(s) must be returned.

**Each registrant should verify that the name and address information on the preprinted renewal form is accurate; any corrections may be made directly on the renewal form. Equipment information should also be verified, including the gross weight information.**

**Any equipment corrections, additions, or deletions should be made on the Schedule C.** (See Appendix J)

Registrants must submit their distance information on a Schedule B. One distance report (Schedule B) is required for each fleet of vehicles each year. Each fleet must have a separate distance report. The reporting period for distance is July to June of the previous year. If the registration period begins in July, August, or September, the reporting period is the previous such twelve month period. If separate distance reports are submitted, then the reported mileage must be only for those vehicles in each fleet during the report period. See pages 14-16 for more information on distance reporting. **Second year distance estimates will result in a higher registration fee.**

Registrants must provide proof of payment of municipal excise tax before annual credentials will be issued. Registrants should attach the white copy of their excise tax receipt to their renewal form. Registrants should keep the yellow copy for their records. Excise tax receipts are obtained only from the registrant's town office. The questions on the back of the receipt must be answered; current odometer mileage must be listed; and the receipt must be signed. A registrant may send a copy of the excise tax receipt with their renewal; however, no annual registration will be issued until the original excise tax receipt is provided to the IRP Unit.

Registrants must provide proof of liability insurance. Proof may be a copy of the vehicle's insurance card, a copy of the policy, or a binder listing the vehicles.

The registrant must provide proof of payment of the Federal Heavy Vehicle Use Tax for vehicles registered for 55,000 pounds or more. The receipt must list each vehicle's Vehicle Identification Number (VIN) on the Schedule 1 or attached statement. For fleets of 25 vehicles or more, the registrant must file the Federal Heavy Vehicle Use Tax electronically.

Registrants will receive a temporary registration for each vehicle renewed and a copy of the invoice about two weeks after submitting their completed application. Registrants must provide the following to the IRP Unit to obtain an annual registration:

- Payment in full (the account and fleet numbers should be noted on the check);
- Proof of HVUT payment, for vehicles registered for 55,000 pounds or more, if not already provided;
- Completed and signed original excise tax receipt (white), if not already provided.

Temporary registrations are valid for up to 45 days from the date of issuance. Temporary registrations will not be extended unless payment in full has been received.

Plates and/or validation stickers and annual cab cards (registrations) will be mailed when payment in full and all required documentation has been received by the IRP Unit.

A registrant may cancel an IRP invoice by notifying the IRP Unit in writing within seven days after receipt of the invoice, provided the registrant did not operate on the temporary registration. To cancel a bill for a renewal prior to the start of their registration year, a registrant must return the IRP plate(s) and a Schedule C. Cancellation after the start of the registration year requires a notarized statement of non-use in addition to returning the plate(s) and a completed Schedule C.

**SUPPLEMENTAL APPLICATION (Schedule C)**

**A Schedule C must be used to submit all changes.** Some changes may result in additional fees due to some jurisdictions. A Schedule C is used:

- To add a vehicle to a fleet
- To add a jurisdiction
- To delete a vehicle
- To transfer a registration from one vehicle to another
- To increase/decrease gross weight
- To change classifications (private, for-hire, etc.)
- To close an IRP account

When transferring an existing registration from one vehicle to another, the registrant must clearly state where the registration credit is coming from. If possible, vehicles should be deleted and added on the same supplement. If the credit is to come from a previous supplement, registrants should reference that supplement by supplement number. Supplements should be numbered consecutively for the registration year (the current supplement number is listed on the registration).

Registration credit may be transferred from one vehicle to a newly acquired vehicle if the first vehicle is sold, junked, or otherwise permanently removed from the registrant’s possession.

The IRP Unit will issue a 45 day temporary registration for a vehicle being added. Upon receipt of payment and all required documentation, the IRP Unit will issue the annual registration.

If a vehicle is deleted without transferring the registration plate to a replacement vehicle, then the registrant must return the registration plate to the IRP Unit. If the registration plate is transferred to a replacement vehicle, then the cab card must be returned to the IRP Unit.

**Adding a Jurisdiction (During the Registration Year) (Use Schedule C and Schedule B)**

Registrants, who add a jurisdiction during their registration year, will have fees calculated in excess of one hundred percent (100%). For example, if the original application listed the jurisdictions of Maine, New Hampshire, and Vermont and the carrier decides to add Massachusetts six months into the year, the apportioned fees would be calculated as follows:

**Original**

JUR	DISTANCE	APPORTIONMENT PERCENTAGE	REGISTRATION FEE (FULL YR)	APPORTIONED FEE
MAINE	50,000	50.000%	\$877.00	\$438.50
NH	25,000	25.000%	\$800.16	\$200.04
VT	25,000	25.000%	\$1,902.00	\$475.50
Total	100,000	100.000%	Paid Previously	\$1,114.04

**Added Jurisdiction**

JUR	DISTANCE ESTIMATE	APPORTIONMENT PERCENTAGE	REGISTRATION FEE (FULL YR)	APPORTIONED FEE (6 months)
MA	10,000	9.091%	\$1,200.00	\$54.55

**New Distance Total = 110,000 Miles; New Total Apportionment Percentage = 109.091%**

Distance estimates for an added jurisdiction must be for the same number of months as the original distance report. Distance should be estimated as if operations were for a full year.

An added jurisdiction must be added to all vehicles in the fleet.

**Added Vehicles:** If a vehicle is added to a registrant’s fleet during the registration year, the existing distance report will be used to calculate apportioned fees for the remainder of the registration year. For vehicles added to an existing fleet, the apportioned fees are prorated for the remainder of the registration year.

**MISCELLANEOUS FEES: (Replacement Plates, Stickers, Cab Cards)**

Maine IRP Miscellaneous Fees			
Plate Replacement Fee	\$5.00	Trip Permit	\$25.00
New/Replacement Cab Cards	\$5.00	Hunter’s Permit	\$25.00
Sticker Replacement Fee	\$ .25	Fax Fee	\$ 3.00
Registration Transfer Fee	\$8.00	Registration Reinstatement Fee	\$50.00

Lost or stolen plates, validation stickers, or cab cards must be reported to the IRP Unit as soon as possible.

The plate replacement fee is five dollars (\$5.00) per plate. The registrant must complete the top half of a Request For Duplicate Apportioned Plate Form and mail the form along with the appropriate fee to: Bureau of Motor Vehicles, Motor Carrier Services – IRP Unit, 29 State House Station, Augusta ME 04333-0029. The registrant may come into the Bureau of Motor Vehicles, located at 101 Hospital St. in Augusta, fill out the form, and obtain a paper plate to use until the replacement plate is received. The cab card replacement fee is five dollars (\$5.00).

**Transfer Fee:** A registration may be transferred from one vehicle to another by completing a Schedule C. There is a Maine transfer fee of eight dollars (\$8.00) and a five dollars (\$5.00) cab card fee for each transfer. Some jurisdictions may charge additional fees.

**Fax Fee:** Registrants requesting temporary registrations to be faxed directly from the IRP Unit will be charge a three dollar (\$3.00) fax fee. For example, if a registrant pays a fee for a trip permit, or transfer, etc., and requests to have the document faxed, three dollars (\$3.00) will be added to the invoice to cover handling and telephone costs.

The IRP Unit does not charge to send or receive correspondence, applications, or information by fax except for temporary registrations or trip permits.

**Reinstatement Fees:** Maine law requires a reinstatement fee of fifty dollars (\$50.00) for any fleet registration or right to operate that is suspended. A separate fee is required for each fleet restoration.

If a registrant’s IRP account is suspended for ‘Failure to Appear’ in court, Fuel or HVUT (VIN specific) the registrant’s IRP account is frozen until the deficiency is cleared.

## SUPPORTING DOCUMENTS

Before the IRP Unit can complete any registration, certain supporting documents must be submitted. Proof of payment of sales or use tax and a title, title application or Manufacturers Statement of Origin (M.S.O.) must be submitted only at the time of first registration. Registrants who are converting from a Maine commercial registration to an IRP registration do not need to submit sales tax or title.

**Municipal Excise Tax:** (Current documentation needed each year) Maine law specifically provides that an annual municipal excise tax must be paid prior to registering or reregistering a motor vehicle in this State. Excise tax must be paid on any vehicle registered in Maine.

Excise tax must be paid on any vehicle which is garaged or based in Maine or routinely dispatched from Maine. Excise tax must be paid in the municipality where the vehicle is routinely based.

Out-of-State vehicles being apportioned for Maine pay an apportioned share of Maine's excise tax as a part of the registration process. The tax is determined by multiplying the latest purchase price by the appropriate mil rate for the model year. Purchase price must reflect fair market value for the vehicle.

The mil rate is as follows:

1st year	24	mils (2.40%)	4th year	10	mils (1.00%)
2nd year	17½	mils (1.75%)	5th year	6½	mils (0.65%)
3rd year	13 ½	mils (1.35%)	6th and later	4	mils (0.40%)

**Sales or Use Tax:** (Required for initial registration) Even though vehicles used in interstate commerce frequently are exempt from sales or use tax, either a Dealer's Certificate (STMV6) or a Use Tax Certificate (STMV-U6) must be completed before a vehicle may be registered for the first time.

Anyone who buys their vehicle from a Maine dealer will be provided with a sales tax receipt; anyone who buys their vehicle out-of-state or in a casual sale will need to obtain Form STMV-U6 from their town office, BMV branch, the IRP Unit, or the Bureau of Taxation.

Commercial vehicles placed in interstate commerce within 30 days and used 80% of the time in interstate commerce are exempt from sales or use tax. Registrants who believe they qualify should claim the exemption on their sales tax form. Vehicles leased by an owner-operator to a carrier are subject to sales tax even if the vehicles are put into interstate commerce.

Registrants must attach the appropriate sales or use tax forms to their IRP paperwork. Anyone submitting an STMV6-U (casual sale) who owes sales tax must submit payment with the form. For casual sales, a copy of the bill of sale is required.

**Title:** (Required for initial registration) A Certificate of Title attests to the ownership of a vehicle.

To register a vehicle for the first time, the applicant must provide the title or Manufacture's Statement of Origin (MSO); or a copy of the title application if an application has already been

submitted in Maine or another jurisdiction; or provide proof that the vehicle is exempt from Maine title law.

**Evidence of Insurance:** (Current document needed each year) Evidence of adequate liability insurance is required before the IRP Unit will issue any temporary or annual registration credentials.

Anyone required to file an SR-22 due to an accident or violation must submit a copy of their SR-22 filing.

Carriers operating for-hire are required to maintain continuous proof of liability insurance with the Federal Motor Carrier Safety Administration (FMCSA) and will not be required to submit additional evidence of insurance. Carriers should indicate that they operate for-hire.

**Federal Heavy Vehicle Use Tax (HVUT):** (Current document needed each year) Registrants with vehicles registered for 55,000 pounds or more are required to file proof of payment of the Federal Heavy Vehicle Use Tax annually with the Bureau of Motor Vehicles.

The tax is paid to the Internal Revenue Service, not to the Bureau of Motor Vehicles. The tax year is July to June. The tax is paid for the tax year that includes the registration issue date.

The registrant needs to file proof only once per year. Proof must be either a copy of IRS Form 2290 that has been receipted (stamped) by the IRS or an un-receipted copy of the 2290 and both sides of the canceled check made payable to the IRS.

**Lease Agreements:** For an owner-operator registering in their own name and leasing to a carrier providing the vehicle liability insurance, a copy of the lease agreement must be provided. The lease must clearly state that the carrier is providing continuous liability insurance; otherwise the owner-operator will be required to provide evidence of (bob-tail) insurance coverage.

An owner-operator registrant leasing to a carrier assuming responsibility for the vehicle safety should notify the IRP Unit immediately upon termination of any lease. The owner operator should cease operation until either evidence of liability insurance (owner-operator's USDOT Number must have an active carrier status) or a copy of a leasing agreement with another carrier assuming responsibility for the safety of the vehicle is provided to the IRP Unit and a new registration is issued.

If the vehicle is being registered in a name other than the titled owner, a copy of the lease agreement must be provided.

### **Court Records/Taxes/Failure to Appear (FTA)/SR-22**

Anyone with unpaid court fines, fuel taxes, or Bureau of Motor Vehicles' reinstatement fees will not be permitted to conduct any IRP transactions. Registrants should contact the appropriate court(s) to pay outstanding fines and the Motor Carrier Services Operating Authority Unit at (207) 624-9000 ext. 52130 to pay the reinstatement fee for any FTA's, or the Motor Carrier Services' Fuel Tax Unit (207) 624-9000 ext. 52136 to resolve any fuel tax problems.

### **PAYMENT OF BILL**

Payment in U.S. funds must be received in full before the IRP Unit will issue annual credentials. Payment may be made by cash, check, money order, credit card (see restrictions below),

COMCHECK, or T-Check. Please do not send cash through the mail. Checks should be made payable to: Maine Secretary of State. Please put your IRP account number and fleet number on your check.

Personal checks are accepted subject to collection. Should the check be returned for non-sufficient funds, the registrant's fleet will be suspended. Fleet registration(s) will not be restored until all registration fees are paid. In addition, a fifty dollar (\$50.00) reinstatement fee will be required and the registrant will be required to make future payments by certified check, money order, credit card, or cash.

The Bureau will only accept a VISA or MasterCard payment for apportioned fees due to the State of Maine. For apportioned fees collected by Maine on behalf of other IRP member jurisdictions, credit card payments can only be accepted if processed through a third party vendor such as the VitalChek Network. Payments processed through a third party vendor will incur an incremental processing fee based on the amount due.

The filing of an IRP application constitutes an agreement on the part of the registrant to pay the resulting bill. An unpaid invoice remains the obligation of the registrant and the Bureau may take additional steps to ensure collection.

## **TEMPORARY REGISTRATION/ADDITIONS/TRANSFERS**

**Temporary Registration (TR) (no plate required):** A registrant may add vehicles to their fleet at any time by filing a Schedule C. The IRP Unit will issue temporary registrations in the same manner as for a renewal. The registrant will have up to 45 days from issuance of the temporary registration to pay the invoice and receive the permanent registration.

A TR describes the vehicle and lists the gross vehicle weight for each requested state. The issuance of a TR generates an invoice which must be paid.

A registrant must add a vehicle to an existing fleet with an original registration period of 12 or fewer months. The vehicle's registration and excise tax will be prorated accordingly. A registrant may register an apportioned vehicle for fewer than 12 months only when including that vehicle as part of an existing fleet.

A registrant transferring an existing registration to another vehicle must keep the current expiration date. An excise tax receipt from the registrant's municipality indicating that any additional excise tax due has been paid on the new vehicle is required.

**Unladen Weight Permits (Hunter's Permit):** The IRP provides that an owner-operator may obtain a "Hunter's Permit" when "hunting" for a carrier with whom they may lease. A Maine Hunter's Permit authorizes the operation of an unloaded vehicle for a period of 30 days for a fee of twenty-five dollars (\$25.00). Before the vehicle may be loaded, the registrant must have an annual registration or a TR.

The Maine IRP Unit will issue Hunter's Permits only to owner-operators based in Maine or owner-operators whose last lease was with a Maine-based carrier. Owner-operators from other IRP jurisdictions must contact their base jurisdiction.

**Trip Permits:** Trip permits are required for travel in any other member jurisdiction if a registrant is not apportioned for that jurisdiction. If a vehicle is not apportioned before entering

an IRP member jurisdiction, a trip permit must be secured and carried in the cab of the vehicle. Failure to comply with trip permit requirements may result in fines and /or delays.

Out-of-State vehicles required to be apportioned that do not have Maine indicated on their cab card must obtain a trip permit prior to entering Maine. Maine trip permits are valid for 72 consecutive hours for a fee of twenty-five dollars (\$25.00). IRP trip permits provide all the privileges of an IRP registration.

Maine trip permits may be obtained through wire services (see Appendix D), or through the IRP Unit. The IRP Unit will fax a trip permit to any location the registrant specifies. Trip permits ordered through the IRP Unit must be paid for when ordered (See Appendix A for a summary of other jurisdiction's trip permit requirements).

## **SPECIAL TYPES OF OPERATIONS**

**Owner-Operator Leased to a Carrier:** Owner-operators who lease their vehicles to motor carriers for 30 days or longer may register in one of two ways:

1. The owner-operator (lessor) may be the registrant and the vehicle(s) may be registered in the owner-operator's name. In this case, apportioned fees will be determined only by the owner-operator's distance records. The registration plate(s) and cab card(s) will be issued to the owner-operator and any registration credit will belong to the owner-operator.
2. The motor carrier (lessee) may be the registrant. In this case, the vehicle(s) will be included as a part of the carrier's fleet and apportioned fees will be determined by the carrier's distance records. The registration plate(s) and cab card(s) will be issued to the carrier and any registration credit will belong to the carrier.

**Trip Leasing:** An apportioned fleet operator (lessor) may trip lease equipment to another apportioned fleet operator, and the lessor is responsible for accruing and reporting distance on their application for leased equipment.

**Allocated Vehicles/Rental Vehicles:** Certain vehicles used in interstate commerce not otherwise required to be registered in the IRP may be registered by allocation.

Registrations for rental vehicles may be allocated by taking the ratio of revenue earned in Maine to total revenue earned multiplied by the number of units in the fleet.

A registrant entering into an allocation agreement may operate any vehicle in intrastate or interstate commerce.

If a rental company changes its base jurisdiction, the State of Maine will work with the jurisdiction and the carrier to ensure an orderly transition.

**Household Goods Carriers:** A household goods carrier, using equipment leased from service representatives, may choose to base the equipment either in the base jurisdiction of the service representative or in the carrier's base jurisdiction.

If the base jurisdiction of the service representative is chosen, the equipment must be registered in the service representative's name and the carrier's name as the lessee. The apportionment of

fees must be according to the combined distance records of the service representative and those of the household goods carrier. Records must be kept or made available in the service representative's base jurisdiction.

If the household goods carrier's base jurisdiction is selected, the equipment must be registered by the household goods carrier and the service representative must be designated as the lessor. The apportionment of fees must be based on the combined distance records of the service representative and the household goods carrier. This includes any intrastate miles operated by those vehicles. The records must be kept or made available in the base jurisdiction of the household goods carrier.

**Buses:** The interstate bus operator should file an application for apportioned registration with the base jurisdiction listing the buses, if any, assigned to pools. Interstate bus operators may report their distance in one of two ways:

1. the carrier may report actual distance by jurisdiction; or
2. the carrier may report a sum equal to the scheduled route miles per jurisdiction from the furthest point of destination of the scheduled pool.

## **DISTANCE RECORDS/DISTANCE REPORTS**

IRP registrants must keep accurate and readable distance records by vehicle. The records are the same as those required for fuel reporting in the International Fuel Tax Agreement. Distance records must include:

- An "Individual Vehicle Distance Record" (IVDR) for each vehicle registered in the IRP. See Appendix E for a sample of an IVDR. Registrants may use this form or design their own.
- The starting and ending date for each trip;
- The starting and ending location for each trip;
- Routes for each trip;
- All trip distance, including loaded, empty, and bob tail distance;
- Distance traveled in all jurisdictions including non-IRP jurisdictions;
- Vehicle unit number (Owner Equipment Number – OEN);
- Registrant's name;
- Driver's name; and
- Any trip permits purchased.

Registrants are required to accumulate IVDR's and prepare monthly summary sheets in which miles are broken down by units and dates. IVDR's must be maintained in the registrant's office. IVDR's must document a vehicle's continuous movement.

**Reporting Period:** Except when estimates are used, IRP distance is always based on the last complete year of operation. Depending on the registration month the distance information may be nearly two years old.

A registrant with less than one year of actual operation during the previous reporting period must submit their actual distance for that period. A registrant who begins operating after April 1st may re-estimate distance without penalty.

Actual distance is required for any vehicle registered during the Reporting Period unless:

1. the registrant has neither owned or leased apportioned vehicles during the 18 months immediately prior to the application date; or
2. the fleet was apportioned for no more than the last 90-days of the reporting period

Distance must only be reported for Maine-based vehicles in the IRP; distance must be reported separately for each vehicle fleet. Distance for vehicles without apportioned plates must be excluded from the distance report. If a Maine-based IRP registrant has distance in a non-IRP jurisdiction, then the distance must be reported and will be added to the registrant's Maine distance.

**Estimated Distance:** A registrant who begins operation in the IRP may estimate distance for the first year. While first year estimates generally are not subject to audit, estimates should be as accurate as possible.

Registrants who are beginning operations in a jurisdiction where they have no operating history may estimate distance for the first year.

Please refer to the mileage chart in Appendix F for assistance. Registrants may use any generally accepted method of estimating distance. Estimates must be reasonable in the overall context of the registrant's operations.

All distance estimates must be fully explained using the Schedule G and based on the registrant's expected operation. If a registrant fails to provide reasonable estimates, or fails to provide an adequate explanation of estimated distance, the IRP unit may estimate distance based on the statistical analysis of all Maine registrants' actual distance.

If a registrant estimates distance, the estimates must be for the same number of months as any actual distance that is being submitted. Distance estimates generally are for 12 months unless the previous year's operation was for less than one full year. The IRP Unit may adjust estimates felt to be unreasonable. If the IRP Unit adjusts a registrant's distance estimate, the registrant may appeal the adjustment. All appeals must be submitted in writing.

**Second Year Estimates:** A registrant who estimated distance in a jurisdiction and did not accrue any distance in that jurisdiction the first year may estimate distance for a second or subsequent year. However, second or subsequent year's estimates are not included in total fleet distance, and will result in registration fee payments in excess of one hundred percent (100%).

**Reduced Operations (Dropping a jurisdiction):** If a registrant drops a jurisdiction in which the registrant operated during the previous registration year, then any distance during the reporting period for the dropped jurisdiction must be reported but is not included in the fee calculation. For example, if a registrant operated 10,000 miles in each of four states, Maine, New Hampshire, Vermont, and New York, total distance would ordinarily be 40,000 miles. The apportionment percentage would be twenty-five percent (25%) for each jurisdiction. If the registrant ceased operations in New York, then New York's mileage would be dropped from the apportionment calculation. The remaining three jurisdictions would be recalculated at thirty-three percent (33%) each (10,000/30,000).

Should the registrant subsequently resume operations in New York, actual distance for New York during the reporting period would be reported. This would be treated as an added jurisdiction, and the other jurisdictions' percentages would not be affected. The apportionment percentage for New York would be 10,000/40,000 or twenty-five percent (25%).

**Record Retention:** The registrant must keep distance records and supplemental documentation on file for four years after the close of the registration year. That is, information to support vehicles registered in the 2010 registration year would be retained until the end of the 2014 registration year.

## **AUDITS**

The IRP requires each member jurisdiction to audit registrants displaying that base jurisdiction's registration plate. IRP jurisdictions are required to audit fifteen percent (15%) of their accounts every five years. Where appropriate, Maine will conduct combined IRP /Fuel Tax audits. Registrants generally are subject to base jurisdiction auditing only.

The base jurisdiction, acting on behalf of all IRP jurisdictions, is responsible for collecting or refunding the net amount of any IRP audit. Upon audit finalization, the IRP Unit will either bill or refund a registrant the net amount of any audit. Audits become final 45 days from the date of the notice unless appealed by the registrant or a jurisdiction.

Approved audit refunds will be sent automatically. Audit invoices must be paid within 30 days of the audit final invoice date. Failure to pay the audit balance due will result in suspension.

A registrant's records must be made available, upon request, to Maine Revenue Services, Sales, Fuel & Special Taxes Division for audit. The results of each audit will be sent to the registrant and to all IRP jurisdictions for which the registrant is apportioned.

The Sales, Fuel & Special Taxes Division may request an audit at any time. The registrant will be notified by telephone to arrange an audit of the company's records. The registrant should confirm that the records can be made ready for audit.

If the records cannot be made ready for the scheduled audit, the Sales, Fuel & Special Taxes Division will reschedule the audit appointment.

Failure to comply with the reschedule notice may result in extra fees, penalties, and possible suspension of the registrant's IRP registrations.

If the records are found to be in order, the IRP unit will notify the registrant that they have received a no change audit.

If the Audit Division finds that the records are not in order or if there is a discrepancy, one or more of the following may occur:

- Fees may be recalculated based on the audit findings
- If distance was estimated for two or more years, those vehicles traveling on estimated distance will be required to pay in excess of one hundred percent (100%) of registration fees for the estimated second or subsequent year(s).

- If the registrant's records are found un-auditable, one hundred percent (100%) Maine fees will be assessed. Other jurisdictions also may assess fees.

A registrant may appeal an audit. Appeals must be made in writing to the Bureau of Motor Vehicles, IRP Unit. An appeal must be filed within 30 days after the acknowledged receipt of the notice of assessment.

## **CREDITS AND REFUNDS**

Registration credits and refunds will be available in accordance with Maine law.

**Credits:** Credits for any remaining portion of a registration may be applied to another registration. A credit may be applied only to one vehicle registration. A credit may not be split between two or more registrations. Any portion of a month is considered a full month. The vehicle from which the credit is generated must be disposed of by the registrant. The vehicle to which the credit is being applied must be a first-time registration for the registrant.

Credit for Maine's registration fee is available for both Maine and non-Maine based IRP-registered vehicles. For registrants based in other IRP jurisdictions, credit for the remaining portion of a registration is available subject to the rules and procedures of their base jurisdiction.

**Refunds:** Refunds are available through the Bureau of Motor Vehicles only under the following conditions:

- If a billing error was made by the IRP Unit; or
- If there was a duplication of an apportioned fee, and fees for the same vehicle(s) were paid twice; or
- If an audit of an apportioned registrant indicates an overpayment; or
- If a registrant returns registration plates and cab card prior to the start of the registration. If the registration year has started, a registration refund will be authorized only if a notarized statement of non-use is submitted within 120 days.

The Maine Bureau of Motor Vehicles will refund only amounts of ten dollars (\$10.00) or more. Refunds are not issued for unused portions of a registration after the start of the registration year. Approved refunds will be sent to the registrant automatically. If the registrant believes they are entitled to a refund that they have not received, they may contact the IRP unit.

Maine's refund policy applies equally to Maine and non-Maine registrants.

## PART II

### PERFORMANCE AND REGISTRATION INFORMATION SYSTEMS MANAGEMENT (PRISM)

[www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

#### PRISM OVERVIEW:

Maine is a member of the PRISM program. PRISM is a federal/state partnership to identify motor carriers with deficient safety records and to tie a carrier's safety fitness to the ability to register commercial vehicles. PRISM links the Federal Motor Carrier Safety Administration's (FMCSA) motor carrier safety information with the state's motor vehicle registration process to achieve two purposes:

1. To determine the motor carrier's safety fitness prior to issuing a registration plate; and
2. To cause 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 and enforcement. These programs work in tandem to identify motor carriers and to hold them responsible for the safety of their operations. The performance of unsafe motor carriers is improved through a comprehensive system of identification, education, awareness, safety monitoring, and treatment.

#### Commercial Vehicle Registration Process:

**The IRP registration process provides the framework for PRISM.** The registration process serves two basic functions. First, it establishes a system for identifying the carrier responsible for the safe operation of a commercial vehicle during the registration year. Second, the use of registration denial and suspension 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 can update their USDOT information at <http://safer.fmcsa.dot.gov/>.

Carriers, registrants, and owner-operators are given information on safety performance. Concerned personnel can take steps to improve carrier 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 MCSIP status.

#### Enforcement:

Enforcement is the process 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 accelerated identification, performance monitoring, and treatment. When a carrier is identified as needing improvement in safety practices, the carrier enters the Motor Carrier Safety Improvement Process (MCSIP). Under 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 crash, 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. MCSIP carriers that fail to improve their safety performance face penalties that are progressively more severe culminating in a Federal Out-of-Service-Order (OOSO) and a concurrent state registration suspension.

Maine will deny, suspend, or revoke a registration as a result of a Federal Out-of-Service-Order. There are four general instances in which the FMCSA will order a motor carrier to cease interstate operations:

1. When the motor carrier receives a final unsatisfactory safety rating from the FMCSA;
2. When, after exhausting all due process options, the motor carrier fails to pay Federal fines levied from FMCSA enforcement actions;
3. When the motor carrier is determined to be an imminent hazard; and
4. When a new entrant fails an audit or does not schedule an audit within 18 months.

### **PRISM BENEFITS:**

#### **Accountability:**

PRISM improves carrier safety by identifying the party responsible for the safe operation of a commercial motor vehicle. Safety events such as inspections, crashes, and violations involving a PRISM vehicle can be tied back to the responsible motor carrier. Carriers ordered by the FMCSA to cease interstate operations cannot continue to maintain interstate license plates.

#### **Performance Based Approach to Safety Management:**

The principal means of identifying 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 the 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.

#### **Improved Productivity and Data Quality:**

PRISM has increased the efficiency and effectiveness of federal and state safety efforts through the efficient allocation of scarce resources to focus on the highest risk carriers and the use of warning letters as an effective, inexpensive alternative to on-site compliance reviews for carriers with less severe safety problems.

PRISM has improved the accuracy and timeliness of motor carrier data by implementing a procedure to obtain current motor carrier census data as a part of the vehicle registration process; by developing a procedure to use the vehicle license plate number to more accurately assign inspection and crash data to the responsible motor carrier; and by using automated data collection procedures in the field to properly assign safety events to the proper motor carrier. Carriers have the opportunity to dispute and correct their safety-related information which

further enhances data quality. Since PRISM is a data-driven process, increasing the quality and accuracy of available data improves the accuracy, efficiency, and effectiveness of the program.

**Improved Motor Carrier Safety:**

PRISM requires motor carriers to improve their identified safety deficiencies or face more stringent sanctions. Carriers that ultimately do not correct identified deficiencies are placed out-of-service by the FMCSA and concurrently suspended by the carriers base state. Carriers with less severe safety issues receive Warning Letters which provide timely feed back to the carriers and have proven to be an effective and cost efficient means of improving motor carrier safety performance.

**PRISM REGISTRATION REQUIREMENTS:**

**Registrant USDOT Number:** Every Maine IRP registrant is required to provide their USDOT Number. Any application submitted for apportioned registration must contain the USDOT Number of the registrant. Both the Maine IRP Application Schedule A and Schedule C have a box for the registrant USDOT Number (see Appendix J).

**Registrant Tax Identification Number (TIN):** Every application submitted for apportioned registration must contain the TIN of the registrant. A TIN may be the registrant’s Federal Employer Identification Number or Social Security Number. Both the Maine IRP Application Schedule A and Schedule C have a box for the registrant TIN (see Appendix J).

**Carrier Responsible For Safety (CRFS) USDOT Number:** Every application submitted for apportioned registration must contain the USDOT Number of the motor carrier responsible for the safe operation of each vehicle. Both the Maine IRP Application Schedule A and Schedule C have a box to record the USDOT Number of the carrier responsible for the safety of each vehicle (see Appendix J). Depending on the circumstances, the USDOT Number of the carrier responsible for safety may or may not be the same as the registrant USDOT Number. Appendix M gives examples of registrant/carrier USDOT Number combinations and how to complete the IRP schedules with the proper the USDOT Number. The registrant must also indicate whether the designated CRFS is expected to change during the registration period. The IRP schedules have Yes/No check boxes to record this information for each vehicle.

**Carrier Responsible For Safety TIN:** Every application submitted for apportioned registration must contain the TIN of the motor carrier responsible for the safe operation of each vehicle. Both the Maine IRP Application Schedule A and Schedule C have a box to record the CRFS TIN for each vehicle (see Appendix J).

**Motor Carrier Identification Report (Form MCS-150):** All registrants must provide MCS-150 forms for all USDOT Numbers reported on an IRP schedule unless the MCS-150 information has been updated within one year prior to the start of the registration period. For example, an owner operator leasing to a carrier must submit an updated MCS-150 for himself and the carrier. The carrier’s MCS-150 information must reflect all vehicles in its fleet, both owned and leased, and not just the vehicle leased from the owner operator.

**PRISM SUMMARY:**

PRISM is a federal/state partnership designed to improve highway safety by identifying motor carriers with unsatisfactory safety ratings. It is a data-driven program. Only those few carriers determined to be unsafe will be affected by this program. PRISM is administered as a part of the IRP registration program in Maine.

## PART III

### FUEL TAX LICENSING AND REPORTING

Phone: 207-624-9000 ext. 52136; Fax: 207-624-9086  
[www.iftach.org](http://www.iftach.org)

Anyone operating qualified motor vehicles in Maine is required to satisfy fuel tax licensing and reporting requirements. Maine is a member of the International Fuel Tax Agreement (IFTA). Maine-based intrastate commercial vehicle operators must also license for fuel tax reporting.

#### **IFTA CARRIERS:**

**Base State Reporting:** Every state in the continental United States and all Canadian provinces are IFTA members. Non-IFTA jurisdictions include the District of Columbia, Hawaii, Alaska, the Northwest Territories, and the Yukon Territory.

In IFTA, a motor carrier contacts only its base (home) jurisdiction to license for fuel tax reporting in all IFTA member jurisdictions. The base jurisdiction issues the carrier license and vehicle decals which are valid in all IFTA jurisdictions. No IFTA jurisdiction may require any additional fuel tax licensing requirements. The carrier makes quarterly tax returns and payments to its base jurisdiction covering fleet operations in all IFTA jurisdictions. The base jurisdiction, in turn, distributes tax payments to the other IFTA jurisdictions. The base jurisdiction is responsible for fuel tax auditing. Generally in IFTA, only a carrier's base jurisdiction may conduct an audit. Where appropriate, Maine conducts combined IFTA/IRP audits.

**Determining a base state:** Maine is your base state if:

1. You register your qualified motor vehicle(s) in Maine;
2. Some travel is accrued in Maine by qualified vehicles; and
3. You maintain your mileage records in Maine, or can make those records available in Maine.

**Qualified motor vehicle:** A qualified motor vehicle is a motor vehicle that travels in two or more IFTA jurisdictions, and:

1. Has an actual gross vehicle weight, registered gross vehicle weight, or combined gross vehicle weight in excess of 26,000 pounds; or
2. Has three or more axles (including the steering axle) on the power unit regardless of gross weight; or
3. Is a bus designed to carry 20 or more passengers.

**Fuels covered:** Maine requires qualified motor vehicles using diesel, biodiesel, propane, CNG, ethanol, methanol, or LNG to be licensed for fuel tax reporting. Many jurisdictions require vehicles using other fuel types to be licensed. Appendix H lists the fuel tax requirements for each jurisdiction.

**Application process:** IFTA requires an annual license and vehicle decals. The Fuel Unit will mail renewal applications automatically to all active accounts by October 15th. If you do not receive an application, call the Fuel Unit at 207- 624-9000 ext. 52137. Upon successful processing of your application, you will be issued an annual license. All IFTA licenses expire December 31st.

**Decals:** For IFTA, a set of two decals for each qualified vehicle will be issued. One decal is placed on the exterior portion of each side of the cab. Decals expire December 31st. Maine charges five dollars (\$5.00) per set for decals.

**Fuel Tax Reporting:** Carriers are required to file quarterly fuel tax returns. The return covers travel for all qualified vehicles in all IFTA jurisdictions. Tax returns will be mailed to you. If you do not receive a tax return, call the Fuel Tax Unit at 624-9000 ext. 52136.

IFTA tax returns must be filed within one month of the close of the quarter. The return must be filed even if you do not operate during the quarter. Quarterly returns must be accompanied by any tax payment that may be due. IFTA carriers make one payment for all IFTA jurisdictions. Checks must be made payable to the Maine Secretary of State. If your credits from tax-paid fuel exceed your taxes owed, you will receive either a refund or a credit to be applied to future tax liabilities. If your credit is less than one hundred dollars (\$100.00), your credit will be carried forward unless you close your account.

**Suspensions:** A carrier failing to file a quarterly fuel tax return or failing to pay any tax due will be suspended. Suspended carriers may not operate in any IFTA jurisdiction until the suspension is resolved. To resolve a suspension a carrier must file the appropriate returns and pay any tax, interest, and penalties that may be due. In addition, before a carrier is restored a fifty dollar (\$50) reinstatement fee must be paid to the Secretary of State.

A carrier failing to pay an audit assessment will be suspended. A carrier may appeal an audit assessment to Maine Revenue Services. An appeal stays the suspension order until the appeal is settled.

If a carrier fails to pay any court-imposed fine or Bureau of Motor Vehicles reinstatement fee, the carrier's license will not be renewed.

If a carrier's account is suspended, the carrier must return the IFTA license and all decals to the Fuel Tax Unit. Upon restoration, decals will be replaced at full fee.

**Estimated Taxes:** If a carrier fails to file a tax return, the Fuel Tax Unit may assess estimated taxes based on the carrier's reporting history.

**Penalty:** The penalty for failure to file quarterly fuel tax returns or to pay any fees that are due is fifty dollars (\$50) or ten percent (10%) of the tax, whichever is greater. The penalty is in addition to any tax and interest which are due.

**Interest:** Interest on unpaid taxes is assessed at the rate established by IFTA.

**Tax-Paid Purchases (Receipts):** Credit may be taken for any fuel bought tax-paid in any IFTA jurisdiction. To receive credit you must have a receipt for the tax-paid fuel. The following receipt information is required:

1. Date of purchase
2. Seller's name and address
3. Number of gallons or liters purchased
4. Fuel type
5. Price per gallon or liter, or total amount of sale
6. Vehicle registration number
7. Purchaser's name

**Record Keeping Requirements:** Generally, record keeping for fuel tax reporting is the same as for the International Registration Plan (See pages 15-16 for record keeping requirements). You are required to maintain individual vehicle distance reports and to summarize these reports monthly. In addition to keeping the distance information required by the IRP, you must maintain information on any fuel purchased from a service station and any fuel removed from bulk storage. Vendor-generated automated records are acceptable documents for fuel purchases.

Licensees may use electronic mileage recording devices in accordance with Article 5 of the IRP Audit Procedures Manual and Section P600 of the IFTA Administrative Procedures Manual.

Complete records are required for all distance traveled including miles traveled in non-IFTA jurisdictions. Records must be maintained for four years after the closing of the tax period or the filing of the tax return, whichever is later.

**Replacement decals:** Decals may be replaced without payment of additional fees only under the following conditions:

1. You certify the decals were never received, and the Director of Vehicles Services is satisfied with the claim; or
2. The decals were defective, you certify the decals were lost or destroyed due to the defect, and the Director of Vehicle Services is satisfied with the validity of the claim.

**Trip Permits:** In lieu of fuel tax licensing you may obtain trip permits. Maine's 72 Consecutive Hour Fuel Trip Permit may be obtained through a permit service or directly through the Fuel Unit by calling (207) 624-9000 ext. 52137. The fee is fifty dollars (\$50) for 72 consecutive hours. Other jurisdictions' trip permit fees and requirements are listed in Appendix H.

**Temporary Decal Permit:** You may obtain a 30 day temporary decal permit to operate a specific qualified vehicle when you apply for permanent decals. A copy of your fuel license must be carried with the temporary decal permit in the vehicle and both must be presented to any law enforcement officer on demand. The temporary decal permit is available directly from the Fuel Unit. Within thirty (30) days you will receive an annual decal that will expire on the next December 31st.

**Change of Address:** You must notify the Fuel Tax Unit in writing of any change of address within 30 days of the change. The address change must be submitted in conjunction with an updated Form MCS-150 reporting the address change.

**Early Display:** Carriers may begin to display valid decals for a new calendar license year on December 1 of the current license year provided both the new and current year fuel licenses are carried in the vehicle. Early display applies only for the renewal of an existing account.

**Renewal:** Fuel Tax accounts in good standing will be mailed a renewal application form for the following year by October 15th. The Fuel Tax Unit processes applications on a first-in, first-out basis. Renewal applications cannot be faxed. All renewal applications must be mailed to: Fuel Unit, Bureau of Motor Vehicles, 29 State House Station, Augusta ME 04333-0029. Temporary decal permits will not be issued on a renewal application.

All new and renewal applications are checked for fuel tax suspensions in all jurisdictions. In addition, the Fuel Unit checks to make certain the carrier has no unpaid court fines or unpaid motor vehicle fees. The unit also checks for Heavy Vehicle Use Tax suspensions. If a carrier has a suspension or unpaid obligations, the application will be rejected and returned to the carrier with an explanation. Unpaid court fines must be settled with the appropriate district court, not with the Bureau of Motor Vehicles.

**Cancelled Accounts:** You may cancel your IFTA account at any time. To cancel your account you must:

- Return the original license and all decals issued to you, or submit a notarized statement explaining why the license and decals cannot be returned; and
- File all outstanding tax returns, and pay all taxes, interest, fees and penalties due.

**Bulk Fuel:** To receive credit for withdrawals from your tax-paid bulk storage, the following records must be maintained: date of withdrawal, number of gallons, fuel type, unit number, and purchases and inventory records showing tax was paid on all bulk purchases. If the required records are not kept, no credit will be given if audited.

**IFTA Documents and Tax Rates:** The IFTA governing documents and tax information is available at the IFTA website, [www.iftach.org/index.php](http://www.iftach.org/index.php).

#### **NON-IFTA CARRIERS (Maine Only):**

**Base State Reporting:** Maine carriers who do not leave the state are required to license qualified vehicles for fuel tax reporting. Record keeping requirements are the same as for IFTA carriers. Maine intrastate carriers who certify that all fuel is bought tax-paid in Maine may be excused from filing fuel tax returns. Maine-based intrastate carriers must provide their annual mileage for all qualified vehicles on their renewal application.

**Application Process:** The Fuel Unit will mail renewal applications automatically to all active accounts by April 15th. If you do not receive an application call the Fuel Unit at 207-624-9000 ext. 52137. Upon successful processing of your application, you will be issued an annual license. All intrastate licenses expire June 30th. **A copy of your license must be carried in each qualified vehicle.**

**Maine Only Decals:** Intrastate carriers are issued one decal for each qualified vehicle to be displayed on the driver side door. Intrastate decals expire June 30th. Maine charges five dollars (\$5.00) for each decal.

## PART IV

### UNIFIED CARRIER REGISTRATION AGREEMENT

Phone: 207-624-9000 ext. 52130; Fax: 207-622-5332

[ucr@maine.gov](mailto:ucr@maine.gov)

**Motor Carriers/Motor Private Carriers:** If you operate a truck or bus in interstate or international commerce, the registration requirements of the Unified Carrier Registration Agreement (UCRA) apply to your business.

The Unified Carrier Registration Agreement requires individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their Maine based business with Maine and pay an annual fee based on the size of their fleet. Motor private carriers of passengers only are not required to register and pay fees under the UCRA. The revenues generated will be used for commercial vehicle safety programs and initiatives.

You must register for calendar year 2010 by July, 15, 2010, in order to be in compliance.

For purposes of determining the number of fleet vehicles, a "commercial motor vehicle" is defined as a self-propelled vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle:

- a. has a gross vehicle weight rating or gross vehicle weight of at least 10,001 pounds, whichever is greater; or
- b. is designed to transport more than 10 passengers (including the driver); or
- c. is used in transporting hazardous materials in a quantity requiring placarding.

Beginning in UCR registration year 2010, towed vehicles such as trailers will not be considered commercial motor vehicles for purposes of determining the number of fleet vehicles and UCR fees.

2010 UCR FEE BRACKETS AND FEES FOR MOTOR CARRIERS			
Fleet Size (self-propelled units only)			Fee Per Company
From	To		
0	2	.....	\$76.00
3	5	.....	\$227.00
6	20	.....	\$452.00
21	100	.....	\$1,576.00
101	1,000	.....	\$7,511.00
1,001	or more	.....	\$73,346.00

**Example:** A motor carrier operating four truck tractors and nine straight trucks has a fleet size of 13 commercial motor vehicles and pays \$452.00.

You must submit a UCR application and the required payment to register. To avoid delays it is highly recommended that you register online at [www.maine.gov/online/ucr](http://www.maine.gov/online/ucr). Payments may be made online using MasterCard, Visa, or e-check.

Applications and payments sent by mail should be addressed to:

Maine Bureau of Motor Vehicles  
Motor Carrier Services - UCR  
29 State House Station  
Augusta, Maine 04333-0029

Payment may be in the form of a money order or check made payable to Maine Secretary of State. Please include your USDOT Number on the remarks line of the check. Credit card payments, other than those made using Visa or MasterCard, will be processed through the VitalChek Network. This third party vendor charges an incremental processing fee based on the amount due. Please call (207) 624-9000 ext. 52130 for the applicable fee or if you have questions or need help processing your UCR application.

**PLEASE NOTE:** If you operated interstate in 2008 and 2009 and did not register in the UCR, it is advisable that you pay both your 2008 and 2009 UCR fees along with your 2010 fees to avoid possible enforcement action.

**Freight Forwarders, Brokers, and Leasing Companies:** If you offer services as a freight forwarder, broker, or leasing company and you make arrangements for the transportation of cargo and goods in interstate or international commerce, the registration requirements of the Unified Carrier Registration Agreement (UCRA) apply to your business.

The UCRA requires individuals and companies that provide freight forwarding, brokering, or leasing of motor vehicles to a motor carrier, motor private carrier, or freight forwarder in connection with the transportation of property in interstate or international commerce to register their Maine based business with Maine and pay an annual fee of \$76.00. The revenues generated will be used for motor carrier safety programs and enforcement.

You must register for calendar year 2010 by July 15, 2010, in order to be in compliance.

To avoid delays it is highly recommended that you register online at [www.maine.gov/online/ucr](http://www.maine.gov/online/ucr). Payments may be made online using MasterCard, Visa, or e-check.

Applications and payments sent by mail should be addressed to:

Maine Bureau of Motor Vehicles  
Motor Carrier Services - UCR  
29 State House Station  
Augusta, Maine 04333-0029

**Payment may be in the form of a money order or check made payable to Maine Secretary of State. Please include your USDOT, MC, or FF Number on the remarks line of the check. Credit card payments, other than those made using Visa or MasterCard, will be processed through the VitalChek Network. This third party vendor charges an incremental processing fee based on the amount due. Please call (207) 624-9000 ext. 52130 for the applicable fee or if you have questions or need help processing your UCR application.**

## PART V

### USDOT NUMBER

Phone: 207-624-9000 ext. 52133; Fax: 207-622-5332

[usdot.bmv@maine.gov](mailto:usdot.bmv@maine.gov)

Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with the Federal Motor Carrier Safety Administration and must have a USDOT Number. Carriers currently displaying Motor Carrier (MC) Numbers on their vehicles must comply with all USDOT Number requirements. Also, commercial intrastate hazardous materials carriers who haul quantities requiring a safety permit must register for a USDOT Number. The USDOT Number serves as a unique identifier when collecting and monitoring a company's safety information acquired during audits, compliance reviews, crash investigations, and inspections.

An intrastate motor carrier operating a qualified vehicle is required to obtain a USDOT Number, but is not generally required to display the number on the motor vehicle. Only intrastate hazardous materials carriers must display their USDOT Number on the vehicle. A qualified vehicle is any motor vehicle:

- With a registered gross weight in excess of 26,000 pounds; or
- With three or more axles on the power unit, regardless of weight.

The following classes of vehicles are exempt from intrastate USDOT Number requirements:

- Motor vehicles owned or operated by government entities
- Motor vehicles being legally operated on dealer, wrecker, or transporter plates
- Recreational vehicles
- Buses not required to pay the double registration fee

Maine-based interstate or intrastate carriers must provide their USDOT Number at time of registration.

Maine-based interstate or intrastate carriers may apply for their USDOT Number by contacting the Maine Office of Motor Carrier Services, Operating Authority Unit at (207) 624-9000, ext. 52133 or online at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov).

## PART VI

### OVERSIZE/OVERWEIGHT PERMITS

Phone: (207) 624-9000 ext. 52134; Fax: (207) 622-5332

[overpermits@maine.gov](mailto:overpermits@maine.gov)

Any carrier transporting non-divisible loads in excess of legal dimension and weight limits must obtain an overlimit permit. After initial contact with the Motor Carrier Services, Overlimit Permit Unit these permits may be obtained [online](#), by faxing an [application form](#), by phone using instant permits, or by going to the nearest [Bureau of Motor Vehicles branch office](#). Permits are valid for a stated route and for a limited period of time. Maine, along with the states of Massachusetts, New Hampshire, Rhode Island and Vermont, is a member of the New England Transportation Consortium. Under this agreement, one state may issue an overlimit permit for an interstate move in two or more consortium states. To qualify, the vehicle and load may not exceed:

1. 90 feet in length;
2. 13 feet 6 inches in height;
3. 14 feet in width (with an additional 6 inch overhang allowed for modular or mobile homes);
4. 108,000 pounds for 5-axle, or 120,000 pounds for 6-or-more axle, truck tractor-semitrailer combination vehicles.

Vehicles exceeding these limits must obtain separate permits in each applicable state. Vehicles transporting overlimit loads are subject to certain safety, routing, time of day, and holiday restrictions as well as escort requirements. For a complete copy of overlimit permit rules, please refer to the Department of the Secretary of State Rule [Chapter 157](#). A summary of the rule is below.

The Maine Turnpike has its own specified size and weight limitations. For more information, contact (800) 698-7747 or (207) 871-7771. Turnpike oversize and overweight permits may be obtained at any Maine Turnpike toll plaza for a fee of \$10 (not including the applicable toll). The vehicle must also have a separate oversize/overweight permit issued by the Bureau of Motor Vehicles for travel on all non-Turnpike highways.

If a Maine State Police escort is a requirement for the issuance of a permit, it is the responsibility of the permittee to contact the Maine State Police Troop located closest to the move's origination point to make the necessary arrangements.

Permits issued by the Bureau of Motor Vehicles apply only to those highways or bridges under the jurisdiction of the Maine Department of Transportation. Permission for the use of other highways under the jurisdiction of towns and municipalities must be obtained, if required, directly from those local authorities.

The following is a summary of the rules for the movement of over dimension vehicles. These are meant to be a quick reference guideline and do not replace rules as written in [Chapter 155](#), [Chapter 156](#) and [Chapter 157](#).

## OVERVIEW OF OVER DIMENSION SAFETY RULES

1. Permits are not issued for divisible loads.
2. Over dimension moves are not routinely permitted sunset to sunrise, on legal holidays, and during weekends in July and August. [Legal Holiday List](#) (.pdf) or [Legal Holiday List](#) (.doc).
3. Permitted moves are subject to ALL road and bridge postings.
4. A state-issued permit does not override municipal laws and ordinances. The carrier must contact local jurisdictions for permits and special conditions for local streets and roads, if required.
5. An overlimit permit must accompany the described move and must be in the legal name of the permittee.
6. The driver of a slowly-moving over dimension vehicle must pull off the highway or as far to the right as is reasonably safe, at the first suitable opportunity, to allow following traffic exceeding seven vehicles to pass safely.
7. No movement is allowed in adverse weather conditions.
8. Load Vehicle Safety Equipment
  - A. Signage
    - 1) "OVERSIZE LOAD" or "OVERWIDTH LOAD" in 10 inch high black letters on a yellow background
    - 2) Size: not less than 7 feet wide by 18 inches high
    - 3) Location: front bumper and at rear of vehicle
    - 4) When not oversize, remove or cover sign
  - B. Flags
    - 1) Red or fluorescent orange flags
    - 2) Size: 18 inches by 18 inches
    - 3) Location: positioned on the extreme ends of the power unit's front bumper and the extreme ends of the load
  - C. Lights
    - 1) Headlights on low beam at all times
    - 2) Amber lights

- a) Design: single six inch flashing light, or single four inch rotary light, or light bar with four flashing or strobe lights
- b) Location: centered on top of cab

3) When not oversize, the amber lights must be extinguished

#### D. Communication

- 1) Two-way mobile communication
- 2) One-half mile transmitting radius
- 3) Constantly maintained between oversize vehicle and pilot vehicle and/or police escort
- 4) Permittee is responsible for ensuring the required mobile communication is in place for permits requiring police escorts

### 9. Pilot Vehicle Requirements

#### A. Required when the oversize load:

- 1) is more than 80 feet long; or
- 2) is more than 12 feet wide.

B. Must be an automobile or light truck with a conventional interior rear view mirror and right and left exterior side view mirrors

#### C. Lighting

- 1) Headlights on low beam at all times
- 2) Amber lights
  - a) Design: two six inch flashing, or two four inch rotary, or light bar with four flashing or strobe lights
  - b) Location: extreme left and right of the roof (lights) or left to right across top of vehicle (light bar)
  - c) Must be extinguished when not in escort service

#### D. Signage

- 1) "OVERSIZE LOAD" in 8 inch high black letters on a yellow background
- 2) Size: not less than 5 feet wide by 12 inches high
- 3) Location:

- a) On the front bumper when preceding load, or
- b) On the rear bumper when following load, or
- c) On the roof perpendicular to the length of the vehicle when legible on both sides

4) Must be removed or covered when not is escort service

#### E. Communication

- 1) Two-way mobile communication
- 2) One-half mile transmitting radius
- 3) Constantly maintained between oversize vehicle and pilot vehicle

#### F. Driver

- 1) Must be at least 18 years of age and have held a motor vehicle operator's license for two consecutive years prior to operating the pilot vehicle
- 2) Must be familiar with the rules regarding the outfitting and use of pilot vehicles

#### G. Position During Move

- 1) Undivided highway: pilot vehicle must travel in front of the oversize vehicle
- 2) Divided highway: pilot vehicle must follow the oversize vehicle

### 10. Additional Requirements for Mobile and Modular Homes

#### A. Homes 11 feet 6 inches or wider (when measured at the base)

- 1) Towing Vehicle
  - a) Truck tractor with dual wheels on the drive axle
  - b) Gross vehicle weight rating of 26,001 pounds or more

#### B. Homes 13 feet 6 inches or wider (in addition to the requirements under 10-A)

- 1) Amber Lighting
  - a) Design: two six inch flashing lights or two four inch rotary lights
  - b) Location: at the rear and above the oversize sign at the extreme edges or width of the home

## IRP JURISDICTIONS AND TRIP PERMITS

<b>Jurisdiction Phone Number</b>	<b>Available From</b>	<b>Cost &amp; Duration of Trip Permit</b>	<b>Obtain Prior to Entry</b>	<b>Intrastate Movement</b>
ALABAMA (AL) 344-242-2999 866-353-3468	WIRE SERVICES	\$20 FOR 7 DAYS; COMBINATION FUEL AND TRIP \$42	YES	YES
ALBERTA (AB) 403-342-9138	PORTS OF ENTRY AND WEIGHT SCALES	VARIABLES BASED ON DISTANCE AND NET WEIGHT; 3 DAYS	NO	YES
ARIZONA (AZ) 602-255-7869	PORTS OF ENTRY AND WIRE SERVICES	1 1/2 ¢ PER MILE PER AXLE IN 50 MILE INCREMENTS; 96 HOURS	YES	NO
ARKANSAS (AR) 501-682-4653	WEIGH STATIONS, LOCAL REVENUE OFFICES, AND WIRE SERVICES	\$33 FOR 72 HOURS	NO	YES
BRITISH COLUMBIA (BC) 1-800-559-9688	WEIGHT SCALES	VARIABLES – 1/12 OF ANNUAL REGISTRATION FEE FOR VEHICLE WEIGHT	YES	YES
CALIFORNIA (CA) 916-651-7971	DEPT. OF MOTOR VEHICLE, WEIGH STATIONS, AND WIRE SERVICES	POWER UNITS \$45; 4 DAYS	YES	YES
COLORADO (CO) 303-205-5602	PORTS OF ENTRY, CO STATE PATROL, AND ONE STOP SHOP LOCATIONS	\$60 TO \$80 PER UNIT DEPENDING ON WEIGHT FOR 72 HOURS	NO	YES
CONNECTICUT (CT) 860-263-5281	WEIGH STATIONS OR WIRE SERVICES	\$15 FOR 72 HOURS PLUS \$2.00 FOR ELECTRONIC TRANSFER	YES	YES
DELAWARE (DE) 302-739-4492	WIRE SERVICES	\$15 FOR 72 HOURS	YES	YES
DISTRICT OF COLUMBIA (DC) 202-729-7083	WIRE SERVICES	\$50 FOR 6 DAYS	YES	YES
FLORIDA (FL) 850-617-3711	WIRE SERVICES	\$30 FOR 10 DAYS	YES	YES

## IRP JURISDICTIONS AND TRIP PERMITS

<b>Jurisdiction Phone Number</b>	<b>Available From</b>	<b>Cost &amp; Duration of Trip Permit</b>	<b>Obtain Prior to Entry</b>	<b>Intrastate Movement</b>
<b>GEORGIA (GA) 404-651-8740</b>	<b>MOTOR VEHICLE DIVISION OR WIRE SERVICES</b>	<b>\$30 FOR 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>IDAHO (ID) 208-334-8000</b>	<b>PORTS OF ENTRY, VENDOR STATIONS, AND <a href="http://www.dmvonline.idaho.gov">www.dmvonline.idaho.gov</a></b>	<b>\$60 FOR A SINGLE VEHICLE; \$120 FOR A COMBO; VALID 120 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>ILLINOIS (IL) 217-785-1816</b>	<b>SECRETARY OF STATE COMMERCIAL TRUCK DIV., MAIL AND WIRE SERVICES</b>	<b>\$19 FOR 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>INDIANA (IN) 317-615-7340</b>	<b>INDIANA IRP UNIT AND WIRE SERVICES</b>	<b>\$15 FOR 72 HOURS</b>	<b>YES</b>	<b>NO</b>
<b>IOWA (IA) 515-237-3264</b>	<b>IOWA REGIONAL PERMIT CENTER AND VENDOR STATIONS</b>	<b>\$10 FOR 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>KANSAS (KS) 785-271-3145</b>	<b>SINGLE POINT OF CONTACT</b>	<b>\$26 FOR 72 HOURS</b>	<b>NO</b>	<b>YES</b>
<b>KENTUCKY (KY) 502-564-4540</b>	<b>DIV. OF MOTOR CARRIERS AND WIRE SERVICES</b>	<b>LESS THAN 55,000 LBS. IS \$25; 55,000 LBS. AND ABOVE IS \$40. GOOD FOR 10 DAYS</b>	<b>YES</b>	<b>NO</b>
<b>LOUISIANA (LA) 225-925-6270</b>	<b>PORTS OF ENTRY AND WIRE SERVICES</b>	<b>\$50 for 48 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>MAINE (ME) 207-624-9000</b>	<b>WIRE SERVICES AND MAINE IRP UNIT</b>	<b>\$25 for 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>MANITOBA (MB) 204-9450-3961</b>	<b>PORTS OF ENTRY OR CALL CENTRAL OFFICE</b>	<b>VARIES BY WEIGHT AND DISTANCE</b>	<b>NO</b>	<b>NO</b>
<b>MARYLAND (MD) 410-787-2971</b>	<b>WIRE SERVICES AND CENTRAL OFFICE</b>	<b>\$15 for 72 HOURS</b>	<b>YES</b>	<b>YES</b>

## IRP JURISDICTIONS AND TRIP PERMITS

<b>Jurisdiction Phone Number</b>	<b>Available From</b>	<b>Cost &amp; Duration of Trip Permit</b>	<b>Obtain Prior to Entry</b>	<b>Intrastate Movement</b>
MASSACHUSETTS (MA) 617-351-9320	MASSACHUSETTS IRP SECTION OR WIRE SERVICES	\$15 FOR 72 HOURS	YES	YES
MICHIGAN (MI) 517-322-1097	MICHIGAN IRP UNIT OR WIRE SERVICES	\$20 FOR 72 HOURS	YES	YES
MINNESOTA (MN) 651-405-6161	MINNESOTA PRORATE SECTION AND WIRE SERVICES	\$15 FOR 120 HOURS COMBINATION FUEL AND TRIP; \$25 FOR 5 DAYS	YES	YES
MISSISSIPPI (MS) 601-359-1717	PORTS OF ENTRY OR TELEPHONE (601) 359-1717; WIRE SERVICES	\$25 FOR 72 HOURS	NO	YES
MISSOURI (MO) 866-831-6277	MOTOR CARRIER SERVICES AND WIRE SERVICES	\$10 FOR 72 HOURS	YES	YES
MONTANA (MT) 406-444-7262	HIGHWAY OFFICE, WEIGH STATIONS, HIGHWAY PATROL, SOME TRUCK STOPS, AND WIRE SERVICES	VARIES PER WEIGHT AND DISTANCE	NO	YES
NEBRASKA (NE) 402-471-0105	VENDOR STATIONS	\$25 FOR 72 HOURS	NO	NO
NEVADA (NV) 702-687-6128	MOTOR CARRIER BRANCH OFFICES, VENDOR STATIONS, AND WIRE SERVICES	\$5 AND 15¢ PER MILE FOR 24 HOURS	NO	NO
NEW BRUNSWICK (NB) 506-453-2215	TRANCEIVER 1-800-463-4822	\$169 TRACTOR TRAILER; \$85 STANDARD TRUCK BOTH 5 DAYS	NO	TRANS-CANADA ALL HIGHWAYS
NEW HAMPSHIRE (NH) 603-271-2589	WIRE SERVICES	\$15 FOR 72 HOURS	YES	YES
NEW JERSEY (NJ) 609-633-9400	WIRE SERVICES	\$25.00 FOR 72 HOURS	YES	YES

## IRP JURISDICTIONS AND TRIP PERMITS

<b>Jurisdiction Phone Number</b>	<b>Available From</b>	<b>Cost &amp; Duration of Trip Permit</b>	<b>Obtain Prior to Entry</b>	<b>Intrastate Movement</b>
<b>NEW MEXICO (NM)</b> 505-827-4136	<b>PORTS OF ENTRY OR FAX WIRE SERVICES</b>	<b>VARIES UPON DISTANCE AND VEHICLE WEIGHT; 48 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>NEW YORK (NY)</b> 518-473-5834	<b>WIRE SERVICES</b>	<b>\$15 FOR 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>NEWFOUNDLAND (NL)</b> 709-729-4921 709-729-2527	<b>ALL PROVINCIAL WEIGHT SCALES OR DESIGNATED MOTOR REGISTRATION OFFICES</b>	<b>\$75 TRUCK; \$150 TRUCK TRACTOR; VARIOUS VALIDATION PERIODS</b>	<b>NO</b>	<b>YES</b>
<b>NORTH CAROLINA (NC)</b> 919-861-3749	<b>WEIGH STATIONS AND NC IRP DIVISION</b>	<b>\$15 FOR 10 DAYS</b>	<b>YES</b>	<b>YES</b>
<b>NORTH DAKOTA (ND)</b> 701-328-2725	<b>SCALES, HIGHWAY PATROL AND WIRE SERVICES</b>	<b>\$20 FOR 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>NOVA SCOTIA (NS)</b>  902-424-6964	<b>TRANCEIVER 1-800-463-4822</b>	<b>\$112 TRACTOR TRAILER; \$58.25 STANDARD TRUCK; BOTH 5 DAYS</b>	<b>YES</b>	<b>YES</b>
<b>OHIO (OH)</b> 614-752-7518	<b>WIRE SERVICES</b>	<b>\$15 FOR 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>OKLAHOMA (OK)</b> 405-521-3036	<b>OK TAX COMMISSION, LOCAL TAG AGENTS, AND WIRE SERVICES</b>	<b>\$12 FOR 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>ONTARIO (ON)</b> (416) 235-3923	<b>WIRE SERVICES</b>	<b>AN UNLADEN COMMERCIAL MOTOR VEHICLE ON AN UNLADEN TRAILER-\$15.00 CAD FOR 10 DAYS</b>  <b>A LADEN COMMERCIAL MOTOR VEHICLE -\$75.00 CAD FOR 10 DAYS</b>  <b>A COMMERCIAL MOTOR VEHICLE AND TRAILER OR TRAILERS, ANY OF WHICH ARE LADEN-\$132.00 CAD FOR 10 DAYS</b>	<b>YES</b>	<b>YES</b>

## IRP JURISDICTIONS AND TRIP PERMITS

<b>Jurisdiction Phone Number</b>	<b>Available From</b>	<b>Cost &amp; Duration of Trip Permit</b>	<b>Obtain Prior to Entry</b>	<b>Intrastate Movement</b>
<b>OREGON (OR)</b> 503-378-6643	<b>ODOT MOTOR CARRIER TRANSPORTATION DIVISION SALEM AND FIELD REGISTRATION OFFICES</b>	<b>\$21 FOR 10 DAYS, \$9 PASS + MILEAGE TAX FOR 10 DAYS</b>	<b>YES</b>	<b>YES</b>
<b>PENNSYLVANIA (PA)</b> 717-346-0608	<b>PERMIT &amp; WIRE SERVICES</b>	<b>\$15 FOR 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>PRINCE EDWARD ISLAND (PE)</b> 902-368-5201	<b>PORTS OF ENTRY</b>	<b>STRAIGHT TRUCK \$75; TRUCK TRACTOR \$150; 5 DAYS</b>	<b>NO</b>	<b>YES</b>
<b>QUEBEC (QC)</b> 418-528-4343	<b>PRIVATE AGENCIES VIA WIRE SERVICES</b>	<b>\$38 CAD/10 DAYS</b>	<b>YES</b>	<b>ONLY FOR DELIVERIES, NO PICK UP'S ALLOWED ON A TRIP PERMIT</b>
<b>RHODE ISLAND (RI)</b> 401-728-6692	<b>WIRELESS SERVICES AND RI IRP 401 728-6963</b>	<b>\$25 FOR 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>SASKATCHEWAN (SK)</b> 306-775-6969	<b>CENTRAL PERMIT OFFICE (6am- 10pm)-OPEN 7 DAYS A WEEK EXCEPT DEC. 25, 26; JAN. 1,2</b>	<b>VARIES BY WEIGHT AND DISTANCE FOR A SINGLE TRIP</b>	<b>YES</b>	<b>YES</b>
<b>SO. CAROLINA (SC)</b> 803-737-9752	<b>WIRE SERVICES</b>	<b>\$15 FOR 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>SO. DAKOTA (SD)</b> 605-773-4111	<b>SD PERMIT CENTER PORTS OF ENTRY; WIRE SERVICES</b>	<b>\$15 FOR SINGLE TRIP</b>	<b>YES</b>	<b>YES</b>
<b>TENNESSEE (TN)</b> 615-253-2295	<b>WIRE SERVICES</b>	<b>\$30 FOR 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>TEXAS (TX)</b> 512-374-5250	<b>COUNTY TAX COLLECTORS; MOTOR VEHICLE DIV. OFFICE</b>	<b>\$25 FOR 72 HOURS</b>	<b>YES</b>	<b>YES</b>
<b>UTAH (UT)</b> 801-965-4508	<b>PORTS OF ENTRY; FAX IRP UNIT; WIRE SERVICES</b>	<b>\$25 SINGLE UNIT; \$50 COMBINATION; 4 DAYS (96 HOURS)</b>	<b>NO</b>	<b>YES</b>

## IRP JURISDICTIONS AND TRIP PERMITS

<b>Jurisdiction Phone Number</b>	<b>Available From</b>	<b>Cost &amp; Duration of Trip Permit</b>	<b>Obtain Prior to Entry</b>	<b>Intrastate Movement</b>
VERMONT (VT) 802-828-2071	WIRE SERVICES	\$15 FOR 72 HOURS	YES	YES
VIRGINIA (VA) 866-878-2582	WIRE SERVICES; WALK IN BRANCH OFFICE	\$15 FOR 10 DAYS	YES	YES
WASHINGTON (WA) 360-664-1858	WIRE SERVICES; COUNTY AUDITORS/AGENTS/STATE AGENCIES	\$25 FOR 3 DAYS WITH 3 IN 30 DAYS MAX	YES	YES
WEST VIRGINIA (WV) 304-558-3629	WIRE SERVICES	10 DAYS FOR \$24 PLUS PERMIT SERVICE ADMINISTRATIVE FEES	YES	YES
WISCONSIN (WI) 608-261-2573	WIRE SERVICES	\$15 FOR 72 HOURS	YES	YES
WYOMING (WY) 307-777-4829	HIGHWAY PATROL & PORT OF ENTRY	\$20 SINGLE UNIT; \$40 COMBINATION 96 HOUR SINGLE TRIP PERMIT	NO	YES
<a href="http://www.irponline.org">http://www.irponline.org</a>				

MOTOR VEHICLE BRANCH OFFICES

8 A.M. TO 5 P.M. – Monday through Friday

<b>Location</b>	<b>Address</b>	<b>Phone Number</b>	<b>Fax Number</b>
<b>Augusta</b>	19 Anthony Avenue, Augusta, ME 04330	287-3330	287-3389
<b>Bangor</b>	Airport Mall, 1129 Union Street Suite 9, Bangor, ME 04401	942-1319	945-0175
<b>Calais</b>	376 North Street, Calais, ME 04169	454-2175	454-7987
<b>Caribou</b>	14 Access Highway Suite #2, Caribou, ME 04736	492-9141	492-9142
<b>Ellsworth</b>	24 Church Street, Ellsworth, ME 04605	667-9363	667-0048
<b>Kennebunk</b>	63 Portland Road, Suite 4, Kennebunk, ME 04043	985-4890	985-2849
<b>Lewiston</b>	36 Mollison Way, Lewiston, ME 04240	753-7750	783-5385
<b>Mexico</b>	110 Main St. - Mexico Shopping Plaza, Mexico, ME 04257	369-9921	369-0106
<b>Portland</b>	125 Presumpscot Street, Unit #4, Portland, ME 04103	822-6400	822-6417
<b>Rockland</b>	360 Old County Road, Suite #1, Rockland, ME 04841	596-2255	596-2209
<b>South Portland</b>	364 Maine Mall Road, Box 704, South Portland, ME 04106	822-0730	822-0733
<b>Springvale</b>	456 Main Street, Springvale, ME 04083	490-1261	324-4883
<b>Topsham</b>	49 Topsham Fair Mall Road, Topsham, ME 04086	725-6520	725-1244

## **MOTOR CARRIER GLOSSARY OF TERMS**

The following is a glossary of common terms used in the IRP, IFTA, and the UCR programs. In some cases, the same terms may be used differently in different programs.

**ACCOUNT:** Account means anyone who establishes an account with the Bureau for IRP, UCR, or for fuel tax licensing and reporting purposes. See licensee; application.

**ADDITIONAL FLEET VEHICLES:** Vehicles acquired by the registrant after the commencement of the registration year and added to the proportionally registered fleet.

**ALLOCATED VEHICLE:** A fleet of rental cars or rental trucks not otherwise required to be in the IRP in which a portion of the registrations are assigned to each jurisdiction based on the percentage of revenue earned.

**AGREEMENT:** Refers to the IRP Plan itself, or to other reciprocal agreements, or among jurisdictions.

**APPLICANT:** A person, firm or corporation in whose name the uniform application is filed with a base jurisdiction to apportion a fleet of vehicles.

**APPLICATION:** See Uniform Application.

**APPORTIONABLE VEHICLE:** Any power unit that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- A. has two axles and a gross vehicle weight (GVW) or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- A. has three or more axles, regardless of weight, or
- B. is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

**APPORTIONED OPERATOR:** Registrant of a fleet of apportioned vehicles.

**APPORTIONMENT:** Registration based on a proportional payment of registration fees, whether determined by a quotient of miles traveled, revenue received, average presence, or any other similar method.

**AUDIT:** The official examination of a registrant's records to determine if the correct fees were paid.

**AUXILIARY AXLE:** An auxiliary undercarriage assembly with a fifth wheel and tow bar to convert a semitrailer to a trailer.

**BASING POINT:** Refers to a system of vehicle registration and associated reciprocity where the basing point is the registrant's place of business from which the vehicle is most frequently dispatched, garaged, serviced, or otherwise controlled.

**BOB TAIL:** The operation of a truck-tractor alone, not in combination with a trailer or semi-trailer.

**BUREAU:** The Maine Bureau of Motor Vehicles

**BUS:** “Bus” means every motor vehicle designed for carrying more than 15 passengers, including the driver.

**CAB CARD:** A registration card issued only by the base jurisdiction for a vehicle of an apportioned fleet which identifies the vehicle, base state, registered weight by jurisdictions and showing the jurisdictions where the vehicle is properly registered.

**CANADIAN PROVINCIAL AUTHORITY NUMBER:** A unique number assigned to a motor carrier authorized to conduct highway transportation operations within the boundary of the Canadian Province issuing the number.

**CANCELLATION:** Means the voluntary annulment of a license by a licensee who is in good standing.

**CARRIER:** See Motor Carrier.

**CHARTER BUSES:** Also known as Tour Buses are buses, which do not operate on a fixed route or on a regular schedule. Charter buses also include private buses.

**COMBINATION OF VEHICLES:** A power unit used in combination with one or more trailers, semitrailers or auxiliary axles.

**COMBINED GROSS VEHICLE WEIGHT:** The total unladen weight of a combination of vehicles plus the weight of the load carried on that combination of vehicles.

**COMMON CARRIER:** Any motor carrier, which holds itself out to the general public to engage in the transportation by motor vehicle of passengers or property for compensation.

**CONSUMER RENTAL VEHICLE:** An automobile or truck registered for 26,000 pounds or less offered to the public for rent or short term lease.

**CONTRACT CARRIER:** Any motor carrier transporting persons or property for compensation or hire under contract to a particular person, firm or corporation.

**CVISN: Commercial Vehicle Information Systems and Networks.** An effort to design motor carrier systems in such a way as to provide for maximum utility and flexibility. CVISN includes such programs as electronic credentialing, safety management, pre-clearance programs, and the IRP and IFTA Clearinghouses.

**DECLARED COMBINED GROSS VEHICLE WEIGHT:** the total unladen weight of any combination of vehicles plus the maximum load to be carried on that combination of vehicles for which registration fees have been paid. See Schedules A/C.

**DECLARED GROSS VEHICLE WEIGHT:** The total unladen weight of any vehicle plus the maximum load to be carried on the vehicle for which registration fees have been paid. See Schedule A/C.

**DISTANCE:** Unless the context clearly indicates otherwise, “distance” means the same as “mileage”.

**DOT NUMBER:** Carrier-specific number issued by the Federal Motor Carrier Safety Administration to be used as a census number in the tracking of motor safety compliance issues.

**EMERGENCY VEHICLES:** Any vehicle authorized to display red, blue, or amber lights in the performance of duties as defined in M.R.S.A. 29-A § 2054.

**EMPTY WEIGHT:** See unladen Weight.

**ENFORCEMENT DATE:** The date a carrier is required by its base jurisdiction to display or comply with the new registration year’s credentials.

**EXCEPTION:** A deviation from a provision of the IRP agreement by a member jurisdiction, which has been approved by all member jurisdictions.

**EXCISE TAX:** A prerequisite to motor vehicles registering in Maine. The tax is determined by multiplying the manufacturer’s list price by a mil rate determined by the age of the motor vehicle.

**EXTENSION:** A period of time from the expiration date or grace period date that carriers may operate on expired credentials because the base jurisdiction is unable to provide current credentials.

**FEDERAL HEAVY VEHICLE USE TAX (HVUT):** A federal excise tax paid annually to the Internal Revenue Service on each motor vehicle with a GVW of 55,000 pounds or more.

**FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA):** Agency which has adopted Operating Authority functions of the ICC.

**FLEET:** One or more Apportionable Vehicles with the same jurisdiction profile, common mileage, common expiration date, and controlled by the same applicant.

**FLEET MILES:** See total fleet miles; also I.V.M.R.

**FOR-HIRE CARRIER:** Any person who engages in transportation by motor vehicle of passengers or property for compensation.

**FULL TRAILER:** Every vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon the towing vehicle.

**GROSS VEHICLE WEIGHT (GVW):** The unladen weight of a vehicle plus the weight of the load carried of that vehicle.

**HOUSEHOLD GOODS CARRIER:** Carriers handling (1) personal effects and property used or to be used in a dwelling; (2) furniture, fixture, equipment, and the property or stores, offices, museums, institutions, hospitals or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays and exhibits which because of their unusual nature or value require the specialized handling and equipment usually employed in moving household goods; and shall include owned or leased equipment and associated service representatives.

**HUNTER'S PERMIT:** See Unladen Weight Permit.

**I.V.D.R.:** Individual Vehicle Distance Record means the same as I.V.M.R.

**I.V.M.R.:** Individual Vehicle Mileage Record is the original mileage record generated in the course of actual vehicle operation and is used as a source document to verify the registrant's application and tax reports for accuracy. See Audit Procedures.

**I.C.C.:** An abbreviation for the United States Interstate Commerce Commission.

**I.F.T.A.:** International Fuel Tax Agreement. A base state fuel tax compact headquartered in the State of Arizona. IFTA participation was required for all states by the Inter-modal Surface Transportation Efficiency Act of 1992.

**I.F.T.A. COMMISSIONER:** The official charged with administration of the fuel tax agreement.

**I.R.P.:** The abbreviation for the reciprocal registration agreement, the International Registration Plan.

**IRP ADMINISTRATOR:** The Maine Bureau of Motor Vehicles official charged with the administration of the International Registration Plan.

**INSURANCE FILINGS:** For-hire Intrastate property insurance Form E or X21A and/or rental vehicle and passenger for hire insurance Form JB MV 214.

**INTER-JURISDICTION MOVEMENT:** Vehicle movement between or through two or more jurisdictions.

**INTRA-JURISDICTION MOVEMENT:** Vehicle movement of property or persons from one point within a jurisdiction to another point within the same jurisdiction.

**JURISDICTION:** A state, territory or possession of the United States, the District of Columbia, a province or territory of the Dominion of Canada, the Federal Republic of Mexico, or a state, province or territory of any other country.

**LEASE:** A written document vesting exclusive possession, control of and responsibility for the operation of the vehicle to the lessee for a specific period of time.

**LESSEE:** A person, firm, or corporation which has the legal possession and control of a vehicle owned by another under terms of a lease agreement.

**LESSOR:** A person, firm, or corporation which has assigned the legal possession, control of, and responsibility for the operation of the vehicle to another person, firm, or corporation.

**LICENSEE:** An applicant who has been granted an IFTA or Fuel User license. The licensee is responsible for tax reporting and record keeping.

**M.S.O.:** Manufacturer's Statement of Origin – Original documentation from the vehicle manufacturer that precisely describes a particular vehicle. MSO's must contain a vehicle's Vehicle Identification Number (VIN).

**MEMBER JURISDICTION:** A jurisdiction which has applied for membership and has been accepted by all members of the International Registration Plan and/or the International Fuel Tax Agreement.

**MILEAGE:** As recorded from IVMR's a compilation of the actual operation of apportioned fleets of vehicles. See I.V.M.R.

**MILEAGE YEAR:** For IRP purposes, the last complete July to June.

**MOTOR CARRIER:** An individual, partnership, or corporation engaged in the transportation of goods or persons. See Common Carrier, Contract Carrier, or Private Carrier. A motor carrier operator is responsible for some or all of the business requirements of the operation of the motor vehicles.

**MOTOR FUEL:** Motor fuel means all fuels used for the generation of power for propulsion of qualified motor vehicles.

**MOTOR VEHICLE:** Every vehicle which is self-propelled by power other than muscular power. See Power Unit.

**ONE-WAY RENTAL VEHICLE:** A truck having a Declared Gross Vehicle Weight of 26,000 pounds or less and rented or offered for rental by a Rental Company, for a specified period of time.

**OPERATING AUTHORITY:** Authority granted by the FMCSA, its successor, or a jurisdiction's Regulatory Commission to a carrier to operate for-hire in interstate and/or intrastate commerce.

**OWNER:** Any person, firm, or corporation, other than a lien-holder, holding legal title to a vehicle.

**OWNER-OPERATOR:** someone who owns a truck, but who leases the motor vehicle with driver to a motor carrier. The carrier generally is responsible for some or all of the legal and business requirements for the vehicle. In the IRP, a motor vehicle may be registered by either the motor carrier or the owner- operator.

**OPERATIONAL RECORDS:** Source documents that support miles traveled in each jurisdiction including fuel report trip sheets, logs, and Individual Vehicle Mileage Reports. See I.V.M.R.

**POWER UNIT:** See Bus, Truck, Truck-Tractor, or Tractor.

**PRIVATE CARRIER:** The person, firm, or corporation which utilizes its own trucks to transport its own freight.

**PRISM:** **P**erformance **R**egistration **I**nformation **S**ystem **M**anagement. A federal-state motor carrier safety program that ties a carrier's safety rating to their ability to register trucks. Maine is a PRISM member.

**PROPERLY REGISTERED VEHICLE:** A vehicle which has been registered in full compliance with the laws of all jurisdictions in which it is intended to be operated.

**PROPORTIONAL REGISTRATION:** The registrations of fleets of apportionable vehicles "in proportion to" the number of miles traveled by a fleet in the preceding year. See Apportionment.

**PRORATION:** The proportional payment of fees on a monthly or other basis according to the laws of each jurisdiction.

**PURCHASE PRICE, VEHICLE:**

- a. Original Purchase Price – For purposes of apportionment registration, the actual purchase price of the vehicle when new, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle. See Schedule A.
- b. Factory List Price – The manufacturer's retail price, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle, as provided for in McLean-Hunter Automobiles Reference Book.
- c. Latest Purchase Price – The actual purchase price of the vehicle paid by the current owner, excluding trade-in and sales tax, including accessories or modifications attached to the vehicle.

**QUALIFIED INTRASTATE VEHICLE:** A motor vehicle that otherwise meets the definition of a qualified motor vehicle, but does not travel in at least two IFTA jurisdictions.

**QUALIFIED MOTOR VEHICLE:** A motor vehicle that travels in two or more IFTA jurisdiction and which meets any of the following conditions:

- a. the gross weight or combined gross is in excess of 26,000 pounds; or
- b. the power unit has three or more axles regardless of weight; or
- c. the vehicle is a bus with a seating capacity of 20 or more passengers including the driver.

**QUARTERLY FUEL TAX:** The tax report required four times each year from every licensed fuel tax account. Tax reports are due by the last day of April, July, October, and January for the previous three months.

**RECIPROCITY:** The reciprocal granting of rights and/or privileges to vehicles properly registered under the IRP and to vehicles not registered if such vehicles are subject to separate reciprocity agreements, arrangements, declarations or understandings.

**RECIPROCITY DISTANCE:** Distance traveled by apportionable vehicles in jurisdictions which are not member jurisdictions and which grant reciprocity without charge.

**RECREATIONAL VEHICLE:** Vehicles used for personal pleasure and not in connection with any commercial or business enterprise. Recreational vehicles include such vehicles as campers and motor homes.

**REGISTERED WEIGHT:** The weight for which a vehicle is licensed or registered within a particular jurisdiction. See Declared Combined Gross Vehicle Weight and Declared Gross Vehicle Weight.

**REGISTRANT:** The person, firm, or corporation in whose name a vehicle is properly registered.

**REGISTRATION:** The process by which a vehicle is qualified for operation by describing the vehicle, by establishing operational control of the vehicle, and by the payment of fees for the privilege to use the public highway system.

**REGISTRATION CARD:** See Cab Card.

**REGISTRATION FEE:** For apportionable vehicles, shall be the total fee required under the laws of each jurisdiction for each vehicle at the regular annual or unexpired portion of the registration year.

**REGISTRATION YEAR:** The specific period for which a vehicle's registration is valid. Maine issues IRP registrations generally for twelve months, which may expire in any month. See staggered registration.

**RESIDENCE:** The status of an applicant or registrant as a resident of a member jurisdiction.

**RESIDENT AGENT:** Individual with a legal residence in the state and on who service or process may be presented. Resident agents must file forms: BOC-3 (Intrastate Interstate Exempt) or MV-227 (Intrastate Interstate Exempt).

**RESTRICTED PLATES:** Registration plates with a geographic, time or commodity restriction. Restricted plates are exempt from the IRP and are subject to reciprocity agreements.

**REVOCAION:** Means the permanent withdrawal of license privileges by a jurisdiction for cause.

**SCHEDULE A:** SCHEDULE A/C – SCHEDULE A/E: See Uniform Application.

**SCHEDULE B:** See Uniform Mileage Schedule.

**SEMITRAILER:** A vehicle without motive power designed to be pulled or towed by a motor. Vehicle in which part of the trailer's load is supported by the power unit. See Trailer.

**SERVICE REPRESENTATIVE:** Someone who furnishes facilities and services including sales, warehousing, management equipment and drivers under contract or by other arrangement to a household goods carrier.

**STAGGERED REGISTRATION:** When an annual motor vehicle registration may expire in any month, generally twelve months from the month of issuance. Maine maintains a system of staggered IRP registrations.

**STATE:** For the purpose of this manual, unless the context clearly indicates otherwise, “State” has the same meaning as “Jurisdiction”.

**SUSPENSION:** Means the temporary removal of privileges by the licensing jurisdiction for cause.

**TAXABLE MILES:** Taxable miles mean all miles operated on public highways subject to a jurisdiction’s fuel tax requirements. Miles operated under trip permits and off-road generally are exempt from fuel tax requirements.

**TEMPORARY AUTHORITY:** See Temporary Vehicle Registration. (T/A)

**TEMPORARY VEHICLE REGISTRATION (TVR):** A credential valid for up to 45 days to allow a vehicle to be operated while annual registration credentials are being processed. Also known as Temporary Authority (T/A’s).

**TOTAL FLEET MILES:** The total number of miles operated by a registrant’s apportioned vehicles in all jurisdictions during the preceding year.

**TOTAL MILES:** The total number of miles operated by a carrier's qualified vehicles in all jurisdictions during the preceding calendar year.

**TRACTOR:** Every motor vehicle designed and used primarily for drawing other vehicles in all jurisdictions during the preceding year.

**TRAILER:** A vehicle without motor power designed to be pulled or towed by a motor vehicle in which no part of the vehicle’s load is supported by the power unit. See semitrailer.

**TRIP PERMIT:** A temporary permit issued by a jurisdiction in lieu of regular registration, reciprocity, or fuel tax licensing.

**TRUCK:** Every motor vehicle designed, used or maintained primarily for the transportation of property.

**TRUCK TRACTOR:** Every 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.

**U.C.R.:** Unified Carrier Registration is the requirement of individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their Maine based business with Maine and pay an annual fee based on the size of their fleet.

**UNIFORM APPLICATION SCHEDULE (Schedule A/E – Schedule A/C):** The IRP application forms provided for making application for apportioned registration and for renewals and changes.

**UNIFORM MILEAGE SCHEDULE (Schedule B):** The IRP form provided to record mileage by jurisdiction and total fleet miles derived from operational records.

**UNLADEN VEHICLE WEIGHT:** The weight of a vehicle fully equipped for service excluding the weight of any load.

**UNLADEN WEIGHT PERMIT:** A permit issued to owner-operators to allow the movement of an unloaded vehicle that does not have a current registration. (Also called Hunter's Permit).

**USDOT #:** This number also known as a census number is provided for under CFR 49 Subpart B Section 390.21 Subsection (B) (3)

**VEHICLE:** Every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon rails or tracks.

**VEHICLE IDENTIFICATION NUMBER (V.I.N.):** the numbers and letters generally assigned to a vehicle by the manufacturer for the purpose of titling and registration.

**WIRE SERVICES:** Any of several entities that specialize in obtaining various credentials for carriers from jurisdictions. Also called Permit Services. Maine will issue IRP and IFTA trip permits and overweight/over dimension permits through several different wire services (See Appendix D for a listing).

**YEAR:** For IFTA fuel tax purposes, the license year is January to December.

### WIRE SERVICE COMPANIES

COMPANY	TOLL-FREE	PHONE	FAX	WEBSITE	E-MAIL
<b>IRP/IFTA Trip Permits:</b>					
Comdata (Transceiver)	(800) 266-3282	(615) 370-7000		<a href="http://www.comdata.com">http://www.comdata.com</a>	
Custom Permit Service	(800) 669-5014	(614) 351-1740	(614) 351-1744	<a href="http://www.custompermits.com">http://www.custompermits.com</a>	<a href="mailto:permits@custompermits.com">permits@custompermits.com</a>
Interstate Permit Service	(800) 343-4889		(800) 851-1252	<a href="http://www.ipsinterstate.com">http://www.ipsinterstate.com</a>	<a href="mailto:service@ipsinterstate.com">service@ipsinterstate.com</a>
Nova Permits	(800) 567-7775	(418) 527-7775	(418) 527-3999	<a href="http://www.novapermits.com">http://www.novapermits.com</a>	<a href="mailto:customersvc@novapermits.com">customersvc@novapermits.com</a>
Permicom Permit Services, Inc.	(800) 663-1394		(514) 828-1013	<a href="http://www.comdata.com">http://www.comdata.com</a>	<a href="mailto:pst.pierre@comdata.com">pst.pierre@comdata.com</a>
TRANS/MID-AMERICA, Inc	(800) 228-7577		(402) 493-7376	<a href="http://www.tmanetwork.com">http://www.tmanetwork.com</a>	<a href="mailto:permits@tmanetwork.com">permits@tmanetwork.com</a>
<b>Oversize/Overweight Permits:</b>					
A-1 Over The Road Permits	(800) 577-3764	(573) 659-4860	(573) 659-4864	<a href="http://otrpermits.wordpress.com">http://otrpermits.wordpress.com</a>	
Comdata (Transceiver)	(800) 266-3282	(615) 370-7000		<a href="http://www.comdata.com">http://www.comdata.com</a>	
Custom Permit Service	(800) 669-5014	(614) 351-1740	(614) 351-1744	<a href="http://www.custompermits.com">http://www.custompermits.com</a>	<a href="mailto:permits@custompermits.com">permits@custompermits.com</a>
Interstate Permit Service	(800) 343-4889		(800) 851-1252	<a href="http://www.ipsinterstate.com">http://www.ipsinterstate.com</a>	<a href="mailto:service@ipsinterstate.com">service@ipsinterstate.com</a>
Nova Permits	(800) 567-7775	(418) 527-7775	(418) 527-3999	<a href="http://www.novapermits.com">http://www.novapermits.com</a>	<a href="mailto:customersvc@novapermits.com">customersvc@novapermits.com</a>
Altrans Permit Service Inc.	(800) 492-8198	(905) 563-4545	(905) 563-3133		
Maryland Permit Service		(410) 561-1901			
Permits Canada	(800) 361-5757	(418) 650-5757	(418) 652-0505	<a href="http://www.permitscanada.com">http://www.permitscanada.com</a>	<a href="mailto:permitscanada@primus.ca">permitscanada@primus.ca</a>
State Permits Inc	(800) 331-4805	(330) 497-0446		<a href="http://www.statepermits.com">http://www.statepermits.com</a>	
Transport Permit LTD	(800) 373-9033	(319) 235-9033		<a href="http://www.transportpermits.com">http://www.transportpermits.com</a>	

# INDIVIDUAL VEHICLE DISTANCE AND FUEL REPORTS

INDIVIDUAL VEHICLE DISTANCE AND FUEL CHART  
(Must be kept by driver for each trip)

- 1) The individual vehicle distance record and fuel report must account for all distance traveled and all fuel received.
- 2) If you use a substitute vehicle, prepare a separate Individual Vehicle Distance and Fuel Report to account for the distance traveled and the fuel received by the substitute vehicle.

Account Number		Registrant Name (Printed)			Address		Driver's Name (Printed)		Driver's Signature	
Fleet Number		VIN Number			Trip Origin City:		Jur:		Destination City: Jur:	
Trip Number		Unit Number		Manifest Number	Start Date		End Date		Fuel Type	
					Mo. Day Yr.		Mo. Day Yr.		Diesel _____ Gasoline _____ Other _____ Please Specify _____	
-1 Line	-2 Jurisdiction	-3 Date (Mo/Day/Yr)	-4 Highway or Route Traveled	-5 <b>Show Odometer Reading</b> a. At Beginning of Trip b. When Exiting Jurisdiction c. At End of Trip		-6 Jurisdictional  Distance Traveled	-7 Name and Address City & State (Of Fuel Stop)		-8 Fuel Purchased (Gallons)	-9 Fuel Invoice Number
1										
2										
3										
4										
5										
6										
7										
8										
Notes:				End Odometer _____ (Minus) Beginning - Odometer _____ = Total Distance _____		Total Trip Distance _____		Total Fuel _____		

This form must be kept by the driver. Each item must be completed. Enter name of the jurisdiction in which trip begins on Line 1, Column 2. Enter Odometer reading at beginning of trip on line 1, column 5. Record name of next jurisdiction entered and odometer reading on Line 2, Columns 2 and 5, etc. Record distance traveled in each jurisdiction in column 5. The difference between the 'end odometer' and 'beginning odometer' reading in column 5 should agree with total trip distance recorded in column 6. If hubodometer miles are used, enter in Column 5, and indicate with "HUB".

**THIS FORM MAY BE REPRODUCED**

### MILEAGE CHART/NOTES FOR MAP

All mileage is given as 1 round trip from the beginning of the highway in that state to the end of the highway in that same state.

\* This chart is to assist the development of estimated mileage. All Estimated need an adequate explanation.

<ul style="list-style-type: none"> <li>• Not all interstates and highways are listed or shown</li> <li>• E.W. indicates an east-west direction</li> <li>• N.S. indicates a north-south direction</li> </ul>	<p><b>U.S. INDEX</b>  <b><i>I-10 – Interstate</i></b>  <b>10 – State highway (Rt.)</b>  <b>U.S. 10 – U.S. Highway (U.S)</b>  <b>PK -- Parkway</b></p>	<p><b>CANADA INDEX</b>  <b>CAR – Canadian AutoRoute</b>  <b>PH –Provincial Highway</b>  <b>TCH – Trans-Canada Highway</b></p>
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STATE	HIGHWAY	MILES	HIGHWAY	MILES	HIGHWAY	MILES	HIGHWAY	MILES
ALABAMA	I-10	133	I-20 E.W.	429	I-65 N.S.	734	I-85	160
ALASKA	Rt. 1	500	Rt.2	400				
ARIZONA	I-8 E.W.	718	I-10	784	I-40	718	89+17+10+19 N.S.	880
ARKANSAS	I-30	286	I-40 E.W.	570	I-55	144	US 71 N.S.	580
CALIFORNIA	I-5 N.S.	1594	I-10 E.W. Southern CA	485	I-15	575	I-80 E.W. Northern CA	404
COLORADO	I-25 N.S.	598	I-70 E.W.	901	I-76	368		
CONNECTICUT	I-84	197	I-86	90	I-91 N.S.	116	I-95 E.W.	223
DELAWARE	I-95	47	I-495	23	U.S.13 N.S.	170		
FLORIDA	I-4	264	I-10 E.W.	726	I-75	944	I-95 N.S.	765
GEORGIA	I-20 E.W.	404	I-75 N.S.	710	I-85	358	I-95	223
IDAHO	I-15 N.S.	392	I-84	551	I-90	147	84+86+15+26 E.W.	760
ILLINOIS	I-55	590	I-57	717	I080 E.W.	327	U.S. 51 N.S.	800
IOWA	I-29	304	I-35 N.S.	437	I-80 E.W.	613	I-380	145
KANSAS	I-35	471	I-70 E.W.	848	U.S. 183 N.S.	420		
KENTUCKY	I-24	187	I-64	383	24+Parkway+64 E.W.	766		
LOUISIANA	I-10	549	I-12	171	I-20 E.W.	380	U.S. 165 N.S.	440
MAINE	I-95 N.S.	596	2+9 E.W.	430	U.S. 1	830		
MARYLAND	I-70 E.W.	186	I-83	68	I-95	217	83+301 N.S.	205
MASSACHUSETTS	I-90 E.W.	269	I-91 N.S.	110	I-95	180	I-495	240
MICHIGAN	I-75 N.S.	790	I-94 E.W.	551	I-96	385		
MINNESOTA	I-35	519	I-90 E.W.	550	I-94	518	U.S. 71 N.S.	730
MISSISSIPPI	I-10	154	I-20 E.W.	309	I-55 N.S.	579	I-59	342
MISSOURI	I-44	582	I-55	419	I-70 E.W.	530		
MONTANA	I-15 N.S.	790	I-90	1100	I-94	496	94+90 E.W.	1386
NEBRASKA	I-80 E.W.	911	U.S. 83 N.S.	450				
NEVADA	I-15	248	I-80 E.W.	821	93+95 N.S.	1140		
NEW HAMPSHIRE	I-89	122	I-93 N.S.	264	I-95	32	RT 11 E.W.	170
NEW JERSEY	I-80 E.W. Northern NJ	136	I-95	158	I-195 E.W. Southern NJ	69	206+54+557+50 N.S.	320
NEW MEXICO	I-10	329	I-25 N.S.	924	I-40 E.W.	747		

STATE	HIGHWAY	MILES	HIGHWAY	MILES	HIGHWAY	MILES	HIGHWAY	MILES
NEW YORK	I-84 E.W. Southern NY	143	I-87 N.S.	666	I-90 E.W. Northern NY	774	I-95	47
NORTH CAROLINA	I-77 N.S.	211	I-95	363	64+19+40+85+64 E.W.	1050		
NORTH DAKOTA	I-29 N.S.	435	I-94 E.W.	705				
OHIO	I-70 E.W. Southern OH	451	I-71	495	I-75 N.S.	423	I-80 E.W. Northern OH	474
OKLAHOMA	I-35 N.S.	472	I-40 E.W.	662	I-44	657		
OREGON	I-5 N.S.	617	I-84 E.W.	750				
PENNSYLVANIA	I-76	703	I-79 N.S.	367	I-80 E.W.	622	I-81	467
RHODE ISLAND	I-95	87	U.S. 6 E.W.	50	98+102+95+112 N.S.	105		
SOUTH CAROLINA	I-26	442	I-85	212	I-95 N.S.	398	20+76 E.W.	380
SOUTH DAKOTA	I-29 N.S.	505	I-90 E.W.	826				
TENNESSEE	I-40 E.W.	911	I-65 N.S.	243	I-75	323	I-81	150
TEXAS	I-10 E.W. Southern TX	1761	I-20	1272	I-35 N.S.	1008	I-40 E.W. Northern TX	354
UTAH	I-15 N.S.	811	I-70	462	I-80 E.W.	395		
VERMONT	I-89	261	I-91 N.S.	355	I-93	22	U.S. 4 E.W.	110
VIRGINIA	I-64 E.W.	598	I-77	126	I-81	648	I-95 N.S.	349
WASHINGTON	I-5 N.S.	553	I-82	265	I-90 E.W.	594		
WEST VIRGINIA	I-64 E.W.	374	I-77 N.S.	374	I-79	321		
WISCONSIN	I-90	374	I-94	696	U.S. 18 E.W.	360	U.S. 51 N.S.	550
WYOMING	I-25	602	I-80 E.W.	806	I-90	418	25+90 N.S.	700

PROVINCES	HIGHWAY	MILES	HIGHWAY	MILES	HIGHWAY	MILES	HIGHWAY	MILES
ALBERTA	TCH 1	570	PH 2	1750	PH 16	820		
BRITISH COLUMBIA	TCH 1	1590	PH 97	1590				
MANITOBA	TCH 1	590						
NEW BRUNSWICK	TCH 2	590						
NEWFOUNDLAND	TCH	1590						
NOVA SCOTIA	TCH 104	330	PH 102	120				
ONTARIO	TCH 17	1092	TCH 69	470				
PRINCE EDWARD ISLAND	TCH 1	130						
QUEBEC	CAR 20	546	PH 155	280				
SASKATCHEWAN	TCH 1	856						
YUKON	PH 1	950						

RECIPROCITY CHART AND MAXIMUM GROSS WEIGHT BY JURISDICTION

<b>Jurisdiction</b>	<b>Max. Operating Weight (in lbs.)</b>	<b>Max. Cab Card Weight (in lbs.)</b>	<b>Exceptions/Conditions</b>	<b>Overweight Permits; Cab Card Change Notes</b>
Alabama	80,000	QUAL		Overweight permit over 80,000 lbs.; cab card changed to reflect "QUAL" for anything over 80,000 lbs.
Alberta	139,992	139,992		No change to cab card
Arizona	80,000	80,000		No change to cab card
Arkansas	80,000	80,000		No change to cab card
British Columbia	141,100	139,994		Permit is needed; no change to cab card
California	*80,000	80,000		*Without overweight permit; no change to cab card
Colorado	*85,000	80,000	*CO allows 85,000 lbs. max GVW on CO non-highways, 80,000 lbs. max GVW on CO interstate highways, and 80,000 lbs. max on the cab card	*Without overweight permit
Connecticut	None	*None		*80,000 lbs. with overweight permit; cab card changed to reflect overweight permit
Delaware	80,000	80,000		Permit is needed; no change to cab card
District of Columbia	80,000	80,000		No change to cab card
Florida	80,000	80,000		No change to cab card
Georgia	80,000	80,000		No change to cab card
Idaho	105,500	105,500	Vehicles hauling non-reducible loads are not required to register for the max. weight to be hauled; an overweight permit required when exceeding legal limits.	Annual overweight permit required when exceeding 80,000 lbs. on interstate with divisible loads; cab card changed to reflect permit weight

**RECIPROcity CHART AND MAXIMUM GROSS WEIGHT BY JURISDICTION**

<b>Jurisdiction</b>	<b>Max. Operating Weight (in lbs.)</b>	<b>Max. Cab Card Weight (in lbs.)</b>	<b>Exceptions/Conditions</b>	<b>Overweight Permits; Cab Card Change Notes</b>
Illinois	80,000	80,000	Contact IDOT (Illinois Dept. of Transportation)	Contact IDOT (217) 782-6271
Indiana	80,000	80,000		Permit is needed; no change in cab card
Iowa	No Maximum	Unlimited	Requires increase in registration to be reflected in registration documents	
Kansas	*85,500	*85,500	*Max 80,000 lbs. on KS Interstate System	Must be registered for 85,500 lbs. to purchase overweight permit; cab card does not change
Kentucky	*80,000	80,000		*Special permit over 80,000 lbs.
Louisiana	88,000	88,000	Interstate - 83,400 lbs. Non-Interstate - 88,000 lbs.	Weights must be reflected on the cab card (83,400 lbs. for Interstate and 88,000 lbs. for non-interstate) in order to qualify for an overweight permit; cab card does not change.
Maine	100,000	100,000		Cab card does not change
Manitoba	137,770	137,770		Cab card does not change
Maryland	80,000	80,000		Cab card does not change
Massachusetts	None	None		No weight limit; no change to cab card
Michigan	160,001	160,001		Permit is needed; no change in cab card
Minnesota	*80,000	Unlimited		*Overweight permit needed over 80,000 lbs.; the cab card must reflect the weight of the overweight permit
Mississippi	80,000	80,000		Cab card does not change

**RECIPROCITY CHART AND MAXIMUM GROSS WEIGHT BY JURISDICTION**

<b>Jurisdiction</b>	<b>Max. Operating Weight (in lbs.)</b>	<b>Max. Cab Card Weight (in lbs.)</b>	<b>Exceptions/Conditions</b>	<b>Overweight Permits; Cab Card Change Notes</b>
Missouri	80,000	80,000		Requires overweight permit over 80,000 lbs.; no change is needed on cab card
Montana	138,000	138,000		
Nebraska	94,000	94,000		A permit is required over 94,000 lbs.; cab card does reflect the overweight up to 94,000 lbs. and a permit is also required
Nevada	129,000	80,000		Permit required with weight over 80,000 lbs.; cab card does not change if reflecting 80,000 lbs.
New Brunswick				No information provided
New Hampshire	80,000	80,000		Overweight permit over 80,000 lbs.
New Jersey	80,000	80,000		Permit is required; no change to cab card
New Mexico	86,400	80,000		Cab card does not change
New York	*None	None		*Overweight permit over 80,000 lbs.; cab card is changed to reflect overweight permit
Newfoundland and Labrador				No information provided
North Carolina	80,000	80,000		Overweight permit over 80,000 lbs.; no change to cab card
North Dakota	105,500	105,500		No change in cab card
Nova Scotia				No information provided
Ohio	80,000	80,000		No change to cab card

**RECIPROCITY CHART AND MAXIMUM GROSS WEIGHT BY JURISDICTION**

<b>Jurisdiction</b>	<b>Max. Operating Weight (in lbs.)</b>	<b>Max. Cab Card Weight (in lbs.)</b>	<b>Exceptions/Conditions</b>	<b>Overweight Permits; Cab Card Change Notes</b>
Oklahoma	90,000	90,000		Annual permit required over 80,000 lbs.
Ontario	139,992	139,992		Overweight permit required for any weight over 139,992 lbs.
Oregon	*105,500	105,500		*Special permit over 80,000 lbs.; no change to cab card
Pennsylvania	80,000	80,000		No change to cab card
Prince Edward Island	137,788	137,788		Overweight permits are issued for indivisible loads. Carriers must apply. Permits not issued for divisible loads, carrier fined and must off-load excess weight; no change to cab card needed.
Quebec				Overweight permit needed over 62,500 kg (137,500 lbs.); Reminder: registration based on the number of axles
Rhode Island	80,000	80,000		Separate permit for overweight; no change to cab card
Saskatchewan	137,787	137,787		No change to cab card
South Carolina	80,000	80,000		No change to cab card
South Dakota	*None	*None	*Must meet SD bridge weight laws	Overweight permit required over 80,000 lbs. GVW on interstate; cab card changed and permit required.
Tennessee	80,000	80,000		No change to cab card

**RECIPROCIITY CHART AND MAXIMUM GROSS WEIGHT BY JURISDICTION**

<b>Jurisdiction</b>	<b>Max. Operating Weight (in lbs.)</b>	<b>Max. Cab Card Weight (in lbs.)</b>	<b>Exceptions/Conditions</b>	<b>Overweight Permits; Cab Card Change Notes</b>
Texas	80,000	80,000		Does not require amendment to original cab card
Utah	129,000	80,000	129,000 lbs. is the limit on divisible loads w/overweight permit.  There is no max. gross weight for non-divisible loads w/overweight permit.	No change to the cab car, separate permit is issued for carrier to carry.
Vermont	80,000	80,000		No change to cab card
Virginia	80,000	80,000		Separate permit required; no change on cab card
Washington	105,500	105,500		No change to cab card
West Virginia	80,000	80,000		No change in cab card
Wisconsin	80,000	80,000		No change to cab card
Wyoming	117,000	117,000		Overweight permit over 117,000 lbs.; no change to cab card

FUEL TAX LICENSING/ TRIP PERMITS

<b>Jurisdiction</b>	<b>Phone #'s</b>	<b>Taxable Fuel Types</b>	<b>Trip Permits (Duration; Cost)</b>
Alabama	334-242-2999	All Fuels	7 days; \$22
Alaska	907-465-4683	No Fuel Tax Imposed	N/A
Alberta	780-427-3044	Diesel, Motor Fuel Gas, Ethanol/Gasohol, LPG, A-55, E-85, M-85, Methanol, Biodiesel	\$10 Filing Fee
Arizona	602-712-8473	Diesel, Biodiesel	96 hours; \$50
Arkansas	501-682-4814	Diesel, Motor Fuel Gas, Ethanol, Gasohol, LPG, CNG, E-85, M-85, Methanol	72 hours; \$33
British Columbia	250-387-0635	Diesel, Motor Fuel Gas, LPG	7 ¢ per km.; minimum of \$10
California	800-400-7115	Diesel, Ethanol/Gasohol, LPG, CNG, Biodiesel, A-55, E-85, M-85, LNG, Methanol	96 hours; \$30
Colorado	303-205-8205 303-205-5680	All Fuels	72 hours; Various
Connecticut	860-297-5962 800-382-9463	All Fuels	None
Delaware	302-744-2701	All Fuels	72 hours; \$11.50
District of Columbia	202-729-7078	No Fuel Tax Imposed	N/A
Florida	850-488-6921	Diesel, Gas, Gasohol, Biodiesel	10 days; \$45-wire service
Georgia	404-417-6712 404-651-8651	All Fuels	10 days; \$16-wire service
Idaho	208-334-8692	Diesel, LPG, CNG, A-55	120 hours; \$30 for a fuel permit and \$30 for a single vehicle Reg.
Illinois	217-785-5869	All Fuels	72 hours; \$20

FUEL TAX LICENSING/ TRIP PERMITS

<b>Jurisdiction</b>	<b>Phone #'s</b>	<b>Taxable Fuel Types</b>	<b>Trip Permits (Duration; Cost)</b>
Indiana	317-615-7345	All Fuels	5 days; \$50
Iowa	515-237-3224	All Fuels	72 hours; \$12
Kansas	785-271-3145	All Fuels	1 trip; \$13
Kentucky	502-564-4127	Diesel, Motor Fuel Gas, LPG, Ethanol/Gasohol, CNG, A-55, E-85, M-85, LNG, Methanol	10 days; \$40
Louisiana	225-925-6272	All Fuels	None
Maine	207-624-9000 ext. 52136	Diesel, LPG, Ethanol, CNG, LNG, Methanol, Biodiesel	72 hours; \$50
Manitoba	204-945-3194	All Fuels	6¢ per km; minimum of \$18
Maryland	410-787-2971	All Fuels	15 days; \$42
Massachusetts	617-351-9395	All Fuels	72 hours; \$20-plus wire service
Michigan	517-636-4580	Diesel, Biodiesel	5 days; \$20
Minnesota	651-405-6161	All Fuels	120 hours; \$25
Mississippi	601-923-7152	All Fuels	None
Missouri	573-751-3671	Diesel, LPG, CNG, Motor Fuel Gas, Ethanol, Gasohol, LNG, A-55, E-85, M-85, Methanol	72 hours; \$10
Montana	406-444-6371	Diesel, CNG, LPG	3 days; \$30
Nebraska	888-622-1222	All Fuels	3 days, \$20

FUEL TAX LICENSING/ TRIP PERMITS

<b>Jurisdiction</b>	<b>Phone #'s</b>	<b>Taxable Fuel Types</b>	<b>Trip Permits (Duration; Cost)</b>
Nevada	775-684-4711	Diesel, LPG, CNG, LNG, Motor Fuel Gas, Ethanol, Gasohol, Methanol, A-55, E-85, Biodiesel	24 hours; \$5 plus 15 ¢ per mile
New Brunswick	506-444-5758	All Fuels	8 ¢ per km diesel; 10¢ per km gasoline
New Hampshire	603-271-2196	Diesel, Biodiesel	3 days; \$10-wire service
New Jersey	609-633-9408	Diesel, Motor Fuel Gas, LPG, Ethanol/Gasohol, CNG, LNG, Methanol	96 hours; \$25
New Mexico	505-827-1005	Diesel	\$5 plus 5¢ per mile
New York	800-972-1233	Diesel, Motor Fuel Gas, LPG, Ethanol/Gasohol, LNG, A-55, M-85, Methanol	72 hours; \$25
Newfoundland	709-729-1786	Diesel, Motor Fuel Gas, LPG	One trip; \$150.00; weight scales upon entry
North Carolina	919-733-3409	All Fuels	3 days; \$50-weight station or wire service
North Dakota	701-328-2725	Diesel, Motor Fuel Gas, LPG, Gasohol, CNG, Biodiesel	One trip; \$15
NW Territories	403-920-3470	All Fuels	7 ¢ per km.
Nova Scotia	902-424-2850 800-565-2336	Diesel, Motor Fuel Gas, LPG	Tractor-.0855¢ per km, Straight Truck-.0570¢ per km, Cube Van-.0427¢ per km, minimum \$10
Ohio	614-777-8400	Diesel, Motor Fuel Gas, LPG, Ethanol/Gasohol, LNG, A-55, E-85, M-85, Methanol, Biodiesel	Single trip, 24 hours; \$12; max of 4 permits-96 hours
Oklahoma	405-521-3036	Diesel, Motor Fuel Gas, LPG, Gasohol, CNG, LNG	72 hours; \$12
Ontario	866-668-8297	Diesel, Gasoline, Gasohol, LPG, E-85, M-85, A-55, Ethanol	8.9 ¢ (CAD) per km, minimum of \$5 (CAD)

FUEL TAX LICENSING/ TRIP PERMITS

<b>Jurisdiction</b>	<b>Phone #'s</b>	<b>Taxable Fuel Types</b>	<b>Trip Permits (Duration; Cost)</b>
Oregon	503-378-8150	No Fuel Tax Imposed	Weight distance and registration
Pennsylvania	717-705-5460	All Fuels	5 days; \$25
Prince Edward Island	902-368-5703	Diesel, Motor Fuel Gas	One trip; \$25
Quebec	418-652-4832 800-237-4383	Diesel, Motor Fuel Gas, Ethanol/Gasohol, A-55, E-85, M-85, Methanol, Biodiesel	15 ¢ per km; minimum of \$75
Rhode Island	401-222-6317	All Fuels	10 days; \$10
Saskatchewan	306-787-7749	Diesel, Motor Fuel Gas, LPG, Ethanol/Gasohol, A-55, E-85, M-85, Methanol, Biodiesel	6 ¢ per km; minimum of \$10
South Carolina	803-896-2692	Diesel, Motor Fuel Gas, LPG, Ethanol/Gasohol, CNG, LNG, Methanol	10 days; \$15
South Dakota	605-773-5332	Diesel, LPG, CNG, E-85, M-85, Biodiesel	Single trip; \$20
Tennessee	615-253-2335 800-343-3174	Diesel, Motor Fuel Gas, LPG, CNG	7 days; \$30
Texas	512-463-3849	All Fuels	Good for 1 entry, may be used for 20 days; \$50
Utah	801-297-6890	Diesel, Motor Fuel Gas, Ethanol/Gasohol, A-55, E-85, M-85, Methanol, Biodiesel	96 hours; \$20
Vermont	802-826-2070	Diesel	None
Virginia	866-878-2582	All Fuels	10 days; \$20
Washington	360-664-1868	Diesel, Motor Fuel Gas, Ethanol/Gasohol	3 days; \$25
West Virginia	304-558-0700, 304-558-3629	All Fuels	10 days; \$24

FUEL TAX LICENSING/ TRIP PERMITS

<b>Jurisdiction</b>	<b>Phone #'s</b>	<b>Taxable Fuel Types</b>	<b>Trip Permits (Duration; Cost)</b>
Wisconsin	608-266-9900	Diesel, Motor Fuel Gas, LPG, Ethanol/Gasohol, CNG, LNG, A-55, E-85, M-85, Methanol, Biodiesel	72 hours; \$15
Wyoming	307-777-4842	Diesel, Gasoline, Gasohol	96 hours; \$7.50 single, \$15 for combination
Yukon Territory	403-667-5334	All Fuels	4 ¢ per km



Department of  
The Secretary of State  
Motor Carrier Services  
29 State House Station  
Augusta ME 04333-0029

**UNIFIED CARRIER REGISTRATION**  
**January 1, 2011 – December 31, 2011**  
Enforcement Date: **February 1, 2011**

**Register online at: [www.maine.gov/online/ucr/](http://www.maine.gov/online/ucr/)**

SECTION 1. GENERAL INFORMATION					
USDOT Number	MC or MX Number	FF Number	Phone Number	Fax Number	E-mail Address
Legal Name					
Doing Business Under The Following Name (DBA)					
Principal Place Of Business Street Address (See Instructions)					
Principal Business City			Principal Business State/Province		Zip/Postal Code
Mailing Street Address					
Mailing City			Mailing State/Province		Mailing Zip/Postal Code
SECTION 2. CLASSIFICATION - Check All That Apply					
<input type="checkbox"/> Motor Carrier <input type="checkbox"/> Motor Private Carrier <input type="checkbox"/> Broker <input type="checkbox"/> Leasing Company <input type="checkbox"/> Freight Forwarder					
SECTION 3. FEES DUE - BROKERS, FREIGHT FORWARDERS AND LEASING COMPANIES ONLY					
<i>Note: If your company is also a motor carrier or motor private carrier, skip this section and go to section 4.</i> Brokers, freight forwarders and leasing companies (not a motor carrier combination), please submit the amount due of \$76 in the form of a Credit Card, Cash, Check, or Money Order payable to Maine, Secretary of State and go to Section 7.					
SECTION 4. NO. OF MOTOR VEHICLES - MOTOR CARRIER & MOTOR PRIVATE CARRIER					
<i>Check only one box:</i> <input type="checkbox"/> The number of vehicles shown below has been taken from section 26 of your last reported MCS-150 form. <input type="checkbox"/> The number of vehicles shown below is the total number owned and operated for the 12-month period ending June 30, 2010.					
LINE NO.	NUMBER OF STRAIGHT TRUCKS AND TRACTORS (COLUMN A)	(COLUMN B)	NUMBER OF MOTOR COACHES, SCHOOL BUSES, MINI-BUSES, VANS AND LIMOUSINES (COLUMN C)	TOTAL (COLUMN D)	
1.					
2.	<b>Subtract:</b> • The number of vehicles on Line 1 in Column C above that has a vehicle capacity of 10 or less passengers, including the driver. • (Optional) The number of vehicles on Line 1 in Column A above that is used only in intrastate commerce.			(            )	
3.	(Optional) Add the number of vehicles not shown on Line 1 above that are: • Commercial motor vehicles operating solely in intrastate commerce. (See instructions for definition of commercial motor vehicle.) • Used in commerce to transport passengers or property for compensation and have a GVWR or GVW of 10,000 lbs or less, or a passenger capacity of 10 or less, including the driver.				
4.	Total Number of Vehicles (Line 1 minus Line 2 plus Line 3)				
SECTION 5. FEE TABLE					
Number of Vehicles	Amount Due	Number of Vehicles	Amount Due	Number of Vehicles	Amount Due
0-2	\$76	6-20	\$452	101-1000	\$7,511
3-5	\$227	21-100	\$1,576	1001 or more	\$73,346
SECTION 6. FEES DUE - MOTOR CARRIER & MOTOR PRIVATE CARRIER					
Using the number of vehicles in Section 4, Line 4 above, enter the Amount Due from the table above.					\$
<i>Note: See last page of this pamphlet for the types of payment your selected base state will accept.</i>					
SECTION 7. CERTIFICATION					
I, the undersigned, under penalty for false statement, certify that the above information is true and correct and that I am authorized to execute and file this document on behalf of the applicant. (Penalty provisions subject to the laws of the registration state.)					
Name Of Owner Or Authorized Representative (Printed)					Date
Signature			Title		

[www.maine.gov/sos/bmv/commercial/UCR.htm](http://www.maine.gov/sos/bmv/commercial/UCR.htm)

**MAINE IRP APPLICATION**

MAIL OR FAX TO: IRP UNIT, 29 STATE HOUSE STATION, AUGUSTA ME 04333-0029  
 TELEPHONE: 800-499-8606 OR 207-624-9000 EXT 52135 FAX 207-624-9086

PLEASE PRINT CLEARLY

**OFFICE USE ONLY**

ACCOUNT # \_\_\_\_\_ FLEET # \_\_\_\_\_ SUPPLEMENT #: \_\_\_\_\_ YEAR \_\_\_\_\_ LOC CODE: \_\_\_\_\_

Have you previously been registered in Maine or any other jurisdiction?  Yes  No If yes, Jurisdiction \_\_\_\_\_  
 Were you ever revoked?  Yes  No

**REGISTRANT INFORMATION**

**A USDOT Number is required when applying for an IRP registration.**

USDOT Number: \_\_\_\_\_ Taxpayer Identification Number (TIN): \_\_\_\_\_  EIN  SSN

LEGAL NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ D/B/A (Doing Business As) if different from legal name \_\_\_\_\_

SOLE PROPRIETOR  PARTNERSHIP  CORPORATION  S CORP  LLC STATE OF INCORPORATION: \_\_\_\_\_  OTHER \_\_\_\_\_

ARE YOU LEASING TO A MOTOR CARRIER?  Yes  No IF YES, WITH WHOM? \_\_\_\_\_

**PHYSICAL ADDRESS (Legal)**

**MAILING ADDRESS (if different from physical address)**

STREET \_\_\_\_\_ STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ME \_\_\_\_\_ ZIP \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**IDENTIFY PARTNERS, OR CORPORATE OFFICERS**

SSN \_\_\_\_\_ NAME \_\_\_\_\_ CORPORATE POSITION \_\_\_\_\_ PHONE # \_\_\_\_\_

1 \_\_\_\_\_

2 \_\_\_\_\_

**IRP CARRIER SECTION**

EXEMPT  HAUL FOR HIRE  PRIVATE CARRIER  HOUSEHOLD GOODS  RENTAL COMPANY  REGISTRANT ONLY

CONTACT NAME \_\_\_\_\_ OFFICE USE ONLY \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ DATE FIRST OPERATED IN IRP FLEET \_\_\_\_\_ FLEET EXPIRATION DATE \_\_\_\_\_

*If you hire a reporting service or agent to complete your paperwork, complete the section below and attach Power of Attorney.*

**REPORTING SERVICE / AGENT SECTION**

REPORTING SERVICE NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/TOWN \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ SERVICE TO RECEIVE BILLS, PLATES, CORRESPONDENCE, ETC?  YES  NO

**OFFICE USE ONLY**  USE TAX CERT  BILL OF SALE  EXCISE  COMMERCIAL REG  CORPORATIONS  UMCAMS

DEALER'S CERT  MCS-150  TITLE APP  INSURANCE  DRIVER INFO

FUEL  TITLE OR MSO  2290  CAB CARD  PLATE  SAFESTAT/MCMIS

**CANADIAN VEHICLES:**  ORIGINAL REGISTRATION (CANADIAN)  ENTRY SUMMARY 7501  ORIGINAL MVT-10

**ORIGINALS ONLY**  DOT FORM HS7 IF BOX 3 IS CHECKED ON THE HS7 FORM  BOND RELEASE LETTER Date Rec'd \_\_\_\_\_

# MAINE IRP APPLICATION

PLEASE PRINT CLEARLY

## VEHICLE INFORMATION

1

UNIT NUMBER	MODEL YEAR	MAKE / MODEL	VEHICLE IDENTIFICATION NUMBER	*TYPE	BUSHP	AXLES	SEATS	**FUEL	GROSS WEIGHT	UNLADEN WEIGHT	NAME OF OWNER/LESSOR

TITLE NUMBER	TITLE JURIS	NEW / USED	PURCHASE PRICE & PURCHASE DATE	FACTORY PRICE	IS THIS VEHICLE LEASED OVER 30 DAYS TO ANOTHER CARRIER?	LEASE DATE	***USDOT NUMBER	****TAXPAYER IDENTIFICATION NUMBER (TIN)	*****VEHICLE SAFETY RESPONSIBILITY WILL CHANGE DURING THE YEAR.
		<input type="checkbox"/> N <input type="checkbox"/> U			<input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> YES <input type="checkbox"/> NO

UNIT NUMBER	MODEL YEAR	MAKE / MODEL	VEHICLE IDENTIFICATION NUMBER	*TYPE	BUSHP	AXLES	SEATS	**FUEL	GROSS WEIGHT	UNLADEN WEIGHT	NAME OF OWNER/LESSOR

TITLE NUMBER	TITLE JURIS	NEW / USED	PURCHASE PRICE & PURCHASE DATE	FACTORY PRICE	IS THIS VEHICLE LEASED OVER 30 DAYS TO ANOTHER CARRIER?	LEASE DATE	***USDOT NUMBER	****TAXPAYER IDENTIFICATION NUMBER (TIN)	*****VEHICLE SAFETY RESPONSIBILITY WILL CHANGE DURING THE YEAR.
		<input type="checkbox"/> N <input type="checkbox"/> U			<input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> YES <input type="checkbox"/> NO

3

UNIT NUMBER	MODEL YEAR	MAKE / MODEL	VEHICLE IDENTIFICATION NUMBER	*TYPE	BUSHP	AXLES	SEATS	**FUEL	GROSS WEIGHT	UNLADEN WEIGHT	NAME OF OWNER/LESSOR

TITLE NUMBER	TITLE JURIS	NEW / USED	PURCHASE PRICE & PURCHASE DATE	FACTORY PRICE	IS THIS VEHICLE LEASED OVER 30 DAYS TO ANOTHER CARRIER?	LEASE DATE	***USDOT NUMBER	****TAXPAYER IDENTIFICATION NUMBER (TIN)	*****VEHICLE SAFETY RESPONSIBILITY WILL CHANGE DURING THE YEAR.
		<input type="checkbox"/> N <input type="checkbox"/> U			<input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> YES <input type="checkbox"/> NO

*TYPE OF VEHICLE	**FUEL	***USDOT NUMBER FOR CARRIER RESPONSIBLE FOR VEHICLE SAFETY	****TAXPAYER IDENTIFICATION NUMBER (TIN) FOR CARRIER RESPONSIBLE FOR VEHICLE SAFETY
TT = TRUCK TRACTOR TK = TRUCK BS = BUS	D = DIESEL G = GASOLINE P = PROPANE	*****WILL THE DESIGNATED CARRIER RESPONSIBLE FOR SAFETY CHANGE DURING THE REGISTRATION YEAR ? CHECK YES OR NO.	

_____ AUTHORIZED SIGNATURE (VERIFIES THAT INFORMATION IS CORRECT AND VEHICLE SECURITY IS MAINTAINED)	_____ TITLE	_____ DATE
---	----------------	---------------

DISCLOSURE

This statement is made in accordance with the Federal Privacy Act of 1974, Section 7(b). Providing your Social Security Number or Federal Employer Identification Number is mandatory and is required by State and Federal law or rule to receive motor carrier credentials. Your Social Security Number or FEIN will be used solely for identification purposes and will be kept confidential.



<input type="checkbox"/> New Unit <input type="checkbox"/> Weight Increase <input type="checkbox"/> Weight Decrease <input type="checkbox"/> Add Jurisdictions <input type="checkbox"/> Delete Unit(s) <input type="checkbox"/> Add Unit(s)		<input type="checkbox"/> Fleet to Fleet <input type="checkbox"/> Create New Wt. Grp. <input type="checkbox"/> Registration Transfer <input type="checkbox"/> Correction Total Unit(s) Deleted _____ Total Unit(s) Added _____		<b>STATE OF MAINE</b> Bureau of Motor Vehicles, IRP Unit State House Station 29 Augusta ME 04333-0029 Phone: 207-624-9000 extension 52135 Fax: 207-624-9086				Maine IRP Schedule C <b>PAGE 1</b> Account # _____ Supplement # _____ Loc Code _____								
NAME OF REGISTRANT				DATE OF BIRTH		FLEET NUMBER		USDOT NUMBER								
DOING BUSINESS AS (D/B/A)				TAXPAYER IDENTIFICATION NUMBER (TIN)				REGISTRANT ONLY? <input type="checkbox"/> YES <input type="checkbox"/> NO								
PHYSICAL ADDRESS				CONTACT PERSON				MC NUMBER								
MAILING ADDRESS				TELEPHONE NUMBER ( ) ( )		CELL PHONE NUMBER ( ) ( )		REGISTRATION YEAR								
<b>DECLARED JURISDICTIONAL WEIGHTS - List the Operating Weight for each jurisdiction for which registration is requested.</b>																
AB	AL	AR	AZ	BC	CA	CO	CT	DC	DE	FL	GA	IA	ID			
IL	IN	KS	KY	LA	MA	MB	MD	ME	MI	MN	MO	MS	MT			
NB	NC	ND	NE	NH	NJ	NL	NM	NS	NV	NY	OH	OK	ON			
OR	PA	PE	QC	RI	SC	SD	SK	TN	TX	UT	VA	VT	WA			
WI	WV	WY	If weight is given for WY, do you have Intrastate Authority? <input type="checkbox"/> Y <input type="checkbox"/> N						If TK is traveling in CO, does it pull a trailer? <input type="checkbox"/> Y <input type="checkbox"/> N							
<b>ADDITIONS - VEHICLE INFORMATION</b>																
UNIT NUMBER	MODEL YEAR	MAKE / MODEL	VEHICLE IDENTIFICATION NUMBER				*TYPE	BUSH#	AXES	SEATS	**FUEL	GROSS WEIGHT	UNLADEN WEIGHT	NAME OF OWNER/LESSOR		*TYPE TT TK CG BS
										CARRIER RESPONSIBLE FOR VEHICLE SAFETY						
TITLE NUMBER	TITLE JURIS	NEW / USED <input type="checkbox"/> N <input type="checkbox"/> U	PURCHASE PRICE & PURCHASE DATE	FACTORY PRICE	IS THIS VEHICLE LEASED OVER 30 DAYS TO ANOTHER CARRIER <input type="checkbox"/> YES <input type="checkbox"/> NO	LEASE DATE	***USDOT NUMBER	****TAXPAYER IDENTIFICATION NUMBER (TIN)	*****VEHICLE SAFETY RESPONSIBILITY WILL CHANGE DURING THE YEAR. <input type="checkbox"/> YES <input type="checkbox"/> NO						**FUEL D G P	
										CARRIER RESPONSIBLE FOR VEHICLE SAFETY						
UNIT NUMBER	MODEL YEAR	MAKE / MODEL	VEHICLE IDENTIFICATION NUMBER				*TYPE	BUSH#	AXES	SEATS	**FUEL	GROSS WEIGHT	UNLADEN WEIGHT	NAME OF OWNER/LESSOR		
										CARRIER RESPONSIBLE FOR VEHICLE SAFETY						
TITLE NUMBER	TITLE JURIS	NEW / USED <input type="checkbox"/> N <input type="checkbox"/> U	PURCHASE PRICE & PURCHASE DATE	FACTORY PRICE	IS THIS VEHICLE LEASED OVER 30 DAYS TO ANOTHER CARRIER <input type="checkbox"/> YES <input type="checkbox"/> NO	LEASE DATE	***USDOT NUMBER	****TAXPAYER IDENTIFICATION NUMBER (TIN)	*****VEHICLE SAFETY RESPONSIBILITY WILL CHANGE DURING THE YEAR. <input type="checkbox"/> YES <input type="checkbox"/> NO						***USDOT Number Assigned to Vehicle	
										CARRIER RESPONSIBLE FOR VEHICLE SAFETY						
****EIN or SSN Assigned to vehicle										*****Will the designated carrier responsible for safety change during the registration year? Check yes or no.						

**DELETIONS - RETURN PLATES AND WHITE CAB CARD WHEN DELETING A VEHICLE**

UNIT NUMBER	YEAR	MAKE	MODEL	VEHICLE IDENTIFICATION NUMBER	APPORTIONED PLATE NUMBER	REASON REMOVED

**LEGENDS**

**\*TYPE OF VEHICLE**  
 TT - TRUCK TRACTOR  
 TK - STRAIGHT TRUCK  
 CG - CONVERTER GEAR  
 BS - BUS

**\*\*FUEL**  
 D - DIESEL  
 G - GASOLINE  
 P - PROPANE

**REASON REMOVED**  
 NM - NEED OF MAINTENANCE (No Credit Allowed)  
 S - SOLD  
 ST - STOLEN  
 W - WRECKED or JUNKED (Must be permanently removed from fleet)  
 O - OTHER (Explain \_\_\_\_\_)

\_\_\_\_\_  
 AUTHORIZED SIGNATURE (VERIFIES THAT INFORMATION IS CORRECT AND THAT VEHICLE LIABILITY SECURITY IS MAINTAINED)

\_\_\_\_\_  
 TITLE

\_\_\_\_\_  
 DATE

DISCLOSURE  
 This statement is made in accordance with the Federal Privacy Act of 1974, Section 7(b). Providing your Social Security Number or Federal Employer Identification Number is mandatory and is required by State and Federal law or rule to receive motor carrier credentials. Your Social Security Number or Federal Employer Identification Number will be solely for identification purposes and will be kept confidential.

**OFFICE USE ONLY**

- |  |                                       |                                       |                                    |                                       |                                      |   |
|--|---------------------------------------|---------------------------------------|------------------------------------|---------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> DEALER'S CERT | <input type="checkbox"/> USE TAX CERT | <input type="checkbox"/> BILL OF SALE | <input type="checkbox"/> TITLE APP | <input type="checkbox"/> TITLE OR MSO | <input type="checkbox"/> EXCISE      | <input type="checkbox"/> INSURANCE      |
| <input type="checkbox"/> FUEL          | <input type="checkbox"/> UMCAMS       | <input type="checkbox"/> CORPORATIONS | <input type="checkbox"/> 2290      | <input type="checkbox"/> MCS-150      | <input type="checkbox"/> DRIVER INFO | <input type="checkbox"/> SAFESTAT/MCMIS |

**CANADIAN VEHICLES:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> ORIGINAL REGISTRATION (CANADIAN) | <input type="checkbox"/> ENTRY SUMMARY 7501 | <input type="checkbox"/> ORIGINAL MVT-10 |
|---|---|--|

**ORIGINALS ONLY**

- |                                       |                                     |  |
|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> DOT FORM HS7 | IF BOX 3 IS CHECKED ON THE HS7 FORM | <input type="checkbox"/> BOND RELEASE LETTER |
|---------------------------------------|-------------------------------------|--|

DATE REC'D \_\_\_\_\_

**COMMERCIAL TO IRP**

CREDIT \$ \_\_\_\_\_ REBATE \$ \_\_\_\_\_ OTHER \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING SCHEDULE A

### PAGE 1 Section 1 - ACCOUNT #, FLEET #, SUPP #, YEAR & LOC CODE

**Account #, Fleet #, Supplement # Year & Loc Code:** Office Use Only

**If you have previously been registered in Maine or any other jurisdiction:** Check "YES" or "NO"

**If YES to the previous question:** What jurisdiction were you registered in?

**Were you ever revoked?** Has your registration ever been revoked? Check "YES" or "NO".

### Section 2 - REGISTRANT INFORMATION

**US DOT Number:** The number assigned to you by the Federal Motor Carrier Safety Administration. If you do not have a US DOT Number, you must fill out an MCS-150 application, or you may go to <http://safer.fmcsa.dot.gov> to obtain your US DOT Number.

**Taxpayer Identification Number (TIN):** Federal Employer Identification Number is required for a company. Individuals must provide their Social Security Number. Check appropriate box "EIN or "SSN".

**Legal Name:** The Incorporated name or legal name of the entity registering the vehicle.

**D.O.B.:** Enter the date of birth of the registrant. If company, leave blank.

**Doing Business As (DBA):** A trade name, which may or may not be the same as the registrant's name. This field is optional.

**Business Type:** Check the type of business operation.

**Are You Leasing?:** Check "YES" or "NO". If you are leasing, state with whom.

**Physical Address:** The street address and town where the applicant maintains an established place of business in MAINE, and where operational records are maintained or such records can be made available. A Post Office box is not acceptable.

**Mailing Address:** The address to be used for the mailing of all correspondence regarding this account.

**Phone Number:** Telephone number of the Registrant.

**Fax Number:** Fax number of the Registrant.

**Cell Phone Number:** The cell phone number of the Registrant.

**E-Mail Address:** The e-mail address of the Registrant.

### Section 3 - IDENTIFY PARTNERS OR CORPORATE OFFICERS

**SSN:** Social Security Number of Partner or Corporate Officer

**Name:** Name of Partner or Corporate Officer

**Corporate Position:** Title of Corporate Officer (i.e. President, Secretary, Clerk, etc.)

**Phone Number:** Telephone number of Partner or Corporate Officer.

### Section 4 - IRP CARRIER SECTION

**Operation Classification:** Check the type of operation conducted.

**FOR HIRE - EXEMPT:** Hauling only commodities which are exempt from Federal Operating Authority requirements. May need State Authority.

**FOR HIRE - REGULATED:** Hauling commodities which are subject to Federal Operating Authority requirements.

**PRIVATE CARRIER:** Hauling only your own property.

**HOUSEHOLD GOODS:** Hauling Household Goods for hire.

**RENTAL COMPANY:** Renting or leasing vehicles to others.

**REGISTRANT ONLY:** Do not have your own Operating Authority, and will be leasing to a Motor Carrier.

**Contact Person:** The person responsible for maintaining applicant records and is familiar with IRP requirements. This is the person who will be contacted to resolve any IRP issues which may

**Telephone Number:** The telephone number of the contact person.

**Fax Number:** The fax number of the contact person.

**Date First Operated In IRP Fleet:** Office Use Only

**Fleet Expiration Date:** Office Use Only

### Section 5 - REPORTING SERVICE / AGENT SECTION

Complete this section if you hire a reporting service or agent to complete your paperwork, authorize and sign your documents. A Power of Attorney must be provided if this section is

**Reporting Service Name:** Name of Reporting Service or Agent.

**Address:** Address of Reporting Service or Agent.

**Telephone Number:** The telephone number of the Reporting Service of Agent.

**Fax Number:** The fax number of the Reporting Service or Agent.

**Service to Receive Bills, Plates, Correspondence, etc.:** Check "YES" if registration materials are to be sent to the Reporting Service or Agent, "NO", if registration material are to be sent to the registrant.

### Page 2

### Section 6 - VEHICLE INFORMATION

**Unit Number:** Show the equipment or unit number assigned by the registrant.

**Model Year:** List the model year of the vehicle.

**Make/Model:** List the make and the model number of the vehicle.

**Vehicle Identification Number:** List the complete Vehicle Identification Number.

**\*Type:** Use the vehicle CODE KEY above the Signature Line on Page 2 of the form.

**BUSHP:** If unit is a bus, list the horsepower.

**Axles/Seats:** List the number of axles on the power unit, including the steering axle. If unit is a bus, list the number of seats.

**\*\*Fuel:** List the fuel type from the CODE KEY above the Signature Line on Page 2 of the form

**Gross Weight:** List the maximum total weight at which the unit is to be registered. Include the empty weight of the vehicle, trailer, and maximum weight of the load.

**Unladen Weight:** List the actual empty weight of the unit excluding the weight of any load.

**Name of Owner/Lessor:** List the name of the owner as recorded on the title, or the person leasing the vehicle.

**Title Number:** List the vehicle title number.

**Title Juris:** List the jurisdiction the vehicle is titled in.

**New/Used** Check "N" if purchased new; "U" if purchased used.

**Date of Purchase:** List the month, day and year (MM/DD/YY) that the vehicle was purchased by you.

**Purchase Price:** List the actual price you paid for the vehicle

**Factory Price** List the manufacturer's suggested retail price of the vehicle when new.

**Leased:** Will the vehicle be leased to another carrier for over 30 days? Please check "YES" or

**Leased Date:** If the vehicle was leased, list the month, day and year (MM/DD/YY) the current lease started.

**\*\*\*US DOT Number:** List the Motor Carrier US DOT number for the carrier responsible for vehicle safety.

**\*\*\*\*Taxpayer Identification Number (TIN):** List the Social Security Number or Federal Employer Identification Number for the carrier responsible for vehicle safety.

**\*\*\*\*\*Vehicle Safety:** Will the designated carrier responsible for safety change during the registration year? Check "YES" or "NO"

### Section 7 - SIGNATURE

**Authorized Signature:** Signature of registrant or Agent with P.O.A. on file.

**Title:** Title or position of the person signing the form (i.e. Owner, President, Agent, etc.) If you are a registration agent, please submit proof of Power of Attorney, if not on file. **Your application cannot be processed without this.**

**Date:** Enter the date the application is signed.

## INSTRUCTIONS FOR COMPLETING SCHEDULE C

### PAGE 1 Section 1 - TRANSACTION CODES, ACCOUNT #, FLEET #

**Transaction Codes:** Indicate the type(s) of transaction(s) you wish to have completed by marking those transactions that apply. Check as many as apply.

**Account Number:** will be required for all written or oral correspondence with the IRP Unit. The account number can be found on the cab card or any previous invoices.

**Supplement Number** will be assigned by the IRP Unit.

### Section 2 - APPLICANT INFORMATION

**Name of Registrant:** must be the full, legal name of the registrant. This will be the owner of the plates. **DBA's are not acceptable.** Companies must have a Taxpayer Identification Number (TIN)

**Date of Birth:** The registrant's date of birth. If incorporated, leave blank.

**Fleet Number:** A three-digit number used for identification of fleets within an account. If you are making a change to an existing fleet, please use the number already assigned. (The fleet number can be found on the cab card.)

**US DOT Number:** The number assigned to you by the Federal Motor Carrier Safety

**Doing Business As:** (DBA) A trade name, which may or may not be the same as the registrant's name. This field is optional

**Taxpayer Identification Number:** (TIN) Federal ID Number is required for a company. Individuals must provide their SSN.

**Registrant Only?:** Is the status of your US DOT number, Registrant Only? Check Yes or No.

**Physical Address:** The street address and town where the applicant maintains an established place of business in MAINE, and where operational records are maintained or such records can be made available. A Post Office box is not acceptable.

**Contact Person:** The person responsible for maintaining applicant's records and is familiar with requirements of the IRP. All IRP correspondence will be directed to this person.

**MC Number:** The number assigned by the Federal Motor Carrier Safety Administration required if you are hauling non-exempt commodities.

**Mailing Address:** The address to be used for the mailing of all correspondence regarding this account.

**Telephone Number:** The telephone number of the contact person.

**Cell Phone Number:** The cell phone number of the contact person.

**Registration Year:** The year in which your registration expires.

### Section 3 - DECLARED JURISDICTIONAL WEIGHTS

**If weight is given for WY, do you have Intrastate Authority?:** Check Yes or No.

**IF TK is traveling in CO, does it pull a trailer?:** Check Yes or No

Use this section to change a weight for a jurisdiction and/or to indicate a weight for a new jurisdiction added. This is your gross weight profile. (For QC use number of axles)

**Enter:** the gross weight for each jurisdiction in which you wish to apportion.

All vehicles must be grouped by vehicle types. A different Schedule C must be filed for each weight profile.

### Section 4 - ADDITIONS - VEHICLE INFORMATION

**Unit Number:** Show the equipment or unit number assigned by the registrant.

**Model Year:** List the model year of the vehicle.

**Make/Model:** List the make and the model number of the vehicle.

**Vehicle Identification Number:** List the complete Vehicle Identification Number.

**\*Type:** Use the vehicle CODE KEY on the right side of the form (Legend on Page 2)

**BUSHP:** If unit is a bus, list the horsepower.

**Axles/Seats:** List the number of axles on the power unit, including the steering axle. If unit is a bus, list the number of seats.

**\*\*Fuel:** List the fuel type from the CODE KEY on the right side of the form. (Legend on Page 2)

**Gross Weight:** List the maximum total weight at which the unit is to be registered. Include the empty weight of all vehicles. Include the empty weight of the vehicle, trailer, and maximum weight of the load.

**Unladen Weight:** List the actual empty weight of the unit excluding the weight of any load.

**Name of Owner/Lessor:** List the name of the owner as recorded on the title, or the person leasing the vehicle.

**Title Number:** List the vehicle title number.

**Title Juris:** List the jurisdiction the vehicle is titled in.

**New/Used:** Check "N" if purchased new; "U" if purchased used.

**Date of Purchase:** List the month, day and year (MM/DD/YY) that the vehicle was purchased by you.

**Purchase Price:** List the actual price you paid for the vehicle

**Factory Price:** List the manufacturer's suggested retail price of the vehicle when new.

**Leased:** If the vehicle is leased to another carrier for over 30 days, please check "YES" or "NO".

**Leased Date:** If the vehicle was leased, list the month, day and year (MM/DD/YY) the current lease started.

**\*\*\*US DOT Number:** List the US DOT number assigned to the vehicle.

**\*\*\*\*Taxpayer Identification Number:** (TIN) List the Social Security Number or Federal Employer Identification Number assigned to the vehicle.

**\*\*\*\*Vehicle Safety:** Will the designated carrier responsible for safety change during the registration year? Check "YES" or "NO"

### Page 2

### Section 5 - DELETIONS

**Unit Number:** Show the equipment or unit number you assigned to the unit.

**Year:** List the model year of the vehicle.

**Make:** List the make of the vehicle.

**Model:** List the model number of the vehicle.

**Vehicle Identification Number:** (VIN) List the complete Vehicle Identification Number.

**Apportioned Plate Number:** List the class and number of the plate assigned to the vehicle.

**Reason Removed:** List the reason you are deleting the vehicle. (Legend on Page 2.)

### Section 6 - LEGENDS

**\*Type of Vehicle:** Lists the VEHICLE CODE TYPE for various types of vehicles.

**\*\*Fuel:** Lists the FUEL CODE TYPE for available fuels.

**Reason Removed:** Lists the REASON CODE TYPE for various reasons for vehicle deletion.

### Section 7 - SIGNATURE

**Authorized Signature:** Signature of registrant or Agent with P.O.A. on file.

**Title:** Title or position of the person signing the form (i.e. Owner, President, Agent, etc.) If you are a registration agent, please submit proof of Power of Attorney, if not on file. **Your application cannot be processed without this.**

**Date:** Enter the date the application is signed.

**NOTE: Plates are not self-transferable, nor can they be transferred by any dealer.** Refer to your Motor Carrier Manual for more information about transfers.

**NOTE:** If you delete a vehicle from your fleet during the course of the registration year and do not replace it, you must return both the apportioned plate and cab card and request a deletion receipt.



**MAINE INTERNATIONAL REGISTRATION PLAN – SCHEDULE G – DISTANCE REQUIREMENTS**

Return to: Motor Carrier Services, IRP Unit, 29 State House Station, Augusta ME 04333-0029

Telephone: 207 624 9000 Extension 52135 Fax: 207-624-9086

Email: [meirp@maine.gov](mailto:meirp@maine.gov) Web site: [www.maine.gov/sos/bmv/commercial/index.shtml](http://www.maine.gov/sos/bmv/commercial/index.shtml)

Account Number	Weight Group	Registration Year	Office Use Only
----------------	--------------	-------------------	-----------------

This form must be completed and submitted with the Mileage Schedule B to meet the International Registration Plan (IRP) requirements for declaring estimated distance. To retain eligibility for IRP registration, each vehicle in the fleet must accrue actual distance in two or more jurisdictions after the first year of operation.

Actual distance accrued by the registrant for any vehicle in the fleet during the preceding year must be declared when establishing or renewing an apportioned fleet. "Distance" is the miles or kilometers declared for a jurisdiction. "Preceding Year" is the period of twelve consecutive months immediately prior to July 1 of the year immediately preceding the commencement of the registration or license year for which apportioned registration is sought.

If no travel occurred for a requested jurisdiction during the preceding July 1 through June 30, a reasonable estimate is required to receive registration authority. The percentage factor for any jurisdictions with a second or subsequent year estimate will be calculated over 100%. Estimates should be for a twelve-month projection. However, if one or more jurisdictions have actual distances for less than twelve months, any estimated jurisdictions should be for a similar time frame.

**Method 1 – Known Route of Travel** (This form may be copied if additional space is needed or attach a separate piece of paper using the same format.)

<b>Column 1:</b> Jurisdiction requiring estimated distance	<b>Column 5:</b> Number of trips per vehicle for this route	<b>Column 7:</b> Number of vehicles traveling this route
<b>Column 2:</b> Entry location for the jurisdiction	<b>Column 6:</b> Multiply the figure in Column 4 by the figure in Column 5	<b>Column 8:</b> Multiply the figure in Column 6 by the figure in Column 7. Transfer the Total Estimate shown in Column 8 to the Mileage Schedule B
<b>Column 3:</b> Exit or destination within that jurisdiction		
<b>Column 4:</b> Distance between entry and exit or destination		

1. Jurisdiction	2. Entry Location	3. Exit or Destination Location	4. Distance	5. Number of Trips	6. Total Distance	7. Number of vehicles	8. Total Estimate
				x	=	x	=
				x	=	x	=
				x	=	x	=
				x	=	x	=
				x	=	x	=

If the information provided in Method 1 is incomplete or unreasonable, the estimate(s) will be changed to the Method 2 distances. If, at the time of audit, the fleet is found to have actual distances during the preceding year, fees will be reassessed, including penalty and interest.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Method 2 – Unknown Route of Travel** (Multiply the distance by the number of vehicles to be registered. Transfer the total to the Mileage Schedule B.)

Jurisdiction	Distance	Jurisdiction	Distance	Jurisdiction	Distance	Jurisdiction	Distance	Jurisdiction	Distance
AL Alabama	386	ID Idaho	271	MO Missouri	653	NV Nevada	318	SK Saskatchewan	24
AB Alberta	149	IL Illinois	1066	MS Mississippi	282	NY New York	3400	TN Tennessee	1130
AR Arkansas	460	IN Indiana	1309	MT Montana	387	OH Ohio	2520	TX Texas	993
AZ Arizona	609	KS Kansas	211	NC North Carolina	940	OK Oklahoma	421	UT Utah	321
CA California	981	KY Kentucky	2869	NB New Brunswick	788	ON Ontario	1693	VA Virginia	2194
CO Colorado	266	LA Louisiana	248	ND North Dakota	135	OR Oregon	304	VT Vermont	885
CT Connecticut	3210	MA Massachusetts	7642	NE Nebraska	464	PA Pennsylvania	3627	WA Washington	278
DC Dist. of Columbia	6	MB Manitoba	48	NH New Hampshire	3723	PE Prince Edward Is	213	WI Wisconsin	804
DE Delaware	161	MD Maryland	622	NJ New Jersey	1742	QC Quebec	1834	WV West Virginia	283
FL Florida	1037	ME Maine	26602	NL Newfoundland	41	RI Rhode Island	312	WY Wyoming	609
GA Georgia	692	MI Michigan	590	NM New Mexico	583	SC South Carolina	708		
IA Iowa	524	MN Minnesota	320	NS Nova Scotia	447	SD South Dakota	203		

**MOTOR CARRIER SAFETY RULES  
PROPERTY CARRIERS – BY DISTANCE AND GROSS WEIGHT**

	PLAC-ALL; ANY WEIGHT-ANY RADIUS	INTRA <100 MI. 10,001 – 26K	INTRA <100 MI. > 26K	INTRA >100 MI. 10,001 - 26K	INTRA >100 MI. >26K	INTER <100 MI. 10,001 - 26K	INTER <100 MI. >26K	INTER >100 MI. 10,001 – 26K	INTR >100 MI. >26K
CDL and Endorsements As Needed	X		X		X		X		X
Application for Employment	X			X	X	X	X	X	X
Pre-Hire Inquiries & Investigations	X	X Limited	X Limited	X	X	X	X	X	X
Annual Review Of Driving Record	X	X	X	X	X	X	X	X	X
Record of Violations	X	X	X	X	X	X	X	X	X
Medical Examiner Certificate	X			X1	X1	X	X	X	X
Substance Abuse Testing	X	X2	X	X2	X	X2	X	X if CDL	X
Driving Rules (Part 392)	X	X	X	X	X	X	X	X	X
Parts and Accessories (Part 393)	X	X	X	X	X	X	X	X	X
House of Service Requirements	X			X	X	X	X	X	X
Log Books	3			X	X	4	4	X	X
Vehicle Maintenance Records	X	X	X	X	X	X	X	X	X
Out of Service Criteria	X	X	X	X	X	X	X	X	X
Driver Vehicle Inspection Reports	X	X5	X5	X	X	X	X	X	X
Driver Pre-trip & Post-trip Inspection	X	X	X	X	X	X	X	X	X
Periodic Vehicle Inspection (Federal)	6	6	6	6	6	6	6	6	6
Brake Inspector Qualifications	X	X	X	X	X	X	X	X	X
Haz Mat Driving & Parking Rules	X								
US DOT Number	7		X		X	X	X	X	X

- (1) Exempt from hearing portion of physical exam.
- (2) Only applicable to carriers/CDL drivers operating passenger vehicles designed to carry 16 or more passengers (P endorsement).
- (3) No log books under 100 MILES EXCEPT IF REQUIRED BY NOTE 4.
- (4) Some conditions apply to log book exemptions.
- (5) Applicable if carrier operates more than one commercial motor vehicle.
- (6) State mandated periodic motor vehicle inspection also applies.
- (7) All interstate and intrastate greater than 26K. Anyone who knowingly or intentionally violates or causes the violation of a safety rule that results in death or serious injury commits a Class C crime.

**STATE OF MAINE  
INTERNATIONAL FUEL TAX AGREEMENT APPLICATION**

**MOTOR CARRIER SERVICES  
FUEL UNIT  
29 STATE HOUSE STATION  
AUGUSTA, MAINE 04330-0229**

**Telephone: (207) 624-9000 EXT. 52137  
Fax: (207) 624-9086**

**INFORMATION AND INSTRUCTIONS FOR COMPLETION OF THE  
INTERNATIONAL FUEL TAX AGREEMENT APPLICATION**

Effective January 1, 1997, the State of Maine became a participating member in the International Fuel Tax Agreement (IFTA). This new program enables you to use your base state to license for fuel tax reporting for all states and provinces. You will have one fuel tax license and registration. You also will file only one quarterly fuel tax report to the base state covering travel in all IFTA jurisdictions. The base state (Maine) will distribute both taxes and information to these jurisdictions on your behalf. If you are a Maine resident, interstate carrier, Maine probably should be your base state.

After your application has been processed, you will receive a set of decals for each truck and **one IFTA license**. A photocopy of the license **must** be carried in the cab of each qualified vehicle in the fleet.

All IFTA licensees are required to file fuel tax reports. ***Filing is required even if no travel occurred during the reporting period!*** Failure to receive the authorized report form **does not** relieve the licensee from the obligation of submitting a report. Renewal of an IFTA license will be denied if the carrier has failed to file any quarterly report or is delinquent in any fuel tax payments.

**QUALIFIED VEHICLES**

The following qualified vehicles are required to display fuel decals and report fuel consumption. Trucks, buses, and Special Mobile Equipment operating in two or more IFTA jurisdictions and having:

- ◆ An actual gross vehicle weight or registered gross vehicle weight exceeding 26,000 pounds;
- ◆ Three or more axles on the power unit-regardless of weight, or;
- ◆ A combined gross vehicle weight or combined registered gross vehicle weight exceeding 26,000 pounds.

**\*\*RECREATIONAL VEHICLES ARE EXEMPT FROM IFTA REPORTING**

**THIS FORM IS AVAILABLE AT:**  
<http://www.state.me.us/sos/bmv/>

## CANCELING YOUR IFTA ACCOUNT

In order to cancel your IFTA account, you **must** return the following materials to this office:

1. **All** decals **and** the original license issued to you.
2. All outstanding reports and/or delinquent tax payments. A reinstatement fee of \$50.00 will also be required if the account is suspended.

If you have further questions regarding a cancellation, please call (207) 624-9000 ext. 52136.

## IMPORTANT INFORMATION

1. You must provide your Federal ID or Social Security #. ***Your application will not be processed without this information.*** Also, if you have an IRP account # or ICC#, you must provide this information.
2. You must provide us with your DOT#. If you do not have one currently, you must fill out an application to apply for one and we will issue one from this office. ***Your application will not be processed without this information.***
3. Applications **must** be signed and dated by the owner, a partner, or a corporate officer listed on the form. If the application is signed by an authorized agent, a completed Power of Attorney must accompany the application.
4. The IFTA license or a photocopy **must** be carried in the vehicle at all times
5. Each truck will be issued a set of decals. Decals are to be displayed on each side of the cab.
6. Checks should be made payable to: **Secretary of State.**

**If you currently have “Maine Only” fuel decals on your vehicles, and are planning to operate out of state with those vehicles, you must return the “Maine Only” decals to the Bureau of Motor Vehicle, Fuel Unit for cancellation. Vehicles that travel outside the state cannot have a “Maine Only” decal and an IFTA fuel decal displayed simultaneously for the current tax year.**

**STATE OF MAINE**  
**International Fuel Tax Agreement Application**  
 Motor Carrier Services, Fuel Unit, 29 State House Station, Augusta, ME 04333-0029  
 Tel: (207) 624-9000 Ext. 52137

Please choose application type:      **New Applicant**                       **Additional Decal(s)**

**\*\*\* NEW APPLICANTS MUST COMPLETE THE 2<sup>nd</sup> PAGE OF THE APPLICATION ALSO \*\*\***

US DOT#:	MC#:	IRP#:
FED ID# or SSN#:	TEL#:	FAX#:

**Legal Name:** \_\_\_\_\_ **DBA:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

PHYSICAL LOCATION (No PO Boxes): \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TEL # (    ) \_\_\_\_\_

E-MAIL (if any): \_\_\_\_\_

\*\* Tax Agent Name (if other than yourself) & Address: \_\_\_\_\_

\*\* A Notarized Power of Attorney is required if you are signing on behalf of a taxpayer.

**Names, Addresses, SSN #'s, and Dates of Birth of Owners, Partners or Officers (REQUIRED for NEW applicants)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate the number of decal sets (1 set per vehicle) you require: \_\_\_\_\_ X \$5.00 (per set) = \$ \_\_\_\_\_

Make checks payable to:    **SECRETARY OF STATE**

***By placing your signature on the line below, you agree to the following:***

I agree to comply with the reporting, payment, record keeping and license display requirements of the **INTERNATIONAL FUEL TAX AGREEMENT**. I further agree that Maine may withhold any refund owed to me should I be delinquent on outstanding liabilities due any jurisdiction. I declare under penalty of false statement, that to the best of my knowledge and belief, the information contained herein is true and correct.

<b>SIGNATURE (REQUIRED)</b>	<b>DATE OF BIRTH</b>	<b>TITLE</b>	<b>DATE</b>
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<b>Disclosure</b>
<small>This statement is made in accordance with the Federal Privacy Act of 1974, Section 7(b). Providing your Social Security Number (SSN) or Federal Employer Identification Number (FEIN) is mandatory and is required by State and Federal law or rule to receive Motor Carrier credentials. Your SSN or FEIN will be used solely for identification purposes and will be kept confidential.</small>

**STATE OF MAINE**  
**International Fuel Tax Agreement Application**

Indicate with an (X) the jurisdictions in which you expect to operate  
 (These jurisdictions will be preprinted on your tax return)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> ALABAMA          | <input type="checkbox"/> MARYLAND       | <input type="checkbox"/> ONTARIO        |
| <input type="checkbox"/> ALBERTA          | <input type="checkbox"/> MASSACHUSETTS  | <input type="checkbox"/> OREGON         |
| <input type="checkbox"/> ARIZONA          | <input type="checkbox"/> MICHIGAN       | <input type="checkbox"/> PENNSYLVANIA   |
| <input type="checkbox"/> ARKANSAS         | <input type="checkbox"/> MINNESOTA      | <input type="checkbox"/> P E ISLAND     |
| <input type="checkbox"/> BRITISH COLUMBIA | <input type="checkbox"/> MISSISSIPPI    | <input type="checkbox"/> QUEBEC         |
| <input type="checkbox"/> CALIFORNIA       | <input type="checkbox"/> MISSOURI       | <input type="checkbox"/> RHODE ISLAND   |
| <input type="checkbox"/> COLORADO         | <input type="checkbox"/> MONTANA        | <input type="checkbox"/> SASKATCHEWAN   |
| <input type="checkbox"/> CONNECTICUT      | <input type="checkbox"/> NEBRASKA       | <input type="checkbox"/> SOUTH CAROLINA |
| <input type="checkbox"/> DELAWARE         | <input type="checkbox"/> NEVADA         | <input type="checkbox"/> SOUTH DAKOTA   |
| <input type="checkbox"/> FLORIDA          | <input type="checkbox"/> NEW BRUNSWICK  | <input type="checkbox"/> TENNESSEE      |
| <input type="checkbox"/> GEORGIA          | <input type="checkbox"/> NEW FOUNDLAND  | <input type="checkbox"/> TEXAS          |
| <input type="checkbox"/> IDAHO            | <input type="checkbox"/> NEW HAMPSHIRE  | <input type="checkbox"/> UTAH           |
| <input type="checkbox"/> ILLINOIS         | <input type="checkbox"/> NEW JERSEY     | <input type="checkbox"/> VERMONT        |
| <input type="checkbox"/> INDIANA          | <input type="checkbox"/> NEW MEXICO     | <input type="checkbox"/> VIRGINIA       |
| <input type="checkbox"/> IOWA             | <input type="checkbox"/> NEW YORK       | <input type="checkbox"/> WASHINGTON     |
| <input type="checkbox"/> KANSAS           | <input type="checkbox"/> NORTH CAROLINA | <input type="checkbox"/> WEST VIRGINIA  |
| <input type="checkbox"/> KENTUCKY         | <input type="checkbox"/> NORTH DAKOTA   | <input type="checkbox"/> WISCONSIN      |
| <input type="checkbox"/> LOUISIANA        | <input type="checkbox"/> NOVA SCOTIA    | <input type="checkbox"/> WYOMING        |
| <input checked="" type="checkbox"/> MAINE | <input type="checkbox"/> OHIO           |   |
| <input type="checkbox"/> MANITOBA         | <input type="checkbox"/> OKLAHOMA       |   |

Check type of fuel consumed: Diesel  Gasoline  Gasohol  CNG  Propane  Other  \_\_\_\_\_

Type of business: Sole Owner  Partnership  Corp  S Corp  LLC  Gov't

State of Incorporation: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

If not incorporated, give date authorized to do business in Maine: \_\_\_\_\_

Do you lease vehicles? Yes  No  If Yes, From others  To others

Please list all states in which you maintain bulk storage. \_\_\_\_\_

Have you ever been issued an IFTA license by another jurisdiction? Yes  No

If yes, list jurisdiction(s): \_\_\_\_\_

Has your IFTA license ever been suspended or revoked? Yes  No

If yes, list jurisdiction(s) in which you were suspended \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>		BMV: _____
Decal(s) Issued from _____ to _____	Initials _____	ACC: _____
CC Auth # _____ Check # _____ Cash _____ MO# _____		DOT: _____
		RPC: _____

## IMPORTANT INFORMATION

### INTERNATIONAL FUEL TAX AGREEMENT (IFTA REQUIREMENTS)



Dear New IFTA Tax Filer,

This brochure outlines your requirements as an International Fuel Tax Agreement (IFTA) participant. Interstate truckers are required to report and pay the appropriate fuel taxes to each state and province they travel in for the use of those jurisdictions' highways. IFTA allows you to meet your motor carrier fuel tax obligations by filing a single unified tax return with your home state. The tax return summarizes your credits and liabilities by jurisdiction, and you will either make a single payment or receive a single refund for your entire operations for the tax quarter.

You will receive a quarterly fuel tax return by mail. Returns are mailed during the 3<sup>rd</sup> week of the last month of each quarter. If you do not receive a return, call the IFTA Unit. The failure to receive a return does not excuse you from having to file your tax return on time. You must file your return by the due date and make any payment that may be required. You must file a return even if you did not operate during the quarter, or even if you only operated in Maine. The due date schedule is listed below.

You are required to keep accurate mileage and fuel purchase records by vehicle, and summarize the information monthly for your entire fleet. Records must be kept for at least 5 years, and are subject to audit. Do **not** estimate or guess your miles, fuel, or MPG. This information must be as accurate as possible. Please be certain to retain all fuel tax purchase receipts to document fuel tax paid. For more information on IFTA record-keeping requirements, please refer to your Maine Motor Carrier Manual or visit our web-site at [www.maine.gov/sos/bmv/commercial/ftlrep.htm](http://www.maine.gov/sos/bmv/commercial/ftlrep.htm).

Information on all of your vehicles with IFTA decals must be included on your IFTA tax return even if the vehicle did not go out of state. Only vehicles with IFTA decals should be included. If you have trucks with Maine-only (FUID) decals, do not include these miles or gallons on your tax return.

Failure to file your IFTA tax returns on time will result in the assessment of interest, penalties, and the suspension of your IFTA license and vehicle registrations. Suspension information is provided to both Maine and non-Maine law enforcement. If you are suspended, your trucks may be detained until all delinquent tax returns are filed.

#### **IFTA Schedule 101 Instructions**

The following is a summary of the steps to complete your IFTA schedule 101 tax return. If you have any questions, do not hesitate to contact the IFTA Unit.

**A** = Enter all miles traveled in any of the IFTA jurisdictions listed on the IFTA-105 tax chart.

**B** = All miles traveled in Washington DC, Alaska, and the Upper Northwest Territories of Canada.

**A+B= C** (all miles should be included for mpg purposes)

**D** = All fuel purchased during the Quarter (add all fuel receipt gallons) or enter the number of gallons taken from a bulk storage tank and put into the IFTA vehicle(s).

**C÷D= E** (this is your average mpg for all vehicles)

**F** = All jurisdictions you traveled through, **if a jurisdiction is not on your report** you need to add it. Look on the IFTA-105 tax rate chart for the rate codes and tax rates.

**G** = The jurisdictions' rate codes are needed for data-entry purposes.

**H** = Enter all the miles traveled in each IFTA jurisdiction. (**Column H should = A**)

**I** = All your miles are taxable unless you are a school district, or run charter tour buses in CT, IN, VT, or MI. The MA pike miles can be claimed as nontaxable; however another form is required to be filed with the State of Massachusetts. If you are not sure if some of your miles are nontaxable, call us at the numbers below.

**I÷J= K** Round to the nearest whole gallon or mile.

**K** is where you burned your fuel. Some States have surcharges and K is carried down to a surcharge line and multiplied by an additional tax rate. Ex; OH, MI.KY, IN, VA.

**L** is where you bought and paid tax on your fuel. (All taxes are included at the pumps) Enter the number of gallons you purchased or used from bulk storage in each jurisdiction. (**Column L should = D**)

**K-L=M** Enter negative numbers in brackets ( ). These are credits due you.

**N** = Jurisdictions' tax rates.

**M x N = O** (enter credits in brackets)

**P** = 1% interest is added for each month you are late to jurisdictions where you owe taxes.

**O + P = Q** (Add up column Q and this is your total tax due or credit due you. Carry this total to the IFTA 100.) **Reminder:** If your return is late, a **\$50.00 penalty** is added on the IFTA 100, line 7. However, if column O is a debit of \$501 or more the penalty is 10% of column O.

**A + B = C ÷ D = E** then **I ÷ J = K - L = M x N = O + P = Q**

<b>1st quarter = Jan 1 – March 31<sup>st</sup> Report due by April 30th</b>
<b>2nd quarter = April 1 – June 30<sup>th</sup> Report due by July 31<sup>st</sup></b>
<b>3<sup>rd</sup> quarter = July 1 – Sept 30<sup>th</sup> Report due by Oct 31<sup>st</sup></b>
<b>4<sup>th</sup> quarter = Oct 1 – Dec 31<sup>st</sup> Report due by Jan 31<sup>st</sup></b>

*If you have any questions, please call us @ 207-624-9000 Ext. 52136. All fuel tax forms are available online at [www.state.me.us/sos/bmv/commercial/ftlrep.htm](http://www.state.me.us/sos/bmv/commercial/ftlrep.htm). We have a program on Lotus 123 and Excel that can calculate your returns for you call Sherry McKinley for more information.*

## **USDOT Number Reporting for PRISM**

**The following are examples of various registrant/carrier USDOT Number combinations and how the USDOT Numbers should be correctly reported on Maine IRP Schedules A and C.**

### **SCENARIO # 1**

AAA Construction Company maintains an IRP account. AAA Construction Company registers all of its trucks. AAA Construction Company does not lease any equipment.

On IRP Schedule A, the USDOT Number of AAA Construction Company is used in all places on the form where a USDOT Number is required. The carrier responsible for safety will NOT change during the registration year.

### **SCENARIO # 2**

Mr. Joe Driver maintains an IRP account. Joe is an owner operator who registers his own truck. Joe continually trip leases to different motor carriers throughout the registration year. Joe has no idea to whom he will be leased from day to day. Joe has his own operating authority and his own USDOT Number.

On the IRP Schedule A, Joe Driver's USDOT Number is used in all places on the form where a USDOT Number is required. The carrier responsible for safety will change continuously during the registration year.

### **SCENARIO # 3**

Big Truck Leasing Company maintains an IRP account and registers four trucks. One truck is long-term leased to XYZ Trucking, and one truck is long-term leased to ABC Express Trucking. The lease with ABC Express Trucking will expire in six months. The third truck is continually trip leased to various customers throughout the registration year and the fourth truck is operated under Big Truck Leasing Company's authority.

On the IRP schedule at the vehicle level, the first truck will have the USDOT Number of XYZ Trucking listed, the second truck will have the USDOT Number of ABC Express Trucking, the third and fourth trucks will have the USDOT Number for Big Truck Leasing. The carrier responsible for safety will change for the second (the lease will expire) and third trucks (continuously trip leased.)

### **SCENARIO # 4**

John Driver maintains an IRP account. John is an owner-operator who registers one truck. He leases the vehicle from Ryder and is long-termed leased to XYZ Trucking.

On the IRP schedule at the vehicle level, the USDOT Number for XYZ Trucking is used and the carrier responsible for safety will NOT change during the registration year. Joe's number is used at the registrant level. Also note that the USDOT Number for Ryder is not used anywhere on the schedule in this situation.