

International Registration Plan

IRP User Manual



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Introduction to IRP
This manual has been prepared as a guide to assist you in obtaining apportioned registration in the Commonwealth of Massachusetts. The basic information needed to prepare applications is provided, however, the contents will not cover every unique situation that may arise. Please contact our office for any additional assistance you may require.

Where can I process my application?
The following locations can process IRP transactions in person.

Milford Service Center *(open for IRP transaction drop-offs; renewal transactions must be mailed to Quincy RMV Headquarters)*
14 Beach Street
Mon - Fri (9:00 am - 4:00 pm)

Springfield Service Center *(open for IRP transaction drop-offs; renewal transactions must be mailed to Quincy RMV Headquarters)*
1250 St. James Avenue
Mon - Fri (9:00 am - 4:00 pm)

Wilmington Service Center *(open for IRP transaction drop-offs; renewal transactions must be mailed to Quincy RMV Headquarters)*
355 Middlesex Avenue
Mon - Fri (9:00 am - 4:00 pm)

Please note: IRP payments are accepted at all IRP office locations. Applications are processed in the order in which they are received. Same day service is not guaranteed during the months of April, May, and June as this is our busiest time during renewal season.

What is IRP?
The International Registration Plan (IRP) is a registration reciprocity agreement among states of the United States, the District of Columbia and provinces of Canada. IRP is an optional program for licensing commercial vehicles traveling in two or more IRP jurisdictions. A jurisdiction may be a state or a Canadian province. There are 59 Current IRP Jurisdiction Members. Massachusetts has license plate reciprocity with all IRP jurisdictions.

All member IRP jurisdictions are required to comply with the following three basic concepts of the Plan:

1. Issuance of an apportioned license plate.
2. Issuance of a single registration or cab card.
3. Allow intrastate and interstate movement.

Under the IRP, an interstate carrier files an application with the jurisdiction in which he/she is based. That jurisdiction is known as the *base jurisdiction*. The IRP agreement allows the base jurisdiction to collect the registration fees for the other IRP jurisdictions. These fees are based upon mileage and weight information submitted by the carrier.

The base jurisdiction issues a set of apportioned plates and CAB card for each vehicle. The set of apportioned plates and CAB card are the only license plate credentials necessary to operate a vehicle in member IRP jurisdictions. The cab card lists all the IRP jurisdictions and corresponding weights.

An IRP Apportioned Registration Does NOT:

- Exempt a carrier from the payment of motor fuel taxes in any jurisdiction.
- Exempt a carrier from obtaining operating authority from a jurisdiction where the apportioned vehicle operates.
- Exempt a carrier from the payment of Federal Heavy Vehicle Use Tax (IRS Form 2290).
- Permit a carrier to exceed maximum height, length, width, and axle limitations.
- Permit the violation of “bridge laws”.

IRP Full Reciprocity Plan (FRP)
Per the International Registration Plan (IRP), Massachusetts implemented the Full Reciprocity Plan (FRP) on January 1, 2015. FRP changes the Plan to make it more efficient, equitable and flexible for its member jurisdictions and registrants by granting full reciprocity for all apportioned vehicles in all member IRP jurisdictions and removing from the Plan any provisions related to estimated distance. In short, all jurisdictions will appear on a vehicle CAB Car. For additional information on FRP you may visit the IRP website at: www.irponline.org

How Fees are Determined
The IRP Processing Center cannot determine your registration fees until your completed application has been received and processed. The cost of your apportioned registration will depend upon the percentage of miles traveled in each IRP jurisdiction as well as the registered combined gross weight

of the vehicle. The following is a simplified example of how the registration fee for a vehicle based in Massachusetts might be apportioned.

The operator of this unit travels in Massachusetts, New York, Vermont, and Maine. He travels 25,000 miles in each jurisdiction for a grand total of 100,000 miles at year-end. The operator has a registered combined gross weight of 80,000 pounds in each jurisdiction. The license fee would be computed as follows:

	Mileage	**Percent**		**Full Year Fee**		**Apportioned Fee**
ME	25,000	25%	X	$900	=	$225
VT	25,000	25%	X	$2200	=	$550
NY	25,000	25%	X	$1208	=	$302
MA	25,000	25%	X	$1600	=	$400
TOTALS	100,000	100%		$5908		$1477

In this example, Massachusetts would collect a total of $1477 from the carrier. Of this total, Massachusetts would keep only $400.00. The remaining money is sent to the other jurisdictions. Note- this is just an example. Rounded numbers are not allowed.

Who Should Obtain IRP Registration?

You may proportionally register your vehicle(s) if you travel in Massachusetts and at least one other IRP jurisdiction and the vehicle is used, maintained, or designed primarily for the transportation of property, or used for the transportation of persons for hire, and is a power unit:

- With a gross weight in excess of 26,000 pounds; or
- With three or more axles regardless of weight; or
- That hauls another unit and the weight of such combination exceeds 26,000 pounds

Note: If you choose not to obtain IRP credentials and your vehicle(s) meet or exceed the criteria above, you will have to secure trip permits for each vehicle in other IRP jurisdictions that you enter.

Vehicles, or combinations, having a gross vehicle weight of 26,000 pounds or less may be proportionally registered at the option of the registrant.

IRP Exempt Vehicles

The following types of vehicles are exempt from IRP:

- Government-owned vehicles
- Vehicles displaying a restricted plate - Dealer, Repair, Transporter, Farm, Owner Contractor
- City pick-up and delivery vehicles
- Recreational vehicles

Bus Companies Operating Charter Trips Into Other Jurisdictions

The International Registration Plan has been amended to remove the exemption for buses used in the transportation of chartered parties. Previously, registration for chartered buses in the Plan had been optional.

Beginning on January 1, 2016, all charter buses engaging in interstate commerce are required to obtain an apportioned registration or a trip permit.

A "***Chartered Party***" is defined by the IRP as "a group of Persons who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a passenger-carrying Motor Vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the group after leaving the place of origin. This term includes services rendered to a number of passengers that a passenger carrier or its agent has assembled into a travel group through sales of a ticket to each individual passenger from one or more points of origin to a single advertised destination."

Application Materials and other Required Documentation

Applications for Apportioned registrations can be processed at the IRP Processing Centers located in Milford, Lawrence, Springfield or Quincy.

All necessary forms and applications are on our website at https://www.mass.gov/how-to/apply-for-an-international-registration-plan-irp-registration
It is your responsibility to properly complete all forms necessary to register your vehicle(s) under the IRP. If required information is missing from applications it will delay the timely processing of your application. Applications will be processed in the order in which they are received. Walk-in or express-mail applications do not receive priority processing.

New IRP Accounts/First Time IRP Registrations

To obtain an IRP registration in Massachusetts for the first time, the registrant must:

- Show proof of an established place of business located in Massachusetts (Acceptable documents listed below)
- Have a VALID US DOT number
- Complete and submit a Massachusetts IRP New Account application
- Complete and submit the IRP Supplement Application form and
    - for new vehicles, submit a Certificate of Origin signed over to the new owner
    - or for used vehicles, submit the previous title signed over to the new owner
- Provide the MCRS USDOT and TIN for each vehicle. If the MCRS is different from the vehicle owner, or the account holder, the applicant must provide a lease agreement or notarized statement, which authorizes the use of the USDOT number. The following information must be included on the lease agreement or notarized statement:
    - USDOT number
    - Tax Identification Number (FEIN or SSN)
    - name of the company authorizing the use of their USDOT number
    - name of the individual/company that has permission to use that USDOT number
    - The documents cannot have been altered, and the original must be presented when opening a new account and at each renewal
- IRP Application forms must be stamped by an insurance company licensed to do business in Massachusetts (stamp must be less than 30 days)

- Provide proof of Power of Attorney
    - for leased vehicles
    - for a person signing the application who is not the registered owner
- Pay invoice in full

Documents accepted as Proof of Established Place of Business

Applicant must show **three** (3) from the list below. Document must be within 60 days and an original.

- Secretary of State paperwork
- Massachusetts driver license (for individuals opening an account)
- Proof of Incorporation
- Real Estate or Property taxes
- Utility Bill
- Proof of FID (147C, CP575)
- Federal Income tax return
- Massachusetts title in same name
- Residential lease or rental agreement
- Bank passbook
- Bank statement
- Checkbook
- ATM/Debit card statement
- Copy of a cancelled check

Plates and Cab Cards

If you process your transaction through the mail, the Cab Card and Plates will be shipped after all registration requirements have been met and payment is received. A set of plates and Cab Card(s) for each vehicle may be sent via First Class US Mail. If processing in person at an IRP Processing Center, the center will issue the plates at time of payment.

USDOT Number

The Registry of Motor Vehicles (RMV) validates USDOT numbers at the time of transaction. You are required to update your USDOT number with the Federal Motor Carrier Safety Administration (FMCSA) every two years per 49 Code of Federal Regulations §390.19. FMCSA will issue a warning letter at least 30 days in advance of a biennial update deadline to the address on file for the USDOT number.

The FMCSA requires all entities registering or providing information to the FMCSA to do so through the *URS* electronic online registration process and will not process USDOT number updates via paper. PIN numbers for your account are obtained through the SAFER website at http://safer.fmcsa.dot.gov/

If you have issues with your USDOT Number, you must contact FMCSA via their website at http://www.fmcsa.dot.gov or through FMCSA support services at 1-800-832-5660. Any changes to the USDOT number will take 24 hours to reach the RMV for the processing of your registration.

Registrant Only

The FMCSA has invalidated all Registrant Only USDOT numbers. If you were previously listed as a Registrant Only company, this will be noted at the account level, and you will need to designate a valid Motor Carrier Responsible for Safety (MCRS) USDOT number for each vehicle in the fleet(s) to

maintain your IRP plates. A common reason for previously having a Registrant Only USDOT number is that the carrier was not operating under their own USDOT number or authority, most likely because they were working for a leasing or rental company. Before renewing your IRP registrations, you may verify your USDOT status at http://safer.fmcsa.dot.gov

Out of Service Orders and Suspensions

Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with the Federal Motor Carrier Safety Administration (FMCSA) and must have a valid USDOT Number. In addition, commercial intrastate hazardous material 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.

As a reminder, the vehicles of carriers who have received a Federal Out-of-Service Order are issued concurrent state registration suspensions. This means the registration of any vehicle tied to the affected USDOT number will be suspended by the RMV. Carriers will receive notice from the RMV which indicates which of the registered vehicles will be suspended. The suspension(s) will remain in place until the Federal Out-of-Service Order is lifted. To reinstate a suspended vehicle, a $100.00 reinstatement fee is required for each vehicle.

Accessing Your IRP Online Account

To obtain online access to your IRP Account, please send a request to the IRP section at RmvMaIRP@dot.state.ma.us to begin the process.

If you have not logged into your eServices portal for over 90 days, your access will become inactive and you will see the message "This profile has been deleted" when you attempt to log into your account.

You should contact your eServices Administrator for assistance. If you are the eServices Administrator, you can email RMVBusinessPartners@dot.state.ma.us requesting to be reactivated. Please include your Username (email address) in your email.

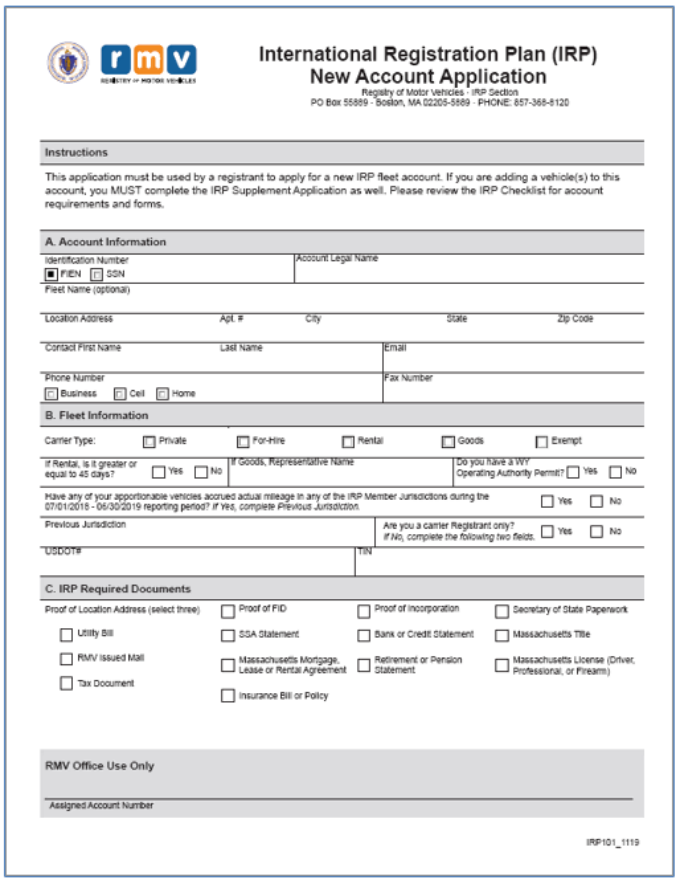
How to Complete Your Massachusetts IRP Application

New Account Process

You are required to complete a New Account Application in order to establish a new fleet account. Complete one application for each separate fleet.

The application may be completed online and printed or be hand-written clearly in ink and printed. Illegible applications will be returned.

Instructions to complete the Massachusetts IRP application are organized by sections. If you have any questions, do not hesitate to contact an IRP Processing Center for assistance.



International Registration Plan (IRP)
New Account Application

Registry of Motor Vehicles - IRP Section
PO Box 55889 - Boston, MA 02205-5889 - PHONE: 857-368-8120

Instructions

This application must be used by a registrant to apply for a new IRP fleet account. If you are adding a vehicle(s) to this account, you MUST complete the IRP Supplement Application as well. Please review the IRP Checklist for account requirements and forms.

A. Account Information

Identification Number: ☑ FIEN ☐ SSN
Account Legal Name
Fleet Name (optional)
Location Address | Apt. # | City | State | Zip Code
Contact First Name | Last Name | Email
Phone Number: ☐ Business ☐ Cell ☐ Home | Fax Number

B. Fleet Information

Carrier Type: ☐ Private ☐ For-Hire ☐ Rental ☐ Goods ☐ Exempt
If Rental, is it greater or equal to 45 days? ☐ Yes ☐ No | If Goods, Representative Name | Do you have a IWY Operating Authority Permit? ☐ Yes ☐ No
Have any of your apportionable vehicles accrued actual mileage in any of the IRP Member Jurisdictions during the 07/01/2018 - 06/30/2019 reporting period? *If Yes, complete Previous Jurisdiction.* ☐ Yes ☐ No
Previous Jurisdiction | Are you a carrier Registrant only? *If No, complete the following two fields.* ☐ Yes ☐ No
USDOT# | TIN

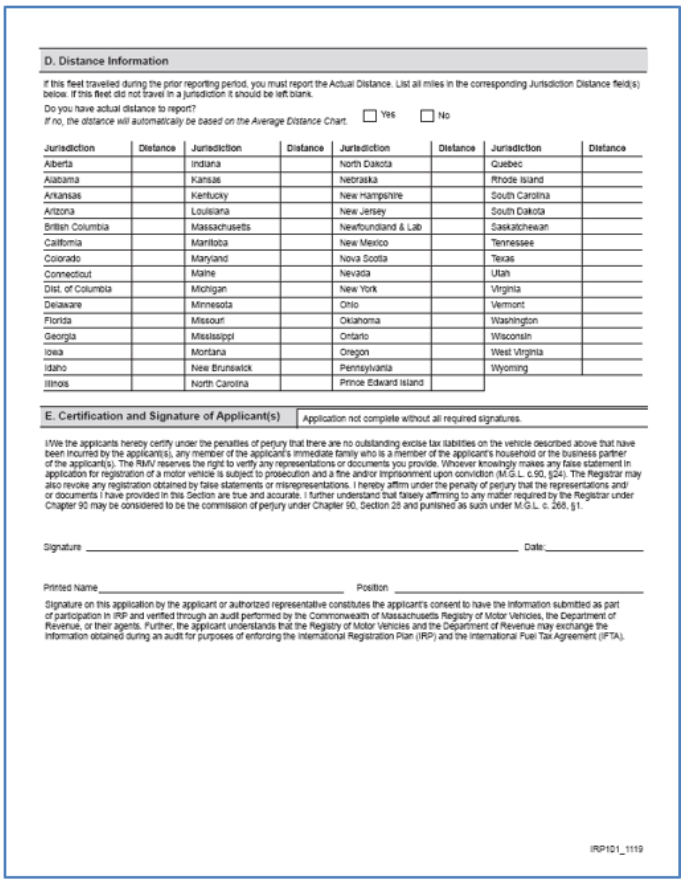
C. IRP Required Documents

Proof of Location Address (select three):
☐ Utility Bill
☐ RMV Issued Mail
☐ Tax Document
☐ Proof of FID
☐ SSA Statement
☐ Massachusetts Mortgage, Lease or Rental Agreement
☐ Insurance Bill or Policy
☐ Proof of Incorporation
☐ Bank or Credit Statement
☐ Retirement or Pension Statement
☐ Secretary of State Paperwork
☐ Massachusetts Title
☐ Massachusetts License (Driver, Professional, or Firearm)

RMV Office Use Only

Assigned Account Number

IRP101_1119



D. Distance Information

If this fleet travelled during the prior reporting period, you must report the Actual Distance. List all miles in the corresponding Jurisdiction Distance field(s) below. If this fleet did not travel in a jurisdiction it should be left blank.

Do you have actual distance to report? ☐ Yes ☐ No
If no, the distance will automatically be based on the Average Distance Chart.

Jurisdiction	Distance	Jurisdiction	Distance	Jurisdiction	Distance	Jurisdiction	Distance
Alberta		Indiana		North Dakota		Quebec	
Alabama		Kansas		Nebraska		Rhode Island	
Arkansas		Kentucky		New Hampshire		South Carolina	
Arizona		Louisiana		New Jersey		South Dakota	
British Columbia		Massachusetts		Newfoundland & Lab		Saskatchewan	
California		Manitoba		New Mexico		Tennessee	
Colorado		Maryland		Nova Scotia		Texas	
Connecticut		Maine		Nevada		Utah	
Dist. of Columbia		Michigan		New York		Virginia	
Delaware		Minnesota		Ohio		Vermont	
Florida		Missouri		Oklahoma		Washington	
Georgia		Mississippi		Ontario		Wisconsin	
Iowa		Montana		Oregon		West Virginia	
Idaho		New Brunswick		Pennsylvania		Wyoming	
Illinois		North Carolina		Prince Edward Island			

E. Certification and Signature of Applicant(s) | Application not complete without all required signatures.

I/We the applicants hereby certify under the penalties of perjury that there are no outstanding excise tax liabilities on the vehicle described above that have been incurred by the applicant(s), any member of the applicant's immediate family who is a member of the applicant's household or the business partner of the applicant(s). The RMV reserves the right to verify any representations or documents you provide. Whoever knowingly makes any false statement in application for registration of a motor vehicle is subject to prosecution and a fine and/or imprisonment upon conviction (M.G.L. c.90, §24). The Registrar may also revoke any registration obtained by false statements or misrepresentations. I hereby affirm under the penalty of perjury that the representations and/or documents I have provided in this Section are true and accurate. I further understand that falsely affirming to any matter required by the Registrar under Chapter 90 may be considered to be the commission of perjury under Chapter 90, Section 28 and punished as such under M.G.L. c. 268, §1.

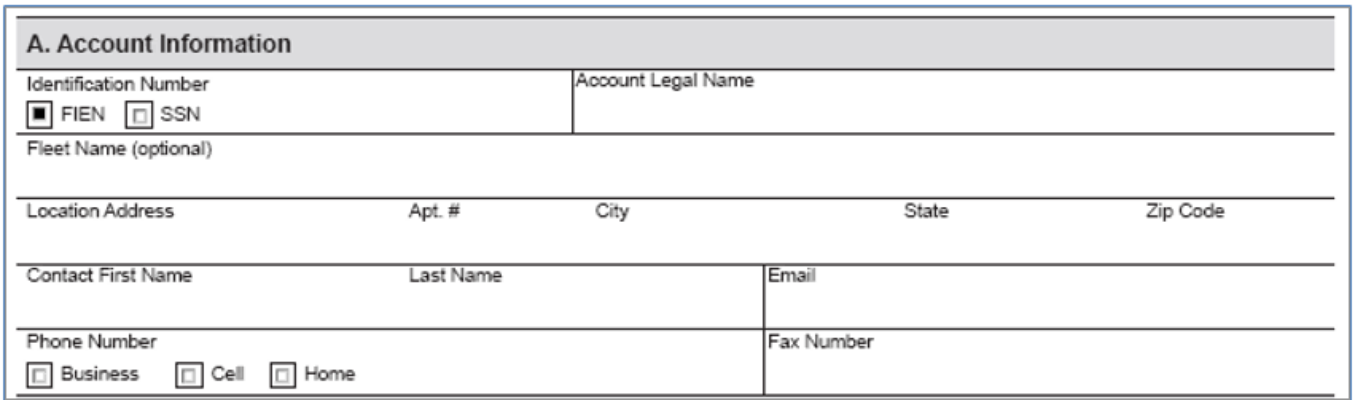
Signature _____ Date: _____

Printed Name _____ Position _____

Signature on this application by the applicant or authorized representative constitutes the applicant's consent to have the information submitted as part of participation in IRP and verified through an audit performed by the Commonwealth of Massachusetts Registry of Motor Vehicles, the Department of Revenue, or their agents. Further, the applicant understands that the Registry of Motor Vehicles and the Department of Revenue may exchange the information obtained during an audit for purposes of enforcing the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA).

IRP101_1119

Section A: Account Information



A. Account Information

Identification Number ■ FIEN □ SSN		Account Legal Name		
Fleet Name (optional)				
Location Address	Apt. #	City	State	Zip Code
Contact First Name	Last Name		Email	
Phone Number □ Business □ Cell □ Home			Fax Number	

Identification Number
Check the appropriate ID Type.

Account Legal Name
Enter the name of the person, firm, or corporation in which the account is to be registered. This is the name that will appear on the cab card as “carrier.”

Fleet Name
Choose a fleet name. A fleet name can be a name or a number.

Location Address
Enter the actual, physical location of your business. Your business location must be in the Commonwealth of Massachusetts. NO PO Boxes.

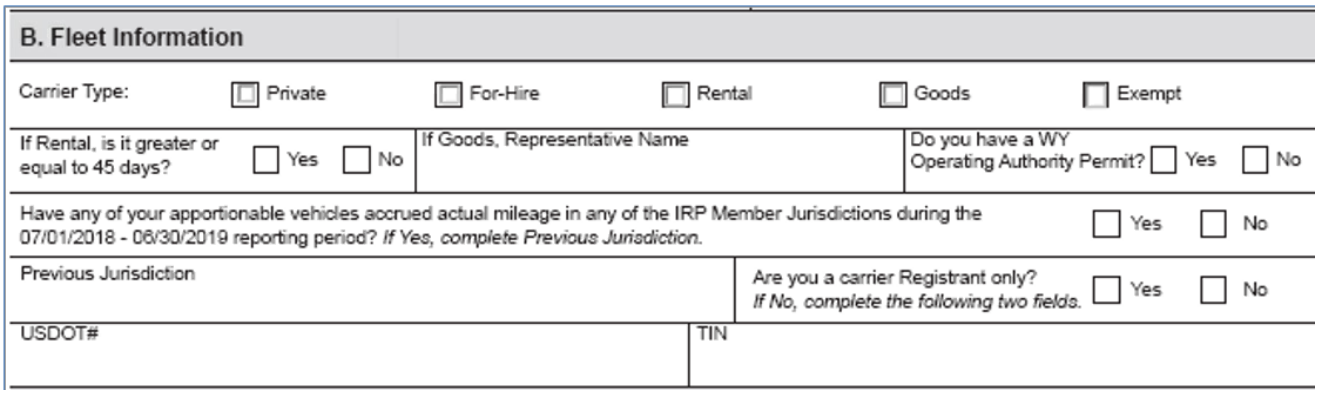
Contact Name
Enter the name of the person to contact should questions arise.

Email
Enter an email address

Phone Number
Enter a business, cell or home phone. This will only be used for issues or question regarding the application.

Fax Number
Enter a fax number.

Section B: Fleet Information



B. Fleet Information

Carrier Type: ☐ Private ☐ For-Hire ☐ Rental ☐ Goods ☐ Exempt

If Rental, is it greater or equal to 45 days? ☐ Yes ☐ No

If Goods, Representative Name

Do you have a WY Operating Authority Permit? ☐ Yes ☐ No

Have any of your apportionable vehicles accrued actual mileage in any of the IRP Member Jurisdictions during the 07/01/2018 - 06/30/2019 reporting period? *If Yes, complete Previous Jurisdiction.* ☐ Yes ☐ No

Previous Jurisdiction

Are you a carrier Registrant only? *If No, complete the following two fields.* ☐ Yes ☐ No

USDOT#

TIN

Carrier Type

Check the appropriate carrier type box.

Private = hauls their own products
For-Hire = gets paid to haul passengers or freight
Rental = rents vehicles or fleets without drivers
Goods (Household Goods) = hauls only personal household items
Exempt = proper examples of an exempt carrier include government-owned vehicles, recreational vehicles, city pick-up and delivery vehicles, and restricted-plate vehicles (dealer, repair, transporter, farm or owner contractor).

Is Rental greater or equal to 45 days?

Check the appropriate answer to indicate if rental is greater or equal to 45 days

If **Household Goods** carrier, print the representative name who leases the equipment

Does the carrier hold a WY Operating Authority Permit? - Check the appropriate answer

Have any vehicles accrued actual miles during the previous reporting period? Check the appropriate answer.

Previous Jurisdiction(s) – If answered Yes above, enter the jurisdiction(s) where the actual miles were accrued.

Registrant-Only

The FMCSA has invalidated all Registrant Only USDOT numbers. If you were previously listed as a Registrant Only company, this will be noted at the account level, and you will need to designate a valid Motor Carrier Responsible for Safety (MCRS) USDOT number for each vehicle in the fleet(s) to maintain your IRP plates. A common reason for previously having a Registrant Only USDOT number is that the carrier was not operating under their own USDOT number or authority, most likely because they were working for a leasing or rental company. You may verify your USDOT status at **http://safer.fmcsa.dot.gov**

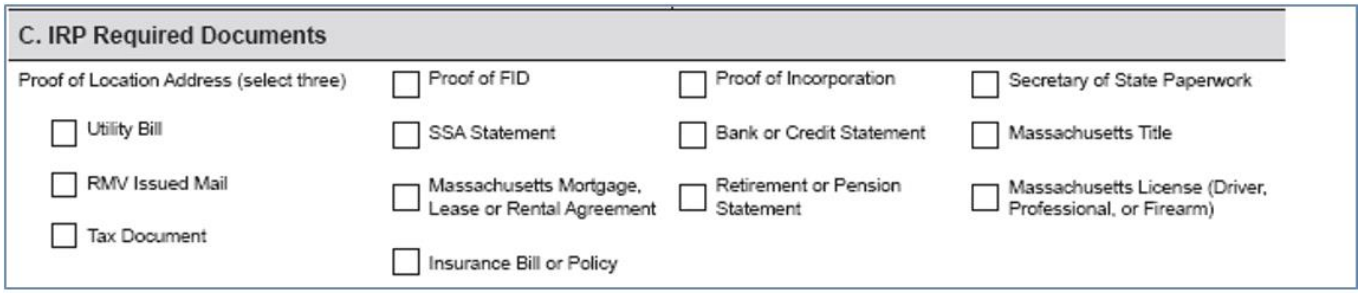
USDOT#

Record the account holder USDOT# here. Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with the FMCSA and have a USDOT Number. In addition, commercial intrastate hazardous material carriers who haul types and quantities requiring a safety permit must register for a USDOT Number.

TIN

The account holder tax identification number is recorded here. This is the TIN that is associated with the USDOT#.

Section C: IRP Required Documents



This section records the account holders' proof of location address, which must be in Massachusetts. The account holder is to provide at least three of the documents listed above as proof. The documents must be originals and be dated within 60 days.

Section D: Distance Information

D. Distance Information

If this fleet travelled during the prior reporting period, you must report the Actual Distance. List all miles in the corresponding Jurisdiction Distance field(s) below. If this fleet did not travel in a jurisdiction it should be left blank.

Do you have actual distance to report? ☐ Yes ☐ No
If no, the distance will automatically be based on the Average Distance Chart.

Jurisdiction	Distance	Jurisdiction	Distance	Jurisdiction	Distance	Jurisdiction	Distance
Alberta		Indiana		North Dakota		Quebec	
Alabama		Kansas		Nebraska		Rhode Island	
Arkansas		Kentucky		New Hampshire		South Carolina	
Arizona		Louisiana		New Jersey		South Dakota	
British Columbia		Massachusetts		Newfoundland & Lab		Saskatchewan	
California		Manitoba		New Mexico		Tennessee	
Colorado		Maryland		Nova Scotia		Texas	
Connecticut		Maine		Nevada		Utah	
Dist. of Columbia		Michigan		New York		Virginia	
Delaware		Minnesota		Ohio		Vermont	
Florida		Missouri		Oklahoma		Washington	
Georgia		Mississippi		Ontario		Wisconsin	
Iowa		Montana		Oregon		West Virginia	
Idaho		New Brunswick		Pennsylvania		Wyoming	
Illinois		North Carolina		Prince Edward Island			

If you have actual distance for the PRIOR reporting period, you must report the miles. If this fleet travelled at all during the prior reporting period, you must report Actual Distance. List all actual miles in the corresponding Jurisdiction Distance field. If the fleet did not travel in a jurisdiction, it should be left blank. If there is no actual distance to report, you can leave this section blank. In this case, the distance will automatically be based on the Average Distance Chart.

Section E: Certification and Signature of Applicant(s)

E. Certification and Signature of Applicant(s) | Application not complete without all required signatures.

I/We the applicants hereby certify under the penalties of perjury that there are no outstanding excise tax liabilities on the vehicle described above that have been incurred by the applicant(s), any member of the applicant's immediate family who is a member of the applicant's household or the business partner of the applicant(s). The RMV reserves the right to verify any representations or documents you provide. Whoever knowingly makes any false statement in application for registration of a motor vehicle is subject to prosecution and a fine and/or imprisonment upon conviction (M.G.L. c.90, §24). The Registrar may also revoke any registration obtained by false statements or misrepresentations. I hereby affirm under the penalty of perjury that the representations and/or documents I have provided in this Section are true and accurate. I further understand that falsely affirming to any matter required by the Registrar under Chapter 90 may be considered to be the commission of perjury under Chapter 90, Section 28 and punished as such under M.G.L. c. 268, §1.

Signature _____ Date:_____

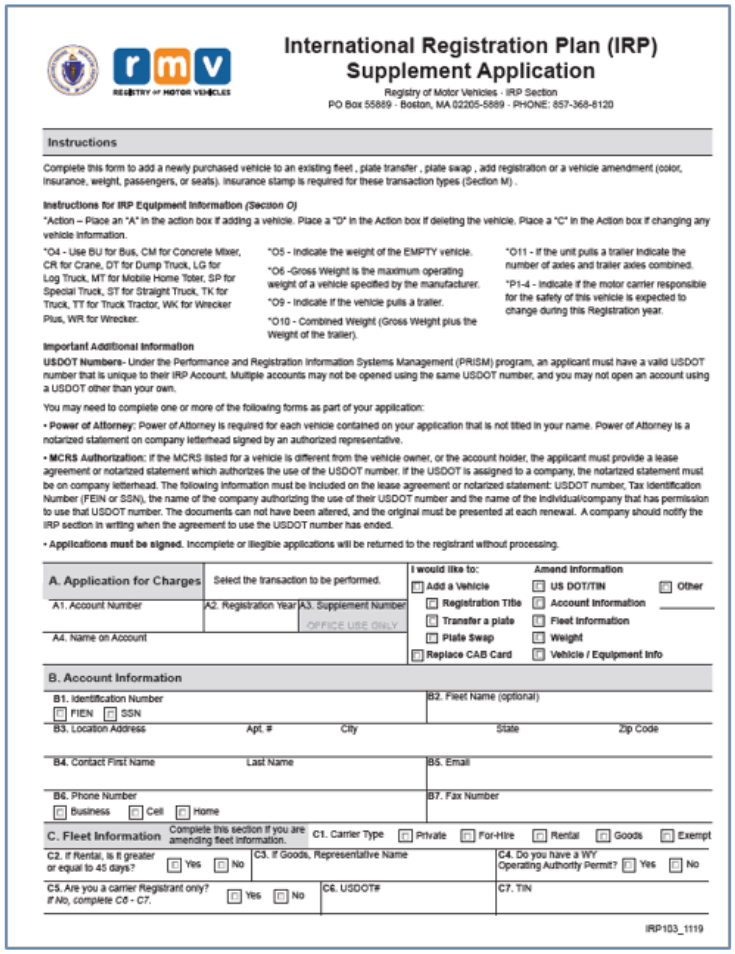
Printed Name_____ Position _____

Signature on this application by the applicant or authorized representative constitutes the applicant's consent to have the information submitted as part of participation in IRP and verified through an audit performed by the Commonwealth of Massachusetts Registry of Motor Vehicles, the Department of Revenue, or their agents. Further, the applicant understands that the Registry of Motor Vehicles and the Department of Revenue may exchange the information obtained during an audit for purposes of enforcing the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA).

This application is signed by the authorized account holder or authorized Power of Attorney (POA) for the account holder. If using a POA, please submit a notarized Power of Attorney letter.

Supplement Application

The IRP Supplement Application is completed when a carrier wishes to add a newly purchased vehicle to an existing fleet, transfer a plate, swap a plate, and replace a CAB Card or to amend vehicle information. Proof of insurance is required for these transaction types and Section M will need to be completed by your insurance carrier.



International Registration Plan (IRP)
Supplement Application

Registry of Motor Vehicles - IRP Section
PO Box 55889 - Boston, MA 02205-5889 - PHONE: 857-368-8120

Instructions

Complete this form to add a newly purchased vehicle to an existing fleet , plate transfer , plate swap , add registration or a vehicle amendment (color, insurance, weight, passengers, or seats). Insurance stamp is required for these transaction types (Section M) .

Instructions for IRP Equipment Information (Section O)

"Action – Place an "A" in the action box if adding a vehicle. Place a "D" in the Action box if deleting the vehicle. Place a "C" in the Action box if changing any vehicle information.

"O4 - Use BU for Bus, CM for Concrete Mixer, CR for Crane, DT for Dump Truck, LG for Log Truck, MT for Mobile Home Toter, SP for Special Truck, ST for Straight Truck, TK for Truck, TT for Truck Tractor, WK for Wrecker Plus, WR for Wrecker.

"O5 - Indicate the weight of the EMPTY vehicle.

"O6 -Gross Weight is the maximum operating weight of a vehicle specified by the manufacturer.

"O9 - Indicate if the vehicle pulls a trailer.

"O10 - Combined Weight (Gross Weight plus the Weight of the trailer).

"O11 - If the unit pulls a trailer indicate the number of axles and trailer axles combined.

"P1-4 - Indicate if the motor carrier responsible for the safety of this vehicle is expected to change during this Registration year.

Important Additional Information

USDOT Numbers- Under the Performance and Registration Information Systems Management (PRISM) program, an applicant must have a valid USDOT number that is unique to their IRP Account. Multiple accounts may not be opened using the same USDOT number, and you may not open an account using a USDOT other than your own.

You may need to complete one or more of the following forms as part of your application:

• **Power of Attorney**: Power of Attorney is required for each vehicle contained on your application that is not titled in your name. Power of Attorney is a notarized statement on company letterhead signed by an authorized representative.

• **MCRS Authorization:** If the MCRS listed for a vehicle is different from the vehicle owner, or the account holder, the applicant must provide a lease agreement or notarized statement which authorizes the use of the USDOT number. If the USDOT is assigned to a company, the notarized statement must be on company letterhead. The following information must be included on the lease agreement or notarized statement: USDOT number, Tax Identification Number (FEIN or SSN), the name of the company authorizing the use of their USDOT number and the name of the individual/company that has permission to use that USDOT number. The documents can not have been altered, and the original must be presented at each renewal. A company should notify the IRP section in writing when the agreement to use the USDOT number has ended.

• **Applications must be signed.** Incomplete or illegible applications will be returned to the registrant without processing.

A. Application for Charges — Select the transaction to be performed.

I would like to: Add a Vehicle; Registration Title; Transfer a plate; Plate Swap; Replace CAB Card

Amend Information: US DOT/TIN; Account Information; Fleet Information; Weight; Vehicle / Equipment Info; Other

A1. Account Number | A2. Registration Year | A3. Supplement Number (OFFICE USE ONLY)

A4. Name on Account

B. Account Information

B1. Identification Number (FEIN / SSN) | B2. Fleet Name (optional)

B3. Location Address | Apt. # | City | State | Zip Code

B4. Contact First Name | Last Name | B5. Email

B6. Phone Number (Business / Cell / Home) | B7. Fax Number

C. Fleet Information — Complete this section if you are amending fleet information.

C1. Carrier Type: Private / For-Hire / Rental / Goods / Exempt

C2. If Rental, is it greater or equal to 45 days? Yes / No

C3. If Goods, Representative Name

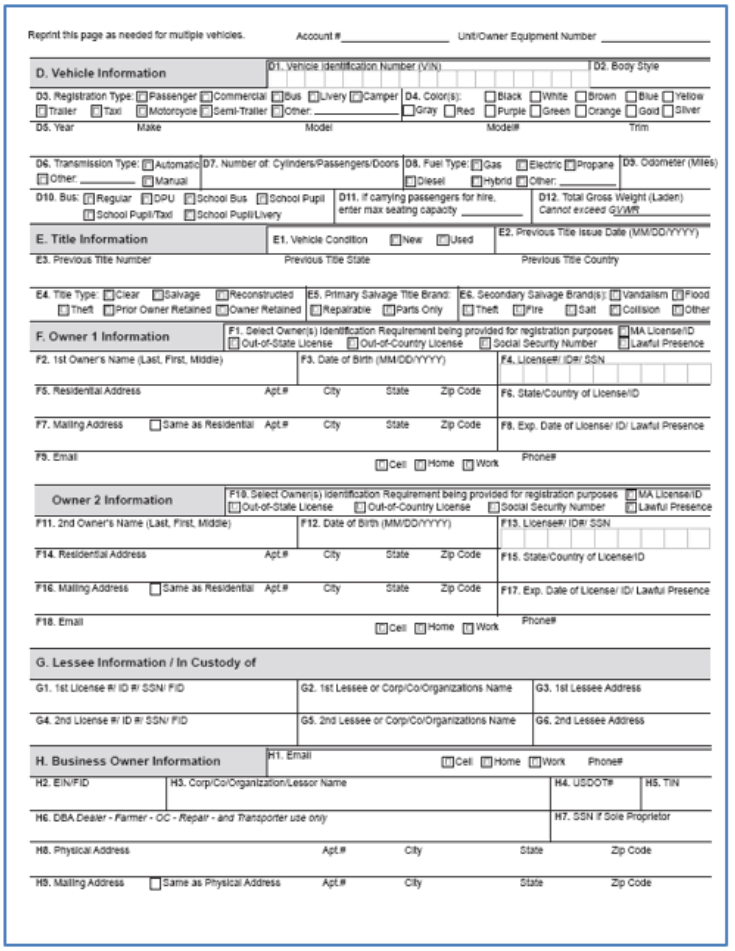
C4. Do you have a WY Operating Authority Permit? Yes / No

C5. Are you a carrier Registrant only? *If No, complete C6 - C7.* Yes / No

C6. USDOT#

C7. TIN

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Reprint this page as needed for multiple vehicles. Account # _____ Unit/Owner Equipment Number _____

D. Vehicle Information

D1. Vehicle Identification Number (VIN) | D2. Body Style

D3. Registration Type: Passenger / Commercial / Bus / Livery / Camper / Trailer / Taxi / Motorcycle / Semi-Trailer / Other: _____

D4. Color(s): Black / White / Brown / Blue / Yellow / Gray / Red / Purple / Green / Orange / Gold / Silver

D5. Year | Make | Model | Model# | Trim

D6. Transmission Type: Automatic / Manual / Other: _____

D7. Number of Cylinders/Passengers/Doors

D8. Fuel Type: Gas / Electric / Propane / Diesel / Hybrid / Other: _____

D9. Odometer (Miles)

D10. Bus: Regular / DPU / School Bus / School Pupil / School Pupil/Taxi / School Pupil/Livery

D11. If carrying passengers for hire, enter max seating capacity _____

D12. Total Gross Weight (Laden) *Cannot exceed GVWR*

E. Title Information

E1. Vehicle Condition: New / Used | E2. Previous Title Issue Date (MM/DD/YYYY)

E3. Previous Title Number | Previous Title State | Previous Title Country

E4. Title Type: Clear / Salvage / Reconstructed / Theft / Prior Owner Retained / Owner Retained

E5. Primary Salvage Title Brand: Repairable / Parts Only

E6. Secondary Salvage Brand(s): Vandalism / Flood / Theft / Fire / Salt / Collision / Other

F. Owner 1 Information

F1. Select Owner(s) Identification Requirement being provided for registration purposes: Out-of-State License / Out-of-Country License / Social Security Number / MA License/ID / Lawful Presence

F2. 1st Owner's Name (Last, First, Middle) | F3. Date of Birth (MM/DD/YYYY) | F4. License#/ ID#/ SSN

F5. Residential Address | Apt.# | City | State | Zip Code | F6. State/Country of License/ID

F7. Mailing Address | Same as Residential | Apt.# | City | State | Zip Code | F8. Exp. Date of License/ ID/ Lawful Presence

F9. Email | Cell / Home / Work | Phone#

Owner 2 Information

F10. Select Owner(s) Identification Requirement being provided for registration purposes: Out-of-State License / Out-of-Country License / Social Security Number / MA License/ID / Lawful Presence

F11. 2nd Owner's Name (Last, First, Middle) | F12. Date of Birth (MM/DD/YYYY) | F13. License#/ ID#/ SSN

F14. Residential Address | Apt.# | City | State | Zip Code | F15. State/Country of License/ID

F16. Mailing Address | Same as Residential | Apt.# | City | State | Zip Code | F17. Exp. Date of License/ ID/ Lawful Presence

F18. Email | Cell / Home / Work | Phone#

G. Lessee Information / In Custody of

G1. 1st License #/ ID #/ SSN/ FID | G2. 1st Lessee or Corp/Co/Organizations Name | G3. 1st Lessee Address

G4. 2nd License #/ ID #/ SSN/ FID | G5. 2nd Lessee or Corp/Co/Organizations Name | G6. 2nd Lessee Address

H. Business Owner Information

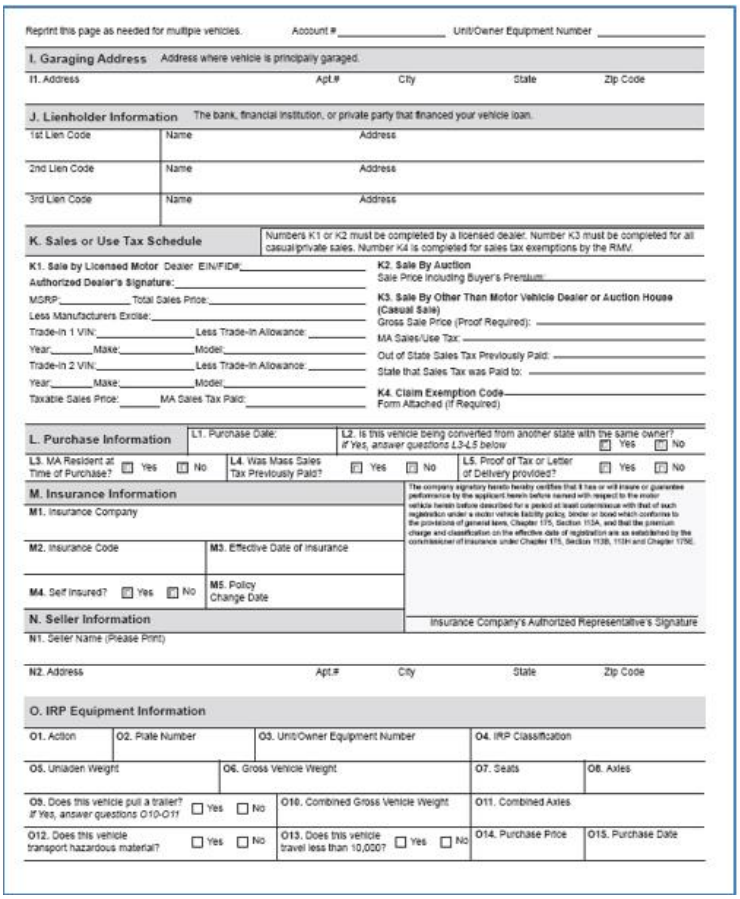
H1. Email | Cell / Home / Work | Phone#

H2. EIN/FID | H3. Corp/Co/Organization/Lessor Name | H4. USDOT# | H5. TIN

H6. DBA Dealer - Farmer - OC - Repair - and Transporter use only | H7. SSN if Sole Proprietor

H8. Physical Address | Apt.# | City | State | Zip Code

H9. Mailing Address | Same as Physical Address | Apt.# | City | State | Zip Code



Reprint this page as needed for multiple vehicles. Account # _____ Unit/Owner Equipment Number _____

I. Garaging Address Address where vehicle is principally garaged.

I1. Address | Apt.# | City | State | Zip Code

J. Lienholder Information The bank, financial institution, or private party that financed your vehicle loan.

1st Lien Code	Name	Address
2nd Lien Code	Name	Address
3rd Lien Code	Name	Address

K. Sales or Use Tax Schedule Numbers K1 or K2 must be completed by a licensed dealer. Number K3 must be completed for all casual/private sales. Number K4 is completed for sales tax exemptions by the RMV.

K1. Sale by Licensed Motor Dealer EIN/FID#_____
Authorized Dealer's Signature:_____
MSRP:_____ Total Sales Price:_____
Less Manufacturers Excise:_____
Trade-In 1 VIN:_____ Less Trade-In Allowance:_____
Year:_____Make:_____Model:_____
Trade-In 2 VIN:_____ Less Trade-In Allowance:_____
Year:_____Make:_____Model:_____
Taxable Sales Price:_____ MA Sales Tax Paid:_____

K2. Sale By Auction
Sale Price including Buyer's Premium:_____

K3. Sale By Other Than Motor Vehicle Dealer or Auction House (Casual Sale)
Gross Sale Price (Proof Required):_____
MA Sales/Use Tax:_____
Out of State Sales Tax Previously Paid:_____
State that Sales Tax was Paid to:_____

K4. Claim Exemption Code_____
Form Attached (If Required)

L. Purchase Information L1. Purchase Date: | L2. Is this vehicle being converted from another state with the same owner? If Yes, answer questions L3-L5 below ☐ Yes ☐ No

L3. MA Resident at Time of Purchase? ☐ Yes ☐ No | L4. Was Mass Sales Tax Previously Paid? ☐ Yes ☐ No | L5. Proof of Tax or Letter of Delivery provided? ☐ Yes ☐ No

M. Insurance Information

M1. Insurance Company

M2. Insurance Code | M3. Effective Date of Insurance

M4. Self Insured? ☐ Yes ☐ No | M5. Policy Change Date

The company signatory hereto hereby certifies that it has or will insure or guarantee performance by the applicant herein before named with respect to the motor vehicle herein before described for a period at least coterminous with that of such registration under a motor vehicle liability policy, binder or bond which conforms to the provisions of general laws, Chapter 175, Section 113A, and that the premium charge and classification on the effective date of registration are as established by the commissioner of insurance under Chapter 175, Section 113B, 113H and Chapter 175E.

Insurance Company's Authorized Representative's Signature

N. Seller Information

N1. Seller Name (Please Print)

N2. Address | Apt.# | City | State | Zip Code

O. IRP Equipment Information

O1. Action	O2. Plate Number	O3. Unit/Owner Equipment Number	O4. IRP Classification
O5. Unladen Weight	O6. Gross Vehicle Weight	O7. Seats	O8. Axles
O9. Does this vehicle pull a trailer? If Yes, answer questions O10-O11 ☐ Yes ☐ No	O10. Combined Gross Vehicle Weight	O11. Combined Axles	
O12. Does this vehicle transport hazardous material? ☐ Yes ☐ No	O13. Does this vehicle travel less than 10,000? ☐ Yes ☐ No	O14. Purchase Price	O15. Purchase Date



Reprint this page as needed for multiple vehicles. Account # _____ Unit/Owner Equipment Number _____

P. Carrier Responsible for Safety

P1. USDOT | P2. TIN | P3. Operator Name

P4. Is the carrier is expected to change? ☐ Yes ☐ No

Q. Weight Information

Please list the weight you wish to appear on your CAB Card for each Jurisdiction in which you will travel. If you do not plan on travelling in a jurisdiction the default weight assigned to the vehicle will be listed on your CAB Card.

Jurisdiction	Weight	Jurisdiction	Weight	Jurisdiction	Weight	Jurisdiction	Weight
Alberta		Indiana		North Dakota		Quebec	
Alabama		Kansas		Nebraska		Rhode Island	
Arkansas		Kentucky		New Hampshire		South Carolina	
Arizona		Louisiana		New Jersey		South Dakota	
British Columbia		Massachusetts		Newfoundland & Lab		Saskatchewan	
California		Manitoba		New Mexico		Tennessee	
Colorado		Maryland		Nova Scotia		Texas	
Connecticut		Maine		Nevada		Utah	
Dist. of Columbia		Michigan		New York		Virginia	
Delaware		Minnesota		Ohio		Vermont	
Florida		Missouri		Oklahoma		Washington	
Georgia		Mississippi		Ontario		Wisconsin	
Iowa		Montana		Oregon		West Virginia	
Idaho		New Brunswick		Pennsylvania		Wyoming	
Illinois		North Carolina		Prince Edward Island			

Units listed on this application will be authorized to operate in the jurisdictions and at the weights listed above. The weight recorded above will appear on the CAB Card for all IRP Jurisdictions for the units listed.

R. Certification and Signature(s) of Applicant(s) Application not complete without all required signatures.

I/We the applicants hereby certify under the penalties of perjury that there are no outstanding excise tax liabilities on the vehicle described above that have been incurred by the applicant(s), any member of the applicant's immediate family who is a member of the applicant's household or the business partner of the applicant(s). The RMV reserves the right to verify any representations or documents you provide. Whoever knowingly makes any false statement in application for registration of a motor vehicle is subject to prosecution and a fine and/or imprisonment upon conviction (M.G.L. c.90, §24). The Registrar may also revoke any registration obtained by false statements or misrepresentations. I hereby affirm under the penalty of perjury that the representations and/or documents I have provided in this Section are true and accurate. I further understand that falsely affirming to any matter required by the Registrar under Chapter 90 may be considered to be the commission of perjury under Chapter 90, Section 28 and punished as such under M.G.L. c. 268, §1.

Signature: Owner/Lessee 1 _____ Date: _____

Printed Name 1 _____ Position _____

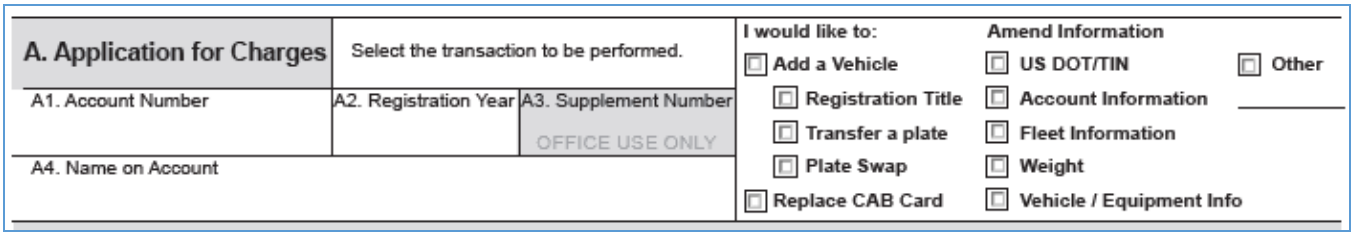
Signature: Owner/Lessee 2 _____ Date: _____

Printed Name 2 _____ Position _____

Signature on this application by the applicant or authorized representative constitutes the applicant's consent to have the information submitted as part of participation in IRP and verified through an audit performed by the Commonwealth of Massachusetts Registry of Motor Vehicles, the Department of Revenue, or their agents. Further, the applicant understands that the Registry of Motor Vehicles and the Department of Revenue may exchange the information obtained during an audit for purposes of enforcing the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA).

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Section A. Application for Changes



A. Application for Charges	Select the transaction to be performed.		I would like to:	Amend Information	
A1. Account Number	A2. Registration Year	A3. Supplement Number OFFICE USE ONLY	☐ Add a Vehicle ☐ Registration Title ☐ Transfer a plate ☐ Plate Swap ☐ Replace CAB Card	☐ US DOT/TIN ☐ Account Information ☐ Fleet Information ☐ Weight ☐ Vehicle / Equipment Info	☐ Other _____
A4. Name on Account					

Account Number

Enter the IRP Fleet account number

Registration Year

Enter the current registration year. IRP registration year reflects the prior July 1st through June 30th

Name on Account

Record the name of the person, firm or corporation in which the account is registered—the name that appears on the Cab card as "carrier."

I would like to:
Choose the transaction type you are requesting

Add a vehicle – Check if you are adding a vehicle to an existing fleet

Registration Title – Check if adding a vehicle to obtain a registration and title

Transfer a plate – Used to transfer existing active apportioned plates from one vehicle to a newly purchased vehicle.

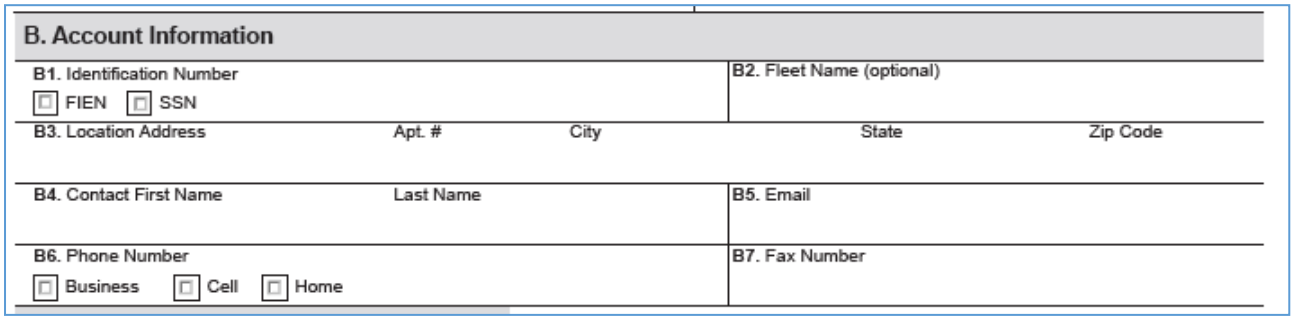
Plate Swap – Check this box when swapping the current license plates for a new set of plates for the same vehicle. (Ex. Damaged plates)

Replace CAB Card - Chosen when requesting replacement copy of existing Cab Card.

Amend Information – the following information is able to be amended with the appropriate supporting documentation:

USDOT/TIN
Account Information
Fleet Information
Weight
Vehicle/ Equipment Info
Other _____ use if requesting a change other than what is listed above

Section B. Account Information



B 1. Identification Number - Check the appropriate ID Type.

B 2. Fleet Name
Choose a fleet name. A fleet name can be a name or a number.

B3. Location Address
Enter the actual, physical location of your business. Your business location must be in the Commonwealth of Massachusetts. NO PO Boxes.

B4. Contact Name
Enter the name of a person to contact should questions arise.

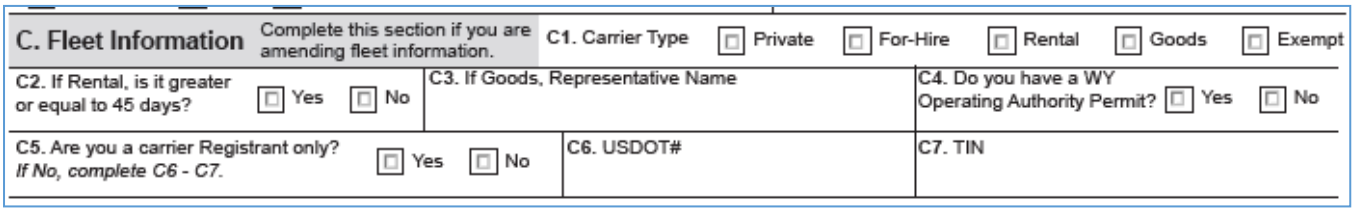
B5. Email
Enter an email address

B6. Phone Number
Enter a business, cell or home phone. This will only be used for issues or question regarding the application.

B7. Fax Number
Enter the contact fax number

Section C. Fleet Information

Complete only if you are amending information in this section. Otherwise, leave blank.



C. Fleet Information	Complete this section if you are amending fleet information.	C1. Carrier Type ☐ Private ☐ For-Hire ☐ Rental ☐ Goods ☐ Exempt	
C2. If Rental, is it greater or equal to 45 days? ☐ Yes ☐ No	C3. If Goods, Representative Name		C4. Do you have a WY Operating Authority Permit? ☐ Yes ☐ No
C5. Are you a carrier Registrant only? *If No, complete C6 - C7.* ☐ Yes ☐ No	C6. USDOT#		C7. TIN

C 1. Carrier Type
Private = hauls their own products
For-Hire = gets paid to haul passengers or freight
Rental = rents vehicles or fleets without drivers
Goods (Household Goods) = hauls only personal household items
Exempt = This is an uncommon carrier type, and we rarely see it, but examples would include government-owned vehicles, recreational vehicles, city pick-up and delivery vehicles, and restricted-plate vehicles (dealer, repair, transporter, farm or owner contractor).

C 2. Answer if this is a rental greater or equal to 45 days

C 3. Household Goods - This is the name of the service representative who leases the equipment

C 4. Does the carrier hold a WY Operating Authority Permit? - Check the appropriate answer

Registrant-Only
The FMCSA has invalidated all Registrant Only USDOT numbers. If you were previously listed as a Registrant Only company, this will be noted at the account level, and you will need to designate a valid Motor Carrier Responsible for Safety (MCRS) USDOT number for each vehicle in the fleet(s) to maintain your IRP plates. A common reason for previously having a Registrant Only USDOT number is that the carrier was not operating under their own USDOT

number or authority, most likely because they were working for a leasing or rental company. You may verify your USDOT status at **http://safer.fmcsa.dot.gov**

USDOT#
The account holders USDOT# is recorded here. Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with the FMCSA and must have a USDOT Number. Also, commercial intrastate hazardous materials carriers who haul types and quantities requiring a safety permit must register for a USDOT Number.

TIN
The account holder tax identification number is recorded here. This is the TIN that is associated with the USDOT#.

Section D. Vehicle Information

D1. Vehicle identification number – Enter the complete VIN number as it appears on the previous title or Certificate of Origin. All 1981 and newer vehicles are issued a 17 character VIN number and you are required to write the entire VIN number. Do not list partial VIN numbers. Applications with incomplete VIN numbers or illegible VIN numbers will be returned.

D 2. Body Style - Enter the Body Style of the vehicle. Note: "TRUCK" is not a valid body style. You must indicate the type of truck. Examples include dump, box, garb, mixer, etc.…

D 3. Registration Type - Indicate appropriate vehicle registration type.

D 4. Color - Indicate vehicle color.

D 5. Year/Make/Model/Model #/ Trim - This information is found on the Certificate of Origin or previous title.

D 6. Transmission Type - Automatic, Manual, Automated manual (aka. Semi-automatic) or Continuously Variable

D 7. Number of Cylinders/Passengers/Doors - Indicate: number of cylinders / number of passengers (# of seat belts) and number of doors

D 8. Fuel Type - Indicate type of fuel vehicle uses to operate.

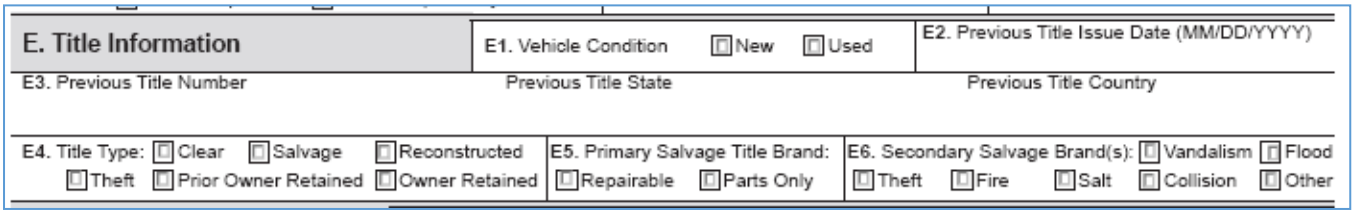
D 9. Odometer - List the current odometer of the vehicle

D 10. Bus – Choose the correct Bus classification

D 11. Enter max seating capacity, if carrying for hire

D 12. Total Gross Weight (Laden)- This is the total weight of the vehicle/combination of vehicles (unladen), PLUS the MAXIMUM LOAD that is carried on the vehicle.

Section E. Title Information



E 1. Vehicle Condition: New or Used

E 2. Previous Title Issue Date: Date on Title

E 3. Previous Title Number/ Previous Title State/ Previous Title Country: This information is found on the Certificate of Title

E 4. Title Type:

Clear Vehicle with no previous salvage notations, sub-brands or legends

Salvage Vehicle that has been declared a total loss resulting from damage such as collision, theft, fire, vandalism, flood, etc.

Reconstructed Vehicle that was previously titled as salvage-repairable

Theft Vehicle titled as salvage-repairable with a theft sub-brand

Owner Retained An insurance company has deemed vehicle a total loss but owner chose to keep

E 5. Primary Salvage Title Brand

Repairable Vehicle has been declared a total loss but can be repaired. This requires at least one sub-brand of damage.

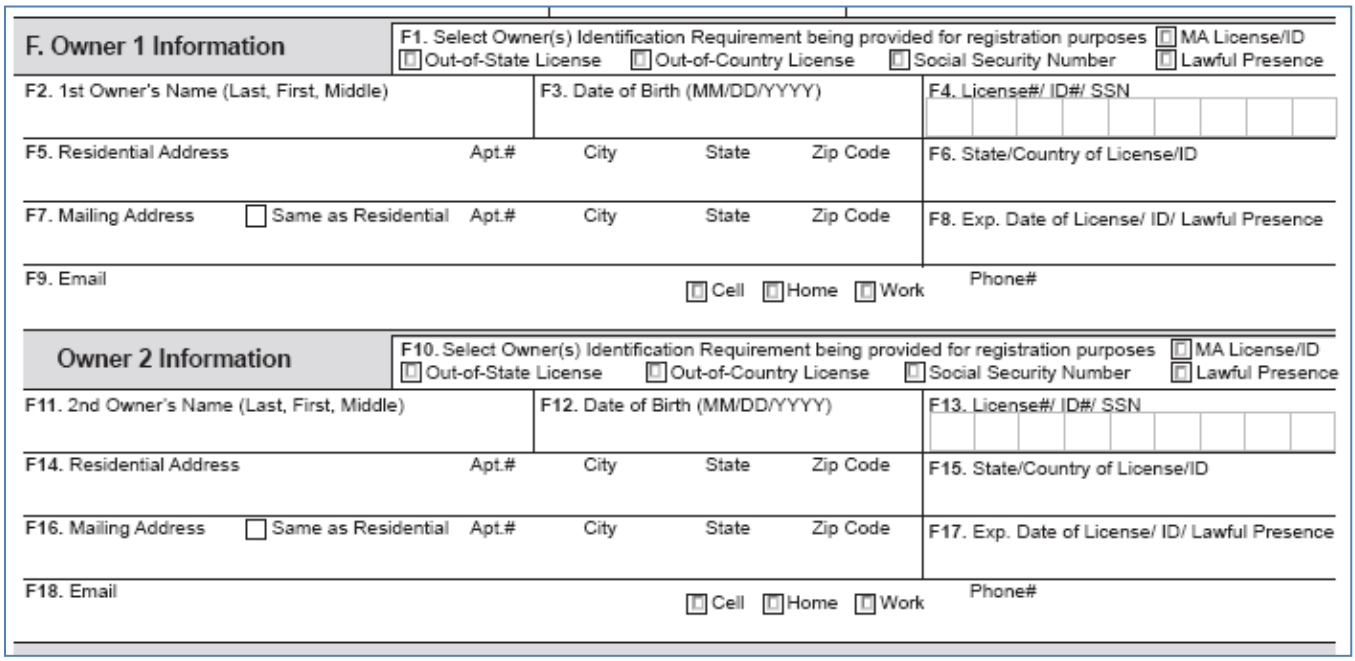
Parts Only Vehicle has been declared a total loss and also unrepairable due to extensive damage. The vehicle can never be re-titled or registered in Massachusetts. A parts-only title does not need a sub-brand.

E 6. Secondary Salvage Brand(s)
Applicable Secondary brand chosen from list below when vehicle's primary salvage title brand is repairable.

Vandalism

Flood
Theft
Fire
Salt
Collision
Other

Section F. Owner 1 Information/ Owner 2 Information



F 1. Select the **identification type** that is being submitted for this registration

F 2 – F9 –Enter the vehicle ownership information in this section

F 3. Date of Birth

F 4. License #/ID #/ SSN - Owner's license number should be entered here. If owner is business entity, complete section H.

F 5. Residential Address

F 6. State/Country of license/ID

F 7. Mailing Address - Enter the mailing address where you want all correspondence regarding this account sent to, including license plates and cab cards. Mailing address can be a PO Box.

F 8. Exp. Date of License/ID/Lawful Presence*
License/Lawful Presence (if applicable) expiration date is indicated here.

*Lawful presence means that a person is legally living in the United States according to federal immigration laws. Acceptable Lawful Presence Documentation include:

For U.S. citizens, a valid, unexpired U.S. passport is sufficient proof of lawful presence. U.S. citizens may also provide a certified copy of their U.S. birth certificate.

For permanent residents, a valid permanent resident card (green card) is sufficient proof of lawful presence.

For customers who are not U.S. citizens - valid, verifiable immigration documents, as well as proof of granted a legal stay in the U.S. for at least 12 months, is required.

Section G. Lessee Information/ In Custody of:

Complete this section when the vehicle is owned by another under the terms of a lease agreement.

NOTE: Do not skip this section. Please complete when applicable.

G. Lessee Information / In Custody of		
G1. 1st License #/ ID #/ SSN/ FID	G2. 1st Lessee or Corp/Co/Organizations Name	G3. 1st Lessee Address
G4. 2nd License #/ ID #/ SSN/ FID	G5. 2nd Lessee or Corp/Co/Organizations Name	G6. 2nd Lessee Address

Section H. Business Owner Information

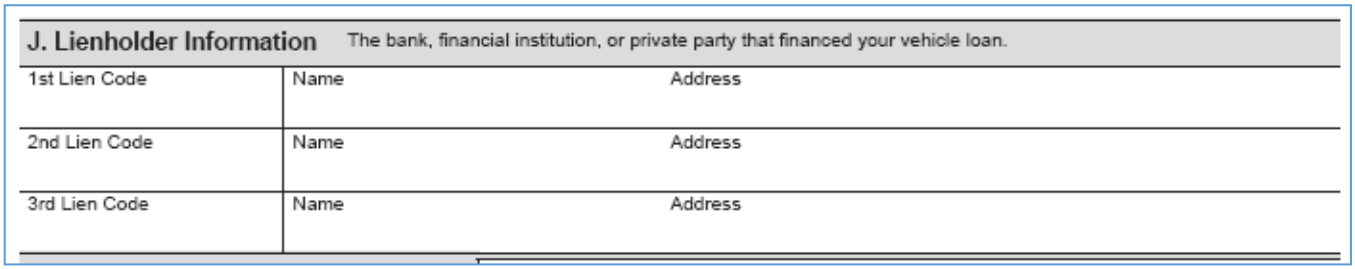
If the vehicle owned and registered to a business entity, complete this section.

H. Business Owner Information	H1. Email ☐ Cell ☐ Home ☐ Work Phone#			
H2. EIN/FID	H3. Corp/Co/Organization/Lessor Name		H4. USDOT#	H5. TIN
H6. DBA *Dealer - Farmer - OC - Repair - and Transporter use only*			H7. SSN if Sole Proprietor	
H8. Physical Address	Apt.#	City	State	Zip Code
H9. Mailing Address ☐ Same as Physical Address	Apt.#	City	State	Zip Code

Section I. Garaging Address - Enter t**he address where the vehicle will park** overnight.

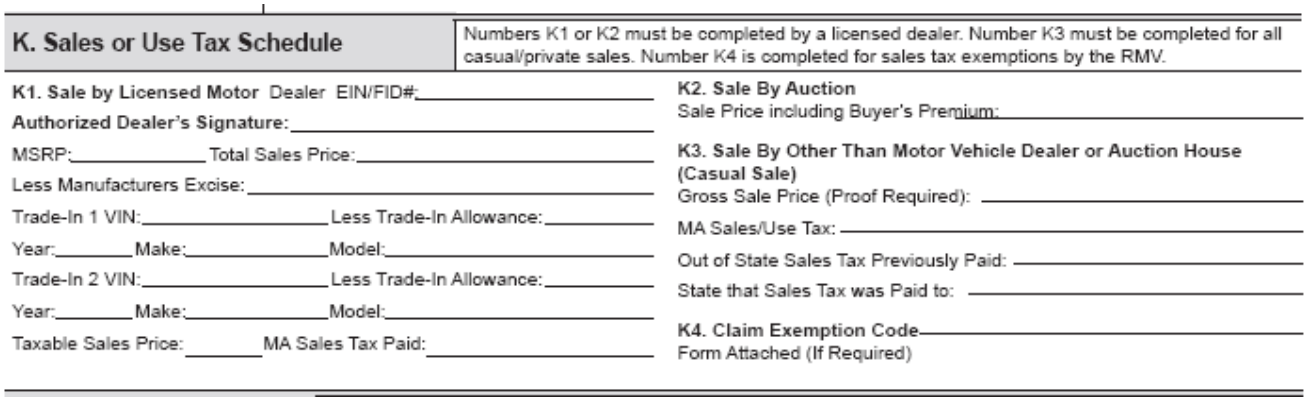
I. Garaging Address Address where vehicle is principally garaged.				
I1. Address	Apt.#	City	State	Zip Code

Section J. Lienholder Information - Complete this section if the vehicle is being financed.



J. Lienholder Information	The bank, financial institution, or private party that financed your vehicle loan.	
1st Lien Code	Name	Address
2nd Lien Code	Name	Address
3rd Lien Code	Name	Address

Section K. Sales or Use Tax Schedule



K. Sales or Use Tax Schedule

Numbers K1 or K2 must be completed by a licensed dealer. Number K3 must be completed for all casual/private sales. Number K4 is completed for sales tax exemptions by the RMV.

K1. Sale by Licensed Motor Dealer EIN/FID#:_____
Authorized Dealer's Signature:_____
MSRP:_____ Total Sales Price:_____
Less Manufacturers Excise:_____
Trade-In 1 VIN:_____ Less Trade-In Allowance:_____
Year:_____ Make:_____ Model:_____
Trade-In 2 VIN:_____ Less Trade-In Allowance:_____
Year:_____ Make:_____ Model:_____
Taxable Sales Price:_____ MA Sales Tax Paid:_____

K2. Sale By Auction
Sale Price including Buyer's Premium:_____

K3. Sale By Other Than Motor Vehicle Dealer or Auction House (Casual Sale)
Gross Sale Price (Proof Required):_____
MA Sales/Use Tax:_____
Out of State Sales Tax Previously Paid:_____
State that Sales Tax was Paid to:_____

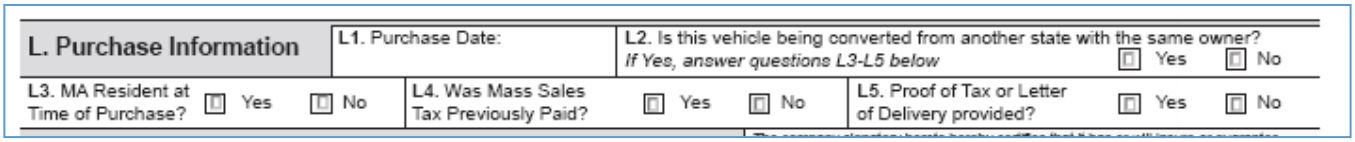
K4. Claim Exemption Code_____
Form Attached (If Required)

K1 / K2 - Completed by a licensed vehicle dealer

K3 - Information is completed by applicant in the case of private sale

K4 - Information is completed by RMV when applicable (Ex. A vehicle transferred from one immediate family member to another or when a vehicle is transferred as the result of a gift from another person)

Section L. Purchase Information



When registering and titling a vehicle, applicants must submit appropriate purchase information:

For purchase from a dealer:

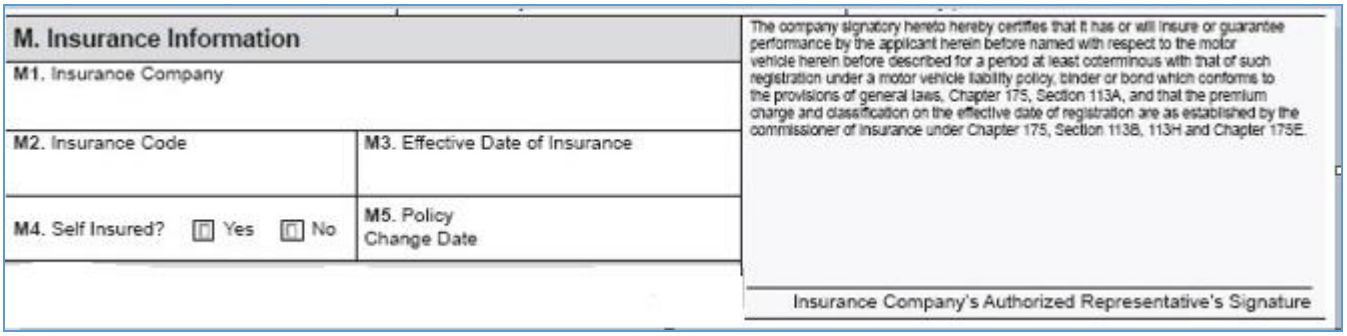
- Completed RTA Form, signed by Massachusetts Dealer (follow non-dealer directions for out-of-state Dealer)
- Active insurance stamp/signature from Massachusetts insurance agent (section M)
- **One** of the following supporting documents:
  - Manufacturer's Certificate of Origin (new vehicle)
  - Previous owner's Certificate of Title and Dealer Re-Assignment Form if applicable
  - Previous registration and bill of sale for vehicles that may be exempt because of their age
- Appropriate sales tax and title fees

For purchase from a non- dealer, applicants must submit:

- Completed RTA Form, signed and stamped by a Massachusetts insurance agent/company, appropriate sales tax and title fees
- One of the following documents:
  - Manufacturer's Certificate of Origin (new vehicle)
  - Previous owner's Certificate of Title and Dealer Re-Assignment Form if applicable
  - Previous registration and bill of sale for vehicles that may be exempt because of their age

Section M. Insurance Information

The Insurance Certification section must be completed by an insurance company or agent authorized to write in Massachusetts.



M. Insurance Information

M1. Insurance Company

M2. Insurance Code

M3. Effective Date of Insurance

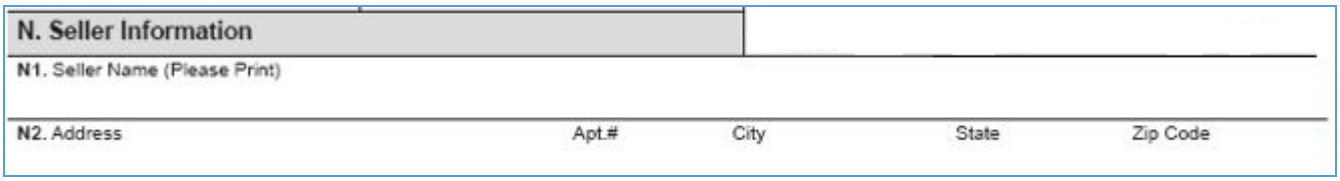
M4. Self Insured? ☐ Yes ☐ No

M5. Policy Change Date

The company signatory hereto hereby certifies that it has or will insure or guarantee performance by the applicant herein before named with respect to the motor vehicle herein before described for a period at least coterminous with that of such registration under a motor vehicle liability policy, binder or bond which conforms to the provisions of general laws, Chapter 175, Section 113A, and that the premium charge and classification on the effective date of registration are as established by the commissioner of insurance under Chapter 175, Section 113B, 113H and Chapter 175E.

Insurance Company's Authorized Representative's Signature

Section N. Seller Information



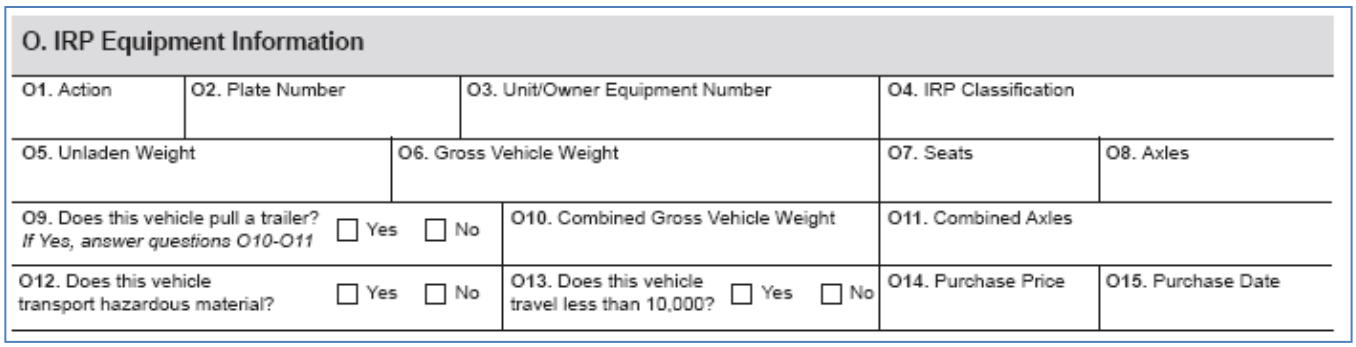
N. Seller Information

N1. Seller Name (Please Print)

N2. Address | Apt.# | City | State | Zip Code

N1. Seller Name - Seller name is entered here.
N2. Seller Address – Seller address is entered here.

Section O. IRP Equipment Information



O. IRP Equipment Information

O1. Action	O2. Plate Number	O3. Unit/Owner Equipment Number	O4. IRP Classification	
O5. Unladen Weight	O6. Gross Vehicle Weight		O7. Seats	O8. Axles
O9. Does this vehicle pull a trailer? ☐ Yes ☐ No *If Yes, answer questions O10-O11*	O10. Combined Gross Vehicle Weight		O11. Combined Axles	
O12. Does this vehicle transport hazardous material? ☐ Yes ☐ No	O13. Does this vehicle travel less than 10,000? ☐ Yes ☐ No		O14. Purchase Price	O15. Purchase Date

O1. Action - Enter “A” for adding a vehicle, “D” if deleting a vehicle or “C” if changing vehicle information.

O2. Plate Number - Applicable vehicle plate number entered here.

O3. Unit/Owner Equipment Number - Enter the number you use to identify your vehicle. This number is only allowed to be changed in the following registration year or during the renewal process. Note: If you are also deleting a vehicle and transferring the deleted vehicles’ license

plate to an added vehicle, the deleted vehicle's unit number may not be reused during the current registration year.

O4. IRP Classification - BU for Bus, CM for concrete mixer, CR for Crane, DT for Dump Truck, LG for Log Truck, MT for Mobile Home Toter, SP for Special Truck, ST for Straight Truck, TK for Truck, TT for Truck Tractor, WK for Wrecker Plus, WR for Wrecker.

O5. Unladen Weight - Enter the empty weight of the tractor or truck in pounds. Do not include the weight of any load

O6. Gross Vehicle Weight - This is the maximum operating weight of a vehicle specified by the manufacturer, so it is the full weight of the vehicle plus the maximum load to be carried.

O7. Seats - number of seats, including the driver

O8. Axles - Number of vehicle axles should be indicated here.

O9. Does this Vehicle pull a trailer? – Yes Or No - Indicate if this unit pulls a trailer.

O10. Combined Gross Vehicle Weight (CGVW) - Enter the total weight of the combination of vehicles (vehicle and trailer) plus the maximum load that can be transported.

O11. Combined Axles – Enter the total number of axles for the vehicle plus the trailer.

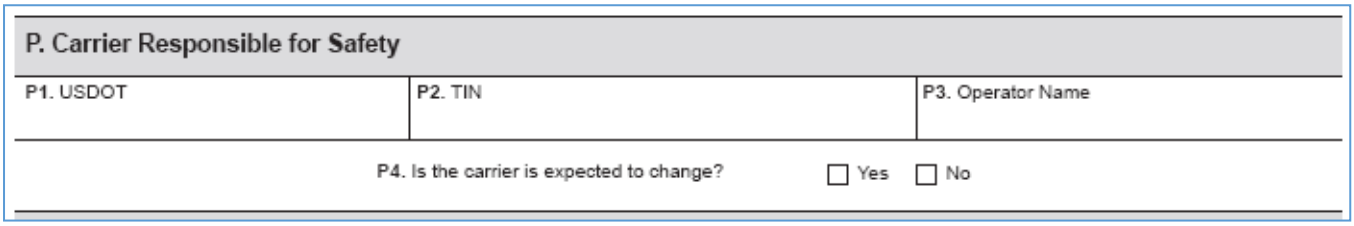
O12. Does this vehicle transport hazardous material? Yes or No.

O13. Does this vehicle travel less than 10,000? - Yes or No.

O14. Purchase Price - Enter the vehicle purchase price.

O15. Purchase Date - Enter the vehicle purchase date.

Section P. Carrier Responsible for Safety



P. Carrier Responsible for Safety		
P1. USDOT	P2. TIN	P3. Operator Name
P4. Is the carrier is expected to change? ☐ Yes ☐ No		

P1. USDOT - This is the Motor Carrier Responsible for Safety's USDOT number/ verified by FMCSA.

P2. TIN - This is the Motor Carrier Responsible for Safety's TIN/ verified by FMCSA.

P3. Operator Name - This is the name of the person/company responsible for the vehicle's safety, associated with the USDOT number and TIN, verified by FMCSA.

P4. Is the carrier expected to change? - If the MCRS is expected to change during the registration year, it's indicated here.

Section Q. Weight Information

Q. Weight Information

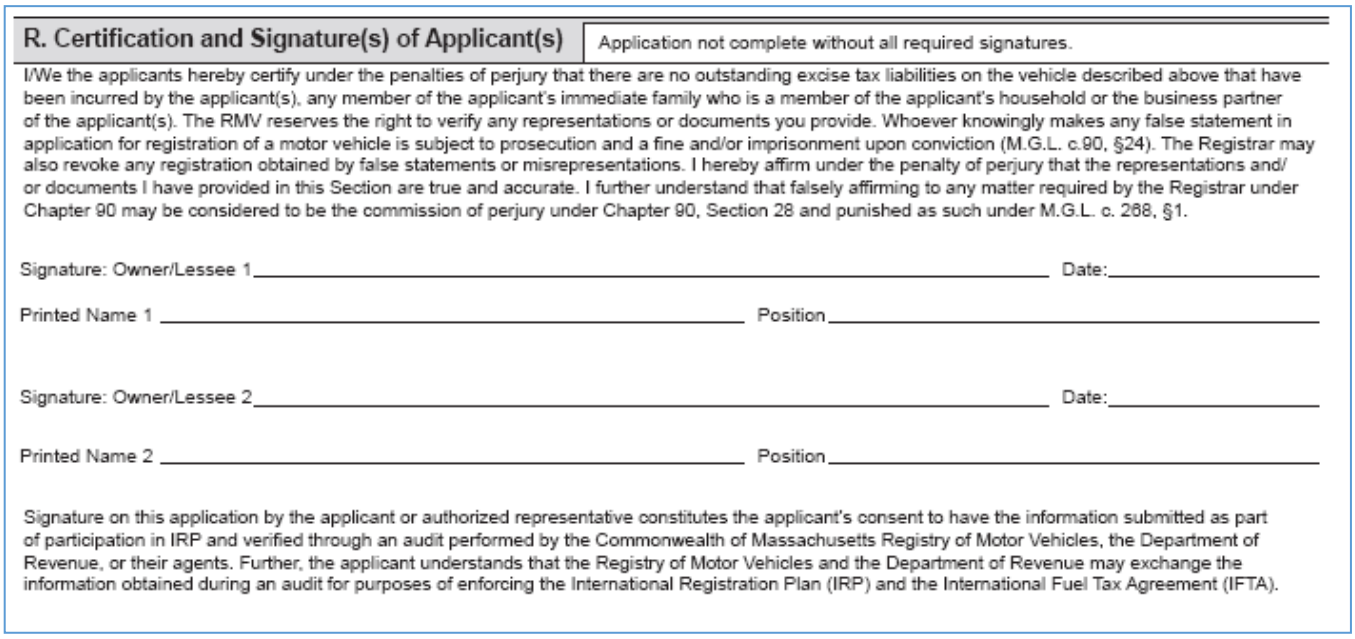
Please list the weight you wish to appear on your CAB Card for each Jurisdiction in which you will travel. If you do not plan on travelling in a jurisdiction the default weight assigned to the vehicle will be listed on your CAB Card.

Jurisdiction	Weight	Jurisdiction	Weight	Jurisdiction	Weight	Jurisdiction	Weight
Alberta		Indiana		North Dakota		Quebec	
Alabama		Kansas		Nebraska		Rhode Island	
Arkansas		Kentucky		New Hampshire		South Carolina	
Arizona		Louisiana		New Jersey		South Dakota	
British Columbia		Massachusetts		Newfoundland & Lab		Saskatchewan	
California		Manitoba		New Mexico		Tennessee	
Colorado		Maryland		Nova Scotia		Texas	
Connecticut		Maine		Nevada		Utah	
Dist. of Columbia		Michigan		New York		Virginia	
Delaware		Minnesota		Ohio		Vermont	
Florida		Missouri		Oklahoma		Washington	
Georgia		Mississippi		Ontario		Wisconsin	
Iowa		Montana		Oregon		West Virginia	
Idaho		New Brunswick		Pennsylvania		Wyoming	
Illinois		North Carolina		Prince Edward Island			

Units listed on this application will be authorized to operate in the jurisdictions and at the weights listed above. The weight recorded above will appear on the CAB Card for all IRP Jurisdictions for the units listed.

List the combined gross weight (CGVW) for each jurisdiction in which you will travel. This information will appear on the Cab card. If no travel is planned in any jurisdiction, the default weight will be assigned.

Section R. Certification and Signature of Applicants



R. Certification and Signature(s) of Applicant(s) Application not complete without all required signatures.

I/We the applicants hereby certify under the penalties of perjury that there are no outstanding excise tax liabilities on the vehicle described above that have been incurred by the applicant(s), any member of the applicant's immediate family who is a member of the applicant's household or the business partner of the applicant(s). The RMV reserves the right to verify any representations or documents you provide. Whoever knowingly makes any false statement in application for registration of a motor vehicle is subject to prosecution and a fine and/or imprisonment upon conviction (M.G.L. c.90, §24). The Registrar may also revoke any registration obtained by false statements or misrepresentations. I hereby affirm under the penalty of perjury that the representations and/or documents I have provided in this Section are true and accurate. I further understand that falsely affirming to any matter required by the Registrar under Chapter 90 may be considered to be the commission of perjury under Chapter 90, Section 28 and punished as such under M.G.L. c. 268, §1.

Signature: Owner/Lessee 1 _____ Date: _____

Printed Name 1 _____ Position _____

Signature: Owner/Lessee 2 _____ Date: _____

Printed Name 2 _____ Position _____

Signature on this application by the applicant or authorized representative constitutes the applicant's consent to have the information submitted as part of participation in IRP and verified through an audit performed by the Commonwealth of Massachusetts Registry of Motor Vehicles, the Department of Revenue, or their agents. Further, the applicant understands that the Registry of Motor Vehicles and the Department of Revenue may exchange the information obtained during an audit for purposes of enforcing the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA).

The application must be signed by the authorized account holder or authorized Power of Attorney (POA) for the account holder. If a POA is used, a notarized POA letter must be submitted.

Supporting Documentation

Supporting documentation is required to complete any IRP transaction. Depending on the circumstance, additional documents may be required with your application. The following is a list of common supporting documents with an explanation of what each document is. Please read the information carefully. Failure to submit the proper documents will delay the processing of your application.

Certificate of Origin (CO)

This is the legal document issued at the time a vehicle is manufactured. The dealer will complete the back of the Certificate of Origin. Be sure the date sold, the odometer reading and the purchase price have been completed on the back. The dealer (seller) and the purchaser are required to sign the appropriate location on the assignment.
The Certificate of Origin must be imprinted with a statement of compliance by the manufacturer indicating that the vehicle is California-certified.
Statements that comply:

- This vehicle has a California emission system
- This vehicle meets/satisfies Massachusetts emission standards
- This vehicle is certified/legal for sale in Massachusetts
- This vehicle is certified/legal for sale in 50 states

Certificate of Title

A Certificate of Title for a motor vehicle is a legal document issued by a state to certify the vehicle's ownership and to indicate the lienholder that financed the purchase of the vehicle (if applicable). The dealer must complete the reassignment on the back of the title at the time of sale.

Dealer Reassignment form (DRT)

A Dealer Reassignment Form is a secured supplemental form only to be used for the following:

- To transfer ownership when all reassignments on the Certificate of Title are filled
- As an authorization for payoff reassignment when a dealer takes a vehicle in trade and pays off the loan
- If the vehicle is traded in to a dealer and the original title is not available and a Duplicate Title is needed

Power of Attorney

Proof of Power of Attorney form is required, annually at renewal time, for each vehicle contained on your application that is not titled in the name of the carrier. The Power of Attorney is a notarized statement on company letterhead signed by an authorized representative.

Proof of FID and Incorporation

If not previously provided, you may be required to submit proof of your FID number. You may also be asked to provide prove of incorporation.

To Prove Incorporation, present any one of the following**:**

- Copy of Articles of Organization documents
- Screen print from the Secretary of Commonwealth website (www.mass.gov/sec) showing your corporation name

Massachusetts does not register vehicles in “Doing Business As” (DBA) names. If your company is not incorporated, you will be required to register under your individual name. If you would like to register under your individual name and FID, you will be required to prove your FID number and supply your Social Security Number. This is called a Sole Proprietor.

To Prove FID, present any one of the following**:**

- Any pre-printed IRS correspondence that includes company name, address, and FID/EIN number
- Certificate of Exemption Form ST-2 (issued by DOR)

Federal Heavy Vehicle Use Tax (HVUT) Payment

All vehicles with a registered gross weight or combined gross weight of 55,000 pounds or more are subject to the Federal Heavy Vehicle Use Tax (HVUT). HVUT is paid directly to the IRS for the tax period from July 1 to June 30 of each year. At renewal, you are required to submit to the IRP Processing Center either proof of payment or exemption from the HVUT for vehicles with a gross weight of 55,000 pounds or more. This requirement does not apply to initial vehicle registration.

Proof of Payment (Form 2290) must be either**:**

- A copy of **Form 2290-Schedule 1** listing complete VIN numbers that match the VIN numbers submitted on your renewal application. This form must be stamped “Received” and dated by the IRS.
  OR
- If you file with the IRS electronically, they will send you an email that contains your receipt **Form 2290 - Schedule 1** in a PDF file format. You will need to print it and present it at the time of renewal as proof of payment of the HVUT. This receipt bears a watermark indicating receipt of payment.

To assist the IRP staff with expediting the verification of the submitted 2290, please write the corresponding unit plate number next to the VIN in the border of the document. This will help identify the correct units listed on the renewal and the 2290 Schedule 1.

Proof of Exemption

Please be advised that even if you are not required to pay a tax you are still required to file the Form 2290 Schedule 1 with the IRS, and are still required to present this form at the time of renewal. The Form 2290 Schedule 1 says “Vehicles for which tax is suspended – 5,000 miles or less (7,500 miles or less for agricultural vehicles).” This form, like all other Form 2290 Schedule 1’s, must be stamped “Received” by the IRS, must reference the correct vehicle, and must be for the appropriate year.

When to Present a Form 2290 Schedule 1

A Form 2290 Schedule 1 needs to be presented whenever a vehicle weighing 55,000 pounds or more is renewed. You do not need to present a Form 2290 Schedule 1 to amend a registration. Failure to submit the proper documents will delay the processing of your application. No other documentation will be accepted as proof of payment. **Do Not** send your original – Send a copy!

****** According to the IRS, the Form 2290 Schedule 1 cannot be altered in any way; this includes altering the date range. If the form has been altered in any way, or is inaccurate in any way, it will be returned and your application will be delayed.

Payment of the Invoice

Acceptable payment types include company check, personal check, money order, credit card or cash. (Quincy and Springfield locations do not accept cash). Do not send cash through the mail. To avoid processing problems, make sure your payment matches the "Total Amount Due Now" figure on your invoice. All incorrect checks will be returned, causing delay in the issuance of your credentials. Make checks payable to **MassDOT.** Enclose your payment and your invoice. Prompt payment will expedite issuance of your credentials. Credentials are available only after your payment is processed. Non-payment of a returned check will result in the revocation of your registration. If a registration is revoked, you must immediately cease operation of that motor vehicle.
There is a returned check fee of fifteen dollars ($15.00) on all checks that do not clear.

Suspensions

Non-Payment of Audit Invoice

IRP will suspend all vehicle registrations within an account for failure to pay an overdue Audit Invoice. If vehicles are suspended for non-payment:

- Every vehicle registration in the account, and the account itself, is suspended.
- Transactions cannot be processed in that account until the vehicles are reinstated
- You are required to pay the entire invoice PLUS a $100.00 reinstatement fee for each vehicle in that account before your registration(s) will be reinstated.

Out of Service Order Suspensions

Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with the Federal Motor Carrier Safety Administration (FMCSA) and must have a valid USDOT Number. In addition, commercial intrastate hazardous material 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.

The vehicles of carriers who have received a Federal Out-of-Service Order will be issued concurrent state registration suspensions. This means the registration of any vehicle tied to the affected USDOT number will be suspended by the RMV. Carriers will receive notice from the RMV which indicates which of the registered vehicles will be suspended. The suspension(s) will remain in place until the Federal Out-of-Service Order is lifted. There is a $100.00 reinstatement fee for each vehicle that is suspended.

CAB Card and Expiration Decal Enforcement

- Apportioned license plates should be mounted on the front and rear of all apportioned vehicles, with the exception of trailers where one plate on the rear is acceptable.
- Massachusetts IRP qualified vehicles not displaying the current apportioned license plate and Cab Card will be in violation of Massachusetts law when traveling into other IRP jurisdictions.
- You will receive two expiration decals. Place the expiration year decal appropriately in the top right-hand corner of the rear and the front IRP apportioned license plates.

Deleting a Vehicle

You may delete a vehicle at any time during the registration year. Delete only those vehicles that you want permanently removed from the fleet. When you delete a vehicle, the plate is not cancelled; the vehicle is simply removed from the fleet.

Plate Cancellation

You must surrender the CAB Card and the plates when deleting the vehicle and cancelling the registration. At the time of cancellation, the **IRP Cancellation Form** is required. This form is available on the RMV website at www.massrmv.com

Weight Increases/Decreases

You may increase or decrease the registered weight of a vehicle at any time throughout the registration year. You can only request to **increase** the gross weight of a vehicle if the requested weight does not exceed maximum weight limits allowed by the IRP jurisdictions involved.

You have the option to increase or decrease the weight on select vehicles in a fleet. You may increase or decrease a vehicles' registered weight in just one jurisdiction in your fleet or all jurisdictions in which your fleet travels.

The following jurisdictions DO NOT allow weight decreases during a current registration year: Alabama, California, Colorado, Connecticut, Iowa, Indiana, Kansas, Maryland, North Dakota, Nebraska, New Mexico, Ohio, Oklahoma, South Carolina, South Dakota, and Texas. However, you can decrease weights at renewal time in these jurisdictions.

Costs to Increase/Decrease Weight

The base jurisdiction calculates additional fees for the **increased weight** for the remaining portion of the registration year. Your invoice will reflect a credit only for the amount paid on the vehicle's original registered weight. You must pay for the additional weight for the remaining months in the registration year. Making a weight increase at or above 55,000 pounds (24,947.582 kilograms) requires that the registrant submit proof or payment, or exemption, from the Federal Heavy Vehicle Use Tax within 60 days or at renewal time, whichever comes first.

If you **decrease weight** for the remaining portion of the registration year, you will not receive a refund or a credit if any fees remain after the calculation of new fees. A base jurisdiction may require supporting documents for a vehicle if the highest and lowest weights requested for jurisdictions registering by gross weight vary by ten percent (10%) or more. The base jurisdiction may reject or deny registration for those vehicles if the variance does not reflect actual operating practice.

Corrections

It is your responsibility to verify all information on your credentials once you receive them. Should you discover any information that is incorrect, you must submit a supplemental application to correct the data. You can make corrections to all information contained on your cab card, except for the Unit number, at any time throughout the registration year. **Note**: You will be billed for the correction only if it is determined that you originally submitted the information incorrectly.

Fleet-to-Fleet Transfers

If you move a vehicle to a fleet that does not have other vehicles currently operating at the same gross weight or same jurisdiction as the newly added vehicle, then you must create a new fleet into which you can transfer vehicle(s).

Trip Permits

Out-of-state vehicles that qualify for IRP registration but are not registered as such, will be required to obtain a trip permit prior to entering the Commonwealth of Massachusetts. The only exception to this is a vehicle currently plated in a non-IRP jurisdiction.

- Trip permits are valid for 72 hours.
- Trip permits are required in other member IRP jurisdictions for Massachusetts-based carriers not apportioned with that jurisdiction.
- You must secure a trip permit prior to entering any IRP member jurisdiction if:
    - Your vehicle qualifies for IRP registration, and
    - Your vehicle is not proportionally registered at your loaded weight with that jurisdiction.

Vehicles meeting the above requirements that fail to obtain a valid trip permit prior to entering a member IRP jurisdiction, may be subject to full registration fee for that state, if cited.

The IRP member's website lists each IRP jurisdictions along with the associated cost of a Trip Permit for that jurisdiction. That list is located at http://www.irponline.org/?page=TripPermits

Remember, Massachusetts has implemented FRP, so beginning January 1, 2015 all newly created fleets and renewed accounts will display all jurisdictions.

Operational Record Requirements

All registrants are required to keep Operational Records for vehicles registered under the International Registration Plan. The records must be accurate, readable, and maintained to support distance figures used for the current year and for three previous registration years. Registrant's records must contain sufficient detail that vehicle movement may be traced.

Distance Records are kept by a registrant. You must document all distance traveled in each jurisdiction and the total distances traveled by each vehicle.

An **Individual Vehicle Distance Record (IVDR)** is a supporting document used to verify fleet distance. You must complete an IVDR for movement of each vehicle in the fleet. Monthly reports such as fuel reports are not acceptable at face value.

- An IVDR must support the fuel reports.
- The registrant must explain any unaccountable time lapse of vehicle movement.
- Trip leases should be attached to the IVDR.
- The IVDR must include any distances operated under Trip Permits.

Note: Failure to keep accurate Operational Records may result in full fees being charged by each jurisdiction to which your fleet(s) is apportioned. Distance Records consist of every Individual Vehicle Distance Record (IVDR) for each vehicle registered under IRP.

Registrants may use any of the following methods to record distance:

- Use a standard IRP Commercial form

- Design their own form
- Keep a logbook for each vehicle

An IVDR must contain the following information:

- Starting and ending dates for each trip
- Starting and ending location for each trip (trip origin and destination)
- Routes of travel for each trip (this item may be waived by the base jurisdiction).
- Beginning and ending odometer or hub-odometer reading of each trip, including loaded, empty, and bobtail distance (may be waived by jurisdiction)
- Total trip distance traveled in all jurisdictions including non-IRP jurisdictions
- Distance traveled by jurisdiction. This means that your records not only show the total distance for each trip a vehicle makes, but also shows the mileage the vehicle travels in each jurisdiction while making the trip. (**See examples shown on next 2 pages)**
- Unit Number OR Vehicle Identification Number

Mileage information and signatures on all IRP forms by the applicant or authorized representative constitutes the applicant's consent to have the information submitted as part of participation in the IRP and verified through an audit performed by MassDOT, Registry of Motor Vehicles, the Department of Revenue, or their agents. Further, the applicant understands that the Registry of Motor Vehicles and the Department of Revenue may exchange the information obtained during an audit for purposes of enforcing the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA).

IFTAIRP-25 (07/04)

INDIVIDUAL VEHICLE DISTANCE RECORD

CARRIER NAME _____ IFTA ACCT NUMBER _____ FUEL DECAL NO. _____ IRP ACCT NUMBER _____ FLEET _____

TRUCK NUMBER _____ TRIP ORIGIN _____ TRAILER NUMBER _____

TRIP BEGIN DATE _____ TRIP DESTINATION _____ TRAILER NUMBER _____

TRIP END DATE _____ TRIP DESTINATION _____ TRIP PERMIT NO. _____

STATE LAWS REQUIRE THE DRIVER TO KEEP A RECORD OF DISTANCE DRIVEN AND FUEL PURCHASED IN EACH STATE FOR EACH TRIP.

BEGINNING ODOMETER READING

TRIP DATE	STATE	ROUTES TRAVELED/ HIGHWAYS USED	ODOMETER (HUB) READING / STATE EXIT	TOTAL DISTANCE PER STATE	DISPATCH/TRIP CITIES	INVOICE NUMBER	VENDOR NAME	FUEL/ GALLONS	TOLL DISTANCE	EMPTY
		ENDNG ODOMETER READING								

TOTAL TRIP DISTANCE

DRIVER'S NAME/SIGNATURE

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

IFTAIRP-24 (7/04)

INDIVIDUAL UNIT (TRUCK) SUMMARY

Unit #_____ **20** _____ **20** _____

	July	August	September	3rd Qtr	October	November	December	4th Qtr	January	February	March	1st Qtr	April	May	June	2nd Qtr	Annual Distance
Ending Odometer Reading																	
Beginning Odometer Reading																	
Or																	
Ending Hubodometer Reading																	
Beginning Hubodometer Reading																	
Total Elapsed Distance																	
Estimated Distance (Meter Broke)																	
Total Monthly Distance																	
State Distribution																	
TOTALS																	

IFTAIRP-26 (07/04)

APPORTIONED
FLEET DISTANCE RECAP

Page _____ of _____ Mileage Year July 1, 20___ Through June 30, 20___ Fleet # _____

Company Name _____ **Fleet Location** _____

	DISTANCES																
STATE	**JULY**	**AUG**	**SEPT**	**3rd QTR**	**OCT**	**NOV**	**DEC**	**4th QTR**	**JAN**	**FEB**	**MAR**	**1st QTR**	**APR**	**MAY**	**JUNE**	**2nd QTR**	**TOTALS**
TOTALS																	

Distance Year

The distance year consists of the actual miles (or kilometers) a fleet travels in the course of a year. For Massachusetts, this period extends from the previous July1 to the present year's June 30.

Distance Reporting

Distance (in miles or kilometers) applies only for registered vehicles apportioned under the IRP during the reporting period. You must exclude vehicles without apportioned plates from the distance report. If a Massachusetts -based registrant accumulates distance in a non-IRP jurisdiction, the registrant must report the distances and add them to the Massachusetts distance.

Average Distance for first time registrants

Registrants no longer have the option to estimate the distance. For a first time registrant, the Average Distance is used to calculate fees. Since all jurisdictions will appear on the Cab Card, actual distances are required for reporting, even if the actual distance is "0". The Average Distance will auto populate in the IRP system, limiting the need to fill in the numbers on the IRP application.

Reduced Operations (Dropping a Jurisdiction)

If a registrant drops a jurisdiction in which their business operated in the previous registration year, distance for the dropped jurisdiction must be reported but is not included in the fee calculation. For example, if a registrant has 10,000 miles in each of the states of Massachusetts, New Hampshire, Vermont, and New York, total distance would ordinarily be 40,000 miles. The percentage would be twenty-five percent (25%) for each state. If the registrant stopped operations in New York, then New York's distance in miles is dropped from the distance calculation. The remaining three states would be recalculated at 33%) each, 10,000/30,000).

If the registrant resumes operations in New York, later, actual distance for New York for the previous year would be used. The fee calculation treats New York as an added jurisdiction. You cannot use estimated miles in this case. The New York percentage would be 10,000/40,000 or 25%. Percentages for the other jurisdictions remain un-affected.

Audits

Audits are completed routinely on all IRP accounts. The purpose of auditing under the Plan is to protect the integrity of the Vehicle registration laws of all Member Jurisdictions and to ensure equitable treatment of all Registrants subject to the Plan. During the audit, the auditor will verify the accuracy of the mileage you have reported in every IRP jurisdiction. Operational records must be available at the registered place of business or be delivered, either in person or by certified mail, to the Registry of Motor Vehicles, IRP Department as directed. Results of the audit will be sent to you and to all IRP jurisdictions for which you are registered. You are billed for any IRP mileage differences discovered because of the audit. It is the responsibility of each state to refund any overpayment of registration fees if allowed by that state's law. No mileage deficiency assessments or credit claims may be made for any period for which operational records are no longer required to be kept.

Refunds or Credits to an Account

If a refund request is approved, the registrant has the option to add the refund as a credit to the account or to receive the refund in the form of a check. Please let the IRP Processing Center know what your preference is.

Applications for refunds of Massachusetts apportioned registration fees for Massachusetts registrants will be made under the following conditions:

- An error was made on your invoice
- An error resulting in the duplication of apportioned registration fees that was paid twice for the same vehicle
- An audit of an apportioned carrier indicates an overpayment
- The license plate was never mounted on the vehicle and does not have any visible mounting bolt marks and is returned within 10 days of the registration effective date.

Note: An applicant, who purchases a regular full-fee base plate in error, when an apportioned IRP license plate registration is required for out-of-state travel, will receive a full credit of the fees paid if returned in 10 days.

To apply for a rebate, complete the IRP Delete/Refund Application, located at https://www.mass.gov/doc/irp-refundrebate-application/download

Special Types of Operations

Owner-Operator as Registrant

The owner-operator (lessor) may be the registrant and the vehicle may be registered in the name of such owner-operator. The allocation of fees shall be according to the operational records of the owner-operator. The apportion plates and CAB card shall be the property of the lessor and may reflect both the owner operators name and that of the carrier as lessee.

Trip Leasing

Apportioned operators may temporarily lease equipment to another apportioned fleet operator. The lessor shall be responsible for reporting the mileage traveled by the leased equipment. The lessee shall be the person or company operating the equipment according to the lease agreement. The leased vehicle must display apportioned credentials and be operated only in states for which fees have been paid or a trip permit will be required.

Household Goods Carrier

Household goods carriers, using equipment leased from service representatives may elect to base such equipment in the base jurisdiction of the service representative, or that of the carrier. If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name. The apportionment of fees shall be according to the combined mileage records of the service representative and those of the carrier. Such records must be kept or made available in the service representative's base jurisdiction.

Special Vehicle Configurations

Due to the specialized nature of some vehicles, registration requirements are **not** uniform from state to state. When registering any of the following vehicles, special consideration must be given to the specific registration requirements of each state in which you desire apportionment. Do not hesitate to contact the IRP Processing Center if you require assistance.

Mobile Home Toter

Massachusetts will assess the registration fee on the combined gross weight of the power unit only. The gross weight is defined as the unladen weight of the vehicle and that portion of the weight of the unit being towed resting on the rear axles of the power unit.

Road Service Vehicle

Massachusetts will assess the registration fee on the gross weight of the fully equipped road service vehicle. The vehicle that is being towed must be either properly registered or bear a "repair" plate. Please refer to the Wrecker and Tow Truck information for a detailed listing of registration requirements for this type of vehicle in other jurisdictions.

Note: In Massachusetts, both of the above body style configurations utilize the road-tractor (RT) designation.

Other Helpful Information

IRP, Inc Reports

The IRP, Inc website contains information for reports that are easily accessible, such as

- Jurisdiction Contact Information
- Wrecker Report - Info listed by Jurisdiction
- Jurisdiction Registration Periods
- Maximum Weights for IRP Jurisdictions
- Cost of a Trip Permit

Please visit the IRP website to access additional information at http://www.irponline.org/

International Fuel Tax Agreement (IFTA) - http://www.iftach.org/

IRP, Inc Homepage - http://www.irponline.org/

Federal Motor Carrier Association (FMCSA) – www.fmcsa.dot.gov

SAFER – Safety and Fitness Electronic System www.safer.fmcsa.dot.gov/

Overweight Permits – Mass Highway - http://www.massdot.state.ma.us/highway/Main.aspx

MassDOT, RMV, IRP Section – 857-368-8120
MassDOT, RMV, IRP Fax – 857-368-0824

GLOSSARY OF IRP TERMS

Apportionable Fee - Any periodic or recurring fee or tax required for registering Vehicles, such as registration, license or weight fees.

Apportionment Percentage - means the ratio of the distance traveled in the Member Jurisdiction by a Fleet during the Reporting Period to the distance traveled in all Member Jurisdictions by the Fleet during the Reporting Period, calculated to six decimal places, rounded to five decimal places, and multiplied by one hundred.

Axle — Assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the IRP, an axle is any such assembly whether or not it is load bearing only part of the time. For example, a single unit truck, with a steering axle and two axles in the rear-axle assembly is an apportionable vehicle, even though one of the rear axles is a so-called “dummy,” “drag,” “tag,” or “pusher” axle.

Base jurisdiction — For purposes of fleet registration, base jurisdiction refers to the jurisdiction where the registrant has an established place of business from which distance is accrued by the fleet and where operational records of the fleet are maintained or can be made available.

Base plate — The registration plate issued by the base jurisdiction. It is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates are identified by having the word APPORTIONED, APP, or PRP and the jurisdiction’s name on the plate. The numbering system and color of the plate is determined by the issuing jurisdiction.

Cab Card — A registration document issued only by the Base Jurisdiction for a vehicle of an apportioned fleet. The Cab Card identifies the vehicle, registrant, jurisdictions for which the vehicle is apportioned, plate number, the registered weight by jurisdiction, and any other necessary information.

Carrier — A person, partnership, firm, or corporation engaged in the commercial transportation of goods or persons

Combination (or Combination of Vehicles) — Power unit used together with trailers and/or semi-trailers, and/or auxiliary axles

Combined Gross Weight — Weight of the power unit, the trailer(s), and the maximum load that can potentially be transported

Credentials – The Cab Card and Plate issued in accordance with the Plan.

CVIEW – The system used to obtain, store, and distribute intrastate commercial vehicle information. This information is made available to local state agencies, other jurisdictions, federal authorities and other users.

CVISN – The Commercial Vehicle Information Systems and Networks (CVISN) Program is a collection of information systems and communications networks that are owned and operated by governments, motor carriers, and other stakeholders that support commercial vehicle operations (CVO).

Established place of business — A physical structure located within the base jurisdiction that is owned, leased, or rented by the fleet registrant. The physical structure shall be designated by a street number or road location. A post office box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours and have located within it:

1. A telephone(s) publicly listed in the name of the fleet registrant's trucking related business
2. A person(s) in the permanent employ of the registrant conducting the fleet registrant's trucking-related business
3. The operational records of the fleet and the maintenance of such records, unless such records can be made available under the rules of IRP

The trucking-related business within the base jurisdiction must constitute more than just credentialing, distance, and fuel reports, and/or answering a telephone. Employees in the permanent employment of the registrant, not contractual labor, must be performing trucking related duties.

A jurisdiction may require any information the jurisdiction considers pertinent to show that the registrant has an established place of business within the jurisdiction and that all proper fees and taxes are paid.

Estimated Distance - Either (i) the anticipated distance a Fleet is expected to travel in a Member Jurisdiction during an applicable Registration Year as reported by an Applicant or (ii) the distance assigned to the Fleet by the Base Jurisdiction as determined in Section 320.

Fleet - One or more apportionable vehicles which travel in the same states.

Fleets of vehicles are determined to be *apportionable* according to characteristics and use of the vehicles or combination of vehicles. Any vehicle (power unit or trailing unit) used within a combination that exceeds 26,000 pounds or 11, 793.401 kilograms gross vehicle weight.

FMCSA – Federal Motor Carrier Safety Administration – The federal government agency responsible for regulating and providing safety oversight of commercial motor vehicles (CMVs), FMCSA's mission is to reduce crashes, injuries, and fatalities involving large trucks and buses.

Full Reciprocity – FRP – All jurisdictions will appear on a vehicle CAB Card and may not be deselected. For additional information on FRP you may visit the IRP website at: www.irponline.org.

Gross Vehicle Weight (or GVW) - Declared Gross Vehicle Weight means: TOTAL UNLADEN WEIGHT of the vehicle, or combination of vehicles PLUS the MAXIMUM LOAD to be carried on the vehicle.

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

IVDR - Individual Vehicle Distance Record - It is the original record generated in the course of actual Vehicle operation and is used as a source document to verify the Registrant's reported distance. An IVDR must contain the information set forth in the APM.

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

MCMIS - Motor Carrier Management Information System – The information system that captures data from field offices through SAFETYNET, CAPRI, and other sources. It is a source for FMCSA inspection, crash, compliance review, safety audit, and registration data. RMV uses this database to verify US DOT number information.

MCRS - Motor Carrier Responsible for Safety - This is the person or company responsible for the safety of the vehicle. This person's or company's name is recorded on the MCS 150 Form filed with the Federal Motor Carrier Safety Administration.

OOS – Out Of Service

Operational Records - Documents supporting miles traveled in each jurisdiction and total miles traveled, such as I.V.D.R's, fuel reports, trip sheets, and logs. Operational records also include source documents suitable for verification of fleet mileage, known as Individual Vehicle Distance Records (IVDR). An IVDR must contain the information set forth in the IRP Audit Procedures Manual.

Power Unit – A Motor Vehicle (but not including an automobile or motorcycle), as distinguished from a Trailer, Semi-Trailer, or an Auxiliary Axle.

PRISM –The Performance and Registration Information Systems Management (PRISM) program was developed to meet the challenge of reducing the number of commercial vehicle crashes of a rapidly expanding interstate carrier population. It has increased the efficiency and effectiveness of federal and state safety efforts through a more accurate process for targeting the highest-risk carriers, which allows for a more efficient allocation of scarce resources for compliance reviews and roadside inspections

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

Registered Weight — The weight for which a vehicle or combination of vehicles have been licensed or registered within a particular jurisdiction.

Registration Year — The twelve-month period during which the registration issued by the base jurisdiction is valid according to the laws of the base jurisdiction (Massachusetts's registration year is July 1 through June 30.)

Rental Fleet - Vehicles the Rental Owner designates as a Rental Fleet and which are offered for rent with or without drivers.

Rental Owner - A company that rents Vehicles to others with or without drivers**.**

Rental Vehicle - A vehicle within a Rental Fleet.

Residence- The status of an Applicant or a Registrant as a resident of a Member Jurisdiction.

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

TIN Number - Tax Identification Number. This is the number used to file a tax return with the IRS.

Total Distance - All distance operated by a Fleet of Apportioned Vehicles. Total Distance includes the full distance traveled in all Vehicle movements, both interjurisdictional and intra-jurisdictional, and including loaded, empty, deadhead, and bobtail distance. Distance traveled by a Vehicle while under a trip Lease shall be considered to have been traveled by the Lessor's Fleet.

Total Distance (Motor Buses) — For motor bus apportionment, total distance is the sum of all actual in-jurisdiction distance,, OR a sum equal to the scheduled route distance per jurisdiction from the farthest point of origination to the farthest point of destination in the scheduled pool.

Unit – Another term for vehicle

Unladed Vehicle Weight (or Unladen Weight) — Actual weight of a vehicle fully equipped for service including the cab, body, and all accessories with which the vehicle is equipped for normal use on the highway, excluding the weight of any load.

URS- Unified Registration System. The FMCSA now requires all new registration applicants to use the URS online registration application.

All existing entities with a USDOT, MC, or FF number, or combinations of them will continue until such time as FMCSA publishes further regulations implementing the URS provisions. For more information about URS visit:
www.fmcsa.dot.gov/registration/unified-registration-system

USDOT Number — A number issued by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration. It is required by the RMV before you can renew or register apportioned vehicles.

Vehicle Make Abbreviations

Buses

If not listed, use the first 4 letters of the name

AMERICAN MOTORS GENERAL AMER
BLUE BIRD BLBI
GMC GMC
GOLDEN EAGLE GOEA
MCI MCI
MOTORCOACH IND MIND
PREVOST PREV
SAFTEYLINER SAFT
SILVEREAGLE SILV
YELLOW YELL

Trucks and Tractors

ARROW ARROW
AUSTIN AUSTI
AUTOCAR AUTOC
BROCKWAY BROCK
BROWN BROWN
CHEVROLET CHEVR
CLARK CLARK
CLARK-WILCOX CLAX
DIAMOND REO (REO) DI/RE
DIAMOND T DIAT
DODGE DODG
FARGO FARGO
FORD FORD
FREIGHTLINER FREIG
GMC GMC
HAYES HAYES
HENDRICKSON HEND
HINO HINO
INTL HARVESTER INTL
KENWORTH KW
MACK MACK
MARMON MARM
MARNON HARRINGTON MAHA
MERCEDES-**BENZ** MERZ
PETERBUILT PTRB
REO REO
STEWART STEWA
VOLVO VOLV
WESTERNSTAR WSTR
WHITE WHIT

Trailers

ALLOY TRAILERS INC ALLO
ALUMINUM ALUM
AMC TRAILER AMC
AMERICAN AME
ARTIC CAT ARCA
ARROW TRAILER CO AUTC
AUTO TRAILER CO AUTI
BADGER TRAILER CO BADG
BALDWINENTERPRISES BALD
BARTLETTTRAILERCORP BARL
BROCK STAR BROR
BROWN TRAILER CO BROW
BUTLER MFG CO BUTL
CHAMBERLIN CHAL
CITY DUMP TRAILER CITY
CITY WELDING & MFG CO CIWE
CLARK EQUIPMENT CO CLAR
CLARK MFG CO CLAM
COACH CRAFT, INC COAC
COMET CONSTRUCTION CO COMN
CUSTOM METAL WORKS CUST
DACO TRAILER CORP DACO
DELTA TRAILER CO DELT
DEMPSTER DEMP
DIAMOND B DIAB
DORSEY TRAILER CO DORS
EAGLE TRAILER MFG INC EAGL
FEDERAL FEDE
FLASKO MFG CO FLAS
FONTAINE TRUCK EQUIPMENT FONA
FONTENELLE HOMES, INC FONT
FRUEHAUF CORP FRUE
GENERAL GENA
GINDY MFG CORP GIND
GREAT DANE GDAN
HEIL CO HEIL
HENDERSON MFG CO HENN
HIGHWAY TRAILER HIGH
HOBBS HOBB
HOMEMADE HMDE
HYSTER HYST
INTERNATIONAL COACH MFG INYE
KENTUCKY MFG CO KENT
KEYSTONE TRAILER & EQUIP KEYO
KINGHAM KNGH
LOAD KING LOAK
LUBBOCK LUBB
LUFKINTRAILERS LUFK
MATLOCK MATL
MONON TRAILERS MONN
NABORSTRAILERS NABO
PEERLESS PEER
PIERCE PIER
PIKETRAILERS PIKE
PINES TRAILER MFG PINE
POLAR MFG CO POLA
RAVENS METAL PRODUCTS RAVE
STRICK CORPORATION STRI
TIMPTE TIMP
TRAILMOBILE TRIM
TRANSCRAFT CORP TRAO
TRANSPORTER TRAQ
UTILITY TRAILER MFG CO UTIL
VULCAN TRAILER MFG VULC
WESTERN WESE
WILSON TRAILER CO INC WILX