

# International Registration Plan Carrier Manual



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## 2 What is IRP?

### Members of IRP

IRP stands for International Registration Plan, a cooperative agreement for registering vehicles travelling into two or more member jurisdictions. The IRP program provides for payment of registration fees based on fleet distances operated. The unique feature of the IRP is that although registration fees are paid to the various jurisdictions in which fleet vehicles are operated, only one (1) set of licence plates and one (1) cab card is issued for each fleet vehicle.

The following jurisdictions are IRP members:

Jurisdiction		Jurisdiction	
Alabama	AL	* Newfoundland	NL
* Alberta	AB	* New Brunswick	NB
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
* British Columbia	BC	New Mexico	NM
California	CA	New York	NY
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	* Nova Scotia	NS
Dist. of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	* Ontario	ON
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	* Prince Edward Island	PE
Iowa	IA	* Quebec	QC

Jurisdiction		Jurisdiction	
Kansas	KS	Rhode Island	RI
Kentucky	KY	South Carolina	SC
Louisiana	LA	South Dakota	SD
Maine	ME	* Saskatchewan	SK
* Manitoba	MB	Tennessee	TN
Maryland	MD	Texas	TX
Massachusetts	MA	Utah	UT
Michigan	MI	Vermont	VT
Minnesota	MN	Virginia	VA
Mississippi	M	Washington	WA
Missouri	MO	West Virginia	WV
Montana	MT	Wisconsin	WI
Nebraska	NE	Wyoming	WY
Nevada	NV		

\* Denotes Canadian Province

NB: Mexico, Alaska, Yukon Territory, Northwest Territories and Nunavut Territory are the only continental North American jurisdictions that are not members of IRP

## How IRP Works

Under IRP, inter-jurisdictional carriers must file application(s) with the jurisdiction in which they are based. The base jurisdiction then issues one permit, cab card and a set of apportioned plates per vehicle. The plates are embossed with the letters “PRP” (which stands for Pro Rate Plate) down the left-hand side. These apportioned plates, permit, and the cab card are the registration credentials you will need to operate on an inter-jurisdictional basis in member jurisdictions. Intra-jurisdictional operations are permitted in Canadian jurisdictions using an IRP cab card for Ontario carriers, but US jurisdictions may require that the carrier meet other requirements of the jurisdiction. A cab card lists the weights you have requested for each jurisdiction and registration fees are

apportioned according to these weights or other requirements based on the jurisdictions registered.

IRP jurisdictions have agreed to allow the base jurisdiction to collect the applicable fees for apportionment for all jurisdictions collectively and at one time. These fees are calculated and sent to other IRP jurisdictions according to the:

- Percentage of distance travelled in each jurisdiction (“prorate percentage”),
- Vehicle identification information and
- Maximum weight to be carried in that jurisdiction.

A “prorate percentage” is determined by dividing any jurisdiction’s distance into the total distance travelled by the fleet in all jurisdictions. This “prorate percentage” is then applied to that same jurisdiction’s fee for the applicable gross weight, and the carrier is charged the appropriate jurisdictional fees for that jurisdiction and all others on this basis. Some jurisdictions also charge sales tax or other ad valorem fees. These fees are assessed in a similar manner using the prorate percentage and the vehicle information based on the jurisdictions fee tables to determine the amounts owed.

## What IRP Does and Doesn’t Do

Under the IRP, all member jurisdictions:

- Accept a single registration plate,
- Accept a single registration card (cab card) and
- Allow registrants to travel inter-jurisdictionally (‘intra’ travel is subject to the terms of the authority issued by each member State, while all Canadian provinces allow ‘intra-jurisdictional’ travel using an IRP cab card for Ontario carriers).

IRP registration does not:

- Waive or exempt a truck /bus operator from obtaining other requirements from any Province/State in which the apportioned vehicle travels, (including Single State Registration (SSRS)) or
- Allow registrants to exceed the maximum length, width, height or axle limitations, or
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA), or
- Waive or exempt the payment of tax reporting requirements or US Federal Heavy Vehicle Use Tax - applicable on vehicles with a gross weight of 55,000 lb and greater travelling into the US, or

- Exempt a carrier from filing the necessary proof of liability coverage in each Province/State where required.

## Enforcement

Enforcement representatives look at the electronic or printed cab card for verification that vehicles are properly registered. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way; legible photocopies are acceptable as proof of **IRP registration**. It is recommended to carry a paper copy in each vehicle to be available in areas where access to mobile and/or wireless service may be interrupted.

Commercial vehicles not displaying a current registration plate and validation sticker, cab card or a valid trip permit are in violation and the registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

### 3 When to Apportion Your Vehicle

#### IRP Definition

Under the IRP, carriers are required to register vehicle(s) in their base jurisdiction (see Glossary Definitions, Appendix F). If carriers have established a base of operations in more than one member jurisdiction, they should register applicable vehicles operating from that base in that jurisdiction. Base jurisdiction “shopping” is not allowed.

Carriers must apportion their vehicle(s) or purchase trip permits if the vehicle(s) travel(s) into two or more IRP jurisdictions and is used to transport passengers for hire or is designed, used or maintained primarily for the transportation of property, and:

- Is a power unit having a gross vehicle weight (GVW) in excess of 11,793 kg/ 26,000 lbs., or
- Is a power unit having three or more axles regardless of weight, or
- Is a power unit which is used to pull another unit and the weight of such combination exceeds 11,793 kg GVW/26,000 lbs., or
- Is a regular route bus, or
- Are vehicles, or combinations thereof, having a gross vehicle weight of 11,793 kg/ 26,000 lbs. or less, two-axle vehicles and buses used in the transportation of chartered parties which may be proportionally registered at the option of the registrant.

Vehicles below the IRP weight threshold of 11,793 kg/26,000 lbs may be registered in IRP. Carriers wishing to undertake intra-jurisdictional moves in Canadian provinces must register in IRP or obtain special permits. Carriers travelling into British Columbia with vehicles weighing 5,500 kg or more are also required to register in IRP or obtain trip permits. Special authority is required for intra-jurisdictional moves in the U.S. It is not part of IRP registration in U.S. jurisdictions.

#### Exempt Vehicles

The IRP exempts the following vehicles from IRP registration; however, a regular Ontario plate must be obtained and displayed on:

- Commercial vehicles used solely within the Province of Ontario, or
- Recreational vehicles used for personal pleasure or travel by an individual or family, or

- Commercial vehicles displaying restrictive plates which have geographic area, distance or commodity restrictions, or
- Trailers

Due to jurisdictional statutes and regulations, some exemptions may not be recognized. A carrier should check with a jurisdiction prior to conducting operations in that jurisdiction.

## 4 Types of Operations

### For-Hire Carriers

An individual or company whose business or undertaking is the transportation of goods, property or equipment of others and includes the transportation of passengers for compensation or gain. (Please refer to 'Buses' for more details.)

### Private Carriers

A private carrier is an individual or company whose business or undertaking is the transportation of its own goods, property or equipment and includes the transportation of passengers that is not for compensation or gain.

### Buses

**Regular routes** - apportionment is a requirement under IRP for all buses travelling regularly scheduled routes. At the option of the registrant, total distance may be the sum of all actual in-jurisdiction distance, or a sum equal to the scheduled route distances per jurisdiction from the farthest point of origin to the farthest point of destination of the route schedule.

**Charters** - effective Jan. 1, 2016, charter buses and motorcoaches engaged in inter-jurisdictional operations are subject to requirements of International Registration Plan (IRP) registration.

### Household Goods Carriers

A private or for-hire carrier that specializes in the transportation of household goods including the personal effects of a household, new furniture and appliances.

#### Leased Equipment - Based Outside Ontario

Household Goods Carriers using equipment leased from service representatives (other household goods movers) may elect to base such equipment in the base jurisdiction of the service representative or that of the carrier.

If the service representative's base jurisdiction is selected, the equipment shall be registered in the service representative's name, and the Household Goods Carrier shall be indicated as lessee. The apportionment of fees shall be according to the combined distance 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.

### Leased Equipment- Based in Ontario

If the base jurisdiction of the Household Goods Carrier is selected, the equipment shall be registered in the name of the carrier for 'Licence and Insurance Purposes Only'. The apportionment of fees shall be according to the distance records of the carrier and the records must be kept or made available in Ontario.

### Owned Equipment

For equipment owned and operated by owner-operators, other than service representatives, and used exclusively to transport cargo for a Household Goods Carrier based in Ontario, the equipment shall be registered in the carrier's name for 'Licence and Insurance Purposes Only'. The apportionment of fees shall be according to the distance records of the carrier and the records must be kept or made available in Ontario.

### Daily Rental

A carrier that rents its vehicles to other carriers for periods not exceeding 30 days.

### Rental Vehicles

For the purposes of IRP, the following definitions are applicable to Rental Vehicles:

- **Rental Owner** - an owner principally engaged in renting (one or more rental fleets) to others or offering for rental the vehicles of such fleets without drivers.
- **Rental Fleet** - one or more vehicles which are rented or offered for rental without drivers, and which are designated by a rental owner as a rental fleet.
- **Rental Vehicle** - a vehicle that is part of a rental fleet.
- **Renting and Leasing** - the giving of possession and control of a vehicle for compensation for a specified period.
- **Rental Transaction** - for the rental of a vehicle shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.
- **Rental Vehicle: Base Jurisdiction** - the jurisdiction from or in which the vehicle is most frequently dispatched, garaged, serviced, maintained, operated or otherwise controlled.

## Rental Fleets

The IRP specifically provides for the registration of various types of rental fleets.

Rental Fleets owned by any individual or firm engaging in the business of renting vehicles with or without drivers for valuable consideration for a specific period shall be extended full 'inter' or 'intra' jurisdictional privileges providing that:

- Such person or firm has received either the appropriate approval from the jurisdiction to apportion such rental fleet, and
- The operational records of the fleet are maintained by the rental owner and must be identifiable as being part of such fleet, and
- Such vehicles are part of a rental fleet which are identifiable as being a part of such fleet and must include the specified number of vehicles, and
- Such person or firm registers the vehicles as described below:

### Trucks and Truck-Tractors

Regular apportioned registration is required.

### Rental Passenger Cars

Passenger vehicle rental companies operating in more than one member (IRP) jurisdiction must register a percentage of their rental fleet in Ontario based on the gross revenue earned for rentals in Ontario. To calculate, divide the gross revenue for passenger car rental received in the preceding year by Ontario-based rental locations by the total gross revenue for passenger car rental transactions received in the preceding year occurring in all member (IRP) jurisdictions where the company has passenger car rental locations. The resulting percentage shall be applied to the total number of rental passenger cars owned by the company in order to determine the actual number of rental passenger cars that shall be plated and pay full licence fees in Ontario.

## 5 Ontario Regulatory Requirements

### Fuel Tax Act Requirements - IFTA

All carriers who use a vehicle in Ontario for the multi-jurisdictional carriage of passengers or goods are required to pay tax under the *Fuel Tax Act* on fuel consumed in the province. Accordingly, carriers registering their vehicles under the International Registration Plan (IRP) must also register under the International Fuel Tax Agreement (IFTA) if the gross vehicle weight exceeds 11,797 kg / 26,000 lbs. Vehicles at or below that weight are not required to register in IFTA; however, they may be registered in IRP.

To register under IFTA, please contact:

Ministry of Finance

Client Services Branch

IFTA Program

33 King Street West

PO Box 625

Oshawa, ON L1H 8H9

1-866-ONT-TAXS (1-866-668-8297)

Fax: 905-433-5680

Website: <https://www.ontario.ca/document/international-fuel-tax-agreement>

Once registered under IFTA, the carrier will be issued credentials that will enable them to operate in all other IFTA member jurisdictions. The carrier will file tax returns (quarterly in Ontario) to their base jurisdiction, report the fuel consumed in each IFTA member jurisdiction and the tax owing or refundable to each jurisdiction with a net payment or net refund amount. The base jurisdiction will forward the applicable information and payments (where required) to the other IFTA member jurisdictions. The base jurisdiction will also pay the net refund amount on behalf of the IFTA member jurisdictions.

For operations in non-IFTA jurisdictions, carriers must continue to follow the current procedures and file the returns required by the statutes and regulations of each non-IFTA jurisdiction.

### Sales Tax Requirements

#### Harmonized Sales Tax

Effective July 1, 2010, the Province of Ontario converted the Retail sales Tax (RST) to a value-added HST, a federally administered single sales tax. The Harmonized Sales Tax is

a combined tax rate of 13%: a provincial portion at 8% same as the RST rate and a federal portion of 5% same as the Goods and Services Tax (GST) rate.

Vehicles' original registration and transfers of used vehicles are subject to either HST or RST (dependent upon where the vehicle is purchased and whom the vehicle is purchased from).

Consult the Ministry of Finance (MOF) for more information. You can call the Ontario Budget hotline at 1-800-337-7222 (both from Ontario and outside the province) or visit the MOF's website at: <https://www.ontario.ca/document/harmonized-sales-tax-hst>. You can also call Canada Revenue Agency (CRA) at 1-800-959-5525 or visit CRA's website at [www.cra.gc.ca](http://www.cra.gc.ca).

## Commercial Vehicle Operator's Registration Certificate (CVOR)

Unless exempt, truck and bus operators/carriers that have:

1. Commercial motor vehicles plated in Ontario and/or,
2. Registered under the International Registration Plan (IRP) base plated in Ontario and/or
3. Plated commercial motor vehicles in a state of the United States of America or Mexico are required to register as a Commercial Vehicle Operator.

The types of vehicles include all heavy commercial vehicles (power units only - leased, rented, or owned) having a registered gross weight/actual weight of more than 4500 kgs or a bus designed to carry ten or more passengers. For exceptions, refer to the [Highway Traffic Act](#). It is an offence to operate a commercial motor vehicle without having a CVOR certificate and carrying either the certificate or a copy in every commercial motor vehicle operated.

**NOTE:** Carriers that operate commercial motor vehicles plated in other **Canadian** jurisdictions will be required to produce a Safety Fitness Certificate and/or National Safety Code (NSC) Number issued by the base plate jurisdiction (each jurisdiction may have different titles for their NSC numbers e.g. Quebec refers to theirs as an NIR #).

In Ontario once the application is processed, operators are issued a Commercial Vehicle Operator's Registration (CVOR) Certificate (Safety Fitness Certificate / Ontario's NSC #). The CVOR Registration creates a Commercial Vehicle Operator Record. Once an operator record is set up, general information and compliance data (accidents, convictions, inspections etc.) are stored on the record. A record may also be created for a non-commercial vehicle operator registrant should a conviction, accident or inspection event be processed for the operator.

If a corporation has a number of operating divisions, the divisions are included under the CVOR certificate held by the parent corporation. If the corporation has a number of

subsidiary companies that are individually registered as companies, each company must obtain its own CVOR if plating vehicles in Ontario.

The CVOR automated system triggers identification of a carrier for review when poor performance is identified based upon the severity and number of events. At this point, a detailed analysis is conducted which verifies the company profile and the need for any type of ministry intervention. Progressive interventions may include:

- warning letter to the carrier's chief executive officer
- interview with a ministry official
- facility audit/investigation or
- sanctions (fleet limitation; suspension; cancellation or seizure of plates, permits and/or CVOR certificate)

Legislation covering CVOR can be found in the *Highway Traffic Act*, Sections 16 - 22, 47, 205 and Regulation 424/97 Part I.

**For more information contact:**

Commercial Safety and Compliance Branch

301 St. Paul Street, 3rd Floor

St. Catharines, Ontario L2R 7R4

Phone: 416-246-7166 or 1-800-387-7736 (in Ontario)

Fax: 905-704-3033

Website: <https://www.ontario.ca/page/commercial-vehicle-operators-registration-cvor>

Email: [CVOR@ontario.ca](mailto:CVOR@ontario.ca)

## Insurance

A licence or permit to operate a vehicle in Ontario may **not** be issued unless the applicant also provides proof of valid insurance pursuant to the *Compulsory Automobile Insurance Act*, *Highway Traffic Act* and the *Motor Vehicle Transport Act*. You can view the list of licenced insurance companies in Ontario on The Financial Services Commission of Ontario's (FSCO) website:

[http://licensingcomplaintofficers.fSCO.gov.on.ca/LicClass/eng/lic\\_companies\\_class.aspx](http://licensingcomplaintofficers.fSCO.gov.on.ca/LicClass/eng/lic_companies_class.aspx)

## 6 Applications and Forms

### IRP Registration

Ontario Apportioned Application Forms include all registration requirements for the IRP. Forms are available electronically and from all IRP Offices. The forms are available from our website (<https://www.ontario.ca/page/international-registration-plan#section-7>) in a fillable pdf format. It is the applicant's responsibility to properly complete all forms necessary to register vehicles in IRP. If a submitted application is incomplete, the applicant will be notified and asked to provide the information or to submit a new, revised application. Incorrect completion of an application will delay processing.

Sample forms and detailed instructions are included in Appendix B of this guide.

**For a list of IRP offices in Ontario, please visit:**

<https://www.ontario.ca/page/international-registration-plan#section-10>

## 7 New Registrations

Before a vehicle may be registered under IRP in the Province of Ontario, the carrier must:

- Maintain an established place of business or residence in the Province. (See Glossary Definitions, Appendix F) An Established Place of Business and Residence Questionnaire with accompanying documentation is required at the time of registration. (To receive a copy in a different format, send an e-mail to [IRP@ontario.ca](mailto:IRP@ontario.ca), or download a printable version in pdf format from our website (<https://www.ontario.ca/page/international-registration-plan#section-10>))
- Complete and submit all IRP Fleet and IRP Vehicle Applications **in full** (see Appendix B for forms completion). First-time registrants without distance experience will have their fees based upon the Average Per-Vehicle Distance Chart for all jurisdictions as per the IRP Plan. New registrants with actual distance accrued under a different account or jurisdiction can provide these for their initial registration.
- Submit a copy of the Bill of Sale or Lease Agreement showing the capital cost and the purchase or lease start date (see following 'Points to Remember') for each vehicle.
- Submit the vehicle registration permit.
- Provide any other documentation that is deemed necessary according to Ontario law including safety standards certificates (and/or vehicle inspection certificate), vehicle emission certificates and letters of authorization (if required).

Applications are processed in the order in which they are received. Once an application has been processed, an invoice will be emailed to the carrier. The carrier must contact the IRP Office that processed their application to arrange for an appointment time. Payment will be required in both Canadian and US funds.

Once the invoice has been paid, the carrier will receive the following for each vehicle:

- A set of apportioned plates which have “PRP” embossed on the left-hand side;
- A validation sticker;
- A vehicle permit; and
- A cab card.

NOTE: Policy requires all new carriers to pay IRP fees by certified cheque, cash, money order or bank draft until the end of their first full 12 month registration year. Existing carriers that issue an NSF cheque will also be required to pay IRP fees by certified cheque, cash, money order or bank draft until the end of their next full 12 month

registration year. For the affected carriers, regular business cheques will no longer be accepted as a form of payment until the carrier has completed a full 12 month registration year.

For applicants who have previously been registered in IRP, it is a requirement to provide actual distance from the previous jurisdiction or employer. If actual distance cannot be provided the applicant is required to complete a statement or an Initial Registration Distance Declaration. Please contact [irp@ontario.ca](mailto:irp@ontario.ca) to obtain the Initial Registration Distance Declaration.

## Points to Remember

- If applying under a company or firm name, the name must first be registered with the Federal Government or the Ministry of Public and Business Service Delivery. You may have to provide a copy of your Articles of Incorporation (granted by the Federal or Provincial government) when registering in IRP for the first time.

Contact:

Ministry of Public and Business Service Delivery

777 Bay Street, 5th Floor

Toronto, Ontario M5B 2H7

General Inquiry: 416-212-2665

Toll Free: 1-844-286-8404 (in Ontario)

Web site: <https://www.ontario.ca/page/ontario-business-registry>

- An IFTA (International Fuel Tax Agreement) number must be obtained for all vehicles 11,797 kg GVW and over.
- Ensure that you have obtained the appropriate vehicle inspection approvals.
- Ensure that you have obtained a Commercial Vehicle Operator's Registration (for Ontario Plated Vehicles), if appropriate.
- Ensure that you have obtained all the applicable operating requirements from Ontario and other Canadian jurisdictions (e.g., Safety Fitness Certificates / NSC number).
- US jurisdictions - this does not exempt a carrier from insurance liability filing requirements or having to obtain operating authority such as Single State Registration, Kentucky/New York HUT, or Oregon Tax Identifier.

## 8 Renewals

An IRP renewal application will be available through the Permitting and Registration for International Registration Plan and Oversize/Overweight (PRIO) system to all Ontario based carriers approximately six (6) weeks prior to expiry of their IRP fleet accounts. The application contains the active fleet information at the time of being generated.

Because the information for the renewal application consists of a system generated report prior to expiration, any supplemental activity that has taken place after the printing of renewal applications will not be listed. This includes additions/deletions of vehicles, changes of fleet/vehicle information.

The application is available to the carrier as a reference and convenience for reviewing their fleet and vehicle information prior to completing their applications for renewal.

**It is essential that the carrier review the information specified on the renewal application for accuracy or omission of pertinent information.** Failure to report or include factual data could result in processing delays, incorrect fee assessments or maintenance of incorrect records.

The application is to be submitted to an IRP Office for processing. It is the carrier's responsibility to submit additional forms for any changes to the weights, vehicles, mailing and/or physical address, contact information, as well as to check that the emissions are valid.

IRP Renewal Application Forms must be completed and submitted to an IRP Office as soon as possible. This allows sufficient time to process the renewal information and provide the invoice (Fee Notice) before the effective date.

Once carriers receive their fee notices, they may submit payment directly to an IRP Office. Credentials and validation sticker(s) will be provided as soon as possible.

Ontario's blank IRP application is available electronically from the Ministry. You can obtain the fillable pdf version of the forms by sending an e-mail to [irp@ontario.ca](mailto:irp@ontario.ca), or downloading from our website (<https://www.ontario.ca/page/international-registration-plan#section-7>). Carriers using the application forms for renewals are reminded to include vehicles to be deleted from the fleet on separate Form 4's with the appropriate vehicle transaction code (DEV) beside each vehicle. Note: plates from deleted vehicles should be returned to the IRP Office.

Note: Online users will receive an email notification as a reminder to log in and complete their renewal through IRP online services. If an online user would like to view the IRP renewal forms, they may log into the IRP system "PRIO" and generate their renewal forms through the "Reprint" menu item on the IRP level of PRIO.

## 9 Supplemental Applications

### What is a Supplemental Application?

The carrier submits a supplemental application after the original/renewal application has been processed. Supplemental applications are submitted using the IRP application forms (see Appendix B for forms completion). Number each supplemental application beginning with 001. The number 000 is assigned to new fleets and renewal applications only.

### When do you need to submit a Supplemental Application?

You must submit a supplemental application for the following transactions:

#### **Add a Vehicle(s)**

Vehicles may be added to an existing fleet anytime during the registration year. The distance information provided with your original or renewal application will be used to calculate the fees due.

#### **Delete a Vehicle(s)**

Vehicles may be deleted from an existing fleet anytime during the registration year. To delete a vehicle(s) from your fleet, plate(s) and vehicle permit(s) (plate portion) must accompany the application. See Ontario Credit and Refund Policy at the end of this section.

#### **Transfer a Vehicle(s) from one Fleet to another Fleet**

Vehicles may be transferred between fleets using two application forms clearly showing the vehicle being deleted from one fleet and being added to another fleet. Both fleets must be in the carrier's name (same IRP account) and same year expiry. Credits will be given for Canadian and US Jurisdiction fees. Ontario excess credit can be refunded or applied to the stored credit account. Other Canadian provinces will provide refunds of the excess credit (if applicable); however, US jurisdictions generally do not refund fees. For more information, see Ontario Credit and Refund Policy at the end of this section.

#### **Replace a Vehicle(s)**

Fleet vehicle(s) may be replaced anytime during the registration year. In order to apply the credits from the previous vehicle(s) to the new vehicle(s), the information must be provided on the same supplement. Both vehicle permits must accompany the application (vehicle portion for new vehicle and plate portion for vehicle leaving the fleet). The transaction code is AXF for the deleted vehicle and AXT for the added vehicle.

These codes must be indicated on Form 4. Please see the forms completion section for more information.

## **Change Vehicle Information**

You may apply for a change of vehicle information anytime during the registration year. Changes may include a change of Unit Number, a correction to the VIN (Vehicle Identification Number), a correction of vehicle type or a correction to the taxable owner information, etc. The vehicle permit must accompany the application.

## **Change a Vehicle's Weight Group**

A change to vehicle weight group may be done at any time during the registration year. If the gross vehicle weight is increased, you will be billed for any difference in registration fees. If decreased, you may be refunded for any difference in registration fees; however, various jurisdictions do not provide refunds for weight decreases during the registration year. Contact the jurisdiction(s) directly for further information. See Ontario Credit and Refund Policy at the end of this section. If adding a new weight group, Form 3 is also required along with Forms 1 and 4.

## **Replace a Lost/Stolen Cab Card**

You must attend your nearest IRP Office to obtain a new cab card with completed forms 1 and 4 of the IRP Application.

## **Update Weight Group Weight**

A weight group update may be done at any time during the registration year. This process will update the weights of all vehicles associated to the updated weight group. If the gross vehicle weight is increased, you will be billed for any difference in registration fees. If decreased, you may be refunded for any difference in registration fees; however, various jurisdictions do not provide refunds for weight decreases during the registration year. Contact the jurisdiction(s) directly for further information. See Ontario Credit and Refund Policy at the end of this section.

## **Replace a Lost/Stolen Plate**

You must attend your nearest IRP Office to obtain a new plate with completed forms 1 and 4 of the IRP Application. The vehicle permit must accompany the application along with a Replacement Plate Declaration Form. A Replacement Plate Declaration Form (SR-LV-40) is required when one of a set of two (validated or not) or both of a set of two plates is lost. A Replacement Plate Declaration Form for stolen plates, must be signed by a police chief or designee or contain the police occurrence number.

## **Replace Validation Sticker**

You must attend your nearest IRP Office to obtain a new validation sticker with completed forms 1 and 4 of the IRP Application.

## Reinstate a Fleet

You may reinstate your fleet when you have not been operating in Ontario and your IRP fees are not due for the full renewal period. You must email your nearest IRP Office with a completed renewal package. If you no longer have your renewal package you may submit completed IRP Application Forms 1-4. Carriers are reminded to indicate any vehicle information updates on separate Form 4's with the appropriate vehicle transaction code accompanied by supporting documents if required.

## Ontario Credit and Refund Policy

Ontario will allow carriers to use credits for deleted vehicles towards new fees for vehicles added to the fleet on the same application. Any unused credit from the application will be refunded or applied to the carrier's stored credit account.

Ontario can only refund the *Ontario portion* of the registration fees. Refunds are generated when you cancel and surrender your Ontario apportioned licence plates or decrease the gross vehicle weight of your vehicle at an IRP Office. Refunds are issued directly to the carrier from the Financial Control office in Sudbury, please allow six to eight (6-8) weeks for processing.

On behalf of the carrier, the IRP Office will issue a refund Remittance Notice to *Canadian jurisdictions only*. Upon notification, the other Canadian jurisdictions will individually process refunds due to the carrier (subject to any applicable administration fee) and remit the refund directly to the carrier. Please allow at least eight (8) weeks for processing.

For information on the refund policies of non-Canadian IRP jurisdictions, please refer to the Refunds section.

## 10 Ontario Fees

### Registration Fees

- *Regular* annual Ontario registration (licence) fees are based on the gross vehicle weight of a vehicle.
- For apportionment purposes, these fees are reduced by a percentage factor.
- The percentage factor is determined by the total in-jurisdiction (e.g. Ontario) distance divided by the total distance travelled in all North American jurisdictions during the *distance-reporting year* (July 1 - June 30 of the previous year) reported in kilometres.
- Annual apportioned Ontario registration (licence) fees are payable at the time of initial licensing or upon renewal of your vehicle licence at an IRP Office.

### Vehicle Tax

All Ontario based and apportioned vehicles are subject to annual registration fees, administration fee and may be subject to the Vehicle Tax (RST/HST) on private vehicle purchases or original registrations.

- Specified vehicles purchased from a GST/HST registrant may be subject to the Harmonized Sales Tax (HST) at rates of 13, or 8 per cent dependent upon where the vehicle is purchased and whom the vehicle is purchased from.
- Private purchases of specified vehicles (purchases from a person who is not a GST/HST registrant) will be subject to RST at a rate of 13 per cent. Please contact the Ministry of Finance for additional information at 1-800-337-7222 or visit the MOF's website at [www.ontario.ca/taxchange](http://www.ontario.ca/taxchange).
- The following Canadian provinces charge a multi-jurisdictional vehicle tax: Saskatchewan, Manitoba, and British Columbia.
- The following US states charge some form of recurring tax: California, Colorado, Maine, Mississippi, Montana, Nevada, Pennsylvania, Tennessee, Utah, and West Virginia.

### Administration Fee

An administration fee is charged on each renewal/supplement processed for an Ontario-based carrier. The fee is \$25.00 per vehicle. Deletions of vehicles and reinstatements are the only exceptions - there is no fee charged where the carrier requests a refund of Ontario IRP registration fees of deleted vehicles.

## 11 Invoice Billings

When an IRP Office processes an application, the fees are calculated for all IRP jurisdictions in which apportioned registration has been reported. (Each jurisdiction bases its fees on different criteria, such as purchase price or model year of the vehicle or carrier type, etc. They do not collectively base their fees on common or standard criteria. Also, some jurisdictions have more than one fee, such as ad valorem tax, excise tax, privilege tax, clean air levy, etc.). **All fees** are inclusive within the breakdown for each jurisdiction on the invoice billing.

The invoice billing is sent to the carrier **via the means of communication chosen by the carrier**. The carrier can choose to receive the invoice by fax, by mail, by email, by courier or in person from an IRP Office. The invoice will show the total amounts due for the application. The invoice billing consists of Summary Page, IRP Jurisdictional Fees, IRP Unit Fee Summary, and IRP Unit Fees

### The Fees Summary Page

- Shows the breakdown of the total Canadian payable fees including denial fees (if applicable), administrative fees, other Canadian jurisdiction fees, credit available and the total US payable fees including NSF fee (if applicable), jurisdiction fees and credit available.

### The IRP Jurisdictional Fees

- Shows the percentage factor and breakdown of fees per jurisdiction, how that fee is distributed among the jurisdictions and the combined total payments due for all vehicles involved in the transaction.
- Should be checked in detail against your original application to ensure that:
  - Declared total kilometres per jurisdiction are accurate;
  - Distances have been correctly recorded.

### The IRP Unit Fee Summary

- Shows the summary of fees per vehicle, the applicable Gross Vehicle Weight per unit in kilograms and pounds, and the total due for that individual vehicle.

## The IRP Unit Fees

- Shows the breakdown of fees per vehicle, the applicable Weight Group assigned to the vehicle, the Gross Vehicle Weight per unit/per jurisdiction, and the total due for that individual vehicle per jurisdiction.
- The IRP Unit fee Summary and IRP Unit Fees should be checked in detail against your original application to ensure:
  - That all requested units are listed;
  - That all vehicle information, such as unit number, VIN, Gross Vehicle Weight etc. is correctly listed; check your renewal application to ensure we have the correct information, or if you are processing a supplemental application, contact your IRP Office for verification.

If you should find any discrepancies in information, please contact the office that processed your application *immediately*.

## Payment

Payments due are listed on the Fees Summary **Page**. They are identified in both Canadian and US funds (if applicable).

**Do not** remit funds for any amounts listed on the IRP Jurisdictional Fees, IRP Unit Fee Summary and the IRP Unit Fees sheets. These are subtotals only and have already been included in the Total Amount Due on the Fees Summary Page.

If travel is intended in both Canadian and US jurisdictions, payment must be submitted in Canadian funds for Canadian fees and US funds for US fees.

Payment made by personal cheque must be certified. Company cheques are acceptable if the carrier information is pre-printed on the cheques. Please make your cheque(s) payable to the **Minister of Finance/MTO**. Cash payment may also be made for Canadian and US fees. Credit cards can be used for payment of Canadian fees ONLY.

Please see the six pages that follow for example of the IRP Fees Summary Page, IRP Jurisdictional Fees, IRP Unit Fee Summary and the IRP Unit Fees.

### NOTE:

Any NSF amount owing must be paid by cash, certified cheque, or money order.

Effective March 31, 2008, the ministry introduced a cheque acceptance policy for the IRP Program.

The policy requires all new carriers to pay IRP fees by certified cheque, cash, money order or bank draft until the end of their first full 12 month registration year. Existing carriers that issue an NSF cheque on or after March 31, 2008, will also be required to pay IRP fees by certified cheque, cash, money order or bank draft until the end of their next full 12 month registration year. For the affected carriers, regular business cheques will no longer be accepted as a form of payment until the carrier has completed a full 12 month registration year

This policy also applies to permitting companies paying fees for a carrier requiring certified payment. A third party regular business cheque will not be accepted from permitting companies. If a permitting company/third party is paying fees for a carrier requiring certified payment, IRP staff will advise them of the “certified payment only” policy.

Carriers must not include any credit card information on the IRP forms when submitting them to an IRP Office.



**ONTARIO IRP FEE NOTICE**  
MOTOR CARRIER SERVICES

INVOICE#: 919211212  
INVOICE DATE: 22/01/2024

TO: IRP ONLINE TRAINING INC.  
OPERATING AS: FLEET 1  
ADDR: 1860 WILSON AVE  
NORTH YORK ON M9M 3A7

ACCOUNT NUMBER: 11404  
FLEET NUMBER: 001  
FLEET RIN: 001432875  
SUPPLEMENT NUMBER: 0  
REGISTRATION YEAR: 2024  
NUMBER REG MONTHS: 12  
NO. VEHICLE: 2  
SUPPLEMENT EFF DATE: 01/01/2024  
FLEET EXP DATE: 31/12/2024  
OFFICE: 905  
EXCHANGE RATE: 0.746800

SUPPLEMENT TRANSACTION TYPE:	RENEW FLEET	
CANADIAN FEES	AMOUNT	TOTAL
ADMIN FEE:	\$50.00	
REPLACE PLATE FEE:	\$0.00	
REPLACE PERMIT FEE:	\$0.00	
REPLACE CAB CARD FEE:	\$0.00	
REPLACE VALTAG FEE:	\$0.00	
HST (1%):	\$0.00	
HST (8%):	\$0.00	
RST (13%):	\$0.00	
<b>DENIAL FEES:</b>		
NSF:	\$0.00	
10% PENALTY (AS OF INVOICE DATE):	\$0.00	
ADMINISTRATION FEE:	\$0.00	
VEHICLE FINE(S)/PENALTIES:	\$0.00	
OUTSTANDING HIGHWAY TOLLS:	\$0.00	
MANUAL ADJUSTMENT AMOUNT:	\$0.00	
<b>TOTAL ADMINISTRATIVE FEES DUE:</b>		\$50.00
REGISTRATION DUE BASE JURISDICTION:	\$5,048.00	
BASE JURISDICTION CREDIT AMOUNT:	\$0.00	
<b>TOTAL NET DUE BASE JURISDICTION:</b>		\$5,048.00
AMOUNT DUE FOREIGN JURISDICTION:	\$1,953.00	
FOREIGN JURISDICTION CREDIT AMOUNT:	\$0.00	
<b>TOTAL NET DUE FOREIGN JURISDICTION:</b>		\$1,953.00
<b>TOTAL SUPPLEMENT AMOUNT:</b>		\$7,051.00
<b>TOTAL CREDIT AMOUNT:</b>		\$0.00
<b>NET AMOUNT DUE:</b>		<b>*\$7,051.00</b>
AVAILABLE CREDIT - NOT APPLIED:		\$2,149.00
<b>US FEES</b>		
NSF:	\$0.00	
10% PENALTY (AS OF INVOICE DATE):	\$0.00	
AMOUNT DUE FOREIGN JURISDICTION:	\$0.00	
FOREIGN JURISDICTION CREDIT AMOUNT:	\$0.00	
<b>TOTAL NET DUE FOREIGN JURISDICTION:</b>		\$0.00
<b>NET AMOUNT DUE:</b>		<b>*\$0.00</b>
<b>US FEES IF PAID BY CASH:</b>		\$0.00
AVAILABLE CREDIT - NOT APPLIED:		\$0.00

NOTE: MAKE CHEQUE OR MONEY ORDER PAYABLE TO "THE MINISTER OF FINANCE/MTO". CHEQUES WILL ONLY BE ACCEPTED UNDER THE FOLLOWING CONDITIONS:  
 - CHEQUES CANNOT BE POST-DATED.  
 - BUSINESS CHEQUES WILL BE ACCEPTED UNCERTIFIED IF THE COMPANY NAME IS PRE-PRINTED ON THE CHEQUE. IF THE COMPANY NAME IS NOT PRE-PRINTED ON THE CHEQUE THEN CERTIFICATION IS REQUIRED UNLESS PAYMENT IS SENT BY MAIL.  
 - PRINT YOUR FLEET RIN ON THE BACK OF YOUR CHEQUE. RETURN ORIGINAL FEE NOTICE WITH PAYMENT TO A SERVICE LOCATION.  
 - ANY NSF AMOUNT OWING MUST BE PAID BY CASH, CERTIFIED CHEQUE, MONEY ORDER. CARRIERS CAN HAVE THEIR IRP PLATES CANCELLED FOR NON-PAYMENTS (E.G. NSF CHEQUES).  
 - A FEE OF \$35.00 IS CHARGED FOR ALL CHEQUES TENDERED TO THE GOVERNMENT OF ONTARIO WHICH ARE RETURNED AS NON-NEGOTIABLE FOR ANY REASON.  
 - AN ADDITIONAL 10% PENALTY IS APPLICABLE TO ANY NSF AMOUNT OWING PAID AFTER 30 DAYS OF THE INITIAL NOTIFICATION OF RETURNED CHEQUE.  
 ALL FEES INDICATED AS 2ND YR ESTIMATES ARE CALCULATED IN EXCESS OF 100%.

COMMENT:



**ONTARIO IRP FEE NOTICE**  
MOTOR CARRIER SERVICES

INVOICE#: 919211212  
INVOICE DATE: 22/01/2024

TO: IRP ONLINE TRAINING INC.  
OPERATING AS: FLEET 1  
ADDR: 1860 WILSON AVE  
NORTH YORK ON M9M 3A7

ACCOUNT NUMBER: 11404  
FLEET NUMBER: 001  
FLEET RIN: 001432875  
SUPPLEMENT NUMBER: 0  
REGISTRATION YEAR: 2024  
NUMBER REG MONTHS: 12  
NO. VEHICLE: 2  
SUPPLEMENT EFF DATE: 01/01/2024  
FLEET EXP DATE: 31/12/2024  
OFFICE: 905  
EXCHANGE RATE: 0.746800

**\*\*\*IRP JURISDICTIONAL FEES \*\*\***

JUR	DISTANCE TYPE	DISTANCE	APPORTION FACTOR %	REGISTRATION	CREDIT	FEES DUE
<b>CANADIAN JURISDICTION(S)</b>						
ON	A	12693	69.179	\$5,048.00	\$0.00	\$5,048.00
ADMIN						\$50.00
HST (1 %)						\$0.00
HST (8 %)						\$0.00
RST (13 %)						\$0.00
QC	A	5655	30.821	\$1,953.00	\$0.00	\$1,953.00
<b>TOTAL CANADIAN FEES</b>		18348		\$7,001.00	\$0.00	<b>*\$7,051.00</b>
<b>U.S. JURISDICTION(S)</b>						
<b>TOTAL U.S. FEES</b>						<b>*\$0.00</b>



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EXCHANGE RATE: 0.746800

**\*\*\*IRP UNIT FEE SUMMARY \*\*\***

UNIT NO.	VEHICLE IDENTIFICATION	GROSS WGT(kg)	GROSS WGT(lb)	ADMIN FEE(CAD)	FEE DUE (CAD)	TOTAL (CAD)	ADMIN FEE(USD)	FEE DUE (USD)	TOTAL (USD)
101	ASDTESTVEH100404	0	80000	\$25.00	\$2,625.00	\$2,650.00	\$0.00	\$0.00	\$0.00
202	ASDTESTVEH100405	63500	80000	\$25.00	\$4,376.00	\$4,401.00	\$0.00	\$0.00	\$0.00
<b>DENIALS:</b>				\$0.00		\$0.00	\$0.00		\$0.00
<b>MANUAL ADJUSTMENT AMOUNT:</b>				\$0.00		\$0.00			
<b>AMOUNT DUE ALL ACTIVE UNITS:</b>				<b>*\$50.00</b>	<b>*\$7,001.00</b>	<b>*\$7,051.00</b>	<b>*\$0.00</b>	<b>*\$0.00</b>	<b>*\$0.00</b>



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OFFICE: 905  
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**\*\*\*IRP UNIT FEES\*\*\***

UNIT NO.	VEHICLE IDENTIFICATION		WGT GRP	FEE DUE (CAD)	FEE DUE (USD)
101	ASDTESTVEH100404		1	\$2,625.00	\$0.00
JUR	GROSS WGT (lbs/kg)	APPORTION FACTOR %	REGISTRATION	CREDIT	FEE DUE
<b>CANADIAN JURISDICTION(S)</b>					
ON	37000 kg	69.179	\$1,801.00	\$0.00	\$1,801.00
ADMIN					\$25.00
HST (1 %)					\$0.00
HST (8 %)					\$0.00
RST (13 %)					\$0.00
QC	5 axes	30.821	\$824.00	\$0.00	\$824.00
<b>TOTAL CANADIAN FEES</b>			\$2,625.00	\$0.00	<b>*\$2,650.00</b>
<b>U.S. JURISDICTION(S)</b>					
<b>TOTAL U.S. FEES</b>					<b>*\$0.00</b>



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NO. VEHICLE: 2  
SUPPLEMENT EFF DATE: 01/01/2024  
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OFFICE: 905  
EXCHANGE RATE: 0.746800

**\*\*\*IRP UNIT FEES\*\*\***

UNIT NO.	VEHICLE IDENTIFICATION		WGT GRP	FEE DUE (CAD)	FEE DUE (USD)
202	ASDTESTVEH100405		2	\$4,376.00	\$0.00
JUR	GROSS WGT(lbs/kg)	APPORTION FACTOR %	REGISTRATION	CREDIT	FEE DUE
<b>CANADIAN JURISDICTION(S)</b>					
ON	63500 kg	69.179	\$3,247.00	\$0.00	\$3,247.00
ADMIN					\$25.00
HST (1 %)					\$0.00
HST (8 %)					\$0.00
RST (13 %)					\$0.00
QC	6 axles	30.821	\$1,129.00	\$0.00	\$1,129.00
<b>TOTAL CANADIAN FEES</b>			\$4,376.00	\$0.00	<b>*\$4,401.00</b>
<b>U.S. JURISDICTION(S)</b>					
<b>TOTAL U.S. FEES</b>					<b>*\$0.00</b>



**ONTARIO IRP FEE NOTICE**  
MOTOR CARRIER SERVICES

Page 1 of 1

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TO: IRP ONLINE TRAINING INC.  
OPERATING AS: FLEET 1  
ADDR: 1860 WILSON AVE  
NORTH YORK ON M9M 3A7

\*\*\*\*\*IRP JURISDICTIONAL FEES\*\*\*\*\*

	FEE	CREDIT	FEES DUE
TOTAL CANADIAN FEES:	\$7,001.00	\$0.00	\$7,001.00
TOTAL US FEES:	\$0.00	\$0.00	\$0.00

\*\*\*\*\*ADMINISTRATIVE JURISDICTION FEES\*\*\*\*\*

DESCRIPTION	FEES DUE
ADMINISTRATION FEES:	\$50.00
TOTAL CANADIAN FEES:	<b>*\$7,051.00</b>
US NSF:	\$0.00
TOTAL US FEES:	<b>*\$0.00</b>

IF METHOD OF PAYMENT IS IN U.S. CASH, PLEASE SUBMIT PAYMENT IN U.S. FUNDS FOR:

## Refunds

**Ontario can only refund the *Ontario portion* of the registration (licence) fees.**

- For refunds pertaining to fees other than apportioned registration fees, the Ontario carrier must make an application directly to the appropriate jurisdictional office.

When an Ontario carrier submits a supplement to delete a vehicle(s) from an IRP account or requests a decrease to the gross vehicle weight, the IRP Office will process the supplement which will result in the following credit or refunding activity:

### Ontario

- The remaining registration (licence) fees will be moved to the stored credit account or refunded upon surrender and cancellation of the apportioned plates, if requested or
- The difference in registration (licence) fees will be moved to the stored credit account or refunded upon processing a decrease to the gross vehicle weight.

To process either of the above, you must visit an IRP Office. Refunds for Ontario fees only are issued directly from the Ministry of Transportation to the carrier.

### Canadian Jurisdictions

- A Remittance Report will be generated and sent by the IRP Office to the other Canadian jurisdictions where apportionment was required. The Report provides the jurisdiction with all registration fees refundable to the carrier. The jurisdictions will individually process the refunds due (subject to any applicable administration fee) and remit directly to the carrier. Please allow eight (8) weeks for processing.

### U.S. Jurisdictions

- Applications for a refund of apportioned registration fees for US IRP jurisdictions must be handled directly between the Ontario carrier and the individual jurisdictions in accordance with their statutes. Please be advised that most US jurisdictions do not provide refunds unless there was an error in calculating the original invoice. The Ministry of Transportation will provide written confirmation of the error to facilitate a refund for the carrier. As a result, we advise carriers to keep plates until they can be transferred to a new vehicle being added to the same fleet rather than return them for credit or refund. The exception to this would be if the carrier's prorate percentage in Canadian jurisdictions was considerably higher than it's prorate percentage in US jurisdictions as Canadian jurisdictions refund fees.

**Miscellaneous Refunds**

- Refunds for vehicle tax, excise tax, ad valorem tax, etc. must be applied for directly by the Ontario carrier to the appropriate jurisdictional office.
- Refunds for administration or any other miscellaneous fee must be applied for directly by the Ontario carrier to the appropriate jurisdictional office.
- Refunds for Ontario harmonized sales tax /retail sales tax must be applied for directly by the carrier (see Appendix C).

## 12 Temporary Registrations

### Non-Resident Single Trip Permit

Operators of non-resident commercial vehicles may operate in Ontario by obtaining a single trip permit that is valid for a period not exceeding 10 days. Non-resident permits may be obtained from appointed government agents or service bureaus.

### Oversize/Overweight Permits

An oversize/overweight permit allows the movement of oversize/overweight vehicles, indivisible loads, objects, or structures that exceed the limits set out in the *Highway Traffic Act* on a highway.

#### Over width

- Any vehicle and load greater than 2.6m (8'6")

#### Exceptions

- Raw forest products (at point of origin) do not require a permit until the width is greater than 2.7m (8'10")
- Raw forest products (en route) do not require a permit until the width is greater than 2.8m (9'2")
- Motor vehicle and road building machines operated by or on behalf of a municipality or road authority engaged in road maintenance and snow removal
- Loose fodder

#### Over height

- Any vehicle and load exceeding 4.15m (13'6")

#### Over length

- Single vehicle including load greater than 12.5m (41')
- Combination of vehicles and load greater than 23.0m (75'5")

#### Overweight

An oversize/overweight permit is required if axle and/or gross vehicle weight exceeds the limits set out in the *Highway Traffic Act*. Contact the Ministry of Transportation's Permit Issuing Office nearest you.

To make an application for an oversize/overweight vehicle, please complete an Application for Permit under section 110 of the Highway Traffic Act. Applications may be obtained from the Ministry of Transportation's Permit Issuing Office, or by visiting <https://www.ontario.ca/page/get-oversizeoverweight-permit> or can be ordered by fax or phone by contacting the locations listed below:

### Permit Issuing Office Locations

Ministry of Transportation  
Permit Office  
301 St. Paul Street  
3rd Floor  
St Catharines, Ontario L2R 7R4  
Tel: 416-246-7166 or 1-800-387-7736 ext. 6306 (English)  
or 6307 (French), Fax: 905-704-2545

By email:

[oo.permits@ontario.ca](mailto:oo.permits@ontario.ca)

See Appendix D for Oversize/Overweight Permits for other jurisdictions

### IRP Unladen Weight Permit

A 10-Day Unladen Weight Permit (also known as a “hunter’s permit”) is a paper permit issued for a commercial motor vehicle owned or leased by a resident of Ontario or of another jurisdiction and is issued under the provisions of Section 530 of the IRP Plan. A vehicle displaying the permit is temporarily exempt from IRP registration.

The purpose of this permit is to authorize the temporary operation of an unladen commercial motor vehicle or combination unladen commercial motor vehicle and unladen trailer(s) within Ontario and all IRP member jurisdictions when the registered vehicle owner (i.e. owner/operator) has terminated his/her current employment and is seeking employment with another carrier and under the following conditions:

- Fit unladen commercial motor vehicles without plates; or
- Fit unladen commercial motor vehicle and unladen trailer or trailers without plates.

The fee for the unladen weight permit is \$17.00 for a period of 10 days.

## 13 Distance/Operational Records

Every carrier who registers vehicles under the IRP must maintain records to substantiate the reported distances travelled and the costs of all vehicles in the IRP fleets.

### Source Documents

#### Vehicle Costs

Acceptable documentation to support a vehicle's purchase price and date of purchase include a purchase invoice and bill of sale. For leased units, the lease agreements showing the capital cost of the vehicle or other proof of the fair market value of the vehicle (dealer appraisal) at the beginning of the lease are required. Costs of any capital additions and modifications made to the vehicle within 30 days of the purchase must be included in the purchase price. For vehicles purchased privately, MTO will use the greater of the declared purchase price, the depreciated value of the vehicle, or the appraised value.

#### Driver's Trip Records

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

1. Registrant's name
2. Date of trip (beginning and ending)
3. Trip origin and destination
4. Routes (highway numbers) travelled
5. Odometer/hubometer readings
6. Distance by jurisdiction
7. Total trip distance
8. Vehicle unit numbers for both power unit and trailer(s)
9. Fleet number (if registrant has more than one fleet)
10. Driver's name and signature

## Special Permits

Copies of all special permits obtained for operations by prorated vehicles must be available on file. The distances travelled under these permits are to be reported on the next application for IRP registration as actual values.

## Monthly Summaries

The IVDR information must be summarized on a monthly basis. The summary must contain information by individual vehicle (beginning and ending odometer/hubometer readings, individual trip details, distance by jurisdiction and total distance travelled) and by fleet (distance by jurisdiction and total distance). (See Appendix E)

## Yearly Summaries

A yearly summary is required for each July 1 to June 30 reporting period and must show the total fleet distance broken down by month for each jurisdiction

## Other Records

Copies of the forms filed for annual registration (IRP Application, Supplemental Applications, Distance Schedules, etc.) must be retained in the carrier's files for audit purposes.

## Record Retention Period

**Distance records** must be retained for the five distance reporting periods (July 1 - June 30) which immediately precede the current licence year.

**Vehicle cost and weight records** must be maintained for all vehicles that are currently registered in the fleet. For individual vehicles that have been deleted from a fleet, vehicle cost and weight records must be retained for three years after the vehicles were deleted from the fleet.

**Reminder:** In addition to the above IRP record retention requirements, the carrier must maintain all records pertaining to its operations as required under Article X of the IRP Agreement.

## 14 Audits

### Authority to Audit

Article X, Section 1015 of the IRP agreement requires each member jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all IRP member jurisdictions. Auditors from the Client Accounts and Services Branch of the Ministry of Revenue will perform IRP audits on Ontario carriers. Carriers will be audited simultaneously for both IRP and IFTA.

### Purpose of Audit

The purpose of the audit is to ensure compliance with established rules and regulations governing prorated registration and proper payment of prorated fees and taxes to Ontario and to all other IRP member jurisdictions in which the carrier is (or was) registered for multi-jurisdictional travel.

### Registrant Responsibilities

The carrier must keep proper maintenance of all records required for the audit procedure including all IVDRs and computer system/on board recording device information. All distances travelled by trip permits, as well as loaded, unloaded, inter-jurisdictional and intra-jurisdictional must be kept.

### Use of On-Board Recording Devices

On board recording devices may be used in conjunction with a computer system in lieu of or in partnership with handwritten IVDRs. All reports from this method must be maintained in hardcopy. If using a recording device, it must meet the standards set forth by IRP Inc, under Article 5 of the International Registration Plan - Audit Procedures Manual.

### Audit Procedures

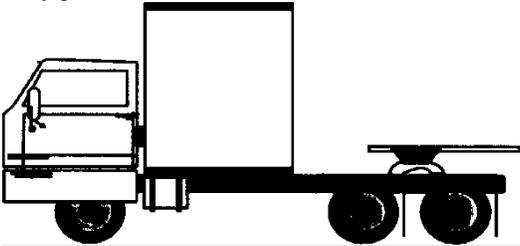
In conducting the IRP audit, auditors will use the source documents to determine, on a test basis, the accuracy and completeness of the distance and vehicle information recorded on the Individual Vehicle Distance Records (IVDRs) on the monthly and yearly summaries and on the forms used for IRP registration. All distance records must be retained for five (5) years plus the current registration year. The carrier will be contacted and advised of an upcoming audit no less than 30 days prior to the commencement. At this time the carrier will be advised of the registration years under audit, type of records required, person(s) conducting the audit, and the proposed commencement date of the audit.

## Other Audits

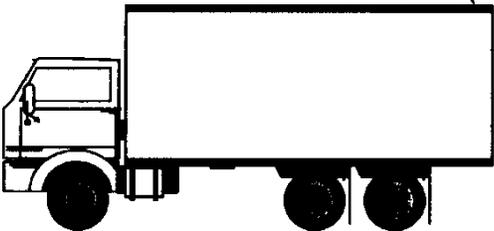
An IFTA audit and an audit under Article X, Section 1015 of the IRP Agreement on the company's operations in the Province of Ontario will generally be conducted at the same time. These concurrent audits will minimize the inconvenience to audited carriers.

## 15 Appendix A: Jurisdiction Weight Limits and Trip Permits

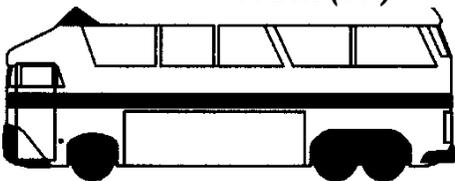
### Types of Vehicles



*Truck- Tractor (TT)*



*Truck (TR)*



*Bus (BS)*

## Maximum Weights for IRP Jurisdictions

Jurisdiction	Maximum Weight	Notes
Alabama	80,000 Lbs	Requires special permits over 80,000 Lbs
Alberta	63,500 Kg	
Arizona	80,000 Lbs	
Arkansas	80,000 Lbs	
British Columbia	63,500 Kg	
California	80,000 Lbs	
Colorado	80,000 Lbs	
Connecticut	NO MAX	Overweight permits are limited to the weight shown on the cab card.
Delaware	80,000 Lbs	
District of Columbia	80,000 Lbs	
Florida	80,000 Lbs	
Georgia	80,000 Lbs	
Idaho	130,000 Lbs	Contact Idaho IRP for information when applying over 80,000 Lbs
Illinois	80,000 Lbs	
Indiana	80,000 Lbs	
Iowa	NO MAX	Requires special permits over 80,000 Lbs
Kansas	85,500 Lbs	
Kentucky	80,000 Lbs	
Louisiana	88,000 Lbs	Only tridum rear axle vehicles are permitted over 80,000 Lbs
Maine	100,000 Lbs	

Jurisdiction	Maximum Weight	Notes
Manitoba	63,500 Kg	
Maryland	80,000 Lbs	
Massachusetts	NO MAX	
Michigan	160,001	
Minnesota	80,000 Lbs	Requires overweight permit when over 80,000 Lbs
Mississippi	80,000 Lbs	
Missouri	80,000 Lbs	
Montana	132,000 Lbs	Requires special permits over 80,000 Lbs
Nebraska	94,000 Lbs	Requires special permits over 80,000 Lbs on Interstate
Nevada	80,000 Lbs	
New Brunswick	62,500 Kg	
Newfoundland	62,500 Kg	
New Hampshire	80,000 Lbs	
New Jersey	80,000 Lbs	
New Mexico	80,000 Lbs	
New York	NO MAX	On designated highways, maximum is 80,000 Lbs
North Carolina	80,000 Lbs	
North Dakota	105,500 Lbs	Requires special permits over 80,000 Lbs
Nova Scotia	62,500 Kg	
Ohio	80,000 Lbs	
Oklahoma	90,000 Lbs	
Ontario	63,500 Kg	

Jurisdiction	Maximum Weight	Notes
Oregon	105,500 Lbs	Requires special permits over 80,000 Lbs
Pennsylvania	80,000 Lbs	
Prince Edward Island	62,500 Kg	
Quebec	8 Axles	
Rhode Island	80,000 Lbs	
Saskatchewan	63,500 Kg	
South Carolina	80,000 Lbs	
South Dakota	NO MAX	
Tennessee	80,000 Lbs	
Texas	80,000 Lbs	
Utah	80,000 Lbs	
Vermont	80,000 Lbs	
Virginia	80,000 Lbs	
Washington	105,500 Lbs	
West Virginia	80,000 Lbs	
Wisconsin	80,000 Lbs	
Wyoming	117,000 Lbs	Weight includes the tolerance permitted on registration

**NOTE:**

Exceeding the maximum weight may require the purchase of an overweight/oversize permit. Please contact the applicable jurisdictions.

Carriers based in jurisdictions outside of New York State are now able to obtain 'Divisible Load Permits' and must show the maximum combined gross weight (cgw) on the cab card. Carriers will pay fees through Ontario IRP to a maximum of 80,000 lbs and will pay New York directly for extra weight through the 'Divisible Load Permit'. These carriers are also eligible to obtain 'Special Hauling Permits' which are issued for non-divisible

loads and permit them to register in excess of 80,000 lbs cgw at the weight designated on the permit. Without a Special Hauling Permit or a Divisible Load Permit, carriers based outside of New York cannot legally operate in excess of 80,000 lbs cgw in New York State.

## IRP Trip Permits

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
Alabama	\$20 for 7 days	Yes
Alaska	\$350 for 30 days all trucks, vans, truck-tractors, buses. \$10 for 5 days all other commercial vehicles	No
Alberta	Varies by distance, net weight for 3 days	No
Arizona	Varies based on distance and number of axles for 96 hours	No
Arkansas	\$33 for 72 hours	No
British Columbia	1/12 of annual registration fee for vehicle weight	No
California	\$45 power unit for 4 days \$30 fuel tax permit for 4 days	Yes
Colorado	\$60 to \$80 depending on weight for 72 hours	No
Connecticut	\$15 for 72 hours	Yes
Delaware	\$15 for 72 hours	Yes
Dist of Columbia	Trip permits are valid for a period of 6 days from their date of issuance to the expiration date. \$50 fee	Yes
Florida	\$30 for 10 days	Yes
Georgia	\$30 for 72 hours	Yes
Idaho	\$60 for single unit for 120 hours, \$120 for combination for \$120	No
Illinois	\$19 for 72 hours	Yes
Indiana	\$15 for 72 hours	Yes
Iowa	\$10 for 72 hours	Yes

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
Kansas	\$26 for 72 hours	No
Kentucky	\$40 for 10 days	Yes
Louisiana	\$50 for 48 hours	Yes
Maine	\$25 for 72 hours	Yes
Manitoba	Fees based on distance and load weight	
Maryland	\$15 for 72 hours	Yes
Massachusetts	\$15 for 72 hours	Yes
Michigan	\$20 for 72 hours	Yes
Minnesota	\$15 for 120 hours	Yes
Mississippi	\$25 for 72 hours	No
Missouri	\$10 for 72 hours	Yes
Montana	Varies depending on weight and distance for 72 hours	Yes
Nebraska	\$25 for 72 hours	No
Nevada	\$5 plus \$0.15 per mile for 24 hours	No
Newfoundland	\$50 truck, \$100 truck tractor for various validation periods	
New Brunswick	\$23 unladen, \$81 truck, \$161 truck tractor for 5 days	
New Hampshire	\$15 for 72 hours	Yes
New Jersey	\$25 for 72 hours	No
New Mexico	Varies upon distance and vehicle weight for 48 hours	No
New York	\$15 for 72 hours	Yes
North Carolina	\$15 for 10 days	Yes

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
North Dakota	\$20 for 72 hours	No
Nova Scotia	\$10 unladen, \$50 truck, \$100 truck tractor for 30 days	
Ohio	\$15 for 72 hours	Yes
Oklahoma	\$12 for 72 hours	Yes
Ontario	\$15 unladen, \$75 truck, \$132 truck tractor for 10 days	Yes
Oregon	\$21 for 10 days	No
Pennsylvania	\$15 for 72 hours	Yes
Prince Edward Island	\$75 truck, \$150 truck tractor for 5 days	
Quebec	\$38 for 10 days	
Rhode Island	\$25 for 72 hours	No
Saskatchewan	Varies by weight and distance for 24 hours	
South Carolina	\$15 for 72 hours (each unit)	Yes
South Dakota	\$15 for 1 trip	Yes
Tennessee	\$30 for 72 hours	Yes
Texas	\$25 for 72 hours, \$50 for 144 hours (each unit)	Yes
Utah	\$25-\$50 for 96 hours (each unit)	No
Vermont	\$15 for 72 hours	Yes
Virginia	\$15 for 10 days	Yes
Washington	\$10 for 3 days	Yes
West Virginia	\$24 for 5 days	Yes
Wisconsin	\$15 for 72 hours	Yes

Jurisdiction	Cost of Trip Permit	Obtained Prior to Entry
Wyoming	\$20 for 96 hours (each unit)	No

**Note:** Permit fees may be subject to change without notice

## 16 Appendix B: IRP Application Forms

The following pages provide you with step-by-step instructions for completing both the IRP Fleet Application and the IRP Vehicle Application.

Forms 1 through 4 of the IRP Application must be completed when:

- First making an application for an Ontario IRP account, or
- Registering a new fleet within an existing IRP account.

For other transactions, only some forms need to be completed.

The following chart indicates which forms are required for each transaction:

Transaction	Form 1	Form 2	Form 3	Form 4
Register a New Fleet	yes	yes	yes	yes
Add/Delete/Replace a Vehicle	yes			yes
Change Weight/Add Weight Group	yes		yes	yes
Change vehicle information (other than weight)	yes			yes

Carriers can submit one application to complete several transactions. Simply indicate the transactions required on Form 1. For example, at renewal, vehicles can be added and deleted, and weights can be changed. Information for vehicles can also be updated.

Carriers can submit supplemental applications on the appropriate forms **after** the original application has been filed and paid.

Copies of the IRP Application Forms are available directly from MTO via e-mail. Please send an e-mail to [irp@ontario.ca](mailto:irp@ontario.ca) to request a copy of the pdf forms. They are also available in fillable pdf format from our website:

<https://www.ontario.ca/page/international-registration-plan#section-7>

## Instructions for completing Forms 1 through 4 of the IRP Application

For general IRP information, please contact the IRP Program Office at 416-235-3923 or 1-866-587-6770 (within Ontario). You can also send e-mail enquiries to [irp@ontario.ca](mailto:irp@ontario.ca)

Once completed, you can send your IRP application forms to any of the following IRP Offices along with supporting documentation for the transaction. Contact the IRP Office to confirm which documents you need to attach to your application.

### IRP Office Locations and Contact Numbers

Location	Address	Phone	Fax	Email
Barrie:	92 Commerce Park Drive, Unit 4, Barrie, ON L4N 8W8	(705) 739-6368	(705) 739-6300	Barrie.IRP@ontario.ca
Hamilton:	903 Barton St, Unit 1A Stoney Creek, ON L8E 5P5	(905) 643-7947	(905) 643-9923	Stoneycreek.IRP@ontario.ca
Kingston:	1355 John Counter Boulevard Kingston, ON K7L 5A3	(613) 540-5185	(613) 545-4781	Kingston.IRP@ontario.ca
London:	659 Exeter Road London, ON N6E 1L3	(519) 873-4280	(519) 873-4270	London.irp @ontario.ca
North Bay:	447 McKeown Avenue North Bay, ON P1B 9S9	(705) 497-6909	(705) 497-5406	Northbayirp@ontario.ca

Location	Address	Phone	Fax	Email
Ottawa:	3091 Albion Road North, Unit 2  Ottawa, ON K1V 9V9	(613) 731-2803	(613) 731-8987	Ottawa.IRP@ontario.ca
Port Hope:	138 Hope Street N, Port Hope, ON  L1A 2P1	(905) 885-8318	(905) 885-4268	Porthope.IRP@ontario.ca
Thunder Bay:	615 South James Street  Unit 101, Thunder Bay, ON P7E 6P6	(807) 473-2190	(807) 473-2133	Thunderbayirp@ontario.ca
Toronto:	1860 Wilson Avenue  Suite 200,  Toronto, ON M9M 3A7	(416) 212-9409	(416) 212-9443	Toronto.IRP@ontario.ca
Waterloo:	500 Weber St N, Unit 3  Waterloo, ON N2L 4E9	(519) 885-3403	(519) 885-9937	Waterloo.IRP@ontario.ca
Windsor:	2565 Ouellette Place,  Windsor, ON N8X 1L9	(519) 972-0237	(519) 972-8341	Windsor.IRP@Ontario.ca



Ministry of Transportation  
IRP Program Office  
Vehicle Programs Office

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**IRP Application**  
**Form 1 - Carrier Fleet Information**  
*Highway Traffic Act*

**1. Fleet Transaction**

New Fleet     Renew Fleet     Add Jurisdiction     Add Vehicle     Replace Vehicle     Amend Fleet  
 Change Weight     Replace Cab Card     Replace Plate     Delete Vehicle     Reinstatement     Fleet Information  
 Fleet to Fleet     Old RIN

Pre-Paid Account     Stored Credit

**2. Carrier Information**

**Carrier Type:**     For Hire     Private     Daily Rental     Household Goods / Common Carrier  
 Account No.    Fleet No.    Fleet RIN    Supp No.  
 Effective Date (yyyy/mm/dd)    Expiry Date (yyyy/mm/dd)

**Carrier Information**  
 Carrier's Name (Legal Name)  
 Operating as (if applicable)

**Contact Information**  
 Last Name    First Name    Middle Initial

Telephone No. / Cellular No.    Fax No.    Email Address (if available)

CVOR    IFTA No.    Applied for IFTA    Business No. (from CRA)

US DOT

**3. Business Information (Physical Location in Ontario)**

Physical location in Ontario  
 Unit No.    Street No.    Street Name

City/Town	Province ON		Postal Code
<b>Mailing Address (if different from above)</b>			
Unit No.	Street No.	Street Name	PO Box
City/Town	Province/State		Country
<b>Shipping and Courier Information</b>			
Courier Name		Courier Account No.	
<b>Shipping Address</b>			
Unit No.	Street No.	Street Name	PO Box
City/Town	Province/State		Country
<b>4. Compulsory Automobile Insurance Act (Certificate of Insurance)</b>			
I hereby certify that the motor vehicle(s) listed on this application is (are) insured under a contract of automobile insurance made with the insurance company (companies) shown:			
Insurance Company	Policy No.	Expiry Date (yyyy/mm/dd)	
<b>5. Signature</b>			
I, the undersigned, declare that all requirements for vehicle registration, for insurance and the payment of all fees and taxes may be required by statute or regulation of those jurisdictions in which travel is intended have been met. I hereby certify that the information furnished in this application and supporting documentation is true and complete. I am fully aware of the requirements and obligations imposed by the International Registration Plan and understand that information contained on these forms may be shared with IRP member jurisdictions, the IRP Clearinghouse and the Ministry of Revenue to ensure compliance with the Plan, the Fuel Tax Act, the Gasoline Tax Act, the Retail Sales Act, and other jurisdictions' IRP-related requirements. I have obtained consent from each vehicle owner or lessee to provide their respective vehicle information that appears on Form 4, and I have informed each vehicle owner or lessee of the purposes for the collection, uses and disclosures, as indicated above. I maintain an established place of business as required by the International Registration Plan.			
Name	Signature	Date (yyyy/mm/dd)	
City/Town	Province/State		
<b>For Office Use Only</b>			
Office	Operator	Business Date (yyyy/mm/dd)	
Information on these forms is collected under the authority of the Highway Traffic Act. If you have any questions about the collection and use of your personal information collected on these forms, please contact the Group Leader - IRP Program Office at 416 235-3923 or 1 888 587-8770 or write to the IRP Program Office, Vehicle Programs Office, Building C, 1201 Wilson Ave, Downsview ON M3M 1J8. This form will be kept "14" number of years after completion.			

## IRP Application Form 1: Carrier Fleet Information

This form must be completed for initial application and all supplemental transactions throughout the registration year.

**1 Fleet Transaction:** Any supplement at the fleet level should be indicated with the appropriate type of Fleet Transaction. For fleet to fleet transfers, please provide the RIN of the fleet the vehicle is coming from in the “Old RIN” field.

**2 Pre-Paid:** Indicate with a check mark if you would like to apply for a pre-paid account.

**3 Carrier Type:** Indicate the type of operation for the carrier as one of:

- For Hire
- Private
- Daily Rental
- Household Goods/Common Carrier

**4 Account No.:** The five (5) digit assigned Ontario account number. Leave this space blank if applying for IRP registration for the first time. New account numbers will be assigned to all new IRP registrants.

**5 Fleet No.:** If more than one fleet is registered under the same company name, indicate which fleet # 001, 002, etc. this application refers to. Fleet numbers are unique under an individual account.

**6 Fleet RIN:** Leave this space blank if applying for IRP registration for the first time. A nine-digit personal identification number assigned by the IRP Office.

**7 Sup No. (Supplement):** Use 000 for original or renewal application. Start with 001 on first supplement submitted within the registration year. Number each subsequent supplement consecutively.

**8 Effective Date:** The effective registration date of the transaction being applied for.

**9 Expiry Date:** The expiry date of the fleet registration. For new fleets this expiry date will remain your expiry date henceforth, and your renewal will always be for 12 months. IRP does not allow renewals for periods less than 12 months.

**10 Carrier's Name:** The full legal name of the carrier requesting apportioned registration. (Applicants other than an individual(s) must ensure that their company name has been registered with the appropriate provincial and/or federal agencies before their application can be processed and completed.) This is the name that will appear on the apportioned cab card.

**11 Operating As:** Use this field to indicate the name under which the company is doing business.

**12 Contact Person:** The name of the person designated by the carrier to contact regarding the fleet information (usually an employee of the carrier or a service provider representative).

**NOTE:** If this is someone other than the carrier, a letter of authorization must be submitted by the carrier allowing the person to conduct transactions on behalf of the carrier.

**13 Telephone No./Cellular No.:** For contact person.

**14 Fax No.:** For contact person.

**15 E-mail Address (if available):** For contact person.

**16 CVOR (Commercial Vehicle Operator's Registration):** This number is mandatory for Ontario and must be provided at the time of registration.

**17 IFTA No.:** Enter your International Fuel Tax Agreement (IFTA) number here. If IFTA has been applied for, please check the box; otherwise, leave the field blank if IFTA does not apply to you (when all vehicles have a Gross Volume Weight (GVW) of less than 11,797 kg).

**NOTE:** Indicate with a check mark 'Applied for IFTA' if IFTA is not available.

**18 Business No. (From CRA):** Enter your Business Number. The Business Number is a new numbering system that replaces the multiple numbers businesses previously needed to conduct business with Canada Customs and Revenue Agency. The BN is a unique number identifying a business and their account and is issued by the federal government. When recording, use only the first 9 digits - omit any alpha characters.

**19 US DOT:** Please provide your U.S Department of Transportation # here.

**20 Business Address (Physical Location in Ontario):** This is where you have an established place of business or residence and maintain the fleet operational records and accrued distance. The business address must be in Ontario and must include a street address or land location. It cannot be only a Post Office Box. An Established Place of Business and Residence Questionnaire is required to be

completed for all New Fleet and Address Change transactions and must be signed and submitted with your IRP application.

**21 Mailing Address (If different from Business Address):** The mailing address is where all correspondence is to be sent including licence plates and cab cards. (A Post Office Box may be used.)

**22 Shipping Address and Courier Information:** Provide if applicable

**23 Insurance Company:** The insurance company name (not broker) as it appears on the policy.

**24 Policy No.:** The insurance policy number.

**25 Expiry Date:** The expiry date of the insurance policy.

**26 Signature:** The application must be signed and dated by either the carrier or a person who is employed by the carrier or a consultant hired by the carrier. She/he is responsible for ensuring that the information listed on the application is correct.

**NOTE:** If the person signing the application is NOT the contact person and is employed by the carrier or is a consultant hired by the carrier, a letter giving authorization to the person signing the application must be included for our records.



**Ministry of Transportation**  
IRP Program Office  
Vehicle Programs Office

**IRP Application**  
**Form 2 - Fleet Distance Declaration**  
*Highway Traffic Act*

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Account No. ON 
Fleet No. 
Carrier Name 
Fleet RIN

**Instructions**

- Was distance accrued during any point in the previous reporting period? If no, sign and date and return with your application. If yes, follow the instructions below.
- Enter the distances from the July 1 to June 30 reporting period immediately prior to the year of registration. Reporting year changes on October 1st.
- Enter an X in the box to the left of the jurisdictions which had distance accrued in them during the reporting period.

Jurisdiction	Distance (Km)	Jurisdiction	Distance (Km)	Jurisdiction	Distance (Km)
<input type="checkbox"/> ON Ontario		<input type="checkbox"/> DE Delaware		<input type="checkbox"/> NJ New Jersey	
<input type="checkbox"/> AB Alberta		<input type="checkbox"/> FL Florida		<input type="checkbox"/> NM New Mexico	
<input type="checkbox"/> BC British Columbia		<input type="checkbox"/> GA Georgia		<input type="checkbox"/> NV Nevada	
<input type="checkbox"/> MB Manitoba		<input type="checkbox"/> IA Iowa		<input type="checkbox"/> NY New York	
<input type="checkbox"/> NB New Brunswick		<input type="checkbox"/> ID Idaho		<input type="checkbox"/> OH Ohio	
<input type="checkbox"/> NF Newfoundland		<input type="checkbox"/> IL Illinois		<input type="checkbox"/> OK Oklahoma	
<input type="checkbox"/> NS Nova Scotia		<input type="checkbox"/> IN Indiana		<input type="checkbox"/> OR Oregon	
<input type="checkbox"/> NT Northwest Territories		<input type="checkbox"/> KS Kansas		<input type="checkbox"/> PA Pennsylvania	
<input type="checkbox"/> NU Nunavut		<input type="checkbox"/> KY Kentucky		<input type="checkbox"/> RI Rhode Island	
<input type="checkbox"/> PE Prince Edward Island		<input type="checkbox"/> LA Louisiana		<input type="checkbox"/> SC South Carolina	
<input type="checkbox"/> QC Quebec		<input type="checkbox"/> MA Massachusetts		<input type="checkbox"/> SD South Dakota	
<input type="checkbox"/> SK Saskatchewan		<input type="checkbox"/> MD Maryland		<input type="checkbox"/> TN Tennessee	
<input type="checkbox"/> YT Yukon Territory		<input type="checkbox"/> ME Maine		<input type="checkbox"/> TX Texas	
		<input type="checkbox"/> MI Michigan		<input type="checkbox"/> UT Utah	
<input type="checkbox"/> AK Alaska		<input type="checkbox"/> MN Minnesota		<input type="checkbox"/> VA Virginia	
<input type="checkbox"/> AL Alabama		<input type="checkbox"/> MO Missouri		<input type="checkbox"/> VT Vermont	
<input type="checkbox"/> AR Arkansas		<input type="checkbox"/> MS Mississippi		<input type="checkbox"/> WA Washington	
<input type="checkbox"/> AZ Arizona		<input type="checkbox"/> MT Montana		<input type="checkbox"/> WI Wisconsin	
<input type="checkbox"/> CA California		<input type="checkbox"/> NC North Carolina		<input type="checkbox"/> WV West Virginia	
<input type="checkbox"/> CO Colorado		<input type="checkbox"/> ND North Dakota		<input type="checkbox"/> WY Wyoming	
<input type="checkbox"/> CT Connecticut		<input type="checkbox"/> NE Nebraska			
<input type="checkbox"/> DC District of Columbia		<input type="checkbox"/> NH New Hampshire		<input type="checkbox"/> MX Mexico	
Signature <input type="text"/>		Date (yyyy/mm/dd) <input type="text"/>		Total Fleet Distance (Km)	<input type="text"/>

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## IRP Application Form 2: Fleet Distance Declaration

This form must be completed when registering a new fleet.

**1 Account No.:** The five (5) digit assigned Ontario account number. Leave this space blank if applying for IRP registration for the first time. Should read the same as Form 1.

**2 Fleet No.:** If more than one fleet is registered under the same company name, indicate which fleet # 001, 002, etc., this application refers to.

**3 Carrier Name:** The full legal name of the carrier requesting apportioned registration. Should read the same as Form 1.

**4 Fleet RIN:** Leave this space blank if applying for IRP registration for the first time. A nine-digit personal identification number assigned by the IRP Office.

**5:** Enter an X in the box to the left of the jurisdiction which had distance accrued in them during the reporting year.

**6 Distance (km):** Enter actual distances for each jurisdiction in Kilometres.

**NOTE:** Actual distances are obtained for the applicable reporting period (July 01 through June 30 of the year immediately preceding your registration year).

**7 Total Fleet Distance (Km):** Show the total kilometres indicated on the distance schedule. You must keep records of the kilometres travelled in each jurisdiction and the total kilometres travelled. These records must be available for audit for seven years (according to Federal legislation on retention of financial records) and for five and one-half years for IRP purposes. See pages 30-31 of the IRP Carrier Manual for more details on the audit records you must keep.

**NOTE:** Once your distance has been submitted and a Fee Notice is produced, you cannot amend your distance schedule once paid. If you think the distance you submitted was incorrect, you may request an audit. However, your audit will be added to the normal audit rotation period.

**8 Signature:** The application must be signed and dated by either the carrier or a person who is employed by the carrier or a consultant hired by the carrier. She/he is responsible for ensuring that the information listed on the application is correct.

**NOTE:** If the person signing the application is NOT the contact person and is employed by the carrier or is a consultant hired by the carrier, a letter giving

authorization to the person signing the application must be included for our records.

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**IRP Application**  
**Form 3 - Gross Vehicle Weight Schedule**  
*Highway Traffic Act*

Ministry of Transportation  
 IRP Program Office  
 Vehicle Programs Office



Account No. ON \_\_\_\_\_

Fleet No. \_\_\_\_\_

Carrier Name \_\_\_\_\_

Weight Group No. \_\_\_\_\_

Maximum Allowable Cab card Weight - For reference only			
Jurisdiction	Code	GVW	BUS
Ontario	ON	63,500	40,000
Alberta	AB	63,500	63,500
British Columbia	BC	63,500	63,500
Manitoba	MB	63,500	63,500
New Brunswick	NB	62,500	62,500
Newfoundland	NL	62,500	62,500
Nova Scotia	NS	62,500	62,500
Northwest Territories	NT		
Numavut	NU		
Prince Edward Island	PE	62,500	20,500
Quebec	QC	8AX	63,500
Saskatchewan	SK	63,500	63,500
Yukon Territory	YT		
Alaska	AK		
Alabama	AL	80,000	
Arkansas	AR	80,000	
Arizona	AZ	80,000	
California	CA	80,000	
Colorado	CO	80,000	
Connecticut	CT	Unlimited	
District of Columbia	DC	80,000	
Delaware	DE	80,000	
Florida	FL	80,000	
Georgia	GA	80,000	
Iowa	IA	Unlimited	
Idaho	ID	130,000	
Illinois	IL	80,000	
Indiana	IN	80,000	
Kansas	KS	85,500	
Kentucky	KY	80,000	
Louisiana	LA	88,000	
Massachusetts	MA	Unlimited	
Minimum GVW for CDN is 11,793,401 Kg (except B.C. which is 5,500 kg), or 26,000 lbs for U.S.			
Signature _____			
Date (yyyy/mm/dd) _____			

Enter the weight you need to carry in each jurisdiction.			
Jurisdiction	Unit	Weight	GVW
ON	Kg		80,000
MD	Kg		100,000
ME	Kg		160,001
MI	Kg		Unlimited
MN	Kg		80,000
MO	Kg		80,000
MS	Kg		132,000
MT	Kg		80,000
NC	Kg		105,500
ND	Kg		94,000
NE	Kg		80,000
NH	Kg		80,000
NJ	Kg		80,000
NM	Kg		80,000
NV	Kg		80,000
NY	Lb		Unlimited
OH	Lb		80,000
OK	Lb		90,000
OR	Lb		105,500
PA	Lb		80,000
RI	Lb		80,000
SC	Lb		80,000
SD	Lb		Unlimited
TN	Lb		80,000
TX	Lb		80,000
UT	Lb		80,000
VA	Lb		80,000
VT	Lb		80,000
WA	Lb		105,500
WI	Lb		80,000
WV	Lb		80,000
WY	Lb		117,000
MX	Lb		

[Delete item](#)

[Add item](#)

Please enter the axles for Quebec on Form 4 in the field "Combined Axles".  
 Note: If weight varies by 10%, provide an attached explanation for the variance.

### IRP Application Form 3: Gross Vehicle Weight Schedule

This form must be completed when:

- registering a new fleet;
- changing the properties (weight limits) of a particular weight group;
- adding a new weight group if vehicles in the fleet need to carry different weights. (ensure that you assign the vehicle(s) to the new weight group on Form 4 using a CVF transaction)

**1 Account No.:** The five (5) digit assigned Ontario account number. Leave this space blank if applying for IRP registration for the first time. Should read the same as Form 1.

**2 Fleet No.:** If more than one fleet is registered under the same company name, indicate which fleet # 001, 002, etc., this application refers to.

**3 Carrier Name:** The full legal name of the carrier requesting apportioned registration. Should read the same as Form 1.

**4 Weight Group No:** This is a carrier-assigned number to classify groupings of vehicles that will operate with the same gross vehicle weights within the same jurisdictions. Starting with 001, 002, etc.

The following is an example of weight group number assignment.

For example, a fleet has fifty (50) vehicles travelling into five (5) jurisdictions. Assume apportionment was requested for the following weights.

Fleet 001	ON	MB	MI	OH	PA	Weight Group Number
1 vehicle @	36,300 kg	43,000 kg	80,000 lbs	80,000 lbs	80,000 lbs	#001
10 vehicles @	29,500 kg	29,500 kg	65,000 lbs	65,000 lbs	65,000 lbs	#002
19 vehicles @	29,500 kg	36,500 kg	80,000 lbs	80,000 lbs	80,000 lbs	#003

Fleet 001	ON	MB	MI	OH	PA	Weight Group Number
20 vehicles @	29,500 kg	29,500 kg	74,000 lbs	74,000 lbs	74,000 lbs	#004

**5 Maximum Allowable Cab Card Weight:** Check here for each jurisdiction's allowable cab card weight. This is not the actual weight limit for a jurisdiction that allows over-dimensional loads. Permits may be obtained for weights in excess of the maximum allowable cab card weight. Fees are based on gross vehicle weight, so **register for only what your vehicles need to carry, i.e.: DO NOT register for the maximum gross weight if you do not require.**

**6 NOTE:** A written explanation verifying the actual operating practices is required when there is a 10% difference between the lowest and the highest GVW on the weight schedule. Please provide it on a separate sheet.

**7 Signature:** The application must be signed and dated by either the carrier or a person who is employed by the carrier or a consultant hired by the carrier. She/he is responsible for ensuring that the information listed on the application is correct.

**NOTE:** If the person signing the application is NOT the contact person and is employed by the carrier or is a consultant hired by the carrier, a letter giving authorization to the person signing the application must be included for our records.



Ministry of Transportation  
IRP Program Office  
Vehicle Programs Office

**IRP Application**  
**Form 4 - Vehicle Information**  
*Highway Traffic Act*

Carrier Name		(TXN Code) Vehicle Transaction Codes									
Account No.	Fleet RIN	AVE - Add Vehicle	RTG - Replace Plate	RCC - Replace Cab Card							
Supp. No.	Fleet No.	DEV - Deleted Vehicles	AXF - Replace Veh (Del)	AXT - Replace Veh (Add)							
		CWT - Wgt Group Change	CVF - Change Veh - Fees	CVN - Change Veh No Fee							

**1. Delete item**

TXN Code	VIN No.	Unit No.	Vehicle Type	Truck Axles	Combined Axles	Purchase Price	Purchase Date (yyyy/mm/dd)
Year	Vehicle Make	Model	<input type="checkbox"/> TT (Tractor Trailer) <input type="checkbox"/> TR (Truck) <input type="checkbox"/> Bus	Empty Weight Kg.	Weight Grp	Plate	Office Use Only
RIN	Owner/Operator or Lessor		New Plate		<input type="checkbox"/> Yes <input type="checkbox"/> No	Replace	<input type="checkbox"/> Per <input type="checkbox"/> Val

**2. Delete item**

TXN Code	VIN No.	Unit No.	Vehicle Type	Truck Axles	Combined Axles	Purchase Price	Purchase Date (yyyy/mm/dd)
Year	Vehicle Make	Model	<input type="checkbox"/> TT (Tractor Trailer) <input type="checkbox"/> TR (Truck) <input type="checkbox"/> Bus	Empty Weight Kg.	Weight Grp	Plate	Office Use Only
RIN	Owner/Operator or Lessor		New Plate		<input type="checkbox"/> Yes <input type="checkbox"/> No	Replace	<input type="checkbox"/> Per <input type="checkbox"/> Val

**Add item**

Complete the information below only if it is different from the fleet information

Line No.	IFTA No.	Insurance Policy No.	Insurance Company Name	Expiry Date
-				
-				

<b><span style="background-color: #00a651; color: white; padding: 2px;">Add item</span></b> Name	Signature
	Date (yyyy/mm/dd)

For confirmation on whether your vehicle(s) require a drive clean please visit [http://www.ene.gov.on.ca/environment/en/category/drive\\_clean/index.htm](http://www.ene.gov.on.ca/environment/en/category/drive_clean/index.htm)

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Page 1 of 1

## IRP Application Form 4: Vehicle Information

This form must be completed when:

- registering a new fleet;
- adding or deleting vehicles during a registration year
- adding a vehicle at fleet renewal
- adding a new weight group, as vehicles must be assigned to that weight group;
- requesting a plate replacement;
- requesting a cab card replacement.
- Replace vehicle (delete and add)
- Change vehicle (with or without fees)

This form must be completed for every transaction except adding jurisdictions, or changing a weight group's limits.

**1 Carrier Name:** The full legal name of the carrier requesting apportioned registration. Should read the same as Form 1.

**2 Account No.:** The five (5) digit assigned Ontario account number. Leave this space blank if applying for IRP registration for the first time. Should read the same as Form 1.

**3 Fleet RIN:** A nine-digit personal identification number assigned by the IRP Office. Should read the same as all the other forms.

**4 Sup No. (Supplement):** Use 000 for original or renewal application. Start with 001 on first supplement submitted within the registration year. Number each subsequent supplement consecutively.

**5 Fleet No.:** If more than one fleet is registered under the same company name, indicate which fleet # 001, 002, etc., this application refers to.

**6 Vehicle Transactions Codes:** Please select the correct transaction code from the list, based on the description below:

- **AVE (Add Vehicle)** - Used for a new fleet, adding a vehicle on to the fleet during the fleet year and adding a vehicle at fleet renewal.
- **RTG (Replace Plate)** - Used only for requesting a replacement plate for one that is lost/stolen/damaged.

- **RCC (Replace Cab Card)** - Used to request a new cab card for a unit.
- **DEV (Delete Vehicle)** - Used only for cancelling a vehicle from the fleet.
- **AXF (Delete Vehicle) Using Credit** - Used when transferring plates from one vehicle to another.
- **AXT (Add Vehicle) Using Credit** - Used when transferring plates from one vehicle to another and must be used along with the 'AXF'.
- **CWT (Wgt Group Change)** - Used when changing the weight group currently associated with a vehicle.
- **CVF (Change Veh w/Fees)** - Used when changing vehicle information on a unit where fees for any jurisdiction are applicable (e.g. empty weight change)
- **CVN (Change Veh w/No Fee)** - Used when changing vehicle information on a unit where Ontario fees are applicable (e.g. unit no. change).

**7 TXN Code:** Enter the correct transaction from the list of Vehicle Transaction Codes.

**8 VIN No. (Vehicle Identification Number):** The serial number of the vehicle being registered. All 1981 and newer vehicles must have seventeen (17) character serial numbers. You must record the complete serial number, not a partial number. Processing will be delayed on applications with incomplete serial numbers.

**9 Unit No.:** A number assigned to each vehicle by the carrier - it may have up to ten (10) characters.

**10 Vehicle Type:** The applicable vehicle abbreviation is to be entered. See Appendix A of the IRP Carrier Manual for diagrams.

- **TT = Truck Tractor** - A motor vehicle designed and used primarily for hauling other vehicles, but also constructed to carry a load other than a part of the weight of the vehicle and load so drawn.
- **TR = Truck** - A motor vehicle designed, used and maintained primarily for the transportation of goods.

**11 Truck Axles:** The number of axles on the truck/tractor/bus unit only.

**12 Combined Axles:** Total number of axles on truck and trailer for Quebec. Use the higher combination number if multiple trailers are used. For example, if a truck travels with a trailer of 2 axles and other times with a trailer of 3 axles, the 3 axles should be added to the truck's axles to get the combined axles.

**13 Purchase Price :** This applies to both owned and leased vehicles, if leased, use the capital cost of the vehicle at the time it was leased and you must include any cost of

accessories and/or modifications in Canadian funds, or U.S. funds if vehicle was purchased in U.S.

**NOTE:** Submit Bill of Sale if vehicle is owned/submit Lease Agreement if vehicle is leased (again, lease must show the capital cost of the vehicle).

**14 Purchase Date:** If a vehicle is owned, enter the month, day and year of purchase. If a vehicle is leased, enter the month, day and year that the lease started.

**15 Year:** The full year (i.e. 2005) of the vehicle model year being registered.

**16 Make:** The make of the vehicle being registered.

**17 Model:** The model of the vehicle being registered.

**18 Colour:** The primary colour of the vehicle

Colour	Code	Colour	Code
BEIGE	BGE	MAROON	MRN
BLACK	BLK	ORANGE	ONG
BLUE	BLU	PURPLE, LAVENDER, MAUVE	PLE
BROWN	BRN	PINK	PNK
BRONZE	BRZ	RED	RED
COPPER	CPR	SILVER, ALUMINUM, STAINLESS STEEL	SIL
CREAM, IVORY	CRM	TAN	TAN
GOLD	GLD	TURQUOISE	TRQ
GREEN	GRN	WHITE	WHI
GREY	GRY	YELLOW	YEL
MULTI-COLOURED	MLT		

**19 Fuel Type:** The applicable abbreviation for fuel is to be entered.

- **D** - Diesel
- **G** - Gasoline
- **L** - Liquid Propane

**20 Empty Weight Kg.:** The empty weight of the truck/tractor. Check the vehicle registration permit for this number.

**21 Weight Grp (Group):** Use a weight group number you have assigned on Form 3 that you want to have applied to the individual vehicle in this field. Do not enter an actual weight in this column.

**22 Plate:** Enter the plate that is currently on the vehicle. Do not enter out-of-province plate numbers.

**23 Bus Seats:** The maximum number of passengers that can be transported including the driver.

**24 Ontario Taxable amount: To be filled in if a vehicle transfer of ownership is taking place.** Enter the purchase amount on the bill of sale and include any cost of accessories and/or modifications in Canadian funds (or U.S. funds if purchased in the U.S.).

**25 RIN:** Please indicate the vehicle owner by registrant identification number (RIN) of the owner-operator or leasing company. If the owner-operator has a driver's license as a RIN, please provide.

**26 Owner/Operator or Lessor:** The name of the owner of the vehicle if different from the applicant.

**27 New Plate Yes/No:** Circle "Yes" if a new plate is required or "No" if a change of plate is not required. For those carriers with the computer generated forms, enter 'yes' or 'no' then delete or leave all other cells blank in this field.

**28 Replace PER / VAL:** Circle appropriate "PER" (Permit) or "VAL" (Valtag). When replacing Valtag only leave "TXN Code" field blank.

**Note:** The application form SR-LV-6 can also be used when requesting a replacement of a Vehicle Permit or a Valtag.

**Note:** Complete the following fields (IFTA No., Insurance Policy No.#, Insurance company and expiry date) only if it is different from the fleet Information on Form 1.

**29 IFTA No.:** Indicate the IFTA account number for this vehicle. This may be the case if an owner/operator is reporting directly to IFTA rather than using the carrier's IFTA account.

**30 Insurance Policy No.:** The insurance policy number for this vehicle.

**31 Insurance Company Name:** The insurance company name (not broker) as it appears on the policy of this vehicle.

**32 Expiry Date:** The expiry date of the insurance policy.

**33 Signature:** The application must be signed and dated by either the carrier or a person who is employed by the carrier or a consultant hired by the carrier. She/he is responsible for ensuring that the information listed on the application is correct.

**NOTE:** If the person signing the application is NOT the contact person and is employed by the carrier or is a consultant hired by the carrier, a letter giving authorization to the person signing the application must be included for our records



Ministry of Transportation  
 Program Development &  
 Evaluation Branch  
 145 Sir William Hearst Ave  
 Toronto ON M3M 0B6

### Established Place of Business and Residence Questionnaire

This form must be completed and supporting documentation provided prior to prorated registration or change of prorated registered physical address in accordance with IRP Plan, Sections 305.

#### Selection of Base Jurisdictions (Section 305)

The IRP agreement requires carriers to maintain an **Established Place of Business** or **Residence** in the jurisdiction where they base plate.

**Note: Please see page 2 for a list of acceptable supporting document and requirements**

#### 1. Established Place of Business

Means a physical structure, located within the base jurisdiction that is owned, leased or rented by the fleet registrant. This structure shall be designated by a street number or road location, where the fleet the applicant seeks to register under the Plan accrues distance, and where records of the fleet are maintained or can be made available.

- Post office box numbers are not allowed (Land location is required in rural areas, e.g. lot and concession).
- A person(s) in the permanent employment of the registrant conducting the fleet registrant's trucking related business.

If registering as an **Established Place of Business**, please complete the following questions:

1. What are your business hours?

2. Are the everyday operations conducted from this location?  
 Yes  No If no, where?

3. Provide the name of the contact person

Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Are trucks dispatched from this location?  
 Yes  No If no, where?

5. Are the operational records of the fleet located at this location?  
 Yes  No If no, where?

#### 2. Residence

An applicant that does not have an **Established Place of Business** in any Jurisdiction may designate as a base jurisdiction any member jurisdiction (i) where the applicant can demonstrate residence, (ii) where the fleet the applicant seeks to register under the Plan accrues distance, and (iii) where Records of the Fleet are maintained or can be made available.

#### 3. Both Established Place of Business and Residence applicants must complete the following section:

Have you previously been prorated?  
 Yes  No If yes, where?

Name of Company or Registrant (print)	Telephone Number
<input type="text"/>	<input type="text"/>

**Provide Address of Ontario Physical Location**

Unit Number	Street Number	Street Name	PO Box
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Town	Province	Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

I/we, the undersigned, do hereby certify, that the statements made herein are true and correct.

Signature of Registrant	Print Name	Date (yyyy/mm/dd)
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 4. Supporting Documents

You must include at least 3 of the following supporting documents for Residence or at least 2 for Established Place of Business, that display and match the Ontario physical address and name you are registering under:

- Ontario Articles of Incorporation or Master Business License
- A copy of the lease, mortgage or current Property Tax
- A copy of any utility bill (e.g. telephone, gas or hydro bill)
- Personal Income Tax Assessment (Can only be used for Residence)
- Ontario Driver's License (Can only be used for Residence)
- Valid Ontario Ownership for a vehicle owned by the registrant (Can only be used for Residence)
- Insurance Pink Slip or Bank Statement (Can only be used for Residence)

[Print Form](#)[Clear Form](#)

## 17 Appendix C: Regulatory Agencies

### Ontario

#### IRP Enquiries

IRP Program Office  
87 Sir William Hearst Ave, Room 142  
Toronto, Ontario  
M3M 0B4  
Email: [irp@ontario.ca](mailto:irp@ontario.ca)  
Telephone: (416) 235-3923  
Toll Free: 1-866-587-6770  
Fax: (416) 235-3924  
Toll Free: 1-866-587-6771

#### Commercial Vehicle Operator's Registration (CVOR)

Carrier Sanctions and Investigations Office  
301 St. Paul St., 3rd Floor  
St. Catharines, Ontario  
L2R 7R4  
Email: [cvor@ontario.ca](mailto:cvor@ontario.ca)  
Telephone: (416) 246-7166  
Fax: (905) 704-2525  
Toll Free: 1-800-387-7736 (Ontario and Quebec only)

**Sales Tax**

Ministry of Finance  
Tax Advisory Services Branch  
33 King Street West  
P.O. Box 623  
Oshawa, Ontario  
L1H 8H5  
Ontario Budget Hotline  
Telephone: 1-800-337-7222

**IFTA**

Ministry of Finance Client  
Services Branch IFTA  
Program  
33 King Street West  
PO Box 625  
Oshawa, ON L1H 8H9  
1 866 ONT-TAXS (1-866-668-8297)  
Fax: 905-433-5680

## Oversize-Overweight Permits

Carrier Sanctions and Investigations Office

301 St. Paul Street, 3rd Floor

St. Catharines, Ontario

L2R 7R4

To order, call:

1-800-387-7736 x6306 or (416) 246-7166 x6306 . Monday - Friday  
excluding holidays.

Email: [oo.permits.review@ontario.ca](mailto:oo.permits.review@ontario.ca)

Website: <https://www.ontario.ca/page/get-oversizeoverweight-permit>

## Single Trip Permits

You need a single trip permit if all of the following applies to you:

- you are a carrier, owner or operator
- you aren't registered under the International Fuel Tax Agreement
- you are making a trip between member jurisdictions

Website: <https://data.ontario.ca/dataset/single-trip-permit-agencies/resource/c53b8b6c-aa86-45c9-86ab-f6c94391dc35>

## 18 Appendix D: IRP Jurisdictions

For a complete listing of jurisdictional contact numbers for IRP, Oversize/Overweight, or other operating authorities, please visit the IRP Inc., web site at <http://www.irponline.org/Publications/Directory/> or contact your local IRP office or the IRP Program Office.

**NB:** To obtain information concerning a Motor Carrier Number (MC#), a Department of Transportation Number (DOT#) or information on compliance with Federal Motor Carrier Safety Regulations for travel into the US, call (703) 280-4001.

To obtain information regarding the US Federal Heavy Vehicle Use Tax Return contact:

Form 2290: <http://www.irs.gov/> or by calling (800) 829-3676

Online Filing available:

<https://www.irs.gov/forms-instructions>

## 19 Appendix E: Glossary Definitions

### AD VALOREM

“Ad Valorem” means a tax charged by some States in proportion to the estimated value of the vehicle

### ALLOCATION

“Allocation” means a system of registering a Fleet that operates in more than one Member Jurisdiction under which the Vehicles are fully registered in individual Member Jurisdictions in proportion to a measure of the presence or travel of the Fleet in each one, and under which the Vehicles so registered are granted Reciprocity in all the Member Jurisdictions in which any of the Vehicles of the Fleet is registered.

### APM

“APM” means the Audit Procedures Manual required to be maintained in Section 1000.

### APPLICANT

“Applicant” means a Person in whose name an application is filed for registration under the Plan.

### APPORTIONABLE FEE

“Apportionable Fee” means any periodic recurring fee or tax required for registering Vehicles, such as registration, license, or weight fees.

### APPORTIONABLE VEHICLE

“Apportionable Vehicle” means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

9 i) has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or (ii) has three or more Axles, regardless of weight, or (iii) is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A Recreational Vehicle, a Vehicle displaying Restricted Plates, a bus used in the transportation of chartered parties or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Truck or Truck Tractor, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401

kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the Registrant.

#### APPORTIONED VEHICLE

“Apportioned Vehicle” means an Apportionable Vehicle that has been registered under the Plan.

#### APPORTIONMENT PERCENTAGE

“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.

#### AUDIT

“Audit” means the physical examination of a Registrant’s Operational Records, including source documents, to verify the distances reported in the Registrant’s application for apportioned registration and the accuracy of the Registrant’s record-keeping system for its Fleet. Such an examination may be of multiple Fleets for multiple years.

#### AUXILIARY AXLE

“Auxiliary Axle” means an auxiliary undercarriage assembly with a fifth wheel and tow-bar used to convert a Semi-Trailer to a Trailer.

#### AXLE

“Axle” means an 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 Plan, an “Axle” is any such assembly whether or not it is load-bearing only part of the time.

#### BASE JURISDICTION

“Base Jurisdiction” means the Member Jurisdiction, selected in accordance with Section 305, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

#### BASE PLATE

“Base Plate” means the plate issued by the base jurisdiction and is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates shall

be identified by having “PRP” (for Prorate Plate) and the jurisdiction's name on the plate.

#### BOARD

“Board” means the Board of Directors of the Repository.

#### BUS

“Bus” means a motor vehicle designed to carry more than 10 passengers.

#### CAVR

“CAVR” stands for the Canadian Agreement on Vehicle Registration which was an agreement between Canadian jurisdictions for apportioning fees based on fleet distance travelled in each jurisdiction. (Effective April 1, 2001, CAVR rules no longer applies to vehicles weighing 11,793 kg or more.)

#### CAB CARD

“Cab Card” means an evidence of registration, other than a Plate, issued for an Apportioned Vehicle registered under the Plan by the Base Jurisdiction and carried in or on the identified vehicle.

#### CARRIER

“Carrier” means an individual, partnership, or corporation engaged in the business of transporting persons or goods.

“For-Hire Carrier” means any motor carrier that advertises to the general public to engage in the transportation by motor vehicle of goods or persons.

“Private Carrier” means a person, firm, or corporation that uses its own trucks to transport the private carriers’ own freight.

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

#### CHARTERED PARTY

“Chartered Party” means 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 covering a round trip from one or more points of origin to a single advertised destination.

#### COMBINATION OF VEHICLES

“Combination of Vehicles” means a Power Unit used in combination with one or more Trailers, Semi-Trailers, or Auxiliary Axles.

#### CREDENTIALS

“Credentials” means the Cab Card and Plate issued in accordance with the Plan.

#### ENFORCEMENT DATE

“Enforcement Date” means the date the Base Jurisdiction requires a Registrant to display the new Registration Year’s Credentials.

#### ESTABLISHED PLACE OF BUSINESS

“Established Place of Business” means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant’s or Registrant’s trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. Operational Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction. 16

#### EXCEPTION

“Exception” means a deviation from the Plan by a Member Jurisdiction, which has been approved by all Member Jurisdictions.

#### EXTENSION

“Extension” means a period of time from the expiration date or end of a Grace Period during which Registrants may operate on expired Credentials by reason of the inability of the Base Jurisdiction to provide current Credentials.

## FLEET

“Fleet” means one or more Apportionable Vehicles designated by a Registrant for distance reporting under the Plan.

## GRACE PERIOD

“Grace Period” means a period of time from the expiration of apportioned registration until the Enforcement Date for new Credentials.

## GROSS VEHICLE WEIGHT

“Gross Vehicle Weight” means the number of kilograms derived by adding the weights on all the axles of a commercial vehicle.

HST (Harmonized Sales Tax) - is a combined tax rate of 13 percent; the provincial portion at a rate of eight percent (same as the RST rate), and the federal portion of a rate of five percent (same as GST rate). It applies to vehicles being imported from out-of-province or outside Canada and the provincial portion of the HST may be administered at the vehicle registration counter.

## IN-JURISDICTION DISTANCE

“In-Jurisdiction Distance” means all of the distance operated during the Reporting Period or the distance estimated to be operated by a Fleet in a particular Member Jurisdiction for the Registration Year.

## INTERJURISDICTION MOVEMENT

“InterJurisdiction Movement” means Vehicle movement between or through two or more Jurisdictions.

## INTRAJURISDICTION MOVEMENT

“IntraJurisdiction Movement” means Vehicle movement from one point within a Jurisdiction to another point within the same Jurisdiction.

## IVDR

“IVDR” means 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

“Jurisdiction” means a country or a state, province, territory, possession, or federal district of a country.

## LEASE

“Lease” means a transaction evidenced by a written document in which a Lessor vests exclusive possession, control, and responsibility for the operation of a Vehicle in a Lessee for a specific term. A long-term Lease is for a period of 30 calendar days or more. A short-term Lease is for a period of less than 30 calendar days.

## LESSEE

“Lessee” means a Person that is authorized to have exclusive possession and control of a Vehicle owned by another under terms of a Lease agreement.

## LESSOR

“Lessor” means a Person that, under the terms of a Lease agreement, authorizes another Person to have exclusive possession, control of, and responsibility for the operation of a Vehicle.

## MEMBER JURISDICTION

“Member Jurisdiction” means a Jurisdiction that has applied and has been approved for membership in the Plan in accordance with Section 1100 of the Plan.

## MOTOR VEHICLE

“Motor Vehicle” means a Vehicle which is self-propelled by power other than muscular power and which does not move on rail.

## OPERATIONAL RECORDS

“Operational Records” means source documents that evidence distance traveled by a Fleet in each Member Jurisdiction, such as fuel reports, trip sheets, and driver logs, including those which may be generated through on-board recording devices and maintained electronically, as required by the APM.

## PERSON

“Person” means a natural person or business entity such as a corporation, partnership, or limited liability company.

## PLATE

“Plate” means the license plate, including renewal decals, if any, issued for a Vehicle registered under the Plan by the Base Jurisdiction.

## POOL

“Pool,” with respect to motor bus operations, means an agreement or combination among motor carriers of passengers, with the approval of the U.S. Department of Transportation or relevant Provincial authority, to combine or divide traffic, services, or any part of their earnings.

## POWER UNIT

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

## PROPERLY REGISTERED VEHICLE

“Properly Registered Vehicle” means a Vehicle which has been registered in full compliance with the laws of all Jurisdictions in which it is intended to operate.

## PURCHASE PRICE

“Purchase Price” means the full amount paid by the current owner to the seller to obtain full title to the vehicle, including documentation, accessories, service; any other charges that were incurred to complete the sale; and the cost of capital modifications made to the vehicle within 30 days of the vehicle's acquisition date; but does not include retail sales taxes.

## RECIPROCITY

“Reciprocity” means the reciprocal grant by one Jurisdiction of operating rights or privileges to Properly Registered Vehicles registered by another Jurisdiction, especially but not exclusively including privileges generally conferred by Vehicle registration.

## RECIPROCITY AGREEMENT

“Reciprocity Agreement” means an agreement, arrangement, or understanding between two or more Jurisdictions under which each of the participating Jurisdictions grants reciprocal rights or privileges to Properly Registered Vehicles that are registered under the laws of other participating Jurisdictions.

## RECORDS

“Record” means information created, received, and maintained as evidence by an organization or person in the transaction of business, or in the pursuance of legal obligations, regardless of the media.

## RECORDS REVIEW

“Records Review” means an evaluation of a Registrant's distance accounting system and internal controls to assess the Registrant's compliance with the requirements of the

Plan. Unlike an Audit, a Records Review focuses only on the adequacy of the internal controls and the record-keeping system; it may be limited in scope to less than a full Registration Year; it may be conducted before the Registrant's first registration renewal; and it does not result in any fee adjustments.

#### RECREATIONAL VEHICLE

"Recreational Vehicle" means a Vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavor.

#### REGISTRANT

"Registrant" means a Person in whose name a Properly Registered Vehicle is registered.

#### REGISTRATION YEAR

"Registration Year" means the twelve-month period during which, under the laws of the Base Jurisdiction, the registration issued to a Registrant by the Base Jurisdiction is valid.

#### RENTAL FLEET

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

#### RENTAL OWNER

"Rental Owner" means someone who rents Vehicles to others with or without drivers.

#### RENTAL VEHICLE

"Rental Vehicle" means a Vehicle of a Rental Fleet.

#### REPORTING PERIOD

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

The following table is provided for illustration purposes:

If the first month of Registration Year is:	The Reporting Period is:
January, 2024	July 1, 2022 - June 30, 2023

<b>If the first month of Registration Year is:</b>	<b>The Reporting Period is:</b>
February, 2024	July 1, 2022 - June 30, 2023
March, 2024	July 1, 2022 - June 30, 2023
April, 2024	July 1, 2022 - June 30, 2023
May, 2024	July 1, 2022 - June 30, 2023
June, 2024	July 1, 2022 - June 30, 2023
July, 2024	July 1, 2022 - June 30, 2023
August, 2024	July 1, 2022 - June 30, 2023
September, 2024	July 1, 2022 - June 30, 2023
October, 2024	July 1, 2023 - June 30, 2024
November, 2024	July 1, 2023 - June 30, 2024
December, 2024	July 1, 2023 - June 30, 2024

## REPOSITORY

“Repository” means the entity designated as such in Section 1300 of the IRP Plan.

## RESIDENCE

“Residence” means the status of an Applicant or a Registrant as a resident of a Member Jurisdiction.

## RESTRICTED PLATE

“Restricted Plate” means 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.

### RST (Retail Sales Tax)

Tax at a rate of 13% applied on private sale of motor vehicles at the vehicle registration counter.

### SEMI-TRAILER

“Semi-Trailer” means a Vehicle without motor power that is designed to be drawn by a Motor Vehicle and is constructed so that a part of its weight rests upon or is carried by a towing Vehicle.

### SERVICE REPRESENTATIVE

“Service Representative” means a Person that furnishes facilities and services, including sales, warehousing, motorized equipment, and drivers under contract or other arrangement to a motor carrier for the transportation of household goods.

### TARE WEIGHT (UNLADEN)

“Tare Weight (Unladen Weight)” means the actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.

### TEMPORARY PERMIT

“Temporary Permit” is referred to as a 'Special Permit' and grants any person with a valid driver's licence permission to operate an unlicensed motor vehicle or trailer on a highway. For commercial carriers, the trip permit is a temporary permit issued by the jurisdiction of Ontario in lieu of regular apportioned licence plates and cab card.

### TOTAL DISTANCE

“Total Distance” means all distance, including that accrued on Trip Permits, operated by a Fleet of Apportioned Vehicles in all Member Jurisdictions during the Reporting Period.

### TRACTOR

“Tractor” means a motor Vehicle designed and used primarily for drawing other Vehicles, but not so constructed as to carry a load other than part of the weight of the Vehicle and load so drawn.

### TRAILER

“Trailer” means a Vehicle without motor power, designed to be drawn by a Motor Vehicle and so constructed that no part of its weight or that of its load rests upon or is carried by the towing Vehicle.

**TRIP PERMIT**

“Trip Permit” means a permit issued by a Member Jurisdiction in lieu of apportioned or full registration.

**TRUCK**

“Truck” means a Power Unit designed, used, or maintained primarily for the transportation of property.

**TRUCK TRACTOR**

“Truck Tractor” means a Motor Vehicle designed and used primarily for drawing other Vehicles, but so constructed as to carry a load other than a part of the weight of the Vehicle and load so drawn.

**VEHICLE**

“Vehicle” means a device used to transport persons or property on a highway but does not include devices moved by human power or used exclusively upon rails or tracks.