

Apportioned Registration

Instruction Manual

Pennsylvania Department of Transportation
Bureau of Motor Vehicles
Commercial Registration Section

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APPORTIONED REGISTRATION MANUAL

PURPOSE

This manual has been prepared as a guide to securing apportioned registration in Pennsylvania and should provide the basic information needed when preparing applications for annual registration. The contents are not intended to cover every unique situation that may arise.

Without prior notice, it may not be possible to process an application completely on the day it is presented. However, assistance in preparing forms or requests for information will be provided to those who come to or telephone the office.

Office Location

- Mailing Address - Bureau of Motor Vehicles
P.O. Box 68286
Harrisburg, PA 17106-8286
- Office Location - Commercial Registration Section
Riverfront Office Center, 1st Floor
1101 South Front Street
Harrisburg, PA 17104

Office hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday. Our office is closed Saturday, Sunday and all official State holidays.

- If calling within Pennsylvania 1-800-932-4600
- If calling from out-of-state 717-412-5300

APPORTIONED REGISTRATION SUMMARY

The International Registration Plan (IRP) is an agreement providing for registration reciprocity among member jurisdictions of the United States, District of Columbia and Canadian Provinces. The unique feature of the Plan is that, even though apportionable fees are paid to the various jurisdictions in which vehicles of a fleet are operated, the only plate and cab card issued for each fleet vehicle is by the base jurisdiction. The Plan provides for payment of apportionable fees on the basis of the proportion of total distance operated in all jurisdictions by the fleet of which a vehicle is part.

A fleet vehicle is called an apportionable vehicle in the Plan, and such a vehicle, when registered under the Plan and so far as registration is concerned, may be operated both between member jurisdictions and within any single jurisdiction for which it is so registered.

The purpose of the IRP program to promote and encourage the fullest possible use of the highway system by authorizing the apportioned registration of fleets of vehicles and the recognition of apportioned registered vehicles in other jurisdictions, thus contributing to the economic and social development and growth of each jurisdiction.

IRP Member Jurisdictions

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

Under the IRP, all member jurisdictions:

- Accept a single registration plate, issued by a base jurisdiction (Pennsylvania, for example),
- Accept a single registration card (cab card) issued by a base jurisdiction and
- Allow registrants to travel both interstate and intrastate jurisdictionally. (Intrastate travel is subject to the terms of the operating authority issued by each jurisdiction.)

Apportioned registration does not:

- Waive or exempt a truck operator from obtaining authority from any State/Province in which the apportioned vehicle travels (either inter or intra); or
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA); or
- Waive or exempt the payment or reporting of other taxes (income tax, sales tax, etc.); or
- Allow registrants to exceed the maximum length, width, height or axle limitations; or
- Waive or exempt the payment or reporting of the Federal Heavy Vehicle Use Tax (Form 2290); or

- Exempt a carrier from filing the necessary proof of liability coverage in each State/Province where required.
- Exempt a carrier from filing for the corporation, excise, or other Federal, State, or Local taxes.

How IRP Fees Are Determined

Registration fees are calculated according to each jurisdiction's specific registration schedules. The fees are forwarded to the other IRP jurisdictions according to those jurisdictions' schedules and are factored, variously, based on:

- Percentage of distance traveled in each jurisdiction
- Vehicle identification information,
- Maximum weight, and,
- Value, age, unladen weight, etc. (In some jurisdictions)

For example: An 80,000 lbs. truck-tractor based in Pennsylvania and operates in Maryland, Delaware and New Jersey. The total preceding year distance for this tractor was 100,000 miles with exactly 25,000 miles in each jurisdiction. The registration fees will be computed as follows:

	Jurisdiction	Percent		Full Year Fees		Apportion
	<u>Distance</u>	<u>of Total</u>	<u>X</u>	(By Jurisdiction)	=	<u>Fees</u>
				<u>80,000 lbs.</u>	=	
Pennsylvania	25,000	25%	X	\$ 2244.00	=	\$ 561.00
Maryland	25,000	25%	X	\$ 1800.00	=	\$ 450.00
Delaware	25,000	25%	X	\$ 1390.00	=	\$ 347.50
New Jersey	25,000	25%	X	\$ 1223.00	=	\$ 305.75
TOTAL	100,000	100%			=	\$1664.25

Distance costs and registration fees depicted in the table above are examples only. Please do not use them on your application.

In the event that supplemental applications are filed, the same distance percentages determined from the original application or renewal application for each fleet, as outlined herein, shall be applicable for the remainder of the registration year. **Exception:** The distance percentages for an existing fleet may be recalculated when it is the result of an audit of the carrier's apportioned registration records.

Full Reciprocity Plan (FRP)

The IRP adopted the Full Reciprocity Plan (FRP) effective January 1, 2015. As a result, the trucking industry now has greater flexibility since apportioned registrants have access to operate in all 59 IRP jurisdictions.

FRP eliminated the first and second year estimate distances and the calculations used to determine jurisdictional fees. Now the registrant only reports their actual distance traveled in each jurisdiction annually. The registrant will only pay registration fees to the jurisdictions where distance was reported, however the apportioned registration "cab card" lists all 59 U.S. and Canadian IRP jurisdictions for immediate travel. Apportioned registrants are no longer required to obtain trip permits for jurisdictions that did not appear on their cab card.

New fleets created will pay fees to all 59 jurisdictions in their initial year based on the standardized Average Per Vehicle Distance (APVD) Chart. The APVD Chart is only used when new fleets are established that do not have any previous distance to report. Each year thereafter, the carrier will report and registration fees will be calculated based on the actual distance traveled. FRP will eliminate the need to add jurisdictions to the apportioned account. It will also eliminate the over "100 percent" fee calculation used when adding jurisdictions. Apportioned IRP registrants will not need trip permits as each IRP jurisdiction will be on the registration card.

VEHICLES REQUIRING APPORTIONED REGISTRATION

You must register your vehicle(s) apportionately if the vehicle(s) travels or is intended for travel in two or more of the member jurisdictions and:

- is used for the transportation of persons for hire or is designed, used, or maintained primarily for the transportation of property, and
- is a power unit having a gross or registered weight in excess of 26,000 pounds, or
- is a power unit having three or more axles regardless of weight, or
- is used in combination when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Vehicles or combinations, having a gross vehicle weight of 26,000 pounds or less and two axle vehicles, may be apportioned at the option of the registrant.

EXEMPTIONS

The following vehicles are exempt from the apportioned registration program:

1. Government-owned vehicles.
2. City pick-up and delivery vehicles.
3. Recreational vehicles (defined as a vehicle used for personal pleasure or travel by an individual or family).
4. Vehicles operating with a restricted plate.

DEFINITIONS

ALLOCATION - 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 - the IRP Audit Procedures Manual.

APPLICANT - a person in whose name an application is filed for registration.

APPORTIONABLE FEE - any periodic recurring fee or tax required for registering vehicles, such as registration, license, or weight fees published by participating jurisdictions and used to calculate the total fees assessed and remitted by a registrant's base jurisdiction.

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

- (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 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, nevertheless may be registered under the plan at the option of the registrant.

APPORTIONMENT PERCENTAGE - 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 - 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 - an auxiliary undercarriage assembly with a fifth wheel and tow-bar used to convert a semi-trailer to a trailer.

AXLE - 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 - the member jurisdiction, which the applicant applies for apportioned registration under the Plan or the member jurisdiction that issues apportioned registration to a registrant under the Plan.

BASE PLATE - the plate issued by the base jurisdiction and the only registration identification plate issued for the vehicle by any member jurisdiction. Apportioned plates shall be identified by having the word "APPORTIONED" and the jurisdiction's name on the plate.

BUS - vehicle designed for carrying more than nine passengers and used for the transportation of persons.

CAB CARD - an evidence of registration, other than a plate, issued for an apportioned vehicle registered by the base jurisdiction and carried in or on the identified vehicle.

CARRIER - an individual, partnership, or corporation engaged in the business of transporting goods or persons.

COMBINATION OF VEHICLES - a power unit used in combination with one or more trailers, semi-trailers, or auxiliary axles.

COMMERCIAL VEHICLE - any vehicle operated for the transportation of persons or property in furtherance of any commercial or industrial enterprises, for hire or not for hire.

COMMON CARRIER - any motor carrier which lends its services out to the general public, engaged in the transportation of passengers or property for compensation.

CONTRACT CARRIER - any motor carrier transporting persons or property for compensation or hire under contract to a particular person for compensation.

CREDENTIALS - evidence of registration, including the cab card, weight class sticker, and/or temporary evidence of apportioned registration (TEAR) permit.

DEADHEAD - to operate a commercial vehicle from one point to another without transporting any type of cargo.

DISTANCE -

IN-JURISDICTION DISTANCE - the total distance operated by a fleet of apportioned registered vehicles in a specific jurisdiction during the preceding year.

TOTAL DISTANCE - the total distance operated by a fleet of apportioned registered vehicles in all jurisdictions during the preceding year.

ENFORCEMENT DATE - the date the base jurisdiction requires a registrant to display the new registration year's credentials.

ESTABLISHED PLACE OF BUSINESS - 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. 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 the Plan, Section 1035). 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.

EXTENSION - 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.

FIFTH WHEEL - device used to connect a truck tractor or converter dolly to a semi-trailer.

FLEET - one or more apportionable vehicles designated by a registrant for distance reporting under the Plan. All vehicles within an IRP fleet have the same registration expiry date. A registrant may be allowed to establish multiple fleets for an IRP account.

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

HEAVY VEHICLE USE TAX (H.V.U.T.) - annual federal highway use tax paid to the Federal Internal Revenue Service (IRS) on vehicles operating on public highways at a gross weight of 55,000 lbs. and greater. Proof of tax payment or exemption receipt is required to be produced at the time of registration.

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

IN-JURISDICTION DISTANCE - all of the distance operated during the reporting period or the distance estimated to be operated by a fleet in a particular jurisdiction for the registration year.

INTERJURISDICTION MOVEMENT - vehicle movement between or through two or more jurisdictions.

INTERNATIONAL REGISTRATION PLAN (IRP) – the International Registration Plan is a registration reciprocity agreement among states of the United States, the District of Columbia and provinces of Canada providing for payment of license fees on the basis of fleet distance operated in various jurisdictions.

INTRAJURISDICTION MOVEMENT - vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

JURISDICTION - a country or a state, province, territory, possession, or federal district of a country.

LEASE - 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 - person that is authorized to have exclusive possession and control of a vehicle owned by another under terms of a lease agreement.

LESSOR - 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 - a jurisdiction that has applied and has been approved for membership in the IRP.

MOTOR CARRIER - an individual, partnership, or corporation engaged in the business of transporting goods or persons.

MOTOR CARRIER VEHICLES - A motor carrier vehicle is defined as a truck, truck tractor or combination vehicle having a gross vehicle weight rating, gross combination weight rating, registered gross weight, registered combination weight or actual gross weight of 17,001 pounds or more; or a truck, truck tractor or combination vehicle engaged in interstate commerce and having a gross vehicle weight rating, gross combination weight rating, registered gross weight, registered combination weight or actual gross weight of 10,001 pounds or more.

MOTOR VEHICLE - vehicle which is self-propelled by except an electric personal assistance mobility device or a vehicle which is propelled solely by human power or by electric power obtained from overhead trolley wires, but not operated upon rails.

PERSON - a natural person or business entity such as a corporation, partnership, or limited liability company.

PLATE - the registration plate, if any, issued for a vehicle registered under the plan by the base jurisdiction.

POOL - with respect to motor bus operations, 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 - a motor vehicle (but not including an automobile or motorcycle), as distinguished from a trailer, semi-trailer, or an auxiliary axle.

PROPERLY REGISTERED VEHICLE - a vehicle which has been registered in full compliance with the laws of all jurisdictions in which it is intended to operate.

RECIPROCITY - 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 - 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.

RECIPROCITY DISTANCE - the distance traveled by apportionable vehicles in jurisdictions which are not member jurisdictions and which grant reciprocity without charge.

RECREATIONAL VEHICLE - a vehicle used for personal pleasure or personal travel and not in connection with any commercial endeavor. The term "Recreational Vehicle" refers to vehicles such as campers, house trailers, motor homes, and mobile homes when used exclusively for personal pleasure and travel by an individual and his family. In order to qualify as a recreational vehicle, the vehicle must not be used in connection with any business endeavor.

REGISTERED WEIGHT - weight for which a vehicle or combination of vehicles have been licensed or registered within a particular jurisdiction.

REGISTRANT - person in whose name a properly registered vehicle is registered.

REGISTRATION YEAR - 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 - vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

RENTAL OWNER - someone who rents vehicles to others with or without drivers.

RENTAL VEHICLE - vehicle of a rental fleet.

REPORTING PERIOD - 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. Pennsylvania has an annual registration period that begins on June 1st and expires May 30th.

The following table is provided for illustration purposes:

Registration Year	Reporting Period
June 1, 2016	July 1, 2014 – June 30, 2015
June 1, 2017	July 1, 2015 – June 30, 2016
June 1, 2018	July 1, 2016 – June 30, 2017

RESIDENCE - person or business entity that has an established place of business where the vehicle(s) is registered.

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

SEMI-TRAILER - 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 - 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.

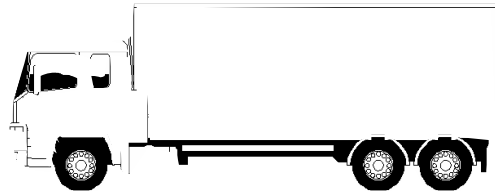
TOTAL DISTANCE - all distance operated by a feet of apportioned vehicles. Total distance includes the full distance traveled in all vehicle movements, both interjurisdictional and intrajurisdictional, and including loaded, empty, deadhead, and bobtail distance. Distance traveled by a vehicle while under a trip lease shall be considered to have been traveled by the lessor's fleet.

TRAILER - 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.

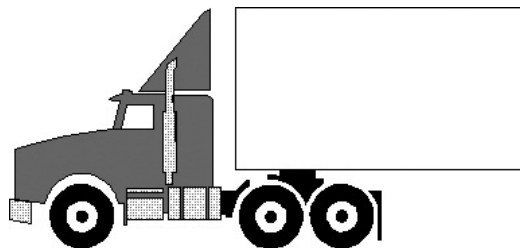
TRIP PERMIT - a permit issued by a member jurisdiction in lieu of apportioned or full registration.

TRIP RECORD - evidence documented of all intrastate and interstate vehicle movement is used as a source document to verify the registrant's reported distance. The trip record must contain the information set forth in the Audit Process Manual (APM).

TRUCK (TK) - a power unit designed, used, or maintained primarily for the transportation of property.



TRUCK TRACTOR (TT) - a motor vehicle designed and used primarily for drawing other vehicles, and not so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.



UNIFIED CARRIER REGISTRATION (U.C.R.) – program overseen by the Pennsylvania Public Utility Commission requires motor carriers (including for-hire, private and exempt motor carriers), leasing companies, freight forwarders, and brokers that operate in interstate commerce to register with the program and pay a fee based on the type of business operated. The UCR Act is not applicable to businesses whose operations are wholly intrastate.

UNLADEN VEHICLE HUNTER PERMIT – a temporary registration permit that may not exceed the vehicle or combination of vehicle's registered unladen (empty) weight.

U.S. DOT NUMBER (USDOT) - Motor carrier registrants that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with the FMCSA and must have a USDOT Number. Also, commercial intrastate hazardous materials carriers who haul quantities requiring a safety permit must register for a USDOT Number. The USDOT Number serves as a unique identifier when collecting and monitoring a company's safety information acquired during audits, compliance reviews, crash investigations, and inspections.

UTILITY TRAILER - full trailer or semi-trailer constructed solely for the purpose of carrying property and not to exceed 6,000 lbs., declared gross vehicle weight.

VEHICLE - 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.

TYPES OF OPERATIONS

OWNER - OPERATOR VEHICLES

For-Hire Carrier - A carrier that is an individual or entity that engages in transportation by motor vehicle of passengers, commodities, or property for compensation.

Common Carrier - A carrier who transports by offering themselves for hire to transport passengers or property by motor vehicle upon public highways.

Contract Carrier - A carrier that is a For Hire interstate operator that offers transportation services to certain shippers under contracts.

Private Carrier - An individual or entity that uses their trucks to transport their freight.

Owner-Operators - An Owner-operator who leases their vehicle(s) may register in either one of two ways:

- **The owner-operator may be the registrant** - The vehicle(s) will be titled and registered in the name of the owner operator. The apportioned plate(s) will be the property of the owner-operator. The owner-operator will be responsible for registration of such vehicles(s) and for establishing and maintaining mileage records and making records available for audit.
- **The carrier (lessee) may be the registrant** - The vehicle(s) will be registered in the name of both the carrier as lessee and the owner-operator as lessor. The apportioned plate(s) will be the property of the registrant (lessee-carrier). The lessee-carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining mileage records and making records available for audit.

Household Goods Carriers

a) Equipment Leased From Service Representative

Household Goods Carriers using equipment leased from service representatives may elect to base that equipment in either the Base Jurisdiction of the service representative or that of the carrier.

If the Base Jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name and the Household Goods Carrier shall be shown as lessee. The apportionment of fees shall be according to the combined mileage records of the service representative and the carrier. Such records must be kept or made available in the service representative's Base Jurisdiction.

If the Base Jurisdiction of the household goods carrier is selected, equipment shall be registered in the name of the carrier and that of the service representative as lessor. The apportionment of fees shall be according to the combined mileage records of the carrier and those of the service representative. Such records must be kept or made available in the Household Goods Carrier's Base Jurisdiction.

b) Owner-Operator Leased Equipment

For equipment owned and operated by owner-operators other than service representatives, and used exclusively to transport cargo for the Household Goods Carrier, the equipment shall be registered by the carrier in the Base Jurisdiction of the carrier, but in both the owner-operator's name as lessor, and that of the carrier's as lessee, with the apportionment of fees according to the records of the carrier.

Rental Vehicles

The IRP specifically provides for the registration of various types of rental fleets. Rental fleets owned by any person or firm engaging in the business of renting vehicles with or without drivers for valuable consideration for a specific period of time shall be extended full interstate or intrastate privileges providing that:

- Such person has received either the appropriate operating authority or approval from the jurisdiction to apportion such rental; 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 that 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:

a) Rental Definitions

For 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 that are rented or offered for rental without drivers and designated by a rental owner as a rental fleet.
- Rental Vehicle - a vehicle of a rental fleet.
- Renting and Leasing - the giving of possession and control of a vehicle for valuable consideration for a specified period of time.
- Rental Transaction - for the rental of a vehicle, this shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

b) One-Way Vehicles

Trucks of less than 26,000 pounds (11,800 kilograms) gross Vehicle weight operated as part of an identifiable one-way fleet will allocate and fully plate vehicles to the respective jurisdictions based on the fleet mileage factor. All trucks of such one-way fleets so qualified will be allowed to perform both interstate and intrastate movements in all jurisdictions. These vehicles must also meet all specific requirements for intrastate and interstate travel.

20 DAY UNLADEN WEIGHT HUNTER PERMIT

Pennsylvania will provide a means of temporary registration for owner-operators not operating as a lessor. Such registration is a restricted permit issued for a registered gross weight not in excess of the empty weight of the vehicle.

An owner-operator may apply for a 20-day unladen vehicle hunter permit by submitting Form MV-585 (with appropriate fee) to the Commercial Registration Section or by purchasing the permit from the lessee or permit agent. (Not all lessees carry these permits.)

TRIP PERMITS

Pennsylvania non-apportioned commercial motor vehicles that have a bus or truck plate may be required to obtain a trip permit. These non-apportioned base-plated vehicles may be used in interstate travel provided appropriate temporary registration credentials are issued.

Pennsylvania non-apportioned commercial motor vehicles must obtain a trip permit from each jurisdiction where travel is intended. Each jurisdiction should be contacted for fees and permit timeframes.

Pennsylvania also requires out-of-state non-apportioned commercial motor vehicles to obtain a trip permit prior to entering this Commonwealth. Pennsylvania offers a list of approved permit agencies who issue trip permits. Pennsylvania non-apportioned commercial motor vehicle may inquire the permit services on our website as many of these permit agencies also provide temporary permits for other jurisdictions. Permit Agencies may be identified by visiting the PennDOT website at www.dmv.pa.gov.

BUSES

Buses used to perform interstate charter service that meet the definition of an Apportionable Vehicle are required to obtain apportioned registration or a 72-Hour Trip Permit in each jurisdiction where travel is planned prior to entering that jurisdiction.

School buses or other non-profit organization vehicles with bus plates are not required to maintain apportioned registration. However, if the bus is used in charter operations any time during the registration period, the bus would be subject to either IRP or trip permit requirements.

Additional bus plate information may be found on the "Bus, School Vehicle, Limousine, Taxi Registration" Fact Sheet found on our website at www.dmv.pa.gov.

APPLICATIONS

GENERAL INFORMATION

Supplemental apportioned registration forms are available from the Bureau of Motor Vehicles, Commercial Registration Section, P.O. Box 68286, Harrisburg, PA 17106-8286.

The Pennsylvania apportioned truck registration period begins June 1 and ends May 31 annually. To ensure processing and receipt of registration credentials by June, apportioned renewal invitations are mailed in February. We recommend the registrant/applicant validate and complete the renewal application and return it to PennDOT no later than the second week in March.

It is the applicant's responsibility provide account and vehicle information for the fleet. Missing or inaccurate information may delay completion of the registration process.

Renewal applications are processed by date order when the application is received in the Commercial Registration Section.

ADDITIONAL REQUIREMENTS

INTERNAL REVENUE SERVICE (IRS) HEAVY VEHICLE USE TAX (HVUT) is imposed only on highway motor vehicles which have a taxable gross weight or combination weight of at least 55,000 pounds. An exemption from the tax is provided for vehicles that will not be used for more than 5,000 miles on public highways during any taxable period and to agricultural vehicles not used for more than 7,500 miles on public highways during any taxable period.

Federal regulations require all states to verify payment of, or exemption from the tax before issuing or renewing vehicle registrations. Owners of vehicles purchased less than 60 days are not required to provide proof of tax payment at the time of registration. However, this is not an exemption from actual payment of the tax.

A registrant of an affected vehicle must submit a proof of payment receipt from the IRS. A copy of IRS Form 2290, Schedule 1 E-File receipt or a Schedule 1 stamped paid by the Internal Revenue Service (IRS) are acceptable proof of tax payment to be included with title/registration applications if the vehicle has been owned for more than 60 days. Additional information regarding the IRS Heavy Vehicle Use Tax may be obtained at www.irs.gov.

1. FINANCIAL RESPONSIBILITY "Full Liability" insurance as required by Pennsylvania law must be maintained continuously throughout the registration year for all vehicles operating on Pennsylvania highways.
2. CERTIFICATE OF TITLE - The owner or lessor shall hold in his or her name a negotiable Pennsylvania Certificate of Title or a negotiable title issued by another jurisdiction for each vehicle. If the registration of the vehicle has not been previously apportioned in the applicant's name and the vehicle is titled in a jurisdiction other than Pennsylvania, a photocopy of the title must be included with the registration application. When a fleet vehicle is not currently titled in Pennsylvania or another jurisdiction, the owner or lessor shall secure the title from another jurisdiction or make application for Pennsylvania title using the prescribed form MV-1. These applications may be obtained from a tag agency or an authorized notary public. Return the completed forms along with all other papers necessary to secure apportioned registration.

NEW VEHICLES: Include the Manufacturers Certificate of Origin indicating the empty weight of the vehicle and a tracing of the VIN plate and GVWR plate. Mileage should be indicated on the Certificate of Origin or on the "Odometer Reading" form, for vehicles under 16,000 pounds. Sales tax of six percent (6%) must be paid unless vehicle is exempt from the tax, 7% if resident of Allegheny County and 8% if resident of the City of Philadelphia.

USED VEHICLES: Include the outstanding negotiable title properly executed showing the empty weight of the vehicle. List the mileage at the time of sale on the title and on the MV-1 form. Sales tax of six percent (6%) must be paid unless vehicle is exempt from tax, 7% if resident of Allegheny County and 8% if resident of the City of Philadelphia.

LEASED VEHICLES: The lessee shall not be issued a title in his or her name, however if the lessor of a vehicle is holding Certificate of Title issued by another jurisdiction, the lessee shall provide the Commercial Registration Section with a photocopy of the title to verify the lessor's ownership of the vehicle.

UNITES STATES DEPARTMENT OF TRANSPORTATION (USDOT) NUMBER. All motor carriers operating a commercial motor vehicle in interstate or foreign commerce must be assigned and display a USDOT Number before interstate operations begin. This includes all interstate private, exempt, for hire and

passenger motor carriers. Motor Carriers operating intrastate transporting any placarded hazardous materials must also comply.

The MCS-150 application may be obtained from the U.S. Department of Transportation at: <http://www.fmcs.dot.gov/documents/forms/MCS-150.pdf>.

SOLD OR JUNKED VEHICLES

When a vehicle is sold, junked or destroyed, the registration plate must be removed from the vehicle. Form MV-552A, Supplemental Apportioned Application must be filed with the Commercial Registration Section.

SUPPLEMENTAL APPLICATION

ADDITIONS AND DELETIONS

After the renewal supplement has been paid, vehicles may be added or deleted or weights may be changed by filing a supplemental application form in the same manner as the original.

Registration fees for supplemental applications are calculated from the date of application, lease or TEAR has been issued. When a supplemental application is filed to add a unit and delete a similar unit, the registration fees will be transferred from the deleted unit to the added unit for the proper fees.

The registration fees may be transferred from a deleted vehicle to the added vehicle, if the deleted vehicle was sold or destroyed or if the long-term lease on the vehicle is being terminated on or before the date the replacement vehicle was acquired by the registrant.

If a vehicle is deleted, the registration may be transferred to another vehicle within the fleet; however, no refund will be made where a vehicle is deleted and there is no replacement vehicle to which the registration can be transferred. The transfer of the plate may be completed any time during the current registration year.

Apportioned registration may be transferred from one fleet to another existing fleet of the same carrier. Credit will be allowed for the Pennsylvania fees paid on a specified unit. If additional fees are due, a billing notice will be sent for the remaining fees due.

Some jurisdictions do not allow transfer credit. If the vehicle added has a higher gross weight than the vehicle removed from the fleet, additional registration fees will be due. A transfer fee will also be charged. (Refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees". This form may be found on our website at www.dmv.pa.gov.) The new vehicle CANNOT be operated on the transferred registration plate until the new cab card is on the vehicle except if a temporary permit is issued.

An application for a lost registration plate may be accepted when a transfer is being made by supplemental application and credit on the vehicle cannot be transferred.

Multiple transactions cannot be combined into one supplemental application. A separate supplemental form must be used:

1. To show deletions.
2. To show additions.
3. To show even transfer (one vehicle being added for a vehicle being deleted).
4. For increasing and decreasing weights.
5. To transfer and change weight.
6. To correct or change a lessor, VIN, year, make, etc.

TEMPORARY AUTHORIZATION AGENT

A Temporary Authority (TA) Agent is a private business under contract with the Pennsylvania Department of Transportation who is responsible for collecting apportioned applications and fees and issues a Temporary Evidence of Apportioned Registration (TEAR). TA Agents are located throughout Pennsylvania. A specific location can be found by searching on the Department's website by county or zip code.

Agents are responsible for validating the applicant's information to ensure all of the apportioned registration requirements have been collected and validated. Upon validation of the registration information the agent shall collect the appropriate fees based on the total distance travelled in each jurisdiction and the weight or seats of the vehicle. The agent will then issue the applicant a TEAR for each vehicle. The agent is responsible for submitting the original documents to the Commercial Registration Section for processing.

Agents and customers should be aware if a TEAR was requested or written in error, and is not used, the applicant must return the TA to the issuing TA Agent immediately. The TA Agent must return all of the registration information and all of the TEAR registration portions except the agent's copy to the Commercial Registration Section within 5 days. If the application information and the TEAR are not returned to the Commercial Registration Section within this time frame the applicant shall be responsible for all of the apportioned fees due.

Customers using a TA Agency may be required to provide the agent the following information as part of the application process.

- Vehicle title or Manufactures Certificate of Origin (MCO)
- Sales Tax or Sales Tax Exemption documentation
- Power of Attorney (must be current and define all entities as needed)
- Financial Responsibility (full liability insurance)
- Applicants Federal Employer Identification Number (FEIN, EIN) & USDOT Number
- Lease Agreement (Including names as part of the lease, term of lease at least 30-days, VIN, EIN & USDOT)
- 3 Identifying documents which establishes a place of business in Pennsylvania (required to establish a new fleet account or change of address)
- Certified payment to the Commonwealth of Pennsylvania

PAYMENT PROCESSING

BILLING

It is the registrant's responsibility to examine and validate the invoice for accuracy before payment is remitted. The invoice provides vehicle equipment numbers jurisdictions percentage based off of the total distance traveled in each jurisdiction.

Certified payments are required for apportioned registration transactions. The certified check should be made payable to the Commonwealth of Pennsylvania. We recommend the apportioned account number be placed in the memo area in the event the invoice and check are separated.

Return a copy of the invoice, payment and any additional information that may be required as identified on the invoice to:

Return a copy of the Commonwealth copy (white) of the billing notice along with the total fees due to the Commercial Registration Section, P.O. Box 68285, Harrisburg, PA 17106-8285.

UNUSED/UNRENEWED REGISTRATION PLATES

If the vehicle registration plate(s) is not transferred to a vehicle in the fleet or renewed the registration plate must be returned to the Commercial Registration Section within 10 days from the expiry date of the last registration. Failure to return the apportioned registration plate will result in assessment of a full 12-month registration fee for the registration plate according to the registered weight of the vehicle on which the plate was last registered.

Return the registration plate to:

Pennsylvania Department of Transportation
Bureau of Motor Vehicles
P.O. Box 68286
Harrisburg, PA 17106-8286

REFUNDS

As a result of the elimination of registration stickers effective December 31, 2016 the Department has changed its refund policy.

Effective December 31, 2016, a refund request of unused registration must be made within 14 days of the expiration of the previous/old registration expiration date; regardless of when the registration was renewed. For example, if the registration plate expiration date is January 31, the customer must request the refund of the unused registration by February 14.

The customer must return the registration plate and the registration card in order to receive a refund along with the completed Form MV-700, "Application for Refund of Motor Vehicle/Driver License Products." Please note, if the customer renewed their previous/old registration after its expiration date, no refund will be given. For example, if the registration expires January 2017 and they do not renew until February 1, 2017 or after, no refund will be issued.

Refunds of Pennsylvania apportioned registration fees may be issued for the following reasons:

- (a) if a billing error was made by a jurisdiction;
- (b) if there is a duplication of vehicles apportioned and fees are paid twice;
- (c) if the applicant purchases regular (full fee) plate(s) in error and an apportioned registration is required, a partial refund may be made;
- (d) if an audit of an apportioned carrier indicates an overpayment; or,

No refund will be made on any amount less than ten dollars (\$10.00).

Pennsylvania will not accept applications from Pennsylvania-based carriers for refunds of apportioned registration fees for other jurisdictions. Applications for a refund from other jurisdictions must be handled directly between the application and other jurisdictions in accordance with the statutes of the various jurisdictions.

No refund is issued in the following circumstances:

- (a) Business is discontinued;
- (b) Vehicle is removed from fleet; or,
- (c) Lease expires or is terminated.

Refund request must be requested within 14 days of the previous/old registration expiration date.

NOTE: "A registration fee for a motor carrier vehicle in excess of 17,000 pounds shall be refunded if the vehicle is stolen or demolished and the vehicle has a non-repairable certificate or certificate of salvage. The refund shall be prorated based on the number of months the vehicle was operational."; and, "In the case of apportioned registrations, only the fees paid for the commonwealth portion of the fees shall be eligible for a refund."

Refund request may be submitted by completing Form MV-700, Application for Refund of Motor Vehicle/Driver License Products. Unused registration must be returned within 14 days of the previous/old registration expiration date.

VEHICLE IDENTIFICATION

Pennsylvania apportioned registrants may be issued the following identification credentials:

- A. A 60-day Temporary Evidence of Apportioned Registration (TEAR)
- B. A registration plate bearing the legend "Apportioned"; and,
- C. A registration cab card identifying the registrant's name, address, vehicle description, plate, apportioned jurisdictions and maximum weights per jurisdiction,

Pennsylvania motor carrier operators should be aware, Section 1311(a) of the Pennsylvania Vehicle Code, requires the document to be signed by the registrant. This means that although we can send the credential electronically, the motor carrier operator must print the credential and sign it. Afterwards, the Pennsylvania apportioned registrant may choose to electronically upload the registration card with their signature to their mobile device.

Apportioned credentials must be displayed as follows:

- A. On a tractor-trailer combination, the apportioned registration plate must be mounted on the front of the tractor. Trucks must have the plate mounted on the rear.
- B. The 60-day TEAR must be displayed inside the front windshield of the vehicle.
- C. Cab Card must be made available for the vehicle for which it is issued. If any cab card is not provided for the vehicle and displayed upon request, the driver may be subject to enforcement and fines.

Electronic Apportioned Credential: The International Registration Plan (IRP) has been amended to allow motor carriers to store apportioned registration cards in an electronic format, no longer requiring motor carriers to maintain their paper credentials. Pennsylvania motor carrier operators are not required to make any changes as a result of this amendment, but they may take advantage of this amendment. This amendment is effective January 1, 2019, and requires law enforcement from all US and Canadian IRP member jurisdictions to accept electronic images of apportioned registration cards (also known as cab cards). When stopped by law enforcement, registrants may show their credentials as an electronic image on an electronic device or as a paper copy. Regardless of the format, the document must be valid, accurate, accessible and readable by law enforcement. If the motor carrier operator is unable to present proper credentials, the operator may receive a citation.

PennDOT is not changing their apportioned registration credentials (cab cards). Today, PennDOT can email the registration credential to motor carriers upon request. However, Section 1311(a) of the Pennsylvania Vehicle Code requires the document to be signed by the registrant. This means, that although motor carriers may receive their registration credential electronically, motor carriers must still print and sign the registration credential. Once the registration credential is signed, the motor carrier may electronically upload the signed registration credential to their electronic device if they chose, or maintain it as a paper credential. The amendment to the Plan is specific to apportioned vehicles and does not apply to non-apportioned vehicles, such as commercial vehicles not registered to travel outside of Pennsylvania or other Pennsylvania registered vehicles.

REPLACEMENT OF IDENTIFICATION

Replacement registration credentials may be applied for by completing Form, MV-558, "Application for Duplicate or Replacement of Apportioned Registration Credentials," found on our website at www.dmv.pa.gov.

AUDITS PROGRAM SUMMARY

Apportioned registrants are required to maintain fleet vehicle "Operational Records" for a period of three registration years. As an example, the distance records for the registration period effective June 1, 2017 uses the distance reporting period of (July 1, 2015 through June 30, 2016). Vehicle records must be retained until 2020 in order to support the 2016 apportioned application. Registrants shall receive a notice of intent to audit from the Department. The auditor shall examine the registrant's vehicle operational records for authenticity of distance to determine if appropriate registration fees were collected. Registrants refusing to comply with the distance reporting requirement shall not be entitled to apportioned registration privileges.

If the apportioned registrant's operational records are not maintained in Pennsylvania, the records must be made available upon request for auditing purposes. In the event that the registrant's vehicle operation records are not located in Pennsylvania and it becomes necessary to send auditors out-of-state, Pennsylvania will require reimbursement for per diem and travel expense of its auditors incurred in the performance of the audit.

If a deficiency is found as a result of the audit assessment based on audit, interest on assessments at a monthly rate of 1%, plus a 5% additional assessment if the audit assessment is not paid within 30 days of the billing date, refunds, or credits on any other amounts including auditor's per diem and travel shall be made in accordance with Pennsylvania's regulations.

RECORDS

Fleet vehicle operational records maintained by the registrant shall be documents supporting distance traveled in each jurisdiction including Pennsylvania and the total distance traveled, such as fuel reports, trip sheets, logs or computer runs that can be supported by source documents when requested. An acceptable record of the total trip distance traveled should contain the following information:

1. Date (starting and ending).
2. Trip origin and destination.
3. Route of travel.
4. Total trip distance (including all movement, loaded, empty, deadhead and/or bobtail distance).
5. Distance by jurisdiction.
6. Unit number or vehicle identification number.
7. Vehicle fleet number.
8. Registrant's name.

9. Trailer number.
10. Driver's signature and/or name.

Partial or whole records produced by a vehicle-tracking system, including a system based on a global positioning system (GPS), must include:

1. The original GPS or other location data for the vehicle to which records pertain;
2. The date and time of each GPS or other system reading;
3. The location of each GPS or other system reading;
4. The beginning and ending reading from the odometer, hubodometer, engine control module (ECM) or any similar device for the period to which the records pertain;
5. The calculated distance between each GPS or other system reading; and,
6. The route of the vehicle's travel.

A vehicle trip record or vehicle trip sheet must be completed daily for each vehicle movement within a fleet. Any lapse of vehicle movement not accounted for may be penalized against the registrant and may result in an assessment.

Computer printouts and monthly reports such as fuel reports are merely recaps and are not acceptable at face value. These must be supported by trip records in order to be used during an audit. Trip leases during the distance reporting period should be attached to the trip record.

A vehicle trip record has value only if the information recorded is accurate and readable. The mileage figures to be entered on the trip record can be obtained from various sources such as odometer and/or hubodometer readings, state maps or household goods mileage guide, as long as the method used is consistent. In recording the actual distance of a vehicle, the carrier must report all movement (interstate and intrastate) including loaded, empty, deadhead and/or bobtail distance.

Distance operated under trip permits must be included.

Registrants shall accumulate trip records and prepare a monthly, quarterly and annual summary in which the distance is broken down by unit and by jurisdiction. The summary is to include the total distance for all units within the apportioned fleet.

Monthly summaries must be supported by source documents. Source documents may be stored on microfiche.

From the monthly summary, the quarterly and annual summary can be prepared. The reporting period for distance to be included in the apportioned registration application shall cover the period July 1 through June 30 of the year immediately preceding the new registration year.

All registrants are responsible for the proper maintenance of their mileage records. **Mileage records must be maintained for three registration years** after the registration year for which they were used to apply for apportioned registration.

NOTE: The three-year retention requirement differs from federal regulations for retention of distance records. THE REQUIREMENT FOR ALL IRP REGISTRANTS IS THREE (3) REGISTRATION YEARS.

(Five (5) Calendar Years)

Application	July 1 - June 30
Year	Distance Record Timeframe
2016	July 2014 - June 2015
2017	July 2015 - June 2016
2018	July 2016 - June 2017
2019	July 2017 - June 2018

Any registrant failing to maintain adequate records for a unit qualified in registrant's fleet during the reporting period must provide evidence of non-use. Otherwise, the registrant is subject to receive an assessment in the amount of 20% of the apportioned fees paid. Instances where it's the registrants second such offense, an assessment of 50% of the apportionable fees paid will apply. When it's known to be the registrant's third offense, the registrant will be assessed 100% of the fees paid.

An apportioned fleet operator may trip lease apportioned equipment to another apportioned fleet operator or to a non-apportioned fleet operator; however, the registrant/lessor shall be responsible for reporting the distance traveled by the apportioned equipment trip lease to others. An apportioned fleet operator should not report distance traveled by equipment trip leased from others unless the registrant leases equipment from others and elects to license the leased equipment in his name as lessee. If this occurs, the registrant shall maintain, in addition to all information required for his own equipment the lease dates (beginning and ending) on each leased vehicle.

An owner-operator may elect to be the registrant. However, the proper maintenance of the operational records is then the responsibility of the owner-operator, not the lessee company.

Total fleet distance includes all distance operated in all jurisdictions (states and provinces). Total fleet distance shall mean the distance generated by any truck or truck-tractor which was part of the apportioned fleet during the reporting period preceding the registrant year. The total distance to be reported for any truck or truck-tractor which was deleted from or added to the apportioned fleet during the reporting period shall be the distance generated by such vehicle while it was part of the apportioned fleet during the reporting period.

Total distance in relation to trailers or semi-trailers, which were part of an apportioned fleet, shall mean the distance generated by the power units of the fleet.

The registrant will be subject to audit on actual distance traveled. Estimated distance for expanded operations into additional jurisdictions should reflect a time period that is directly proportional to the time period covered by actual operations in the reporting distance year.

IMPORTANT THINGS TO REMEMBER ABOUT RECORDS AND AUDITS

1. The individual vehicle distance records must be maintained so the continuous movement of the individual vehicle may be audited. The registrant shall maintain a record (in sufficient detail) from which the registrant will be able to explain any unaccounted for time lapse of vehicle movement. This will insure that all distance is properly recorded and accounted for.
2. All distance records must be maintained for five years or 3 registration years.
3. Complete distance records supported by trip records can be used in numerous areas where a registrant is required to file various types of distance reports.
4. Complete vehicle information records are necessary since several member jurisdictions compute their fees from information other than combined gross weight fee schedules.
5. Failure by registrants to maintain records necessary to support the apportioned documents submitted may result in cancellation of the registration privileges provided by the IRP agreement and shall result in an assessment.

Moreover, the registrant must maintain and make available, adequate distance records to support the apportioned registration application. Otherwise, the privilege to apportion may be revoked.

TRIP SHEETS SUMMARIZATION EXAMPLE

The trip record should be summarized by truck by month by jurisdiction. Only apportioned vehicles should be included in the summaries.

See below for sample of record keeping:

	PA	OH	NJ	NY	TOTAL
July 3, 2014	329		75	92	496
July 4, 2014	210		42	52	304
July 5, 2014	38	327			365
July 6, 2014	318				318
July 7, 2014	65	121			186
-	-	-	-	-	-
-	-	-	-	-	-
July 31, 2014	253		41	119	413
MONTHLY TOTALS	1,213	448	158	263	2,082

Monthly summaries, by fleet, must be maintained.

The monthly totals should then be summarized to arrive at the yearly (July 1, 20XX to June 30, 20XX) totals which should agree with those amounts reported on your Schedule B.

See below for sample:

	PA	OH	NJ	NY	TOTAL
July	2,005	515	488	877	3,885
August	3,115	312	614	275	4,316
September	2,752	425	525	456	4,158
-	-	-	-	-	-
-	-	-	-	-	-
June	253		48	118	419
YEARLY TOTALS	8,125	1,252	1,675	1,726	12,778

WHAT TO EXPECT DURING THE AUDIT PROCESS

Pre-Audit Notification

- (a) At least 30 days prior to conducting the Audit, the Registrant shall be contacted and advised an Audit is to be conducted of Records substantiating distance reported on the apportioned registration applications. Through the initial or subsequent audit contacts, the Registrant shall be advised of the Registration Year(s) to be audited, the Reporting Period, the type of Records to be audited, and the proposed Audit start date.
- (b) All Audit communication, both written and oral, shall be documented in the Audit file.
- (c) The Department may waive notification requirements with agreement from the Registrant. Any waiver of notification requirements or postponement shall be documented in the Audit file.

Opening Conference

The opening conference shall be held with the Registrant to discuss the Registrant's operations, distance accounting system, Audit procedures, Records to be examined, sample period, and sampling procedures, etc. If the conference is held, the Audit file shall contain documentation of the meeting and shall include date, participants and details of the meeting.

Request for Records

- (a) The auditor shall request Records that support the apportioned registration application as filed.
- (b) The Audit file shall include documentation of all requests for Records.

Exit Conference

- (a) An exit conference should be held with the Registrant to review Audit issues and preliminary findings. If the conference is held, the Audit file must contain documentation of the meeting, which shall include the following:
 - (i) An overview of the post Audit process, including to whom the Audit report should be addressed:
 - (ii) The Registrant's rights of appeal, and any recommendations for improvement to the Registrant's distance accounting system.
- (b) If an exit conference is not feasible, the Audit file shall document the reasons.
- (c) Issues identified during the course of the Audit and documented in the working papers, should be discussed with, and detailed information shall be made available to the Registrant, upon request.

Notice of Audit Results

The Department shall provide a copy of the audit to the registrant and all affected jurisdictions for review. The registrant may evaluate and file an appeal within 30 days of the date of notice. Each affected jurisdiction is provided 45 days to evaluate and appeal the audit results.

If the registrant requests a re-audit, it is their responsibility to provide additional information and define the specific reason(s) for the reaudit. The Department shall review the new information and determine if the information shall impact the previous findings before granting the reaudit. If the reaudit is considered a revised audit findings report shall be provided to the registrant and affected jurisdictions for review and the respective 30 and 45 day appeal period will be in effect.

If the registrant appeals the Departments audit findings an appeal may be filed with the Secretary of Transportation. A Departmental Hearing shall be held where the registrant shall provide their case regarding the disagreement in the audit findings. The Hearing Officer shall submit a report to the Secretary of Transportation for her ruling on the audit findings.

The registrant shall receive the Secretary of Transportation decision and provided a designated period of time to appeal the audit finding by filing with the Commonwealth Court. Upon the court date the outcome of the decision shall be final.

The audit outcome may result in Additional Fees Due, No Money, No Refund Due or Refund.

If additional fees are due they shall be due within 30 days of the date of the invoice. If no money, no refund, the audit shall be finalized by all jurisdictions within 45 days. If a refund is due, the refund shall be processed after the 45-day jurisdictional appeal period has ended. A refund may take anywhere for 4 – 6 weeks thereafter to be issued.

FMCSA Unified Registration System (URS)

INTRODUCTION

The Federal Motor Carrier Administration (FMCSA) has published a final rule that will combine 16 different forms that carriers, freight forwarders and brokers currently use to register and update their information with the agency into a single, electronic “smart form.” The new Unified Registration System will increase efficiency by streamlining the registration process for industry and enabling FMCSA to maintain more accurate information on the entities it regulates.

The streamlined web-based system began operating in 2015. At that time, all new applications and updates to existing records will be handled through the new system.

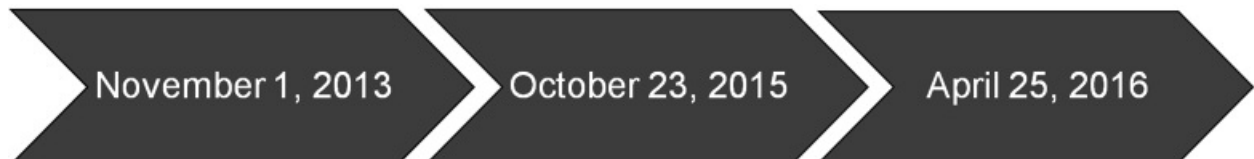
This rule applies to all interstate motor carriers (private and for-hire motor carriers of passengers and freight), freight forwarders, brokers, IEPs, HMSP applicants/holders, and cargo tank manufacturing and repair facilities under FMCSA jurisdiction.

Some of the URS Benefits include:

- Increased efficiency
- Raising the bar for safety
- Simplified processes
- A single online registration system
- Improved accountability
- Reduced paperwork
- Maintain accurate information on regulated entities

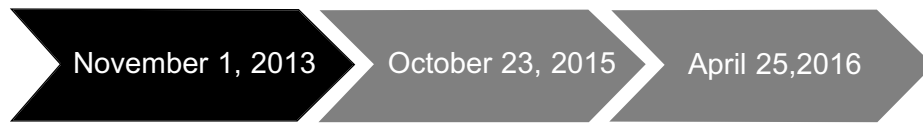


URS TIMELINE



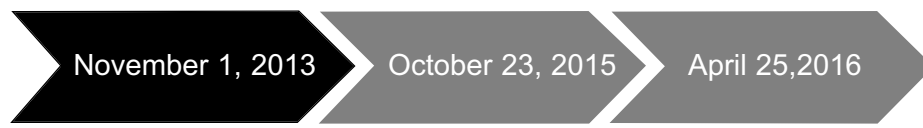
- New and enhanced enforcement penalties for failing to complete Biennial Update requirement 49 CFR 390.19(b)(2) and (4)
- Prohibition of Interstate transportation with an Inactive USDOT Number or no USDOT Number 49 CFR 392.9b
- Electronic filing only by use of online MCSA-1 form
- All entities must update their information within 30 days of change
- Insurance Filing for exempt for-hire and private HM
- All new applicants are subject to the registration fee
- Process Agent filing for Private and Exempt For-Hire Carriers

November 1, 2013



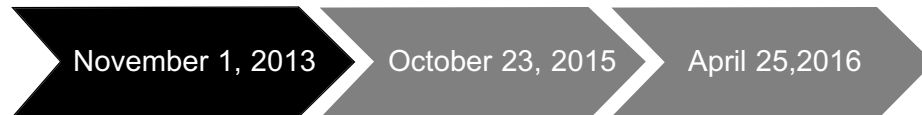
- Prohibition on operating in interstate commerce for MCs, HMSPs, and IEPs that:
 - Fail to complete their biennial update requirements
 - Fail to register for USDOT number
 - Operate without an active USDOT number
- Enhanced penalties for failure to comply with the items listed above
- Notifications/Warning letters sent to entities that require a USDOT Number registration renewal prior to the entities' respective due date
- Failure to update will result in deactivation of the USDOT number

October 23, 2015



- URS operational
 - All entities must update their information within 30 days of change
 - All entities must file electronically using the new MCSA-1 Form
 - Exempt For-Hire and Private HazMat (HM) Carriers must now file proof of insurance (in addition to all non-exempt For-Hire Carriers, Brokers, and Freight Forwarders)
 - All new applicants are subject to the registration fee (including Private and Exempt For-Hire Carriers)

April 25, 2016



- Process agent filing required for Private and Exempt For-Hire Carriers
 - A process agent represents the FMCSA-regulated entity—for example, a specific motor carrier company - who is served with legal documents for court or Agency processes
 - Entities need to have a process agent in every state they do business
- A list of current blanket agents that can represent the entity in all 50 states can be found on the FMCSA Registration and Licensing page:<http://www.fmcsa.dot.gov/registration-licensing/licensing/agents.htm>
- Entities are not required to use agents listed on the site

THE BIENNIAL UPDATE REQUIREMENT

WHAT IS THE BIENNIAL UPDATE?

- The Biennial Update is the first stage of implementation of the Unified Registration System (URS)
- It is not a new requirement for MCs, HMSPs, and IEPs to update information every 24 months
- Entities can update online via FMCSA home page or their portal account
- On October 23, 2015, requirement became effective:
 - Cargo tank facilities
 - Freight forwarders
 - Brokers

HOW DOES THE ENTITY COMPLETE THE BIENNIAL UPDATE?

- Online:
 - FMCSA Home page
 - Portal Account
- Mail: The motor carrier can send the updated MCS-150, 150B and 150C forms to:
 - Federal Motor Carrier Safety Administration
 - Office of Registration and Safety Information (MC-RS)
 - 1200 New Jersey Avenue, S.E.
 - Licensing Team, 6th Floor
 - Washington, D.C. 20590
- Fax:
 - 703-280-4003
- **NOTE:** Biennial updates are processed immediately if done online, but updates filed by fax or mail may take three to four weeks to process.

MCS-150 FORM

- To obtain an application for a USDOT Number (all MCS-150 forms) entities can go to:
 - <http://www.fmcsa.dot.gov>
 - Click the Registration & Licensing tab to access the form.

BIENNIAL UPDATE TABLE

Filing schedule: Each motor carrier or IEP must file the appropriate form before beginning operations, and then every 24 months, according to the following schedule.

If the USDOT number ends in:	Must file by last day of:
1	January
2	February
3	March
4	April
5	May
6	June
7	July
8	August
9	September
0	October

- If the next-to-last digit of its USDOT Number is odd, the motor carrier or intermodal equipment provider shall file its update in every odd-numbered calendar year.
- If the next-to-last digit of its USDOT Number is even, the motor carrier or intermodal equipment provider shall file its update in every even-numbered calendar year.

WHAT WILL HAPPEN IF INFORMATION IS NOT CURRENT?

- As of November 1, 2013 (the compliance date of the revised biennial update provision), the Agency will issue a warning letter at least 30 days in advance of a biennial update deadline to notify the entity that its USDOT Number will be deactivated if it fails to comply with the biennial update requirement
- The letter will contain instructions on how to complete the biennial update
- Entities that fail to complete their biennial update according to the schedule in 390.19(b)(2) will have their USDOT number deactivated
- FMCSA will only deactivate USDOT numbers for entities that fail to update has failed to meet the existing biennial update requirement after November 1, 2013
- If a Motor Carrier fails to update, the carrier's USDOT number will be deactivated one month after the filing deadline
- Motor Carriers will be subject to citations 49 CFR 392.9b if inspected at roadside and operating with a deactivated USDOT Number
- During a compliance investigation, a motor carrier, HMSP and/or IEP that fails to update will also be cited for failing to complete its biennial update

Source: Federal Motor Carrier Safety Administration (FMCSA) Unified Registration System (URS) Presentation

URS and Intrastate Operations

- URS does not affect States issuing USDOT numbers to intrastate carriers
- It is a State's decision regarding fees, if any, for issuing USDOT numbers to intrastate carriers
- When deployed, the URS will support States' ability to issue USDOT numbers to intrastate carriers

URS AND PRISM

- The motor carrier is ultimately responsible for ensuring the biennial update requirements are met
- PRISM -- Performance and Registration Information Systems Management
 - The PRISM program ties USDOT registration status to vehicle registration/tags, serving as a powerful means of safety enforcement
 - If a carrier's USDOT number is inactive, or out of service, a PRISM state may deny vehicle registration/tag renewal, or in some states, revoke existing vehicle registrations
 - Motor carriers obtaining or renewing vehicle registration credentials in PRISM states may be required by the state to update their census information if the carrier has not done so within the past year; this update meets the requirements of the biennial update.

UNIFIED CARRIER REGISTRATION

- Unified Carrier Registration (UCR) is completely separate and distinct from the Federal URS
- State-based registration system enacted August 10, 2005 replacing the Single State Registration System (SSRS)
- UCR Agreement applies to the following US, Canadian & Mexican Interstate operations:
 - All For Hire Motor Carriers of Property and Passengers
 - Private Motor Carriers of Property
 - Freight Forwarders
 - Brokers
 - Leasing Companies
- Administered by States via base-state agreements
- UCR Annual filing starts on October 1st
- State revenues from UCR fees must be used for motor carrier safety programs and enforcement only
- For more information on UCR requirements, FAQs, fees, and payment methods go to www.ucr.in.gov

RESOURCES

HOW ENTITIES CAN OBTAIN A PIN

- **Biennial update warning letters will include a PIN**
- Entities can obtain a PIN by calling 800-832-5660
- Hours of Operation:
M–F 8:00 am – 8:00 pm Eastern Time

Important Note: Paper forms are no longer accepted by FMCSA.

ONLINE UPDATES

- Carriers can view and update their information online using the FMCSA PORTAL at:
<https://portal.fmcsa.dot.gov/login>



The screenshot shows a login page titled "Login to Access the FMCSA Portal". It features two input fields: "User ID:" and "Password:". Below these fields is a "Login" button. At the bottom of the page, there are three links: "Forgot your Password?", "Forgot your User ID?", and "Unlock your Account?". Below these links, there are two lines of text: "To register for a portal account, please click [here](#)." and "To access portal training, please click [here](#)."

SUMMARY

- August 23, 2013: URS Regulation published
- November 1, 2013:
 - New and enhanced enforcement penalties for failing to complete the Biennial Update requirement
 - Prohibition of interstate transportation with an inactive USDOT number or no USDOT number
- October 23, 2015:
 - URS is operational
 - Electronic applications only—paper forms no longer accepted
 - All applicants will be subject to a \$300 USDOT number registration fee per application

REFERENCE WEBSITES

For additional information on apportioned-related websites, please reference any of the following:

Apportioned Related Forms, Publications and Fact Sheets: www.dmv.pa.gov

Apportioned Registration Instruction Manual: www.dmv.pa.gov

Apportioned Audit Fact Sheet: www.dmv.pa.gov

Enhanced Vehicle Safety Inspection Stations (Reconstructed Vehicles): www.dmv.pa.gov

US DOT Facts and Forms: www.fmcsa.dot.gov/forms/forms.htm

International Registration Plan Inc. (IRP): www.irponline.org

QUESTIONS AND ANSWERS

- Q. How will participation in an Apportioned Registration Program help my trucking operation?**
- A. The Apportioned Registration Program provides a method for motor carriers to operate interstate or intrastate in jurisdictions with one (1) registration plate and one (1) registration cab card. The cab card lists all 59 IRP jurisdictions where the carrier may travel.
- Q. Must I register my equipment at the same gross vehicle weight in all states party to the agreements?**
- A. No. Some jurisdictions required the maximum weight (over 80,000 lbs.) to be listed on the cab card. However, vehicles registered with a gross weight of 80,000 or less cannot exceed a 10% variance in that maximum weight from one jurisdiction to another.
- Q. Are there any special problems that might be encountered in securing overweight special permits?**
- A. No. However, most states require a unit to be registered for the maximum allowable weight before issuing a special permit.
- Q. In my initial year as an apportioned registrant, what mileage figures should I use if I do not have interstate distance to report?**
- A. First year an apportioned registration applicants do not have to list apportioned estimated distance on their application. An estimated mileage calculation shall be used to pay a percentage to each jurisdiction in the initial year based on an Average per Vehicle Distance Chart. The chart is updated annually and is based off of an average per vehicle of all the renewed registered vehicles in Pennsylvania's IRP program. The end result is fees that will be similar to the annual apportioned renewal fee paid after the initial year.
- Q. What is the minimum number of vehicles that may be apportioned in a fleet?**
- A. One (1) vehicle is the minimum number that may be apportioned in a fleet.
- Q. Must all of my vehicles be apportioned as a single fleet?**
- A. No. You may register your vehicles either as a single fleet or in several fleets to meet the nature of your operation. However there is no longer a need to segment fleets based on geographical travel since all IRP jurisdictions appears on the cab card. Registration fees are only billed by the jurisdictions your fleet operated. The following renewal period you will again have access to all 59 IRP jurisdictions.
- Q. How do I add or delete vehicles or transfer license in my fleet during a registration year?**
- A. To add, delete or transfer vehicles in a fleet use Form MV-552, "Apportioned Registration Supplemental Application."
- Q. Is there a procedure for changing the registered gross weight of a vehicle during the registration year?**
- A. Yes. Please complete Form 552, "Apportioned Registration Supplemental Application," and pay additional fees where the gross weight is to be increased. No vehicles shall be registered at a weight higher than the title weight.
- Q. I received my apportioned credentials from PennDOT electronically (email). Can I just save this emailed document to my electronic device and use it as proof of registration in the event of a roadside or other enforcement inquiry?**
- A. No. Section 1311(a) of the Pennsylvania Vehicle Code requires the document to be signed by the registrant. This means that although we can send the credential electronically, the motor carrier operator must print the credential and sign it. Afterwards, the Pennsylvania apportioned registrant may choose to electronically upload the registration card with their signature to their mobile device. Regardless of the format, the document must be accurate, accessible and readable by law enforcement. If the motor carrier operator is unable to present proper credentials, the operator may receive a citation.

FULL RECIPROCITY PLAN (FRP) QUESTIONS & ANSWERS

- Q. What is the benefit of the Full Reciprocity Plan (FRP)?**
- A. The FRP process supports the fundamental principle of the International Registration Plan (IRP) by granting full reciprocity for all apportioned vehicles in all member IRP jurisdictions. The intent of this change is to make the Plan more efficient to administer and more equitable and more flexible for its member jurisdictions and registrants. The FRP will change the IRP by granting full reciprocity for all apportioned vehicles in all member IRP jurisdictions. Language is removed from the Plan that references a registrant's intent to operate in selected jurisdictions. This is no longer needed since under "full reciprocity" a registrant will have the ability to operate in any jurisdiction. Renewing registrants pay an apportioned registration fee based on the actual miles reported.
- Q. When does the FRP become effective?**
- A. The FRP became effective January 1, 2015. Existing Pennsylvania apportioned accounts were affected by the FRP at the time of renewal for the registration cycle beginning on June 1, 2015.
- Q. If a registrant renews the apportioned registration early and receives cab cards valid on June 1, 2017, is the registrant authorized to operate in all jurisdictions prior to June 1, 2017?**
- A. No, registrants may only operate in the jurisdictions displayed on their current cab card which expires on May 31, 2017. Although the new credentials may be received prior to June 1, 2017, the jurisdictions on the cab card do not become effective until June 1, 2017.
- Q. When will registration fees be based on the average per vehicle distance chart?**
- A. When a registrant's fleet is considered new under Section 420 of the IRP, or when the fleet did not accumulate any actual distance during the distance reporting period, fees will be calculated using the base jurisdiction's average per vehicle distance chart.
- Q. When is actual distance to be used to determine registration fees?**
- A. Actual distance must be used when the registrant's fleet accumulated any actual distance during the distance reporting period. The reporting period is always July 1 through June 30 of the previous year. For example, registrants renewing apportioned registrations for the registration cycle beginning June 1, 2017 will report actual distance travelled between: July 1, 2015 and June 30, 2016.
- Q. Can new fleets use a combination of actual and average per vehicle distance?**
- A. No, a new fleet has no actual distance. Under the FRP, the jurisdiction's average per vehicle distance chart must be used to determine fees for all IRP jurisdictions. A combination of actual distance and average per vehicle distance should never be used under the FRP.
- Q. How is the Average per Vehicle Distance (AVD) chart established?**
- A. The average per vehicle distance chart is to be established in accordance with Section 320 (d) of the IRP.
- Q. How would an apportioned registrant be handled if actual distance occurred only in Pennsylvania during the reporting period? Is the registrant charged 100% of the base jurisdiction's fees?**
- A. Yes. Under the FRP the registrant must report the actual distance accumulated during the distance reporting period.
- Q. Under the FRP, what weight should be displayed on the IRP cab card?**
- A. Under the FRP, the gross vehicle weight should be displayed on the cab card for every IRP jurisdiction. The gross weight for Pennsylvania plus the comparable weight for each member jurisdiction will be reflected. (Pennsylvania's maximum gross vehicle weight is 80,000 pounds; vehicles may be registered at higher weights in other jurisdictions as permitted by those jurisdictions).
- Q. How are weights over 80,000 pounds to be handled?**
- A. The FRP doesn't affect how weights over 80,000 pounds are handled. The registrant should continue to declare the gross vehicle weight.
- Q. How are mid-year applications for weight increases handled for jurisdictions where no actual distance was reported and no fees were paid?**

- A. The FRP doesn't affect how weight increases are handled. If no actual distance is reported, then no fees are due until the apportioned registrant accumulates distance in the jurisdiction.
- Q. Can new apportioned registrants indicate lower weights in some jurisdictions other than Pennsylvania?**
- A. There is a 10% variance of registered weights rule in the IRP Plan. Refer to the IRP, Section 325 regarding this and related registration weight requirements.
- Q. Where can I find information about Pennsylvania's Apportioned Registration Program?**
- A. Information on Pennsylvania's Apportioned Registration Program can be found on the Driver and Vehicle Services website at www.dmv.pa.gov.
- Q. Where can I find information about the IRP and the FRP?**
- A. Information on the IRP and FRP can be found on the IRP, Inc. website at <http://www.irponline.org>.

CHARTER BUS QUESTION & ANSWERS

Background

The International Registration Plan (IRP) is a cooperative registration agreement among all of the states in the continental United States, the District of Columbia and Canadian Provinces providing for payment of apportionable registration fees on the basis of total distance operated in all jurisdictions. On September 18, 2014, IRP jurisdictions voted in favor of amending the definition of "Apportionable Vehicle" in the Plan by removing the exemption for charter buses effective January 1, 2016.

Q. How does the change impact my bus company?

- A. Beginning January 1, 2016, companies with charter buses performing interstate operations will be required to either register their buses with apportioned registration plates or maintain their bus base plate and purchase trip permits for each jurisdiction where travel is intended. Note that these vehicles must meet the definition of an apportionable vehicle to be registered under IRP.

Q. What is the definition of an apportionable vehicle?

- A. An "Apportionable Vehicle" means any Power Unit that is used or intended for use in two or more IRP member jurisdictions, and is used for the transportation of persons for hire, or designed, used, or maintained primarily for the transportation of property, and:
- (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).

Q. What are the requirements to establish a Pennsylvania apportioned account?

- A. In order to establish an apportioned account with the Department, the applicant must provide three identifying documents. The name and address on the identifying documents must match the address on the apportioned account. If the applicant is an individual, one of the three identifying documents must be their Pennsylvania driver's license. If the applicant is using a business name, they must provide a copy of the documentation received by the Department of State verifying the entity is registered.

The two additional forms of identification may be one of the following: Utility bill(s), Federal or State tax filing, Current Real Estate or Property Tax, Federal Motor Carrier Safety Administration (FMCSA) correspondence.

NOTE: PO Boxes are not acceptable as physical business addresses, however can be used as a mailing address.

To apply for apportioned registration, please complete the Registration Application Schedule for New Account, MV-550 or MV-550A (single vehicle), on our website.

Q. How long does it take to receive apportioned registration?

A. Apportioned registration may be obtained the same day at the PennDOT Riverfront Office Center in Harrisburg. Applications submitted through a local Temporary Authority (TA) agency are forwarded to PennDOT for processing. Temporary authority registration is valid for 60 days from issuance. It is important that all required documentation is provided with the initial application to help expedite the application process.

Q. Are school buses traveling interstate for school related activities affected by the Charter Bus change?

A. Apportioned registration is not required for school bus vehicles used in performing school related activities traveling interstate. However, if the school bus is used in charter operations any time during the registration period, the bus would be subject to IRP requirements or have to obtain a trip permit.

Q. What are the record keeping requirements for an apportioned vehicle?

A. A log book or record of daily trips must be kept for all apportioned vehicles. The daily trip information must include: Equipment Number, Date, Origin and Destination including city and state, beginning and ending odometer readings and routes of travel. Monthly and quarterly vehicle summaries should include date and distance by jurisdiction (including PA). The mileage for apportioned vehicle record keeping also requires the routes and roads travelled.

Q. My current bus plate expires in a month other than May (the month apportioned registration expires), will I be able to maintain my current expiration date if I convert my fleet or portion of my fleet to apportioned registration?

A. All apportioned registrations expire May 31. Vehicles not in the apportioned registration may retain their current expiration date. While not yet available, PennDOT plans to offer staggered apportioned registrations in the future.

Q. How do I learn more about other bus plates and related requirements?

To learn more about other bus plates in Pennsylvania, please see our Bus, School Vehicle, Limousine, Taxi Registration Fact Sheet on our website.

For additional information on the apportioned registration program please visit the PennDOT website at <http://www.dmv.pa.gov>.