



# Department of Revenue Commercial Vehicle Registration

## Motor Carrier Services Instruction Manual

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Commissioner

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## What Is IRP?

IRP is the acronym for the International Registration Plan. The IRP is a special plan for registering vehicles that must travel in two or more member jurisdictions. A jurisdiction may be a state or a Canadian Province. The following jurisdictions are current members of the IRP:

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

All jurisdictions have agreed to allow one jurisdiction to collect the registration fees (apportioned fees) for each jurisdiction at one time. These fees are then divided among the other IRP jurisdictions according to:

- Percentage of distance traveled in each jurisdiction
- Vehicle identification information
- Maximum weight

The IRP is specific in requiring all member jurisdictions to comply with the following three basic principles:

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- A single registration plate
- A single registration card (cab card)
- Allowing registrants to perform both interstate and intrastate vehicle movements

## **When to Register for IRP**

When a vehicle(s) travels in two or more jurisdictions (State or Canadian Province) and is

- A power unit having two axles and a gross weight in excess of 26,000 pounds or more; or
- A power unit having three or more axles regardless of weight; or
- A power unit that is used to pull another unit and the combined weight exceeds 26,000 lbs.

## **Requirements for First-Time Registrants**

**Note:** A Georgia title is required to purchase an IRP tag. Georgia residents and Georgia companies are required to have an established place of business located in Georgia where the operational records are maintained.

Complete a Schedule A, B and G (IRP application forms).

Usually, for new registrants, the only supporting documents required are the proof of Georgia title application, copy of liability insurance card, certificate of insurance or binder, and (if applicable) a copy of your current Federal Heavy Vehicle Use tax receipt, (IRS Form 2290, with no white-out or corrections). At least one Motor Carrier Identification Report form (MCS-150) is required, sometimes two. Please see the MCS-150 section under 'Supporting Documents' for the rules pertaining to the requirement to have two MCS-150 forms.

You may apply in person, by fax (404-675-6197) or by mail. If you fax your completed application, the TVR (Temporary Vehicle Registration) will be faxed to you within 24-48 hours. If you apply in person, the TVR will be issued at that time. If you mail your application, the TVR will be mailed to you.

After issuing the TVR, the invoice will be mailed to you. If you do not receive the invoice within ten days, call the IRP office and have a duplicate mailed to you. A late payment penalty of 25% of the Georgia fees is assessed if payment is not made within 30 days of the invoice date.

In order to avoid a delay in receiving your permanent IRP plate and cab card, the bill must be paid within 30 days of the invoice date. An individual accepting in-person delivery of the tag must show his or her valid Georgia driver's license.

**Note:** If you are registering your vehicle in Georgia and were previously registered in another state, you must declare actual distance on your application

**How Fees Are Apportioned**

The apportioned tag cost is determined by the number of distance (expressed as a percentage) that are traveled in each jurisdiction in which the registrant is apportioned. An example of registration apportionment follows:

Assume an 80,000 pound registered power unit (Georgia-based, for-hire operator) operates in Georgia, South Carolina, Virginia, and North Carolina. The total annual actual distance for the power unit was 100,000 distance, with the number of distance in each state as shown below. Under apportioned registration for 12 months, the license fees will be computed as follows:

	<b>Distance</b>	<b>Percent of Total</b>		<b>Full Year Fee per State</b>	<b>Apportioned Fee</b>
<b>South Carolina</b>	25,000	(25%	X	\$ 800.00) =	\$200.00
<b>Virginia</b>	25,000	(25%	X	1218.00) =	304.50
<b>North Carolina</b>	15,000	(15%	X	963.00) =	144.45
<b>Georgia</b>	<u>35,000</u>	<u>(35%</u>	X	<u>725.00)</u> =	<u>253.75</u>
<b>Totals:</b>	100,000	100%			\$ 902.70

An IRP apportioned plate would be issued upon payment of \$902.70 to Georgia. Note the total distance does not determine the fee. The percentage of distance in each state determines the fee. Of the total funds, Georgia would retain \$253.75 and send the remaining money to the other apportioned states.

Any distance traveled in non-IRP jurisdictions will be considered in-Georgia distance and calculated on the basis of Georgia fees. U.S. jurisdictions that are not members of the IRP are:

- Alaska
- Hawaii

**Note:** Travel to Mexico may require special permits.

**Note:** You must have a Georgia title in order to register your vehicle(s).

**If your truck will not travel outside Georgia, an IRP tag is not required.**

For frequent travel outside Georgia, operating at a combined gross weight in excess of 26,000 pounds or more:

It is recommended that you purchase an IRP tag if your truck operates in excess of 26,000 pounds or more, combined gross weight for the year, and if you travel outside Georgia more than three or four times per year.

For infrequent travel outside Georgia, operating at a combined gross vehicle weight in excess of 26,000 pounds or more:

1. An IRP tag may be purchased if a truck operates in excess of 26,000 pounds or more combined gross weight for the year, and if it only travels outside Georgia once or twice a year.
2. A non-apportioned tag may be purchased from your county tag office before crossing the state line.
3. A trip permit may be purchased through the wire service. This will authorize you to operate at 26,000 pounds or more outside Georgia for a limited number of hours or days.

A non-apportioned tag authorizing you to operate a vehicle in excess of 26,000 pounds or more combined gross weight is not legal registration outside Georgia without a trip permit.

**For trucks traveling outside Georgia, operating at 26,000 pounds or less combined gross weight:**

If the combined gross weight never exceeds 26,000 pounds and the power unit only has two axles, neither an IRP tag nor a trip permit is necessary. Purchase the non-apportioned tag from your county tag office. The non-apportioned tag is legal outside Georgia if the combined gross weight is always less than 26,000 pounds and if the non-apportioned tag does not authorize the truck to operate at 26,001 pounds or more.

## **Exempt Vehicles**

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The IRP specifically exempts the following Georgia vehicles from IRP registration:

1. Government-owned vehicles
2. City pick-up and delivery vehicles
3. Buses used for chartered parties. (Note: A registrant may want to register its chartered parties bus or buses if they plan to travel into any of the western states. This is due to some western states' 'non-IRP' registration requirements).
4. Recreational vehicles (defined as a vehicle used for personal pleasure or travel by an individual or his family)
5. Vehicles operating entirely within the state of Georgia and any vehicle or combination with a gross weight of 26,000 pounds or less.

**Note:** A non-apportioned Georgia plate must be obtained from your county tag office for these vehicles.

## **Types of Operation**

### **Haul-for-Hire**

If your vehicle carries goods owned by another person for compensation, you must register for a haul-for-hire tag.

### **Private Carrier**

A private carrier is an individual or company whose primary vehicle use is in furtherance of a business, which is not transportation. These carriers haul their own goods with their own equipment. This type of carrier is not required to maintain ICC authority to haul these products, but is responsible for all distance records.

### **Household Goods Carriers**

For equipment leased from service representatives, the household goods carrier may elect to register in the base state of the service representative or that of the carrier.

In cases where the carrier elects to register in the service representative's base state, the equipment shall be registered in the service representative's name and that of the carrier as lessee. The apportionment of fees will be according to the service representative's records. These records must be kept or made available in the service representative's base state.

If the carrier elects to register in his base state, the equipment shall be registered by and in the name of the carrier and that of the service representative as lessor. The apportionment of

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fees will be according to the distance records maintained by the carrier and must include both interstate and intrastate distance operated by those vehicles under the IRP agreement. The records must be kept and made available in the carrier's base state.

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 his base state, but in both the owner-operator name and that of the carrier as lessee. The apportionment of fees shall be according to the distance records of the carrier.

### **Restricted Tags**

A 'restricted plate' is a registration, which has a commodity restriction. An IRP restricted plate allows Georgia registrants to move specified commodities (unprocessed forest products, unprocessed farm products, milk or fertilizer) in all jurisdictions. However, only the jurisdiction of Georgia will appear on the cab card. Restricted tags are not valid for intrastate movement made in another IRP jurisdiction. Back hauling of finished or unrelated products is prohibited. Distance records are not required to be maintained on vehicles registered with IRP restricted tags. Due to the operational aspects of restricted license plates, Georgia counties do not sell IRP restricted plates.

**Forestry Tag** - Registrants may haul only unprocessed forest products such as logs, pine straw, wood chips, pulpwood, or pine bark. The registrant is not required to own the logs to be allowed to use an IRP restricted forestry tag. Machinery and equipment used in the forest such as skidders, tractors, loaders, and other logging equipment may also be hauled. You cannot haul any other equipment or products with an IRP restricted forestry tag.

**Farm Tag** – Registrants may haul only unprocessed agricultural or livestock products raised, owned, and grown by the owner of the vehicle to market or a place of storage. You may also haul any equipment, supplies or products purchased for your use and used in the farming or ranching operation. You cannot haul any other equipment or products on an IRP restricted farm tag.

**Milk/Fertilizer/Crops** – Registrant may haul, specifically, field applications of fertilizers, poultry litter, crop protection chemicals and milk which is owned and operated by a farmer. This plate has no weight limitation on restricted commodity. Crops are fruits and products of all annual or perennial plants (ongoing), trees and shrubs.

**Agriculture/Fertilizer Tag** – A commercial truck designed specifically for field applications of fertilizer, poultry litter, and crop protection chemicals which is owned and operated by a farmer or business engaged in the sale and application of fertilizers, poultry litter, and crop protection chemicals and are operated primarily off the highway.

**Buses** - Buses used exclusively for charter are exempt from apportioned registration. They may be registered at your option if they will travel in any of the western states due to some western states' non-IRP registration requirements. See Appendix B for other jurisdiction contacts.

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Common carriers of passengers operating interstate on a regularly scheduled route must be registered as an allocated fleet. For further information on bus allocated fleets, contact the Georgia Motor Vehicle Division - IRP Section, phone (404) 968-3800.

### **Mobile Home Toters - Road Tractors**

A mobile home toter with two axles, when weighed in combination with manufactured housing, which combination exceeds 26,000 pounds, should be proportionally registered in any IRP member-state traveled into and through for the maximum combined gross weight.

### **Requirements to Register**

A Georgia Title is required to purchase an IRP tag. Georgia residents and Georgia companies are required to have an established place of business located in Georgia where the operational records are maintained.

The registrant is required to have a publicly listed phone number in the name of the fleet registrant located in Georgia. The telephone number and registrant name must be verifiable through Internet, the White or Yellow Pages.

### **Supporting Documents**

Any of the following documents which apply to your individual IRP tag application (Schedule A, B, or C) must be submitted at the time you register.

#### **Your application will not be complete until all of the required documents are received.**

1. No out-of-state titles will be accepted. All trucks to be registered in IRP must be titled in Georgia. If your vehicle is 1985 or older, you do not have to submit a validated Georgia title application. The Georgia IRP will accept a notarized bill of sale.
2. Equipment Leases: Two Parties: If you have an equipment lease, you must submit a copy of the notarized equipment lease agreement between two parties only, and a copy of the Georgia title. The Georgia IRP will accept three-party lease agreements. It is the responsibility of the registrant to make sure all lease agreements are in the truck in case there is an issue with law enforcement. All lease agreements must be signed, dated and notarized.
3. Affidavit Of Ownership: One Party: If you intend to purchase an IRP tag for a truck to be titled in your name, but choose to register it under a different name, and both names refer to one and the same entity (one party), you must submit a notarized Affidavit of Ownership. This form is available from the IRP office.

4. Employment Lease Agreement: Two 9

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Parties: If an owner-operator's truck is titled in his own name, he can register it under an employer's or carrier's IRP account name if he wishes. A notarized employment lease agreement is required and will be accepted between two names only: the name of the registrant (the carrier) and the name of the owner on the title (the owner-operator).

For Georgia residents, a copy of the Georgia title application must be submitted or the Georgia title number may be written on the IRP application form.

5. **IRS 2290 Receipt:** The Federal Heavy Vehicle Use Tax (IRS form 2290) is a tax the IRS imposes on vehicles operating at 55,000 pounds or more.

If you have owned your truck over 60 days, and are registering it for 55,000 pounds or more, you must submit your stamped 2290-Schedule 1 Receipt from the IRS for your Federal Heavy Vehicle Use Tax – for the current year (imprinted for current year), or file 2290 electronically and print original copy of the PDF file with watermark. The IRP will not accept any altered Schedule 1 tax receipts. The correct VIN number must appear on the 2290 - schedule 1 for each vehicle.

If you are leasing your truck, you will be required to submit the current IRS 2290 receipt based on the purchase date on the title of the truck; not the date of the lease agreement.

Submit a copy of the front and back of the cancelled check used to pay the IRS for the current 2290 tax, showing clearly that the IRS deposited the check, and an unstamped current year Schedule 1 form which you have completed, showing your name, address, and the correct VIN (s). No alterations on the year imprinted on the form will be accepted.

6. **MCS-150 Form (s)** required to process any application in which you are registering a vehicle:

**Two MCS-150 Forms:** If you are leased to a Motor Carrier (their D.O.T. number is on your truck), we require two Motor Carrier Identification Report Forms from you. One is to be completed by the motor carrier you are leased to, paying special attention to furnishing their USDOT number and their Motor Carrier number, and signed by them. The other one is completed and signed by you.

\*\*\*If you do not have a USDOT number (Registrant Number), you must complete and sign the form and a USDOT number will be assigned to you, which will not go on your truck.

**One MCS-150 Form:** You are required to complete and sign only one Motor Carrier Identification Report Form if you are:

1. Purchasing an IRP Private Carrier tag
2. Purchasing an IRP Restricted tag
3. If you have your own ICC Authority/MC number – or are applying for it
4. If you are hauling a commodity considered exempt from having to obtain your own ICC Authority/MC number by the US DOT Motor Carrier Safety Administration.

WARNING: If you are applying for your own ICC Authority/MC number, your permanent credentials will not be issued until you notify the Georgia IRP office of your MC number.

One MSC-150A Form (Safety Certification for Application) is required for the following when applying for a new USDOT number:

1. A first-time private carrier applicant
  2. A first-time IRP restricted tag applicant
  3. A first-time, haul-for-hire applicant with your own ICC Authority/MC number, or are applying for your own ICC Authority/MC Number.
  4. A first-time haul-for-hire applicant who is exempt from obtaining your ICC Authority/MC number because you haul an exempt commodity.
7. **Show Continuous Registration:** If you had an out-of-state IRP tag on your truck in the last twelve months, submit a copy along with a copy of the out-of-state cab card with your application.

If you have had a Georgia IRP tag on your truck in the last 12 months in the name of an employer/carrier, and are now trying to obtain your own tag in your own name, submit a copy of their Georgia IRP cab card with your application. If you have had a county issued tag on your truck in the last 12 months, submit a copy of the registration receipt with your application.

If you had a county-issued tag on your truck during the current tag year, you may receive credit by bringing the tag into the Georgia IRP office at the time you are registering. You may also contact your county tag office prior to registering with the Georgia IRP to ascertain if their policy allows a refund.

8. Insurance: You must submit a copy of your current liability insurance card along with your application. If your insurance is a binder at the time you register your vehicle, rather than a permanent policy; you must submit a copy of the Certificate of Insurance with a binder

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number.

\*\*\*\*\*

Please read the Supporting Documents section, so that you will submit the correct documents with your IRP tag application.

Submit only one payment ('TOTAL DUE' from the billing invoice) to cover the IRP fees for all states. Please ensure your payment is exactly the amount billed, plus any late payments that may be due.

Registrants who have multiple fleets should send payments for all fleets in the same envelope, at the same time, to avoid delays in processing.

If the billing invoice does not reflect the information submitted on your application, call the Motor Vehicle Division - IRP Section (404) 968-3800. If you have made a change in vehicles since the submission of your IRP application, pay the amount billed, and then refer to Page 32 for information on how to submit registration changes.

Make Payment To: **Georgia Department of Revenue-Motor Vehicle Division**

Send your payment, and one copy of the billing notice to the address below. Ad Valorem taxes must be satisfied at your local county tag office before license plates can be issued:

Motor Vehicle Division-Commercial Vehicle Registration/ IRP  
P.O. Box 740382  
Atlanta, GA 30374-0382

**Acceptable payment** through the mail for IRP credentials must be business check, cashier's check or money order.

Walk-in payments for IRP include: Cash, MasterCard, American Express or Discover (all with a fee except cash). To make a payment on-line, go to: <https://www.officialpayments.com/index.jsp>.

**What is PRISM?**

**PRISM is Performance Registration Information System Management.** In 1991, PRISM

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began as a mandate by Congress to link the commercial motor vehicle registration process to motor vehicle safety.

The Performance and Registration Information Systems Management (PRISM) program was developed to meet the challenge of reducing the number of commercial vehicle crashes of a rapidly expanding interstate carrier population. It has increased the efficiency and effectiveness of federal and state safety efforts through a more accurate process for targeting the highest-risk carriers, which allows for a more efficient allocation of scarce resources for compliance reviews and roadside inspections. It pioneered the use of a warning letter as an effective, yet inexpensive, alternative to a compliance review for carriers with less severe safety performance problems. The PRISM program requires that motor carriers improve their identified safety deficiencies or face progressively more stringent sanctions up to the ultimate sanction of a Federal out-of-service order and concurrent State registration suspensions. The PRISM program has proven to be an effective means of getting motor carriers to improve their compliance and performance deficiencies.

PRISM links the commercial vehicle registration process to motor carrier safety to achieve two purposes. One is to determine the safety fitness of the motor carrier prior to issuing license plates and two is to influence the carrier to improve its safety performance through an improvement process and, where necessary, the application of registration sanctions.

The PRISM program includes two major processes - the Commercial Vehicle Registration Process and Enforcement. The performance of unsafe carriers is improved through a comprehensive system of identification, education, awareness, data gathering, safety monitoring and treatment.

### **How does PRISM affect IRP Registration?**

IRP serves as the framework for the PRISM program. The USDOT number of the motor carrier responsible for the safety of every vehicle registered must be identified during the registration

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process as well as the USDOT Number of the registrant. Additionally, updated MCS-150 form information for each identified motor carrier responsible for safety on an IRP account and for the registrant is required unless the motor carrier and the registrant have each updated this information within 12 months prior to the first day of the renewal period directly on the federal MCMIS web page. In many of the IRP accounts, the registrant that maintains the IRP account and the motor carrier that is responsible for safety are the same. In some instances though, the IRP account registrant and the motor carrier responsible for the safety of individual vehicles on the account may be different. The following outlines USDOT Number and MCS-150 update requirements associated with PRISM and IRP registration in these instances.

### **Company vehicles registered in the company's name and the company is responsible for safety.**

Companies other than Rental and Leasing who only register their own vehicles need only provide the company's USDOT Number to the state registration office along with an updated copy of the motor carrier form MCS-150 (unless the information has been updated on MCMIS within 12 months prior to the first day of the renewal period.) If a USDOT Number is needed for the company, the IRP registration office will assist in obtaining it. Obtaining a USDOT Number and updating the MCS-150 information can also be done directly online by the registrant/motor carrier.

### **Leased vehicles registered in the name of the lessee who is responsible for safety.**

If some or all vehicles are leased from a rental/leasing company or from an owner/operator and are registered in the company name, then the same requirements stated above apply here.

### **Rental/Leasing companies who register in the rental/leasing company name**

Rental/leasing companies who register in their own name must provide the USDOT Numbers and copies of updated MCS-150 forms to the registration office for the rental/leasing company and also for all lessees who are responsible for safety for the vehicles unless this information has been updated within the previous 12 months from the first day of the new registration period. The USDOT Number for the rental/leasing company should be recorded in Section 1 of the IRP Schedule A and the appropriate USDOT number for the lessee's must be recorded in column 12 in the vehicle section. Column 13 must be recorded with an "n" if the terms of the lease cover the full registration year. If the motor carrier responsible for safety is unknown at the time of registration, the rental company's USDOT Number will be used as the default motor carrier. If the rental/leasing company registers its vehicles in the name of the lessee, then the requirements under company vehicles above apply.

### **Owner/Operators registering in their own name**

Owner/operators who register in their own names must obtain a USDOT Number for themselves. This number is for registration purposes only and does not provide the owner/operator with his/her own operating authority. In addition, the owner/operator must provide the USDOT Number for the

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company to whom he/she leases. Updated copies of the MCS-150 must be submitted for the owner/operator and all companies responsible for safety (the lessees). The MCS-150 forms for the companies must be completed by the companies. If the MCS-150 information has been updated within the previous 12 months from the first day of the new registration period, the copies of the MCS-150 are not necessary. The owner/operator must record his/her USDOT Number in Section 1 of the IRP Schedule A. Column 12 in the vehicle section should be completed with the company's USDOT Number. Column 13 should indicate whether the term of the lease is as long as the registration year.

## **Who Must Complete the MCS-150 Form (USDOT)**

If registrant is haul for hire and is leased to a trucking company, two MCS-150 forms must be updated and dated within twelve months: one completed by the IRP registrant and one completed by the carrier that the vehicle is leased to.

- In this situation, a lease between the IRP registrant and the carrier, signed by both parties, is required.
- If registrant is a haul for hire operator and has his/her own interstate authority, one MCS-150 form must be updated and dated within twelve months with USDOT and Motor Carrier number.
- For a new registrant/carrier that is Haul for Hire, Private or Restricted and does not have a USDOT number, one MCS-150A (Safety Certification Application) is required. This is one time only.

If registrant is a haul for hire operator and hauls exempt commodities, one MCS-150 form is updated and dated within twelve months showing the DOT number. Exempt Commodities: fresh produce, livestock, farm, logs, lumber, grain, feed, hay etc.

- MC number (Motor Carrier Number) is not required.
- If the registrant is a private carrier, one MCS-150 form is updated and dated within twelve months showing the DOT number.
- For a new registrant/carrier that is Haul for Hire, Private or Restricted and does not have a USDOT number, one MCS-150 A is required, one time only.

## **New IRP Registrant**

Schedule A IRP application (T-138) must be completed by all first time registrants. Only one application is completed for each fleet. A copy of the Federal Highway Heavy Vehicle Use Tax Form 2290 must be provided by the registrant for vehicle(s) with a weight of 55,000 pounds or greater. Newly purchase vehicles can be registered because of the sixty (60) day window to file the form 2290.

All IRP registrants establishing a new account or IRP registrants moving from another jurisdiction must provide proof of establish place of business. The registrant must provide a copy of a telephone bill to validate the establish place of business.

The T-138 Form requires general information on the registrant making application. Also, the federal identification or social security number, fleet distance and all power units, tractors, trucks, and buses registered to the fleet should be listed on the application.

### **Maximum Gross Weights**

The maximum gross weight for Georgia IRP vehicles allowed is 80,000 lbs. The maximum allowable weight for some jurisdiction can exceed 80,000 lbs. Jurisdictions allowing in excess of 80,000 lbs gross weight without the registrant obtaining a permit are the state of Washington (105,000 lbs), Province of Alberta (137,500 lbs), Saskatchewan (137,000 lbs), Maine (90,000lbs), New Mexico (86,000 lbs), Nebraska (94,000). Any vehicles weight that exceeds the jurisdiction limitations must have an overweight permit.

### **Estimated Distance**

A customer may use the Georgia estimated distance chart if a first time applicant, adding jurisdictions, or existing registrants establishing a new fleet. Estimated distance cannot be used for subsequent years. Estimated distance for subsequent years will be calculated over 100% of the total fleet distance. Applicants providing their own estimation must provide a detail explanation of their distance listed. The IRP staff will determine if these estimates are reasonable.

## **Establishing a Fleet and Weight Group**

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### Fleets:

- If you are registering all your trucks for the same states, you should put them in one fleet. Use one Schedule A and one Schedule B if you have one fleet.
- However, you should divide your trucks into two or more fleets if you are registering some of your trucks for certain states and other trucks for different states.

### Fleets Example

- Unit 1 – Fleet 01, Unit 4 Fleet 01
- Unit 2 - Fleet 02, Unit 3 Fleet 02
- Unit 5 - Fleet 003
- Fleet 001
- Georgia (80,000) Florida (80,000) Alabama (80,000)

### Registration

#### Fleet 002

- Georgia (80,000) Alabama (80,000) Tennessee (80,000) Florida (80,000)

#### Fleet 003

- Georgia (80,000) South Carolina (80,000)
- Tennessee (80,000) Alabama (80,000) Mississippi (80,000)

Remember: If registrant's truck(s) will NOT all be registered for the same states, registrant will have more than one fleet. A fleet is defined by the states. For example, if a truck operates in two states, and another truck that will operate in forty-eight states, registrant must create two fleets.

### Weight Groups

- have three vehicles traveling to the same states but the maximum weight is different.
- Weight Group 1 (Vehicle 01)
- Alabama (80,000) Florida (80,000) Georgia (80,000)

### Weight Group 2 (Vehicle 02)

- Alabama (60,000) Florida (65,000) Georgia 75,000

### Weight Group 3 (Vehicle 03)

- Alabama (54,999) Florida (54,999) Georgia (54,999)

### Weight Groups:

- If all the trucks in a fleet will be registered at the same weight, you have one weight group in that fleet.
- However, you may subdivide a fleet into more than one weight group if you are registering some trucks, for example, at 80,000 lbs and others at 54,000 lbs.

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**Georgia Department of Revenue Schedule A (IRP (T-138))**

Vehicle Schedule A

This vehicle schedule is for initial registration of each fleet of vehicles when traveling, or when adding jurisdictions or increasing weights

- |  |   |  |  |                                  |  |
|--|---|--|--|----------------------------------|--|
| (1) <u>New Account</u><br>(Form T-239)   | (2) <u>5 -Digit Georgia IRP Account #</u>   | (3) <u>3-Digit Georgia Fleet #</u>                           | (4) <u>3-Digit Georgia Supplement #</u>                    | (5) <u>Registrant's US DOT #</u> | (6) <u>Federal Employer Identification # (FEIN) or Social Security #</u> |
| (7) <u>Registrant's/Carrier's Full, Legal Name and Business Address in Georgia including city, state and zip code. The Registrant/Carrier is an individual, record first name, middle name and last name. A post office box is not acceptable.</u> |   |  |  |                                  | (7a) <u>Georgia County Name</u>  |
| (8) <u>Registrant's/Carrier's Mailing Address, including city, state and zip code if different from the address recorded above in #7. A post office box is acceptable.</u>   |   |  |  |                                  |  |
| (9) <u>Registrant's/Carrier's Business Telephone</u>   | (9a) <u>Registrant's/Carrier's Cell Phone # including area code</u>                 | (9b) <u>Registrant's/Carrier's Fax # including area code</u> | (9c) <u>Registrant's/Carrier's Internet E-mail Address</u> |                                  |  |
| (10) <u>Contact Person's Name:</u>   | (10a) <u>Contact Person's Telephone # including area code</u>                       | (10b) <u>Contact Person's Fax # including area code</u>      | (10c) <u>Contact Person's Internet E-mail Address</u>      |                                  |  |
| (11) Wyoming Intrastate? Y/N   | (12) <u>Type of Operation</u> – Check the box that applies Private or Haul for Hire | (13) Reason for the IRP Application                          | (14) <u>Required Documents</u>                             |                                  |  |

**Section 1 Application Information**

## Motor Vehicle Division

## Commercial Vehicle Registration

1. New Account? Check the “Yes” box if you are applying for Georgia IRP registration for the first time.
2. 5-Digit Georgia IRP Account #: Record the Registrant’s/Carrier’s 5-digit Georgia Department of Revenue IRP account number. First time Registrants should leave this space blank.
3. 3-Digit Georgia Fleet #: Record a three-digit fleet number. A fleet is one or more vehicles that all travel in the same jurisdictions. A separate Vehicle Schedule A (Form T-138) and Distance Schedule B (Form T-139) is required for each fleet. Number each fleet in order, i.e. 001,002, 003, etc.
4. 3-Digit Georgia Supplement #: Leave blank and a supplement number will be assigned.
5. Registrant’s US DOT#: Record the Registrant’s US DOT number. File for your US DOT number or update your Motor Carrier Services Identification Report (MCS-150) from the Federal Motor Carrier Safety Administration’s website, <http://safer.fmcsa.dot.gov/> or call 678-284-5130 Motor carrier forms dated more than one-year from the last update will not be accepted.
6. Federal Employer Identification # (FEIN) or Social Security #: Record the Registrant’s Federal Employer Identification Number (FEIN). If the Registrant does not have a FEIN, record the Registrant’s social security number and apply for a FEIN immediately with the Internal Revenue Service (IRS). Click on the link to connect to the IRS website.
7. Registrant’s/Carrier’s Full, Legal Name and Business Address in Georgia including city, state and zip code. If registrant is an individual, record first name, middle name and last name. A post office box is not acceptable: Record the Registrant’s/Carrier’s complete name and business address in Georgia including the city, state and the zip code. Please do not abbreviate the city. This address is the same address where the operational records and distance records for the fleet are maintained. Plates will be mailed to the business address.
  - 7a. Georgia County Name: Record the name of the county in Georgia where the Registrant’s/Carrier’s business address is located.
8. Registrant’s/Carrier’s Mailing Address, including city, state and zip code if different from the business address recorded in #7. A post office box is acceptable. The Registrant’s/Carrier’s complete mailing address should be shown when different from the business address shown in #7. Plates will not be mailed to the mailing address.
9. Registrant’s/Carrier’s Business Telephone # including area code: A publicly listed business telephone number from the yellow/white pages, via internet is required.
  - 9a. Registrant’s/Carrier’s Cell Phone # including area code: Optional

## Motor Vehicle Division

## Commercial Vehicle Registration

- 9b. Registrant's/Carrier's FAX # including area code: Optional
- 9c. Registrant's/Carrier's Internet E-mail address: Optional
10. Contact Person's Name: Record the complete name of the person to contact regarding this application. This person must be authorized to answer questions on this application. A power of attorney may be necessary.
- 10a. Contact Person's Telephone #: If a contact person is named, the contact person's telephone number including the area code is required.
- 10b. Contact Person's FAX #: Optional
- 10c. Contact Person's Internet E-mail Address: Optional
11. Wyoming Intrastate? Check the "Yes" box if the vehicles in this fleet will operate intrastate in the state of Wyoming during this registration year.
12. Type of Operation: Check the applicable box that describes your type of operation. If transporting forest products, also check the type of trailer.
13. Reason for the IRP Application: Check the box to indicate the reason for the IRP application. The letters after each reason identify documents that must accompany this application. Check the same letters in column (14).
14. Required Document(s): Please make sure the documents that you checked are submitted with this application.

### **Business Rules that applies to Section 1**

1. New Account: Applying for IRP registration for the first time.
2. IRP Account Number: Georgia IRP assigns the account number. If none is assigned, leave blank.
3. Fleet Number: Georgia IRP assigns the fleet number.
4. Supplement Number: Georgia IRP "Use Only" (Do not write in space)
5. Motor Carrier USDOT Number: Federal Motor Carrier Safety Administration assigns the USDOT number based on gross weight of 10,000 lbs and above used for commercial purposes.
6. Federal Employer Identification Number (FEIN) or Social Security Number (SSN): The FEIN or SSN number must be provided to meet the application requirement.
7. Registrant's/Carrier's Full Legal Name and Business Address: Georgia IRP address where the fleet is based and provide proof of the establish place of business.

## Motor Vehicle Division

## Commercial Vehicle Registration

- 7a. Georgia County Name: Ad valorem taxes should be satisfied in the county where the business is domicile.
8. Registrant's/Carrier's Mailing Address: Provide mailing address if different from the establish place of business.
9. Registrant's/Carrier's Business Telephone#: Provide publicly listed business telephone number for the establish place of business.
  - 9a. Registrant's/Carrier's Cell Phone: Provide cell phone number if do not have business phone telephone.
  - 9b. Registrant's/Carrier's Fax#: Optional
  - 9c. Registrant's/Carrier's Internet E-mail address: Optional
10. Contact Person's Name: A contact name must be provided when there are questions concerning the application. A power of attorney may be necessary.
  - 10a. Contact Person Telephone: A contact phone number must be listed when questions arise regarding the application.
  - 10b. Contact Person Fax#: Optional
  - 10c. Contact Person's Internet E-mail: Optional
11. Wyoming Intrastate: If vehicle operates in Wyoming during registration year, check the "yes" box.
12. Type of Operation: The appropriate box must checked to describe the commodity being transported.
13. Reason for IRP Application: Check the appropriate(s) boxes that pertains to the reason for the application being submitted.
14. Required Documents: Documents that were checked, make sure they are submitted with application.

(1) Weight      (2) Jurisdiction(s):  
Group Number:

**Section 2 Application Information**

1. Weight Group Number: Record a three-digit weight group number. A weight group is a group of vehicles within the same fleet, which register at different weights from other vehicles within the same fleet. Use a separate Schedule A (Form T-138) for each different weight group.
2. Jurisdiction(s): Record the maximum gross vehicle weight at which the vehicles in this fleet will operate during this registration year in the applicable jurisdiction boxes.

**Business Rules that applies to Section 2**

1. Weight Group Number: Record each weight group number by a group of vehicles within the same fleet and registers at different weight.
2. Jurisdiction(s): Record the maximum weight for all vehicles in the fleet that will operate during the registration year.

(1) <u>Unit/Equip.#</u>	(2) <u>Vehicle Identification# (VIN)</u>	(3) <u># Of Axles or Seats</u>	(4) <u>Empty Weight of Vehicles</u>	(5) <u>Combin ed Gross Weight</u>	(6) <u>Vehicle's Purchase Price</u>
(7) <u>Factory List Price</u>	(8) <u>Owner(s)' Legal Name(s)</u>				
(9) <u>Georgia Title#</u>	(10) <u>Short Term Lease/Safety Change Ind. (Y/N)</u>	(11) <u>Carrier's FEIN#</u>	(12) <u>USDOT #</u>		

**Section 3 Application Information**

1. Unit/Equip.#: Record the equipment or unit number for each vehicle. The Registrant/Carrier assigns this number. Each vehicle requires a different unit or equipment number. Numbers cannot be reused in a license year.
2. Vehicle Identification Number (VIN): Record the vehicle's complete vehicle

## Motor Vehicle Division

## Commercial Vehicle Registration

- identification number (VIN) as it appears on the vehicle's Georgia certificate of title.
3. # Of Axles or Seats: Record the number of axles, including the steering axle, for trucks. Do not include trailer axles with truck axles. Record the number of seats for buses only.
  4. Empty Weight of Vehicle: Record the empty weight of the tractor or truck.
  5. Combine Gross Weight: Record the combined weight of the tractor, trailer, and the heaviest cargo that the vehicle will carry.
  6. Vehicle's Purchase Price: Record the price the current owner paid for the vehicle minus any trade-in, sales or use tax and finance charges.
  7. Factory List Price: Record the vehicle's factory list price.
  8. Owner(s) Legal Name(s): Record the vehicle owner(s) name(s) as it appears on the vehicle's Georgia certificate of title.
  9. Georgia Title #: Record the vehicle's Georgia certificate of title number. Titles are required for 1986 and newer year model vehicles.
  10. Short Term Lease/Safety Change Ind. (Y/N): Record a "Y" if the vehicle will be rented or leased for thirty-days or less during this registration year.
  11. Carrier's FEIN#: Record the Carrier's Federal Employer Identification Number (FEIN). If the Carrier does not have a FEIN, record the Carrier's social security number and apply for a FEIN immediately with the Internal Revenue Service (IRS). Click on the link to connect to the IRS website.
  12. USDOT#: Record the Carrier's USDOT Number. If a "Y" is entered in the Short Term Lease/Safety Change Ind. Column (10), a USDOT number is required. Registrants/Carriers are required to update their Motor Carrier Identification Report (Form MCS-150) annually. File for a USDOT number or update your Motor Carrier Services Identification Report (MCS-150) from the Federal Motor Carrier Safety Administration website, <http://safer.fmcsa.dot.gov/> or call (678) 284-5130. Motor carrier forms dated more than one-year from the last update will not be accepted.

### **Business Rules that apply to Section 3**

1. Unit/Equip# : Registrant/Carrier records this unique number on the application. This number can only be assigned to one vehicle during a license year.
2. Vehicle Identification Number (VIN): Record the vehicle's complete number as it appears on the Georgia title.

3. # Of Axles or Seats: Record the number of axles and seats for buses.
4. Empty Weight of Vehicle: Record the empty weight of the truck or tractor only.
5. Combined Gross Weight: Record the vehicle's combined weight of the tractor, trailer and cargo.
6. Vehicle's Purchase Price: Provide the owner's current purchase price of the vehicle.
7. Factory List Price: Record the vehicle's factory list price.
8. Owner(s) Legal Name(s): Record the vehicle owner(s) name(s) as it appears on the Georgia title.
9. Georgia Title#: Record the vehicle's Georgia certificate of title number.
10. Short Term Lease/Safety Change Ind. (Y/N): Record "Y" if the vehicle will be leased for thirty-days (30) or less during the registration year.
11. Carrier's FEIN#: Record the Carrier's Federal Employer Identification Number (FEIN). If Carrier does not have a FEIN, a social security number will be recorded. The Carrier must apply for a FEIN immediately with the Internal Revenue Service (IRS).
12. USDOT#: Record Federal USDOT number of the Registrant/Carrier who is responsible for the safety of the vehicle. Registrants/Carriers are required to update their Motor Carrier Identification Report (MCS-150) annually.

1. Signature, Printed Name, Position or  
Job Title & Date

**Section 4 Application Information**

1. Signature, Printed Name, Position or Job Title & Date: The Registrant/Carrier or an authorized agent is required to sign this completed application, print their name, record their position or job title with the company, and record the date (month, day and year) they sign the application. You are not required to submit money with this application. An invoice will be mailed to you later.  
website: [www.dor.ga.gov](http://www.dor.ga.gov)

**Business Rules that apply to Section 4**

1. Signature, Printed Name, Position or Job Title & Date: Registrant/Carrier must sign and print name, record position, job title and date.

**Georgia Department of Revenue Distance Schedule B (IRP T-139)**

**Distance Schedule B**

The Distance Schedule is for new or renewal application, adding a new jurisdiction, changing the type of operation, correcting distance or requesting a fleet to fleet transfer.

<u>(1) New Account</u>	<u>(2) Georgia IRP Account #</u>	<u>(3) Georgia Fleet</u>	<u>(4) Georgia Supplement #</u>	<u>(5) Are IRP &amp; IFTA Distance the same for this Fleet? Y/N</u>	<u>(6) Check the box indicating the document used for estimating distance.</u>
<u>Y/N</u>	<u>(7) Reason for the IRP Application</u>				

**Section 1 Application Information**

1. New Account#: Check the “Yes” box if you are applying for Georgia IRP registration for the first time.
2. Georgia IRP Account#: Record the Registrant’s/Carrier’s Georgia IRP account number. First time Registrants/Carriers should leave this space blank.
3. Georgia Fleet#: Record a three digit fleet number. A fleet is one or more vehicles that all travel in the same jurisdictions. A separate Vehicle Schedule A (Form T-138) and Distance Schedule B (Form T-139) are required for each fleet. Number each fleet in order, i.e. 001, 002, 003, etc.
4. Georgia Supplement#: Leave blank and a supplement number will be assigned.
5. Are IRP & IFTA Distance the Same for This Fleet? If the distance reported to IRP (International Registration Plan) and the distance reported to IFTA (International Fuel Tax Agreement) is the same, check the “Yes” box. If they are different, check the “No” box. If you check the “No” box, you must use your IRP distance on this application.
6. Check the Box Indicating the Document Used to Estimate Distance: Check the box indicating the document used to estimate distance, current GA IRP Distance Chart (Form T-238) or current Distance Detail Source Document (Form T-141). If you recorded actual distance, leave this box blank.
7. Reason for the IRP Application – Check the box(s) indicating the reason(s) for the IRP Application.

**Business Rules that applies to Section 1**

1. New Account#: Check “Y” box if this is your first time registering with Georgia IRP.
2. Georgia IRP Account#: Registrant/Carrier will leave this box blank if new.
3. Georgia Fleet#: Record a three digit fleet number, i.e. 001, 002, 003 etc.
4. Georgia Supplement#: Leave blank and a supplement number will be assigned.

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5. Are IRP & IFTA Distance the Same for this Fleet? Record same distance for IFTA and IRP. If different, you must provide IRP distance.
6. Check the Box Indicating the Document Used to Estimate Distance: Make sure correct document is used for Estimated Distance.
7. Reason for the IRP Application: Indicate reason(s) for IRP Application.

(1) Y/N  
(Columns 1):

(2) Jurisdictions (Columns 2):

(3) Distance  
(Columns 3):

(4) E/A  
(Columns 4):

### **Section 2 Application Information**

1. Y/N (Columns 1): To the left of each jurisdiction, record a “Y” if the vehicles in this fleet will travel in the jurisdiction this registration year. If the vehicles in this fleet will not travel in the jurisdiction this registration year, record an “N”.
2. Jurisdictions (Columns 2): All jurisdictions are listed in these columns. To

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declare distance for the vehicles(s) in this fleet, complete columns (1), (3) and (4).

3. Distance (Columns 3): Record the actual distance the vehicles in this fleet traveled in a jurisdiction during the distance-reporting period, July 1, 2007 thru June 30, 2008. Record estimated distance if the vehicles in this fleet did not travel in a jurisdiction during the distance-reporting period, July 1, 2007 thru June 30, 2008, but will travel there this registration year.
4. E/A (Columns 4): Record an "E" when the declared distance is estimated. Record an "A" when the declared distance is the actual distance.

### **Business Rules that applies to Section 2**

1. Y/N (Columns 1): Record a "Y" in the jurisdiction if the vehicles in this fleet will travel in this registration year.
2. Jurisdictions (Column 2): Record distance for all vehicles in columns 1, 3 and 4.
3. Distance (Columns 3): Record the actual distance the vehicles traveled in each

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jurisdiction.

- 4. E/A (Columns 4): Record "E" for estimated distance and record "A" for actual distance.

(1) Total Fleet Distance:

(2) Total # Vehicles Listed on All Schedule A Applications Form T-138 & Form T-138A):

(3) Total # Power Units Being Registered:

(4) Explain in detail the scope of your operations below when any estimated distance is recorded:

(5) Signature, Printed Name, Position or Job Title & Date:

**Section 3 Application Information**

- 1. Total Fleet Distance: Add all distance recorded on this application and record the total in this field.
- 2. Total # of Vehicles Listed on All Schedules Applications (Form T-138 & Form T-138A): Record the total number of vehicles listed on all Schedule A forms (Form T-138) and Vehicle Schedule A Continuation forms (Form T-138A) for this fleet.
- 3. Total # of Power Units Being Registered: Record the total number of power units in this fleet.

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4. Explain in detail the scope of your operations below when any estimated distance is recorded above in columns (3) of Section 2: Explain in detail why estimated distance is being used instead of actual distance.
5. Signature, Printed Name, Position or Job Title & Date: The Registrant/Carrier or an authorized agent is required to sign this completed application, print their name, record this position or job title with the company, and record the date (month, day and year) they sign this application.

### **Business Rules that applies to Section 3**

1. Total Fleet Distance: Record total fleet distance for each jurisdiction.
2. Total # of Vehicles Listed on All Schedule A Applications (Form T-138 & Form T-138A): Record total number of vehicles listed on Schedule A and Schedule A Continuation Form.
3. Total # of Power Units Being Registered: Record the total number of power units in fleet.
4. Explain in detail the scope of your operations below when any estimated distance is recorded above in columns (3) of Section 2: Record explanation why estimated distance is being used.
5. Signature, Printed Name, Position or Job Title & Date: Registrant/Carrier or authorized agent must provide a signature, printed name, position or job title with company and date.

## **Supplemental Applications**

### **Changes**

You may need to make supplemental changes to your registration after the \_\_\_\_\_ yearly renewal registration has been completed. All schedules that are faxed should be given a 24-48-hour processing time depending on the workload. Supplemental IRP applications may include:

**Desired Change**

1. Add a vehicle to an existing account
2. \*Add and delete a vehicle
3. Add states
4. Add weight
  
5. Create a new fleet
6. Change commodity type  
(for example, from Private Carrier to Haul for Hire for every truck in the fleet)
7. Fleet to fleet transfer;  
(when a fleet already exists with the right type of operation and states to move a truck to)
8. Fleet to fleet transfer  
(when a fleet has to be created to move the truck to)
9. Lost or stolen IRP license plate
  
10. Lost cab card

**Required Schedule**

- Schedule C and supporting documents  
Schedule C and supporting documents  
Schedule A and B-no supporting documents  
Schedule A and IRS 2290 IF new weight will be 55,000 pounds or more  
Schedule A and B and supporting documents  
Schedule A
- Schedule C
- Schedule A, B, and C
- MV-141, a police report, and \$8.00 cashier's check  
MV-142 or an affidavit for replacement cab card and a \$1.00 cashiers check

**The original cab card for a deleted vehicle (only) must be returned to the IRP office for the following reason(s):**

- **Cancelled Insurance**
- **Register's Vehicle at local tag office**

**Temporary Vehicle Registration (TVR)**

All temporary TVR are for sixty (60) days although you must pay your invoice within thirty (30) days of invoice date. A temporary vehicle registration TVR may be obtained on new accounts, new fleets, lost tags or cab cards, new vehicle additions, adding states or increasing weights by a Georgia-based carrier while IRP permanent registration is being processed. A TVR will not be issued for renewal vehicles. The correct supporting documents must be verified prior to issuance of any TVR. Accepting a temporary vehicle registration means you are required to pay your invoice.

## **Payment of Bill**

Do not send payment with your application. The IRP section will compute the apportioned fees for Georgia and for each member state into which you operate. A billing invoice will be sent to the mailing address listed on the application.

**Payment is due upon receipt of the invoice.** License plates will not be sent until remittance is received. If payment is not received by the last day of the expiration month a 25% payment penalty will be assessed on the Georgia fees. On new accounts, payment must be received within 30 days of the invoice date to avoid a late payment penalty of 25% of the Georgia fees.

Apportioned license plates will be sent to the **actual business address** listed on the application. You must be able to receive mail at this business address.

## **Ad Valorem Tax**

The ad valorem tax collection screen must show taxes paid or that no taxes are due for the current registration period (MVD-IRP GRATIS system will display this information).

On the Ad Valorem Tax Collection screen, the county tag offices still have the option of entering Georgia and Total Distance for the registrant. The registrant has to provide the county with a copy of the Schedule "B" application.

**Note:** The IRP office does not register by birthdays. Registration for a business is determined by the first letter of the company's name and for an individual person the first letter of the last name. Tag will be delayed if:

- \* Ad valorem tax is not showing satisfied.
- \* Any late payment fee that may be due is not included.

## **Address Warning**

You will be required to provide a business and a mailing address on your Schedule A. The addresses can be two different addresses, or they may be the same. However, the business address must be an existing physical address with a mailbox, receiving mail delivery. Your IRP tag will be mailed to the physical address you give. Georgia law requires that all vehicle tags be mailed to a physical address with a mailbox.

All other correspondence will be mailed to the mailing address you provide on your Schedule A. The mailing address can be anywhere outside Georgia and can be a post office box number.

IRP tags and cab cards are not mailed to the mailing address.

The person or company whose name appears as the registrant on your Schedule A, owns the tag, regardless of who pays for the tag. When you register your tag in another person's name, they own the tag for the year. Such a tag cannot be transferred to any other name.

## **Important Terms**

### **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:

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

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26,000 pounds (11,793.401 kilograms).

### **Axle**

An assembly of a vehicle consisting of two or more wheels whose center is 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, an axle is any such assembly whether or not it is load bearing only part of the time. For example, a single unit truck with a steering axle and two axles in a rear-axle assembly is an apportionable vehicle even though one of the rear axles is a so-called 'dummy', 'drag', 'tag', or 'pusher' type axle.

### **Base Jurisdiction**

Base jurisdiction means the Member Jurisdiction 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**

The plate that is issued by the base jurisdiction and the only registration plate issued for the vehicle by a member state.

### **Bobtail**

Bobtail is a power unit without a trailer.

### **Cab Card**

A registration card issued by the base state for a vehicle of an apportioned fleet, which identifies the vehicle, base, plate number, the registered weight by states, and indicates the states in which the vehicle is properly registered.

### **Carrier**

An individual, partnership, or corporation engaged in the business of transporting goods or persons.

### **Combination**

A power unit used in combination with trailers and semi-trailers

### **Combined Gross Weight**

The weight of the power unit and trailer and the maximum load

### **Commercial Carrier (Haul for Hire)**

A carrier that transports persons or property for hire, compensation, or profit in the furtherance of a commercial enterprise

### **Converter Gear**

An auxiliary under-carriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer; sometimes called 'auxiliary axle' or 'dolly'.

**Credentials**

The cab card and apportioned plate issued for vehicles registered under the International Registration Plan.

**DBA**

Doing Business As

**Deadhead**

To operate a commercial vehicle from one point to another without transporting any type cargo.

**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 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. The Base Jurisdictions may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

**Estimated Distance**

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

**FEIN**

Federal Employer Identification Number

**Fleet**

One or more apportionable vehicles which all travel in the same jurisdictions.

**Foreign Jurisdiction**

Any jurisdiction or state other than the base jurisdiction.

**For-Hire-Carrier**

Any motor carrier providing vehicles and drivers, which are available to the general public to engage in the transportation of passengers or property for compensation

**Full Trailer**

Every vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight or that of its load rests upon or is carried by the towing vehicle.

**Gross Vehicle Weight**

The weight of the vehicle without load plus the weight of any load thereon.

**‘In-Jurisdiction Distance’**

The total number of distance’ operated by a fleet of proportionally registered vehicles in a state during the preceding year are ‘in-jurisdiction distance’. In those cases where the registrant operated a fleet of proportionally registered vehicles in states that require no apportionment and grant reciprocity, the base state may add such distance to the base ‘in-jurisdiction distance’.

**Interstate Operations**

A vehicle’s movement through two or more states

**Intrastate Operations**

Private or for-hire hauling from one point within a state to another point within the same state

**IRS 2290 – Federal Heavy Vehicle Use Tax Receipt**

The stamped Schedule 1 portion of the form 2290 or electronically filed (with watermark) is the receipt of payment for the Heavy Vehicle Use Tax for vehicles weighing 55,000 pounds or more, paid to the IRS.

**IVDR**

Individual Vehicle Distance Record (required to be maintained by all companies or persons that operate apportionable vehicles).

**Jurisdiction**

A state, territory or possession of the United States or a province of Canada

**Lessee**

A person, firm or corporation, who has the legal possession and control of a vehicle owned by another under the terms of a lease agreement, is a lessee.

**Lessor**

A person, firm or corporation, which under the terms of a lease, grants the legal right of possession, control of and responsibility for the operation of the vehicle to another person, firm or corporation.

**Long Term Lease**

A vehicle is leased to a carrier for more than 30 days.

**Member Jurisdiction**

States of the United States or a province of Canada that is a member of the International Registration Plan

**MCS-150 Form & MCS-150A (Motor Carrier Identification Report and Safety Certification)**

Application required by the US Department of Transportation, Federal Motor Carrier Safety Administration, to obtain a USDOT number, or to declare your USDOT number for documentation purposes.

**Operational Records**

Documents supporting distance traveled for each vehicle in each state and the total distance traveled, such as fuel reports, trip sheets, logs, IVDR, etc.

**Owner Equipment Numbers**

The number assigned by the registrant. Each vehicle in a fleet must have a different OEN number. Simple, sequential numbering systems are preferred such as 1, 2, 3, etc. Equipment numbers cannot be used again within the same year if a vehicle is deleted.

**Owner-Operator**

- (A) **Lessor/ owner operator as registrant:** Apportioned registration for owner-operators who lease vehicles to motor carriers is possible. This is called 'owner-operator'. The owner operator (lessor) may register in the name of such owner-operator. The allocation of fees shall be according to the operational records of such owner-operator. The identification plates and cab card shall be the property of the lessor and may reflect both the owner-operator's name as registrant.
- (B) **Lessee /carrier as registrant:** The lessee may be the registrant at the option of the lessor and the vehicle may be registered by the carrier, but in both the owner-operator's name and that of the carrier as lessee. The allocation of fees shall be according to the records of the carrier. The identification plates and cab card shall be the property of the lessee and may reflect both the owner-operator's name and that of the carrier as lessee. Should an owner-operator, registered in such a manner leave the fleet of the lessee, only the lessee can continue to use the current registration.

**Private Carrier**

A person, firm or corporation, which utilizes its own trucks to transport its own goods or products or equipment

**Proportional Registration**

The registration of a fleet of apportionable vehicles with each state's distance divided by all states distance traveled by such fleet in the preceding year

**Recreational Vehicle**

A vehicle designed or converted and used for personal pleasure or travel by an individual or family.

**Registered Operating Weight**

The weight for which a vehicle or combination of vehicles has been licensed or registered within a particular state.

**Registrant**

A person, firm or corporation in whose name or names a vehicle is properly registered. The IRP registrant does not have to be the vehicle owner. The registrant is responsible for maintaining operational records.

**Registration Year**

The twelve-month period, which the registration plates issued by the base state are valid, according to the laws of the base state. Georgia's registration year is now staggered. The registration year is based on the first letter of the company's name or the first letter of the last name of the individual.

**Residence**

To establish Residence in a Member Jurisdiction, an Applicant must demonstrate to the satisfaction of the Member Jurisdiction at least three of the following:

- if the Applicant is an individual, that his or her driver's license is issued by that Jurisdiction;
- if the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that Jurisdiction;
- if the Applicant is a corporation, that the principal owner is a resident of that Jurisdiction;
- that the Applicant has paid real estate or personal property taxes to that Jurisdiction
- that the Applicant receives utility bills in that Jurisdiction in its name;
- that the Applicant has a Vehicle titled in that Jurisdiction in his/her name

**Restricted Plates**

A plate that has time, geographic area, distance, or commodity restrictions: farm, forestry, milk or fertilizer.

**Rental Fleet**

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

**Rental Passenger Cars**

To determine the percentage of total fleet vehicles that shall be registered in a jurisdiction, divide the gross revenue received in the preceding year for use of such rental vehicles arising from passenger car rental transactions occurring in the jurisdiction by the total gross revenue received in the preceding year for use of such rental vehicles arising from passenger car rental transactions occurring in all jurisdictions in which such vehicles are operated. The resulting percentage shall be applied to the total number of passenger cars in the fleet and that figure shall be the number of rental passenger cars that shall be fully registered in Georgia.

**Rental Vehicle: Base Jurisdiction**

The 'base jurisdiction' rule must be met by the rental company as registrant of the fleet except when the rental agreement is for more than sixty days. The rental customer must have an established place of business and his fleet must accrue distance in the jurisdiction selected as the base jurisdiction for the registration year.

**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, 1975	July 1, 1973- June 30, 1974
February, 1975	July 1, 1973- June 30, 1974
March, 1975	July 1, 1973- June 30, 1974
April, 1975	July 1, 1973- June 30, 1974
May, 1975	July 1, 1973- June 30, 1974

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June, 1975	July 1, 1973- June 30, 1974
July, 1975	July 1, 1973- June 30, 1974
August, 1975	July 1, 1973- June 30, 1974
September, 1975	July 1, 1973- June 30, 1974
October, 1975	July 1, 1973- June 30, 1974
November, 1975	July 1, 1973- June 30, 1974
December, 1975	July 1, 1973- June 30, 1974

### **Road Tractor (Mobile Home Toter)**

Every motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon either independently or bearing any part of the weight of a vehicle or load so drawn.

### **Service Representative**

A person who furnishes services including sales, warehousing, motorized equipment and drivers, under contract or other arrangements, to a carrier for transportation of property by a household goods carrier.

### **Safety Change**

The control and responsibility for the safety of your vehicle(s) is assigned to a different motor carrier during the registration period.

### **Short Term Lease**

The vehicle is leased for less than 30 days.

### **Staggered Registration**

The fleet expiration date will be determined based on the first letter of the last name if it is an individual or the first letter of the business name.

### **Temporary Vehicle Registration (TVR)**

May be obtained from the Georgia Department of Revenue - IRP section by Georgia based carriers while IRP permanent registration is being processed. Allows full operation for 60 days. The cost is \$3.00 per vehicle.

### **Unladen Weight**

The weight of the power unit excluding the weight of any load

### **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.

**USDOT Number**

A carrier identification number assigned by the US Department of Transportation Federal Motor Carrier Safety Administration

**Vehicle Types:**

**Tractor** - A motor vehicle designed and used primarily for drawing other vehicles and not constructed to carry a load other than part of the weight of the pulled vehicle and its load.

**Truck** - A motor vehicle designed and used for the transportation of property and generally not designed or used to pull other vehicles.

**Truck Tractor** - A motor vehicle designed and used primarily for drawing other vehicles but constructed to carry a load other than part of the vehicle being pulled and its load.

**Converter Gear** - An auxiliary undercarriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer (sometimes called a 'converter dolly').

**Dump Truck** - A motor vehicle designed to haul cargo and to self-unload by

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gravity or mechanical means and to be used to haul feed or other loose materials in bulk.

**Semi-Trailer** - A vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by the towing vehicle.

**Bus** - A motor vehicle designed for carrying 17 or more passengers and used for the transportation of persons for compensation.

### **Weight Group**

A category of vehicles within the same fleet, operating at different weights from other vehicles, within the same fleet; example: Fleet 001 has six trucks. Unit numbers 1,2 and 3 operating at 80,000 lbs. would be weight group 1, and trucks 4 and 5 operating at 52,000 lbs. should be weight group 2. Truck 6 should be weight group 3. It is going to operate at split weights (i.e., 80,000 lbs. in GA and 52,000 lbs. in TN). This is called a hybrid weight group.

## Permanent 12-Month Staggered Registration Schedule

The expiration date is the first day of your expiration month. You may drive legally on your tag until the last day of your expiration month, which is the enforcement date.

Exp. Month	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Letter	A, B	C, D	E, F	G, H	I, J	K, L	M, N	O, P	Q, R	S, T	U, V, W	X, Y, Z
IRP Mails Renewal	10/1/YY	11/1/YY	12/1/YY	1/1/YY	2/1/YY	3/1/YY	4/1/YY	5/1/YY	6/1/YY	7/1/YY	8/1/YY	9/1/YY
Renewals Due (See penalties below)	11/1/YY	12/1/YY	1/1/YY	2/1/YY	3/1/YY	4/1/YY	5/1/YY	6/1/YY	7/1/YY	8/1/YY	9/1/YY	10/1/YY
IRP Mails Billing Invoice	12/1/YY	1/1/YY	2/1/YY	3/1/YY	4/1/YY	5/1/YY	6/1/YY	7/1/YY	8/1/YY	9/1/YY	10/1/YY	11/1/YY
Payment is Due (See penalties below)	1/01/YY	2/01/YY	3/01/YY	4/0/YY	5/01/YY	6/01/YY	7/31/YY	8/01/YY	9/01/YY	10/01/Y Y	11/01/Y Y	12/01/YY

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**Applications are not considered ‘received’ until all requirements are met.**

- The renewal notice will be mailed three (3) months before the expiration date.
- The renewal notice must be returned two (2) months before the expiration date. If the renewal notice is returned on or after the first day of the expiration month, a late filing fee of 10% of the total amount due will be assessed. A guarantee that you will receive your credentials on time, if your application is filed late, cannot be made.
- The renewal invoice will be mailed 1 month before the expiration date.
- Payments made after the last day of the expiration month must add a late payment penalty of 25% of the Georgia fees.

No temporary vehicle registrations will be issued on renewal vehicles.

**\*\*\*** The registrant is responsible for filing a renewal even if the registrant does not receive a renewal notice in the mail. The registrant has the option of completing Schedule A, B and C forms if a renewal notice is not received.

## **Penalties and Deadlines**

The staggered registration process requires that renewal applications for tags under the International Registration Plan must be submitted to the Department of Revenue, IRP office, sixty days before the expiration date. A late filing penalty of 10% will be assessed if the renewal application is received on or after the first day of the expiration month. If the payment for the renewal application is received after the last day of the expiration month, a late payment penalty of 25% of the Georgia fees must be added to the payment.

The late penalty for filing a renewal **may not be avoided** if a vehicle listed on a renewal is renewed later that year. Registration fees for 12 months will also be assessed on such late registrations. These late charges apply even if the vehicle was deleted when the renewal was filed or if it is claimed that the vehicle had been out of service.

## **Complete Renewal Process**

1. Renewal notices for all registrants are mailed 3 months before the expiration date of the tag.
2. The registrant must return the renewal notice 2 months before the expiration date. The registrant will return the renewal notice along with the appropriate supporting documents. Application will not be considered received until all requirements are met. Please see pages for instructions on completing the renewal.
3. The Georgia IRP office will mail the renewal invoice at least one month before the expiration date.
4. The registrant should remit payment and proof of ad valorem taxes paid or a 'no tax due' receipt to the IRP office on or before the first day of the expiration month to ensure receiving the tag on time.
5. Georgia IRP tags are not issued at the county level.

## Renewal Steps

**Note:** We cannot accept faxed IRP renewal applications at this time.

1. You should receive your computer-generated renewal packet from our office, by mail, three months before the tag's expiration date. This packet will contain:
  - A. Renewal application
    1. Distance schedule
    2. Vehicle schedule
    3. One or two MCS-150 reports
  - B. Return envelope
  - C. Renewal Checklist
2. Open the registration packet as soon as it is received.
  - A. Read all notices that may be included
  - B. Complete and update the computer-generated renewal
    1. Complete a Schedule C if the computer printout does **not** include vehicles that you wish to register. Include the correct Georgia title number on the Schedule C application. Do not use Schedule C to register vehicles for which an information line is printed on the computer vehicle schedule.
    2. Use the correct codes to add/delete/transfer vehicles on your renewal form or you could be charged. The codes are printed on your Vehicle Schedule.
    3. Make corrections on the computer printout by drawing a line through the incorrect information and writing in the correct information.

**Changing the States on a Fleet:** On a renewal you can easily change the states on an existing fleet by prorating only for the states you decide to have for that fleet in the upcoming year. This is done by writing a 'Y', for yes, in the prorate column on the distance schedule *only* for the states you want to register. Place an 'N' in the prorate column for the states you want to drop, but you must still include any actual distance accrued in the dropped states.

**Moving Vehicles from One Fleet to Another Fleet:** On a renewal, if you have more than one fleet, you can easily move a vehicle or vehicles from one fleet to another. After renewal, moving vehicles from fleet to fleet can be expensive. But on the renewal, this is done as follows: for the vehicle you want to move, write a 'T' and the new fleet number in the transaction column of the vehicle information line. Next, write the entire vehicle description line for that vehicle or vehicles on the appropriate fleet and weight group page. Or, if you prefer, you may write the same information on a Schedule C, showing the new fleet number on the vehicle line.

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**Creating a New Fleet:** If you have more than one vehicle, you can create a new fleet if you decide to register a truck for more or fewer states than you already have set up for your other vehicles. You must create a new fleet if you decide to register an additional truck at a different type of operation. To create a new fleet, complete a Schedule A and Schedule B and indicate 'original' for type of application, and assign a new fleet number to it.

**Changing the Weight on an Existing Weight Group:** You can change the weight on an existing weight group by drawing a single line through the combined gross weight printed on the vehicle schedule and writing in the new combined gross weight.

**Creating a New Weight Group:** If you have more than one truck in a fleet, and if you decide to register a truck at a weight different from any of your existing weight groups, you can create a new weight group within your fleet. Simply complete a Schedule A. Indicate the correct fleet number on the form 'A'. Write a new weight group number at question number 8. Write the new combined gross weight in each one of the state's blocks, and list the vehicles you wish to place in the new weight group by completing the vehicle information line at the bottom of the Schedule A.

**Motor Carrier (MCS-150 Forms):** As the registrant, you are required to complete the MCS-150 form and return it with your renewal so that your motor carrier information can be updated. In addition, if you leased your vehicle(s) long term to a motor carrier(s), you will be required to submit an MCS-150 Form, completed by each of the motor carrier(s). Please include your USDOT number and Federal Employer Identification Number (FEIN)

**3.** Mail the completed renewals to the IRP office in Hapeville. You must include proof of payment of Federal Heavy Vehicle Use Tax (Form 2290) for the current year if required, and a copy of the liability insurance card, certificate of insurance or binder.

**4. WARNING: Your renewal application will be returned as incomplete when:**

- \* Proof of payment of Federal Heavy Vehicle Use Tax Form 2290, if required, (see page 10) is not attached
- \* Appropriate signed and dated MSC-150 forms are not attached
- \* An added vehicle is missing a Georgia title number
- \* Copy of Georgia liability insurance card, certificate of insurance, or binder is not included
- \* Lease Agreement (if applicable)

5. After the renewal application is processed, you will receive 2 copies of an invoice for payment of your registration(s). Please return to the Georgia IRP office:

- A. One copy of the invoice
- B. Payment (business checks, cashier's check, and money order **only** if paying by mail)
- C. Appropriate year ad valorem 'tax paid' or 'no tax due' receipt
- D. If payment on the renewal is not received by the last day of the expiration month, a late payment penalty of 25% of the Georgia fees must be added. (After the renewal invoice is paid, later transactions must be paid within 30 days of the invoice date or the same late payment penalty applies.)

6. All tags and cab cards will be shipped to the business address (*you must be able to receive mail at this address*) after all registration requirements have been met.

## **Refunds**

Georgia will refund (a Form T-126 is not required) the Georgia apportioned IRP fees under the following circumstances: If the refund amount exceeds \$5.00 and:

1. A billing error was made;
2. There is a duplication of apportioned registration of a vehicle and fees are paid twice;
3. A registrant pays more than the amount billed; or
4. An audit of an apportioned carrier indicates an overpayment. (No refund will be made for any amount less than \$5.00.)

## **Replace a Lost or Stolen License Plate**

To replace a lost, stolen, or mutilated IRP license plate, the following must be submitted:

1. A police report for a lost, stolen, or mutilated license plate, or form T-185 accompanied by a policeman's business card with your case number written on it by the policeman. If the plate is mutilated no police report or T-185 is needed if you bring or mail in your plate.
2. Application for Replacement Plate (Form MV-141)
3. Copy of IRP cab card issued for the missing license plate
4. Business check, cashier's check, money order or cash for \$8.00 per replacement license plate. Add \$3.00 for each TVR needed.

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

To replace a lost, stolen, or mutilated IRP cab card, the following must be submitted:

1. Application for Replacement of the IRP cab card (Form MV-142) or Notarized Affidavit for Replacement cab card.
2. Business check, cashier's check, money order, or cash for \$1.00 per replacement card. Add \$3.00 for each TVR needed.

## **Enforcement**

1. Renewed IRP credentials (apportioned license plate and cab card) must be displayed on the vehicle by 12:01 AM, on the last day of your expiration month and year. This is your enforcement date. The cab card serves as your registration document. IRP registrations are renewed each year.
2. Georgia apportioned vehicles not displaying the current license plate and cab card, or a valid trip permit, or a temporary vehicle registration, will be in violation. The driver will be subject to penalties and fines in all states traveled. The unauthorized duplication of temporary vehicle registration is a penalty offense and the *registrant's accounts will automatically be suspended*. Other jurisdictions will be informed of this suspension to include VINs of the registrant's vehicles.

**NOTE:** Georgia will not issue temporary registrations for renewal vehicles.

3. Enforcement personnel look at the original cab card for proof that vehicles are properly registered and registration fees have been paid to the base jurisdiction and the other jurisdictions listed. This cab card should be carried in the vehicle described on the card and must not be mutilated or altered in any way.
4. The original cab card must be carried in the vehicle. A duplicate copy or a photocopy is not acceptable.
5. Supporting distance records and other operational records must be maintained and presented to state auditors upon request. (See page 52 for information on audits and distance record keeping requirements.)

**Note:** Enforcement personnel will be comparing the Vehicle Identification Number (VIN) on the vehicle itself and on the cab card. Exercise extreme care in correctly writing this number on your application for IRP registration (Schedule A).

Motor Vehicle Division                      Commercial Vehicle Registration  
**Unladen Vehicle Registration-Hunter Permit**

An Unladen Vehicle Registration- Hunter Permit is a limited permit which may be obtained by a Georgia based owner-operator who was previously leased to a motor carrier and whose current year tag was in the carrier's name but is no longer leased to them, and as a result has no IRP registration. This permit allows an operator to move his **empty** vehicle from place to place, as needed, in looking for employment.

This permit is valid for seven (7) days for a fee of \$10.00 and is obtained in person at the Georgia IRP office. The original Unladen Vehicle Registration- Hunter Permit must be carried in the vehicle described and a duplicate or photocopy is not acceptable.

Georgia will recognize a valid Unladen Vehicle Registration-Hunter Permit issued by another state and allow travel in this state without the purchase of a Georgia Unladen Vehicle Registration - Hunter Permit. Other states will recognize a valid Georgia Unladen Vehicle Registration- Hunter Permit.

### **Trip Permits**

A 72-hour Trip Permit is required for the following out-of-state based vehicles that meet the requirements for apportionment: those with current non-apportioned tags, and those with IRP tags not apportioned for Georgia.

The Permit must be secured prior to entry and must remain with the vehicle while in the state. A duplicate or photocopy is not acceptable.

A Trip Permit for traveling into Georgia is available through the wire services for a fee of \$30.00 (plus wire service fees) and allows interstate and intrastate operation in Georgia.

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Georgia-based carriers, who are not apportioned to travel in another IRP state, but wish to do so, must contact that state or the wire services to obtain any needed Trip Permit and information on other requirements of operation. If not apportioned for it before entering any other IRP member state, a Trip Permit must be secured and carried in the cab of the vehicle for which issued or the vehicle may be subject to full registration fees in that state and /or fined. Georgia does not sell trip permits to Georgia-based carriers.

## **Distance Records (Operational Records)**

Any registrant whose application for apportioned registration has been accepted shall preserve the records on which it is based for a period of three years after the close of the registration year. Such records shall be made available during normal business hours to the Commissioner at his request for audit as to accuracy of computation, payments, and assessments for deficiencies or allowances for credits.

If any registrant fails to make records available to the Commissioner upon proper request or if any registrant fails to maintain records from which true liability may be determined, the Commissioner may, thirty days after written demand for an availability of records or notification of insufficient records, impose an assessment of liability based on the Commissioner's estimate of the true liability of such registrant as determined from information furnished by the registrant.

It is suggested that information be maintained in the form of Individual Vehicle Distance Records (IVDR) - see Appendix B for examples. Acceptable records should include (but are not limited to) the following information for each trip by each vehicle:

1. Registrant's name
2. Date of trip (beginning and ending)
3. Trip origin and destination
4. Routes traveled or odometer readings
5. Distance for each state
6. Total trip distance
7. Vehicle unit number
8. Fleet number the vehicle is assigned to
9. License plate number assigned to power unit
10. Trailer unit plate number (if combination)
11. Driver's name or signature

Quarterly distance summaries are strongly encouraged since this simplifies your distance record keeping for renewal and are compatible with the distance requirement of IFTA (International Fuel Tax Agreement).

Georgia and other states assess penalties when estimated distance is used for two consecutive years. The penalty may be greater than or equal to 100% of the registrants' original fees for each year after the first year.

It is **mandatory** for registrants licensed in IRP to establish and maintain an acceptable distance accounting system. The registrant must retain distance records and supporting documents for **3 years** following the year, for which the application was made, even if units are sold, licensed elsewhere, etc.

**Note:** The Federal DOT requires driver's distance records be retained for only six months, however, the **IRP requires** the detailed distance **records be retained for three years.**

**Buses:** Bus distance may be the sum of all actual in-jurisdiction distance or a sum equal to the scheduled route distance per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool. This is totally your decision as to which option you choose.

## **IRP Audits**

Your operational records that support distance traveled must be made available for audit at the request of the Georgia Department of Revenue. When you are to be audited, you will be contacted and the necessary arrangements discussed. Please be advised that your records are subject to audit at any time.

The audit may cover the operational records of one, or more years; therefore, registrants are required to maintain the records for the prior three years i.e. registration periods. For example, during the 2007 registration year, the following operational distance records may be subject to audit and should be maintained:

July 1, 2005 - June 30, 2006 -- Distance records used for 2007 registration,  
July 1, 2006 - June 30, 2007 -- Distance records used for 2008 registration,

As a registrant operating under the International Registration Plan (IRP) you are responsible for securing the necessary records required for audit, regardless of who maintains the records.

If your records are unavailable when you are initially contacted, you will be allowed 30 days in which to produce the records. Failure to produce your records may result in penalties and/or suspension of your IRP authority.

When the IRP audit has been completed, you will be advised of all findings and recommendations. Also, a complete audit report will be sent to all IRP jurisdictions in which you were registered to operate or have operated during the audit period.

NOTE: Please be aware of these guidelines:

- If estimated distance were used for registration after the first year of operation, applicable penalties will be assessed. (See Distance Records)
- If the audited percentage of distance for Georgia is greater than the Georgia distance registered, we will issue an assessment for the additional fees due. (See Refunds Section)
- **FAILURE TO PAY AUDIT ASSESSMENTS WILL RESULT IN IMMEDIATE SUSPENSION OF YOUR IRP ACCOUNT.**

## **USDOT Number**

US D.O.T Number is now required by IRP. This number is issued by the State or Federal government and is painted on the side of the vehicle. Here are a few requirements needed to qualify for this number:

1. Your vehicle is transporting merchandise for private hauling or for hire and you will be traveling outside of the state of Georgia, and
2. Your vehicle weighs 10,000 lbs. or more.

To see if you qualify to register with USDOT, call 404-968-3800 (Motor Vehicle Division) or 678- 284-5130 (Federal Motor Carrier Safety Administration).

## **IFTA (International Fuel Tax Agreement)**

You need to register with IFTA if you meet the following qualifications:

- < Your vehicle(s) are registered with GA IRP.
- < Your vehicle(s) has more than two axles and a gross vehicle weight or registered vehicle weight gross weight exceeding 26,000 pounds or 11,797 kilograms; or
- < Your vehicle has three or more axles, regardless of weight; and
- < You travel in jurisdictions outside the state of Georgia.

If you meet these qualifications, please contact the Georgia Department of Revenue, IFTA Section at (404) 968-3800.

### **Recreational Vehicles are NOT required to register with IFTA.**

**Recreational Vehicles** are vehicles such as motor homes, pickup trucks with attached campers, and buses when used exclusively for personal pleasure by an individual. In order to qualify as a recreational vehicle, the vehicle shall not be used in connection with any business endeavor.

International Fuel Tax Agreement (IFTA) is an agreement among all states (except Alaska and Hawaii) and Canadian provinces to simplify the reporting of fuel used by motor carriers operating in more than one jurisdiction.

Vehicle operating with a registered weight exceeding 26,000 pounds with 2 or more axles or regardless of weight

To renew on-line, you must provide an IRP Account number and USDOT number. Decals are \$3.00 per set. The website is <https://gaefile.dor.ga.gov>. You can register and pickup decals at the Tradeport location.

Grace Period for decals begins January 1 - February 28 of current year.

**Unified Carrier Registration (UCR) Program**

If you operate a truck or bus in interstate or international commerce there is a new federal law that applies to your business. The Unified Carrier Registration (UCR) Program requires individuals and companies that operate commercial motor vehicles in interstate or international commerce to register their business with Georgia Department of Revenue and pay an annual fee based on the size of their fleet. Companies operating solely as brokers, freight forwarders or leasing companies are also required to register and pay a fee of \$39.00

- Interstate Motor Carriers
  - Fee Brackets for Motor Carriers
  - Fleet Size
  - (Include Trailers)
  - 0-2
  - 3-5
  - 6-20
  - 21-100
  - 101-1,000
  - 1,001 or more
- |  | Fee Per<br><u>Company</u> |
|--|---------------------------|
|  | \$ 76.00                  |
|  | \$ 227.00                 |
|  | \$ 452.00                 |
|  | \$ 1,576.00               |
|  | \$ 7,511.00               |
|  | \$73,346.00               |

To avoid delays it is highly recommended that you register on-line. Website:  
<http://motor.etaxdor.ga.gov/Online/MVDOOnline.asp>

**Intrastate Registration Property Permit**

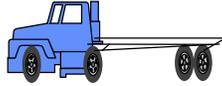
Motor Carrier Permit provides carriers that operate as for-hire carriers the authority to transport property (except household goods) in Georgia. The application fee is \$50.00 and \$5.00 per vehicle fee.

**Intrastate Registration Class IE Permit**

The Class IE Permit provides motor carriers that operate as for-hire carriers the authority to transport (10) passengers or less in Georgia. The application fee is \$24.00 and \$5.00 per vehicle fee.

## Appendix A

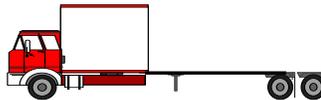
### Types of Vehicles



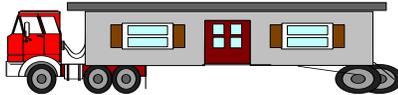
**Tractor (TR)** - A motor vehicle designed and used to pull another vehicle and is not constructed to carry a load other than part of the weight of the pulled vehicle and its load.



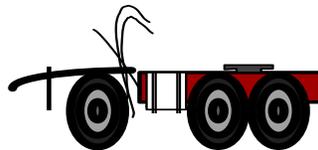
**Truck (TK)** - A motor vehicle designed and used for the transportation of property, and generally not designed and used to pull other vehicles



**Truck/Tractor (TT)** - A motor vehicle designed and used for pulling other vehicles, but constructed to carry a load other than part of the vehicle being pulled and its load.



**Road-Tractor (RT) Mobile Home Toter**- A vehicle designed for pulling other vehicles and not constructed to carry a load other than a part of the weight of the towed vehicle.



**Converter Gear (CG)** - Auxiliary axle undercarriage assembly with a fifth wheel and a tow bar used to convert a semi-trailer to a full trailer.

Use the following abbreviations for power units when completing Schedule A or C.

**Trucks and Tractors**

Arrow .....	ARRO
Autocar.....	AUTO
Barrett .....	BARR
Brockway .....	BROC
Chevrolet.....	CHEV
Clark Equipment.....	CLAR
Clark-Wilcox.....	CLAX
Diamond Reo .....	DIAT
Diamond T .....	DIAR
Dodge .....	DODG
Federal .....	FEDL
Ford.....	FORD
Freightliner.....	FRHT
FWD Corporation .....	FWD
General Motors Corp .....	GMC
Hendrickson .....	HEND
Hino.....	HINO
International Harvester Co.....	INTL
IVEC .....	IVEC
Kenworth Truck Co .....	KW
MACK.....	MACK
Magius .....	MAGI
Marnon Harrington .....	MAHA
Marmon.....	MARM
Mercedes Benz.....	MERZ
Nissan.....	NISS
Peterbuilt Motor Co .....	PTRB
REO.....	REO
Unpublished Codes .....	TRUK
Volvo.....	VOLV
Volvo White.....	VWHT
Western Star.....	WSTR
White .....	WHIT
White General Motors .....	WGMC

**Standard Abbreviations (Power Units)**

Use the following abbreviations for power units when completing Schedule A or C.

**Buses**

American Motors .....	AMGC
Arrowcoach.....	ARRC
Bluebird .....	BLUB
Cruise Air.....	CRUI
General Motors Corp .....	GMC
Golden Eagle.....	GOLE
Motorcoach Ind.....	MCIN
Safetyliner .....	SAFT
Silver Eagle.....	SILV
Yellow.....	YELL

**Georgia Regulatory Agencies**

**International Registration Plan**

Georgia Department of Revenue  
Motor Vehicle Division-IRP/IFTA License & Registration  
1200 Tradeport Blvd.  
Hapeville, GA 30354  
Mailing: P.O. Box 16909  
Atlanta, GA 30321  
Tel. (404) 968-3800  
Fax (404) 675-6197

**Operating Authority (Interstate and Intrastate)**

Georgia Department of Revenue  
Commercial Vehicle Permitting  
1200 Tradeport Blvd.  
Hapeville, GA 30354  
Tel. (404) 968-3800

**Motor Vehicle Oversize and Overweight**

Georgia Department of Transportation  
Enforcement Office of Oversize and Overweight  
935 E. Confederate Ave. Bldg 24, Suite 400  
Atlanta, GA 30316  
Tel. 1-800-570-5428

**Department of Driver Services**

Driver's License Customer Service  
2206 East View Pkwy  
Conyers Ga. 30013  
Tel. (678) 413-8400 Driver's License  
Tel: (678) 413-8461 Commercial Driver's License Program  
Fax:(678) 413-8490

## **IRS Walk -In Offices**

Offices are open for Form 2290 Taxpayer Assistance, Monday – Friday, 8:30 A.M. to 4:30 P.M

Albany	108 Pine Avenue	
Athens	355 East Hancock Avenue	Monday – Thursday 8:30-4:30
Atlanta (Kroger)	2888 Woodcock Boulevard, Suite 104	(Closed for Lunch 12:00 – 1:00)
Atlanta (Summit)	401 West Peachtree Street, Room 270	
Augusta	2743 Perimeter Parkway, Building 200 – Suite 420	
Columbus	3604 Macon Road, Unit 21	
Dalton	414 North Park Drive	Monday – Friday 8:30 – 4:30 (Closed for Lunch 12:00 – 1:00)
Gainesville	500 Jesse Jewel Parkway	Monday – Friday 8:30 – 4:30 (Closed for Lunch 12:00 – 1:00)
Macon	600 North Avenue Bacon Field Office Park, Bldg C-Suite 100	
Rome	600 East 1 <sup>st</sup> Street	Tuesday – Wednesday 9:00 – 4:00 (Closed for Lunch 12:00 – 1:00)
Smyrna	2400 Herodian Way, Atrium Building – Suite 450	
Savannah	120 Bernard, Room 102A	

**IRS Office Locations**

Internal Revenue Service  
The Kroger Center - Tulane Building  
2888 Woodcock Boulevard  
Atlanta, GA 30341

Monday - Friday  
8:30- 4:30

Take I-20 West to I- 295 North to I-85 South. Exit at Chamblee Tucker Road. Turn left. Proceed to Flowers Road and turn right. Proceed to Woodcock Boulevard and turn right. Turn right into the second driveway. On your left is the Tulane Building. The IRS Office is located in that building.

Internal Revenue Service  
2400 Herodian Way  
The Atrium Building, Suite 450  
Smyrna, GA 30080

Monday – Friday  
8:30 – 4:30

I-285 North or South  
Take Exit 13 (Cobb Parkway – US 41)  
Travel North on Cobb Parkway (Approx. ½ mile from I-285) to Herodian Way.  
Turn east (right turn) to the Atrium Building, 2400

Internal Revenue Service  
Summit Building, Room 270  
401 W. Peachtree Street, N.W.  
Atlanta, GA 30365

Monday – Friday  
8:30 – 4:30

Take I-20 West to I-75/85 North. Exit at International Boulevard. Proceed to the second traffic light and turn left. At the first traffic light (Piedmont) turn right. Proceed to Ralph McGill Boulevard and turn left. Proceed through the second traffic light and the IRS building is on the right. It is a tall, triangle shaped glass building. The Civic Center MARTA station is at this building.



**GEORGIA DEPARTMENT OF REVENUE IRP ESTIMATED DISTANCE CHART**

- First time Georgia IRP registrants or other registrants who estimate distance may use the following chart for **minimum** distance:
- First time Georgia IRP registrants and other registrants who estimate distance may use this chart when estimating distance or use the distance source document, form T-240.

<b>JURISDICTION</b>	<b>DISTANCE</b>	<b>JURISDICTION</b>	<b>DISTANCE</b>
ALABAMA (AL)	5082	NEW BRUNSWICK (NB)	8
ALASKA (AK)	121	NEWFOUNDLAND (NF)	3
ALBERTA (AB)	18	NEW HAMPSHIRE (NH)	55
ARIZONA (AZ)	1621	NEW JERSEY (NJ)	517
ARKANSAS (AR)	924	NEW MEXICO (NM)	1232
BRITISH COLUMBIA (BC)	9	NEW YORK (NY)	678
CALIFORNIA (CA)	1978	NORTH CAROLINA (NC)	3280
COLORADO (CO)	278	NORTH DAKOTA (ND)	139
CONNECTICUT (CT)	222	NW TERRITORIES (NW)	556
DELAWARE (DE)	126	NOVA SCOTIA (NS)	2
DISTRICT OF COLUMBIA (DC)	10	OHIO (OH)	1652
FLORIDA (FL)	8423	OKLAHOMA (OK)	684
GEORGIA (GA)	28775	ONTARIO (ON)	206
IDAHO (ID)	250	OREGON (OR)	207
ILLINOIS (IL)	1234	PENNSYLVANIA (PA)	1330
INDIANA (IN)	1631	PRINCE EDWARD ISLAND (PE)	11
IOWA (IA)	314	QUEBEC (QC)	17
KANSAS (KS)	290	RHODE ISLAND (RI)	49
KENTUCKY (KY)	1971	SASKATCHEWAN (SK)	15
LOUISIANA (LA)	1634	SOUTH CAROLINA (SC)	5289
MAINE (ME)	84	SOUTH DAKOTA (SD)	183
MANITOBA (MB)	19	TENNESSEE (TN)	3646
MARYLAND (MD)	718	TEXAS (TX)	3436
MASSACHUSETTS (MA)	273	UTAH (UT)	283
MICHIGAN (MI)	973	VERMONT (VT)	24
MINNESOTA (MN)	478	VIRGINIA (VA)	2648
MISSISSIPPI (MS)	1943	WASHINGTON (WA)	190
MISSOURI (MO)	1094	WEST VIRGINIA (WV)	493
MONTANA (MT)	454	WISCONSIN (WI)	468
NEBRASKA (NE)	467	WYOMING (WY)	506
NEVADA (NV)	208		

Distance should be estimated as accurately as possible according to how you plan to operate. If your best estimate for jurisdictional distance is greater than the distance minimum given above, you should use your estimated distance.