

Apportioned Registration

Instruction Manual

Pennsylvania Department of Transportation
Bureau of Motor Vehicles
Commercial Registration Section

TABLE OF CONTENTS

I.	Introduction	
	Purpose	3
	Office Location	3
II.	Apportioned Registration	
	IRP Member Jurisdictions	4
	How IRP Fees Are Determined	5
	Full Reciprocity Plan	5
III.	Definitions	7
IV.	Types of Operations	
	Owner-Operator Vehicles	11
	Leased Vehicles	11
	20 Day Unladen Vehicle Hunter Permit	12
	Household Goods Carrier	12
	Buses	12
	Applications	
	General Information	12
	Additional Requirements	13
	Original Application	14
	Renewal Process	14
	Motor Carrier Vehicles	15
	Supplemental Application	
	Additions and Deletions	15
	Vehicle Sold	16
	Vehicle Junked or Destroyed	16
V.	Instructions for Completion of Forms	
	MV-550, Apportioned Registration Application - Schedule A Instructions	18
	MV-551, Pennsylvania Apportioned Registration Application - Schedule B Instructions	21
	PA Average Per Vehicle Distance Chart	22
	MV-552A, Apportioned Registration Supplement Application Instructions	23
	Jurisdiction Abbreviations	26
	MV-558, Replacement of Apportioned Registration Credentials	27
VI.	Temporary Authorization Agent	
	Temporary Evidence of Apportioned Registration	29
	Trip Permits	30
VII.	Payment Processing	
	Determining Percentage/Fees	31
	Billing	31
	Refunds	31
	Vehicle Identification	32
	Replacement of Identification	32
VIII.	Audits	
	Summary	32
	Records	32
	Important Things to Remember About Records and Audits	34
	Enforcement	34
IX.	FMCSA Unified Registration System	36
X.	Questions and Answers	41

APPORTIONED REGISTRATION MANUAL

PURPOSE

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

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

Office Location

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

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

Business Telephone Numbers

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

APPORTIONED REGISTRATION SUMMARY

The information in this manual focuses on the requirements to register commercial vehicles weighing more than 26,000 pounds and traveling in Pennsylvania and other participating North American jurisdictions. If a registrant's vehicle(s) travel(s) only in Pennsylvania (intrastate operation), the registration information in this manual does not apply. However, if the vehicle(s) travel outside of Pennsylvania, the registrant is conducting an interstate registration operation. Information in this manual highlights interstate travel and reviews interstate registration requirements.

Pennsylvania is a member jurisdiction of the International Registration Plan (IRP). The Plan is a registration reciprocity agreement among jurisdictions of the United States and Canada. The Plan provides for registration fee payments on the basis of fleet distance operated in various jurisdictions. This manual is applicable for Pennsylvania-based carriers going into jurisdictions that are members of the IRP as well as for carriers based in those jurisdictions who operate in Pennsylvania.

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

Under the Plan m, the interstate operator is required to file an application with the jurisdiction in which the operator is based. The base jurisdiction, in turn, issues an "apportioned" registration plate and cab card. The apportioned plate and card are the primary identifying credentials required to operate a commercial vehicle in other jurisdictions. A valid temporary evidence of authorization registration permit (TEAR) is also acceptable to operate a vehicle commercially in another jurisdiction. Registration fees ("apportioned fees") are collected and distributed by the base jurisdiction for each jurisdiction where travel occurred. The registration fees are determined by a calculation of a jurisdiction's registration fees by weight of the vehicle and distance traveled in each jurisdiction.

IRP Member Jurisdictions

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

Under the IRP, all member jurisdictions:

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

Apportioned registration does not, for example:

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

How IRP Fees Are Determined

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

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

For example: An 80,000 lbs. tractor (Pennsylvania based for-hire operator) operates in Pennsylvania, Virginia, Tennessee and Kentucky. The total preceding year distance for this tractor was 100,000 miles with exactly 25,000 miles in each jurisdiction. The registration fees will be computed as follows:

	Jurisdiction	Percent		Full Year Fees		Apportion
	<u>Distance</u>	<u>of Total</u>	<u>X</u>	<u>80,000 lbs.</u>	=	<u>Fees</u>
Pennsylvania	25,000	25%	X	\$ 1827.00	=	\$ 456.75
Maryland	25,000	25%	X	\$ 1800.00	=	\$ 450.00
Delaware	25,000	25%	X	\$ 1390.00	=	\$ 347.50
New Jersey	25,000	25%	X	\$ 1223.00	=	\$ 305.75
TOTAL	100,000	100%			=	\$1560.00

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

Pennsylvania’s distance shall include:

- Distance traveled in Pennsylvania, and
- Distance traveled in any jurisdiction that requires no apportionment and grants reciprocity.

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

Full Reciprocity Plan (FRP) Beginning January 1, 2015

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

FRP will eliminate estimate distances and the calculations used to determine jurisdictional fees. During the next renewal reporting period, the registrant will report their actual distance traveled in each jurisdiction. The registrant will only pay registration fees to the jurisdictions where distance was reported, however the 2015 registration “cab card” will contain all 59 U.S. and Canadian IRP jurisdictions.

If a new fleet is created on or after January 1, 2015, the fleet will fall under the FRP rules immediately. It is important to understand that new fleets will pay fees to all 59 jurisdictions based on the standardized Average Distance per Vehicle (ADV) chart that will be used in the initial year to calculate the registration fees. The ADV

chart is only used when new fleets are established that do not have any previous distance to report. Each year thereafter, the carrier will report and registration fees will be calculated based on the actual distance traveled. FRP will eliminate the need to add jurisdictions to the apportioned account. It will also eliminate the over "100 percent" fee calculation used when adding jurisdictions. Apportioned IRP registrants will not need trip permits as each IRP jurisdiction will be on the registration card.

It is important to understand that all renewing Pennsylvania IRP registrants will not fall under FRP until June 1, 2015. Upon renewal, registrants are advised to maintain both credentials as operation in any jurisdictions added as a result of FRP is not authorized until June 1, 2015.

VEHICLES REQUIRING APPORTIONED REGISTRATION

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

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

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

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

Apportioned Related Forms, Publications and Fact Sheets:

www.dmv.state.pa.us

Apportioned Registration Instruction Manual:

http://www.dmv.state.pa.us/pdotforms/pa_forms_manuals/PUB181.pdf

Apportioned Audit Fact Sheet:

http://www.dmv.state.pa.us/pdotforms/pa_forms_manuals/paappregaudit.pdf

Enhanced Vehicle Safety Inspection Stations (Reconstructed Vehicles):

<http://www.dmv.state.pa.us/pdotforms/inspections/enhancedstations.pdf>

US DOT Facts and Forms:

www.fmcsa.dot.gov/forms/forms.htm

International Registration Plan Inc. (IRP):

www.irponline.org

EXEMPTIONS

The following vehicles are exempt from the apportioned registration program:

1. Government-owned vehicles.
2. City pick-up and delivery vehicles.
3. Buses used for transportation of chartered parties until December 31, 2014. **NOTE:** Buses used for transportation of chartered parties will no longer be exempt from apportioned registration after December 31, 2015. Effective January 1, 2016, charter buses operating interstate will be required to obtain apportioned registration or purchase trip permits for interstate travel.
4. Recreational vehicles (defined as a vehicle used for personal pleasure or travel by an individual or family).
5. Vehicles operating with a restricted plate.

DEFINITIONS

ALLOCATION - a system of registering a fleet that operates in more than one member jurisdiction under which the vehicles are fully registered in individual member jurisdictions in proportion to a measure of the presence or travel of the fleet in each one, and under which the vehicles so registered are granted reciprocity in all the member jurisdictions in which any of the vehicles of the fleet is registered.

APM - the IRP Audit Procedures Manual.

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

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

APPORTIONABLE VEHICLE - (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:

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

A recreational vehicle, a vehicle displaying restricted plates, a bus used in the transportation of chartered parties or a government-owned vehicle, is not an apportionable vehicle; except that a truck or truck tractor, or the power unit in a combination of vehicles having a gross vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the plan at the option of the registrant.

AUDIT - the physical examination of a registrant's operational records, including source documents, to verify the distances reported in the registrant's application for apportioned registration and the accuracy of the registrant's record-keeping system for its fleet. Such an examination may be of multiple fleets for multiple years.

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

AXLE - an assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane, by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the plan, an "axle" is any such assembly whether or not it is load-bearing only part of the time.

BASE JURISDICTION - the jurisdiction where the registrant has an established place of business and distance is accrued by the fleet, and where operational records of the fleet are maintained or can be made available.

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

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

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

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

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

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

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

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

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

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

DISTANCE -

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

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

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

ESTABLISHED PLACE OF BUSINESS - a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant's operational records of the fleet should be maintained at this location or can be made available to this location upon request.

EXTENSION - a period of time from the expiration date or end of a grace period during which registrants may operate on expired credentials by reason of the inability of the base jurisdiction to provide current credentials.

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

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

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

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

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

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

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

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

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

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

LEASE - a transaction evidenced by a written document in which a lessor vests exclusive possession, control, and responsibility for the operation of a vehicle in a lessee for a specific term. A long-term lease is for a period of 30 calendar days or more. A short-term lease is for a period of less than 30 calendar days.

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

LESSOR - person that, under the terms of a lease agreement, authorizes another person to have exclusive possession, control of, and responsibility for the operation of a vehicle.

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

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

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

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

PLATE - the license plate, including renewal decals, if any, issued for a vehicle registered under the plan by the base jurisdiction.

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

POWER UNIT - a motor vehicle (but not including an automobile or motorcycle), as distinguished from a trailer, semi-trailer, or an auxiliary axle.

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

RECIPROCITY - the reciprocal grant by one jurisdiction of operating rights or privileges to properly registered vehicles registered by another jurisdiction, especially but not exclusively including privileges generally conferred by vehicle registration.

RECIPROCITY AGREEMENT - an agreement, arrangement, or understanding between two or more jurisdictions under which each of the participating jurisdictions grants reciprocal rights or privileges to properly registered vehicles that are registered under the laws of other participating jurisdictions.

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

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

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

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

REGISTRATION YEAR - the twelve-month period during which, under the laws of the base jurisdiction, the registration issued to a registrant by the base jurisdiction is valid.

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

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

RENTAL VEHICLE - vehicle of a rental fleet.

REPORTING PERIOD - except as provided below, the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. Pennsylvania has an annual registration period that begin on June 1st and expires May 30th .

The following table is provided for illustration purposes:

Registration Year	Reporting Period
June 1, 2015	July 1, 2013 – June 30, 2014
June 1, 2016	July 1, 2014 – June 30, 2015
June 1, 2017	July 1, 2015 – June 30, 2016
June 1, 2018	July 1, 2016 – June 30, 2017

RESIDENCE - the status of an applicant or a registrant as a resident of a member jurisdiction.

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

SEMI-TRAILER - a vehicle without motor power that is designed to be drawn by a motor vehicle and is constructed so that a part of its weight rests upon or is carried by a towing vehicle.

SERVICE REPRESENTATIVE - person that furnishes facilities and services, including sales, warehousing, motorized equipment, and drivers under contract or other arrangement to a motor carrier for the transportation of household goods.

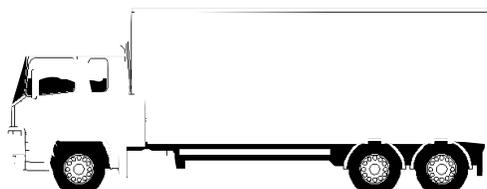
TOTAL DISTANCE - all distance, including that accrued on IRP registrations and trip permits, operated by a fleet of apportioned vehicles in all jurisdictions during the reporting period.

TRAILER - vehicle without motor power, designed to be drawn by a motor vehicle and so constructed that no part of its weight or that of its load rests upon or is carried by the towing Vehicle.

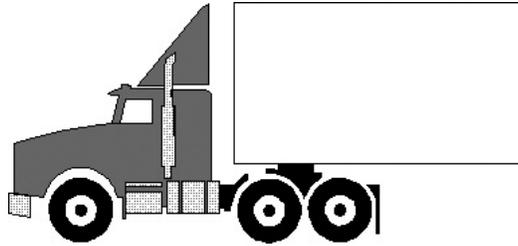
TRIP PERMIT - a permit issued by a member jurisdiction in lieu of apportioned or full registration.

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

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



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



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

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

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

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

VEHICLE - a device used to transport persons or property on a highway, but does not include devices moved by human power or used exclusively upon rails or tracks.

TYPES OF OPERATIONS

OWNER - OPERATOR VEHICLES

Apportioned registration for owner-operators may be accomplished in one of the following procedures.

1. The owner-operator (lessor) may be the registrant and the vehicle may be registered in the name of the owner-operator. The allocation of fees shall be according to the operational records of the owner-operator. The plate and cab card shall be the property of the lessor; or
2. The lessee may be the registrant at the option of the lessor and the vehicle may be registered by the carrier, but in both owner-operator's name and that of the carrier as lessee, with allocation of fees according to the records of the carrier. The plates and cab cards shall be the property of the lessee. It is the obligation of the carrier as lessee to reimburse the lessor for the unused portion of any registration fees transferred to a newly acquired vehicle when the lease is cancelled between the parties. Reimbursement must be made within 30 days of the transfer.

LEASED VEHICLES

- A. An apportioned operator may temporarily lease equipment to another apportioned fleet operator and the lessor shall be responsible for reporting, on the apportioned application, the total distance traveled by the leased equipment. The lessee shall be the person using and operating the equipment by the lease agreement. The leased vehicle must bear apportioned credentials and be operated only in the jurisdiction to which fees have been paid or a trip permit will be required.
- B. Full fee Pennsylvania carriers may temporarily lease apportioned registered vehicles bearing proper Pennsylvania credentials, provided the apportioned carrier reports the mileage traveled while the equipment is under lease. The Pennsylvania full-fee carrier must send a report of mileage traveled by the leased equipment to the apportioned carrier.
- C. An apportioned vehicle may be leased to a non-apportioned carrier. The lessor shall be responsible for reporting the mileage traveled by the leased equipment. The leased vehicle must bear apportioned credentials and can be operated in Pennsylvania only if fees have been paid to Pennsylvania, otherwise a trip permit will be required.

20 DAY UNLADEN VEHICLE HUNTER PERMIT

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

An owner-operator may apply for a 20-day unladen vehicle hunter permit by submitting Form MV-585 with a fee of \$10.00 to the Commercial Registration Section or by purchasing the permit from the lessee or permit agent. (Not all lessees carry these permits.)

HOUSEHOLD GOODS CARRIERS

Household Goods Carriers, using equipment leased from service representatives, may elect to base such equipment in the base jurisdiction of the service representative, or that of the carrier.

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

If the base jurisdiction of the Household Goods Carrier is selected, the equipment shall be registered by the carrier and the service representative shall be designated as lessor. The apportionment of fees shall be according to the mileage records of the carrier and the service representative which must include intrastate miles operated by those vehicles. The records must be kept or made available in the base jurisdiction of the carrier. Service representatives properly registered under this selection shall be fully registered for operations under their own authority as well as under the authority of the carrier.

BUSES

Buses used for transportation of chartered parties will no longer be exempt from apportioned registration after December 31, 2015. Effective January 1, 2016, charter buses operating interstate will be required to obtain apportioned registration or purchase trip permits for interstate travel.

Common carriers of passengers having any doubt as to whether they should file an apportioned registration application should contact the Bureau of Motor Vehicles.

NOTE: We recommend charter bus operators verify registration requirements with the jurisdictions they plan to operate in if a permit is required (i.e. operations in Washington D.C., British Columbia).

APPLICATIONS

GENERAL INFORMATION

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

The Pennsylvania apportioned registration period begins June 1 and ends May 31 annually. To ensure processing and receipt of registration credentials by June, the apportioned renewal invitations are sent in February. We recommend the registrant/applicant review and identify any changes or corrections desired on their application and return it to PennDOT no later than March 15.

The following forms must be completed as part of the registration process to obtain Pennsylvania apportioned registration:

- Form MV-550, "Apportioned Registration Application - Schedule A"
- Form MV-550, "Apportioned Registration Application - Schedule B"

If vehicle additions, deletions or updates occur during the registration year, the Pennsylvania Supplement Schedule (Form MV-552A) must be submitted.

It is the applicant's responsibility to properly complete all forms necessary to register vehicles under the apportioned registration program. If information is missing from the application submitted, the application shall be returned with error correspondence.

Most titling or transfer transactions of vehicles intended to be apportioned will be processed by the Commercial Registration Section.

PA applications mailed directly to other jurisdictions is prohibited unless registration privileges are suspended.

Please do not send fees for apportioned registration with the application. Pennsylvania will send a billing notice for payment due. This will help ensure correct payment, avoid over or underpayments and expedite the issuance of credentials.

Even though an application has been filed, the vehicle is not legal to operate on Pennsylvania highways without a trip permit or temporary authorization in lieu of registration credentials.

ADDITIONAL REQUIREMENTS

The Heavy Vehicle Use Tax is imposed only on highway motor vehicles which have a taxable gross weight or combination weight of at least 55,000 pounds. An exemption from the tax is provided for vehicles that will not be used for more than 5,000 miles on public highways during any taxable period and to agricultural vehicles not used for more than 7,500 miles on public highways during any taxable period.

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

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

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

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

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

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

All motor carriers operating a Commercial Motor Vehicle in interstate or foreign commerce must be assigned & display a USDOT Number before interstate operations begin. This includes all interstate private, exempt, for hire and passenger motor carriers. Motor Carriers operating intrastate transporting any placarded hazardous materials must also comply.

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

ORIGINAL APPLICATION

In order to establish a fleet of proportional registration, Schedules A and B must be completed. Owners/operators must attach a copy of their lease agreement when applying for a Pennsylvania title. The lease shall contain the following:

1. The complete and full names of the lessor and lessee.
2. A description of the leased or rented vehicle by year, make and identification number.
3. The effective and expiration dates of the lease or rental agreement.
4. The signatures of the lessee and lessor or their duly authorized agents

In order to establish a fleet of proportional registration, the applicant must provide proof of the following:

1. Be a Pennsylvania resident, have a place of business in Pennsylvania, or be leased to a carrier (who is registering the vehicle) who has a place of business in Pennsylvania;
2. Provide the actual Manufacturer's Certificate of Origin (MCO), Pennsylvania Certificate of Title, or a copy of the out-of-state Certificate of Title (front and back) if the registrant is keeping the vehicle titled in another state and does not reside in Pennsylvania. (MV-41 is required to be completed for verification of the VIN and the vehicle's gross weight by a certified Pennsylvania Inspection Mechanic or law enforcement officer);
3. Provide proof of payment of the Federal Heavy Vehicle Use Tax if the vehicle's weight is 55,000 lbs or greater and has been owned for at least 60 days;
4. Complete Schedules A and B, (MV-550 and MV-551);
5. Provide proof of financial responsibility (insurance);
6. Provide any other documents necessary to title and apportion register in Pennsylvania; and,
7. Pay bill in full to complete the registration.

If the applicant, is establishing or changing residence for an apportioned account in Pennsylvania, the applicant must demonstrate to PennDOT's satisfaction at least three criteria below:

- If the applicant is an individual, his or her driver's license issued by Pennsylvania;
- If the applicant is a corporation, that it is incorporated or registered to conduct business in Pennsylvania;
- If the applicant is a corporation, that the principal owner is a resident of Pennsylvania;
- Have a physical place of business in Pennsylvania including street address, someone conducting the registrant's trucking business, and a publicly listed telephone number;
- Accrue miles in Pennsylvania;
- Keep records in Pennsylvania, or be able to make records available in Pennsylvania.

RENEWAL PROCESS

Pennsylvania apportioned vehicles are currently under an annual renewal cycle effective June 1 through May 31. PennDOT mails a letter to active registrants requesting actual distance traveled from the previous year period of July 1 through June 30. This data will be applied to each account and will appear on the next registration renewal invitation.

A renewal invitation is mailed annually in February. The registrant is responsible for verifying the distance traveled, jurisdictions, vehicles and account information such as USDOT number, FEIN, address, insurance and telephone number.

If the registrant does not receive their renewal invitation by mid-February, they may complete the appropriate motor vehicle forms: Single owner-operator may complete the MV-550, owners of multiple vehicles may complete MV-550A & MV-551. (The MV-550A may be photo copied to accommodate the vehicles in the fleet.) (Instructions for completing Form MV-550, MV-550A, and MV-551 may be found on pages 19 to 22.)

At the option of the registrant of an apportioned bus fleet, total distance may be the sum of all actual in-jurisdiction distance or a sum equal to the scheduled route per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.

Unused/Unrenewed Plates

If vehicles are not renewed or the plate is not being transferred, the registration plate must be returned to the Commercial Registration Section by June 10. If the plate is not returned, it will be assumed the plate is being used in the new registration year and fees will be due. Failure to return the apportioned registration plate will result in assessment of a full 12 month registration fee for the plate according to the registered weight of the vehicle on which the plate was last registered.

Return the registration plate to:

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

MOTOR CARRIER VEHICLES

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

SUPPLEMENTAL APPLICATION

ADDITIONS AND DELETIONS

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

Registration fees for supplemental applications are calculated from the date of purchase or lease, unless the vehicle was previously registered in the fleet, then the fees shall be calculated upon an annual rate. When a supplemental application is filed to add a unit and delete a similar unit, the registration fees will be transferred from the deleted unit to the added unit for the proper fees.

The registration fees may be transferred from a deleted vehicle to the added vehicle, if the deleted vehicle was sold or destroyed or if the long term lease on the vehicle is being terminated on or before the date the replacement vehicle was acquired by the registrant. To transfer the registration fees, the cab card for the deleted vehicle must be returned with the supplemental application.

Once apportioned fees have been paid on a vehicle which is later deleted from the fleet, the deleted vehicle cannot again be added to the fleet during the year except by again paying the necessary apportioned fees for the vehicle.

A carrier may transfer a tag to a vehicle leased from an owner-operator which had been registered in the fleet previously if the new lease is executed one month or more after the previous lease was terminated.

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

Pennsylvania allows apportioned registration to be transferred from one fleet to another existing fleet of the same carrier. The cab card must be surrendered. Credit will be allowed for the Pennsylvania fees paid on a specified unit. If additional fees are due, a billing notice will be sent for the remaining fees due.

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

An application for a lost registration plate will not be accepted when a transfer is being made by supplemental application and credit on the vehicle cannot be transferred. The original cab card must be surrendered with the supplement. An application for a replacement cab card will not be accepted when a supplement is filed. Credit

cannot be allowed for any deleted vehicles unless the cab card accompanies the supplemental application.

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

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

VEHICLE SOLD

When a vehicle is sold, the apportioned plate must be removed from the vehicle. A supplemental application must be filed with the Commercial Registration Section, with the original cab card attached. The registrant may keep the apportioned registration plate during the registration period if they choose to transfer it to another vehicle.

VEHICLE JUNKED OR DESTROYED

When a vehicle is junked or destroyed, the registration plate must be removed from the vehicle. A supplemental application must be filed with the Commercial Registration Section, including the original cab card of the junked or destroyed vehicle attached to the supplemental application.

INSTRUCTIONS FOR COMPLETION OF FORMS

Form MV-550, "Apportioned Registration Application - Schedule A," Instructions

Complete a separate Schedule A for each series of weight designations

NOTE: Form MV-550 may be found on our website at www.dmv.state.pa.us.

FLEET INFORMATION

Name of Applicant	Name of the person, firm or corporation requesting apportioned registration.
Business Address	(Street, city, county, state, zip code) - Where the applicant has an established place of business, maintains records, or accumulates mileage. A post office box without a physical address number is unacceptable.
F.E.I.N. Number	Federal Employee Identification Number.
Mailing Address	(Street, city, county, state, zip code) - All correspondence and credentials will be sent to this address. A post office box number is acceptable. However, for delivery purposes, a physical address must be included.
License Year	The year in which you wish to be registered.
Account Number	Use Account Number space only if you have been assigned a number by the Bureau of Motor Vehicles. Leave the space blank if securing apportioned registration for the first time. An application must be filed for each fleet to be registered. Number each fleet in order (e.g. fleet 1,2,3, . . .) and put the fleet number in the box.
Page	Consecutively number the pages.
Person to Contact	The name of the person who should be contacted in the event there are questions concerning the application.
Phone Number	The phone number of the person responsible for apportioned vehicle registration of the fleet.
U.S. DOT Number	Number issued to carrier by U.S. Department of Transportation. This number will be the US DOT number assigned to you.
Insurance	The insurance company name, policy number, effective date and expiration date (or agent if binding coverage) that maintains the required PA insurance for the fleet. If more than one company covers the fleet, list company and policy number for each vehicle and the VIN on the reverse of Schedule A. A copy of insurance card/binder is required for a new apportioned account.
Duplicate	The number of duplicate cab cards desired for each vehicle in the fleet. (Fee: \$2 per duplicate per vehicle on a Schedule A.)
Signature/Title	The original signature of the person authorized to apply for apportioned registration and title held in company.

Whenever an applicant owns the equipment listed on the application, the name appearing on each of the following shall match:

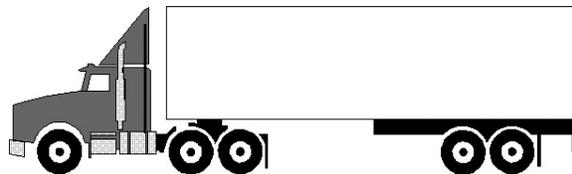
1. Name of applicant for apportioned registration.
2. Name on vehicle title.

SCHEDULE A INSTRUCTIONS (Continued)

3. Name of individual or business legally certified if operating as a private hauler, or name on certificate and/or permit of authority if operating as a common carrier, contract carrier or exempt for hire carrier.

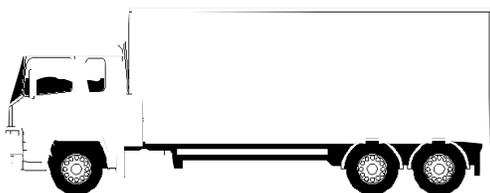
VEHICLE INFORMATION

Equipment Number	Show the equipment or unit number assigned by applicant. Be sure to use different unit numbers for each vehicle listed. It is suggested that units of the same gross or combined gross weight be listed consecutively.
Vehicle Identification Number	Show complete serial (VIN) number as listed on MCO or title.
Year and Make	The model year of each vehicle. The make of each vehicle (Mack, Ford, GMC, etc.).
Type	Refer to key at bottom of Schedule A and the definitions in this manual.
Axles/Seats	Enter the number of axles for each truck or trailer or the number of seats for each bus.
Fuel	The type of fuel used by the vehicle, (D) diesel, (G) gasoline, (P) propane, (NG) natural gas.
Unladen or Chassis Weight	The weight of the vehicle fully equipped for service excluding the weight of any load. (See drawing below.)

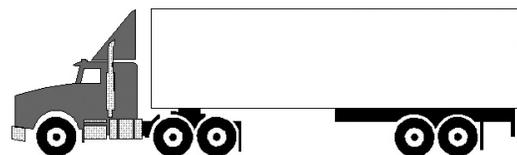


Tractor Unladen Weight Semi-Trailer Unladen Weight

Gross Weight	The unladen (empty) weight of a vehicle plus the weight of the load carried on that vehicle. For vehicles in combination, the gross weight of the power unit would be the empty weight of the truck/tractor plus the loaded weight of the front end of the semi-trailer resting on the truck/tractor. (See drawings below.)
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Truck Gross Weight

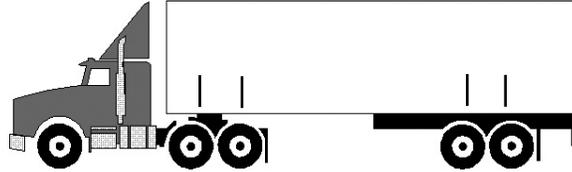


Truck Gross Weight Semi-Trailer Gross Weight

SCHEDULE A Instructions (Continued)

Combined Gross Weight

For vehicles in combination, combined gross weight shall mean the weight of a truck or tractor, plus the weight of any trailer or semi-trailer, together with the cargo or pay load transported. This column will be used to determine the registered weight for Pennsylvania. For buses, use this space to indicate the horsepower of the bus. See drawing below.



Combined Gross Weight

U.S. DOT Number

Seven digit number issued to interstate motor carriers by the U.S. Department of Transportation. In this space list your US DOT number or the US DOT number of the leasing company if the vehicle is leased.

Lessor/Lessee

The owner/operator of each vehicle or the name of the person or firm or corporation from whom a vehicle is leased.

Date of Purchase or Lease

The month and year vehicle was purchased by present owner (if the owner is the registration applicant) or leased by lessee/registrant.

Factory Price

90% of the manufacturer's retail price, excluding the trade-in and sales or use tax, including accessories attached to the vehicle.

Purchase Price of Vehicle

The actual purchase price of the vehicle paid by the current owner excluding any trade-in and sales or use tax.

Title Number and State

Enter the title number shown on the title and the initials of the state where titled. If the lessor is a resident of another state, proof of ownership is required: a copy of the title or a copy of the preceding year's registration showing title number.

Current License Plate Number

Enter the license plate number and the issuing state of the plate presently on the vehicle.

Weight

List the weight to be carried in each state in which apportioned registration is desired.

For each jurisdiction, the gross weight for single truck or the combined gross weight for combination units must be shown for each power unit apportioned.

An applicant may elect to register a vehicle at a different gross vehicle weight in member jurisdictions. Example: if the applicant desires to register in Iowa at 80,000 pounds and only 74,000 pounds in Texas, the applicant must show 80,000 pounds for Iowa and 74,000 for Texas. The applicant will pay the Iowa fees based on 80,000 pounds and the Texas fees based on 74,000 pounds. The cab card issued will indicate the applicant has paid fees for a combined weight of 80,000 pounds in Iowa and 74,000 in Texas.

Form MV-551, "Pennsylvania Apportioned Registration Application - Schedule B," Instructions

NOTE: Form MV-551 may be found on our website at www.dmv.state.pa.us.

This schedule is one of the two schedules required for the Bureau of Motor Vehicles to process an application for apportioned registration.

The applicant must list the total mileage traveled (loaded and empty) in each jurisdiction for the mileage reporting period. Do not combine miles of any two or more jurisdictions. The mileage is for power units only, not trailers.

SCHEDULE B INSTRUCTIONS

VEHICLE INFORMATION

Name of Applicant	Name of person, firm or corporation requesting apportioned registration.
Account Number	Use this space only if you have been assigned a number by the Bureau of Motor Vehicles. Leave this space blank if requesting apportioned registration for the first time.
License Year	The year in which you wish to be registered. Use the year which begins the registration period.
Reporting Period	The mileage reporting period is from July 1 through June 30 immediately preceding the registration year for which proportional registration is sought.
Jurisdiction	Check box for each IRP state in which you wish to be registered.
Mileage	Enter the distance traveled in all states during the reporting period. If this is the first year an apportioned registration application has been filed, the Average per Vehicle Distance Chart will be used for calculation purposes.
Total Distance	Enter total mileage for all jurisdictions. At the option of the registrant of an apportioned bus fleet, total distance may be the sum of all actual in-jurisdiction miles or kilometers or a sum equal to the scheduled route miles or kilometers per jurisdiction from the farthest point of origination to the farthest point of destination of the scheduled pool.
Operation	Enter X in the boxes which describe your business operation. If exempt carrier, name the load which is carried.
Signature Title and Date	The original signature of the person authorized to apply for apportioned registration, title and date.

Pennsylvani a

Average Per Vehi cl e Di st ance Chart

1/ 1/ 2015

JURI SDI CTI ON	DI STANCE
AB	33
AL	2, 035
AR	657
AZ	706
BC	13
CA	1, 027
CO	318
CT	1, 567
DC	38
DE	804
FL	1, 376
GA	1, 002
IA	522
ID	157
IL	1, 047
IN	1, 530
KS	274
KY	878
LA	392
MA	1, 059
MB	11
MD	2, 899
ME	369
M	632
MN	1, 170
MO	660
MS	345
MT	3, 505
NB	21
NC	1, 245

JURI SDI CTI ON	DI STANCE
ND	123
NE	451
NH	173
NJ	5, 742
NL	2
NM	642
NS	4
NV	308
NY	5, 357
OH	4, 721
OK	556
ON	402
OR	160
PA	29, 404
PE	1
QC	54
RI	173
SC	958
SD	104
SK	34
TN	1, 282
TX	1, 521
UT	280
VA	3, 316
VT	131
WA	158
W	412
WV	1, 726
WY	440

Tot al Di st ance 84, 927

Form MV-552A, "Apportioned Registration Supplemental Application," Instructions

NOTE: Form MV-552A may be found on our website at www.dmv.state.pa.us

Complete A - M on all supplemental applications.

Adding a vehicle

To add a vehicle(s) for registration:

1. Describe added units under "Additions".
2. Check "New Vehicle Only" box at the top of the form.

Transfer with weight increase

To transfer a plate(s) and increase the registered weight:

1. Describe the added unit(s) under "Additions".
2. Describe the removed unit(s) under "Deletions".
3. Check "License Transfer with Weight Increase" box at the top of the form.

Exchanging vehicles (Transfer)

To exchange vehicles:

1. Describe the added unit(s) under "Additions".
2. Describe the removed unit(s) under "Deletions".
3. Check "License Transfer" box at the top of the form.

Change vehicle weight

To register vehicle(s) for an increased weight:

1. Describe unit(s) to have weight increase under "Deletions". List new weight.
2. Check "Increase Weight on Vehicle Originally Licensed at a Lower Weight" box at the top of the form.

Removing a vehicle

To remove a vehicle:

1. Describe removed unit(s) under "Deletions".
2. Check "Delete Only" box at the top of the form.

Correct Information

To correct vehicle or weight information:

1. Describe unit(s) to be corrected under "Additions".
2. Underline corrected information in red ink.
3. Check "Correct Information" box at the top of the form.

Fleet Information

Name of Applicant	Name of the person, firm or corporation requesting apportioned registration.
Business Address	(Street, city, county, state, zip code) - Where the applicant has an established place of business, maintains records, or accumulates mileage. A post office box without a physical address number is unacceptable.
Mailing Address	(Street, city, county, state, zip code) - All correspondence and credentials will be sent to this address. A post office box number is acceptable. However, for delivery purposes, a physical address must be included.
License Year	The year in which you wish to be registered (Beginning year).
Account Number	The apportioned account number assigned by the Bureau of Motor Vehicles.
U.S. DOT Number	The number issued to carrier by the U.S. Department of Transportation. This number will be the U.S. DOT number assigned to you.
Page	Consecutively number the pages.
Contact Person	The name of the person who may be contacted that is responsible for apportioned vehicle registration of the fleet.
Phone Number	The phone number of the person responsible for apportioned vehicle registration of the fleet.
Reason	Check appropriate box for reason supplemental application is being filed.
Insurance	Enter the insurance company name, policy number, effective and expiration date (or agent if binding coverage) that maintains the required PA no fault insurance for the fleet. If more than one company covers the fleet, list company and policy number for each vehicle and the VIN on the reverse side.
Duplicate	Indicate the number of duplicate cab cards desired for each vehicle in the fleet. (Fee: \$2 per duplicate per vehicle on a supplemental application.)
Signature/Title	The original signature of the person authorized to apply for apportioned registration and title held in company. Whenever an applicant owns the equipment listed on the application, the name appearing on each of the following shall match: <ol style="list-style-type: none">1 Name of applicant for apportioned registration.2 Name on proof of ownership.3 Name of individual or business legally certified if operating as a private hauler, or name on certificate and/or permit of authority if operating as a common carrier, contract carrier or exempt for hire carrier.

VEHICLE INFORMATION

Equipment Number	Show the equipment or unit number assigned by applicant. Be sure to use different unit numbers for each vehicle listed. It is suggested that units of the same gross or combination gross weight be listed consecutively.
Vehicle Identification Number	Show complete serial (VIN) number as listed on MCO or title.
Year and Make	The model year of each vehicle. The make of each vehicle (Mack, Ford, GMC, etc.).

Type	Refer to the "Vehicle Type Section" at bottom of application and the definition in this manual.
Axle/Seats	Enter the number of axles for each truck or trailer or the number of seats for each bus.
Fuel	The type of fuel used by the vehicle - (D) diesel, (G) gasoline, (P) propane, (NG) natural gas.
Unladen or Weight Chassis Weight	The weight of the vehicle fully equipped for service excluding the weight of any load.
Gross Weight	The unladen (empty) weight of a vehicle plus the weight of the load carried on that vehicle. For vehicles in combination, the gross weight of the power unit would be the empty weight of the truck/tractor plus the loaded weight of the front end of the semi-trailer resting on the truck/tractor.
Combined Gross Weight	For vehicles in combination, combined gross weight shall mean weight of a truck or tractor, plus the weight of any trailer or semi-trailer, together with the cargo or payload transported. This column will be used to determine the registered weight for Pennsylvania. For buses use this space to indicate horsepower of the bus.
Lessor	The owner/operator of each vehicle or the name of the person for firm or corporation from whom a vehicle is leased.
Date of Purchase the registration of Lease	The month and year vehicle was purchased by present owner (if the owner is applicant) or leased by lessee/registrant.
Factory Price	90% of the manufacturer's retail price, excluding trade-in and sales or use tax, including accessories attached to the vehicle.
Purchase Price any trade-in of Vehicle	The actual purchase price of the vehicle paid by the current owner excluding and sales or use tax.
Title Number and State	Enter the title number shown on the title and the initials of the state where titled. If the lessor is a resident of another state, proof of ownership is required: a copy of the certificate of title, a copy of preceding year's registration showing title number, or a letter from the Bureau of Motor Vehicles of the titling jurisdiction.
Previous License Number and State	Enter the license plate number and the issuing state of the license plate presently on the vehicle.
Weight	List weight to be carried in each state in which apportioned registration is desired.
DELETIONS	
Equipment Number	The unit number of each vehicle being deleted as reported on the original application.
Vehicle Identification Number	Show complete serial (VIN) number as listed on MCO or title.
Plate Number	Plate number transferred if applicable.
Replacement Equipment Number	Owner's number of the vehicle which replaces the one listed, if applicable.

ABBREVIATIONS

Jurisdiction Abbreviated Key Code

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

Form MV-558, "Replacement of Credentials," Instructions

NOTE: Form MV-558 may be found on our website at www.dmv.state.pa.us.

For Lost, Stolen or Defaced:

Complete information at the top of the form and Sections, A, B, and C.

Never Received:

1. If vehicle registration plates, stickers, weight decals or cab cards were never received after payment for a supplemental application, or previous replacement application, and application for replacement is made within 45 days from date of issue, no fee is required. Complete Sections A, B, and D.
2. If entire fleet registration plates, stickers, weight decals, and cab cards were never received at renewal and application for replacement is made within 45 days from date of issue, no fee is required. Complete Sections A and B.

Fleet Information

Name of Applicant	Name of person, firm or corporation.
Mailing Address	Street, city, county, state, zip code) - All correspondence and credentials will be sent to this address. A post office box number is acceptable. However, for delivery purposes, a physical address must be included.
License Year	The year in which you are registered. (Beginning year).
Account Number Fleet Number	Use these spaces for the numbers which were assigned by PennDOT.
Contact Person	The name of the person who should be contacted in the event there is a problem with the application.
Phone Number	The phone number of the person responsible for apportioned vehicle registration of the fleet.

Section A

Check the block(s) for the credential(s) you wish to replace.

Check the reason for replacement.

Section B

VEHICLE INFORMATION

Equipment Number	Show the equipment or unit number assigned by applicant. Enter "ALL" if replacement credentials are requested for the entire fleet.
Vehicle Identification Number	Show complete serial (VIN) number as listed on MCO or title.
Gross Weight	The unladen (empty) weight of a vehicle plus the weight of the load carried on that vehicle. For vehicles in combination the gross weight of the power unit would be the empty weight of the truck/tractor plus the loaded weight of the front end of the semi-trailer resting on the truck tractor. For the trailer, enter semi-trailer empty weight plus the weight of the heaviest load to be transported on the rear axle.
Combined Gross Weight	For vehicles in combination, combined gross weight shall mean weight of a truck or tractor, plus the weight of any trailer or semi-trailer, together with cargo or payload transported. This column will be used to determine the registered weight for Pennsylvania.
License Number	Enter the registration plate number presently assigned to the vehicle.
Section C	Signature of the applicant and date.

Section D

This section is only to be completed when an applicant is entitled to free replacement of credentials.

Check appropriate box.

Sign in the presence of a notary.

Notary must place a seal or stamp on the application and complete the information requested.

TEMPORARY AUTHORIZATION AGENT

Registrants whose apportioned accounts are paid and who pre-pay the required security deposit may purchase Pennsylvania Temporary Authorizations (TAs). The security deposit shall be equal to 50% of the fee for registering a combination at 80,000 pounds gross weight multiplied by the number of authorizations purchased up to a maximum of 25. The security deposit may be either an irrevocable letter of credit from a bank naming the Department as the sole beneficiary, or a bond executed by a surety company authorized to do business in this Commonwealth and shall state it is for the use and benefit of the Commonwealth. The bond or letter of credit shall be maintained for three years from the date of application.

Application for bulk orders must be submitted indicating the personnel authorized to issue and sign for the carrier. Fees on the original registration application must be paid before the initial request for the TA forms can be approved. The forms are not transferable and may not be used by another carrier.

SELF-INSURANCE OF TAS IS A SPECIAL PRIVILEGE: ALL ISSUANCE PROCEDURES MUST BE ADHERED TO BY THE REGISTRANT:

The authorized agent must complete the TA form by typewriter or in ink at the time it is to be used. The original copy is to be mailed to PennDOT's Commercial Registration Section with a supplemental application **within five (5) days**; the second copy is to be carried in the cab of the vehicle as a credential; the third copy is to be retained by the authorized agent for audit purposes. The TA is valid for 60 days. The TA covers a specific vehicle and cannot be transferred to another vehicle. Only one TA may be issued per unit. (Exception: with prior approval when application processing may be delayed.)

If a TA is filled out incorrectly, it must be voided, the original and second copy must be sent to PennDOT's Commercial Registration Section immediately, with an explanation of the void and the third copy must be retained by the authorized agent for auditing purposes.

If the registrant wishes to cancel or void a TA after the PennDOT copy has been forwarded, the vehicle copy must be forwarded to PennDOT within five (5) days after date of issuance or the carrier will have to pay the fees due for the vehicle described in the TA.

If a registrant fails, within the time limit, to register a vehicle for which a TA was issued, the apportioned registration privileges of such carrier will be suspended until the registration of this additional vehicle is completed. Transfer credit will not be allowed. Misuse of the TA permits will result in cancellation of the authorized agent's privilege to issue these permits. Full registration and related taxes will be assessed for missing TA forms.

Any carrier who discontinues business, fails to renew their apportioned registration with Pennsylvania, has its registration suspended or cancelled shall immediately return all unused TAs to the Bureau of Motor Vehicles.

Authorized agents shall keep all TAs in a secure place, such as a locked cabinet, and shall notify the Bureau of Motor Vehicles immediately of any loss or theft of TAs. Loss, theft or misuse of TAs may result in the cancellation of the authorized agents privileges to issue TAs.

TEMPORARY EVIDENCE OF APPORTIONED REGISTRATION

Upon request from a currently apportioned registrant, Pennsylvania may issue a temporary evidence of apportioned registration (TEAR) for a vehicle. The issuance of this authorization is a privilege and a courtesy in order that a new or added vehicle may be operated immediately without receipt of credentials. A supplemental application form for the added vehicle must be submitted **within five (5) days** of the date of authorization so that credentials can be received before the expiration date of the TA.

If a TEAR is issued but the supplemental application to register the vehicle is not forwarded with all supporting documents within five (5) days of the date of the TEAR, the carrier will be billed for fees based on vehicle information in the initial application. Transfer credit will not be allowed unless proof is furnished that the vehicle was permanently removed prior to operation of replacement vehicle. The remainder of the carrier's fleet may be suspended for repeated violations of this type.

If a vehicle for which a TEAR was requested, is not used, the TA must be returned to the Commercial Registration Section within 5 days.

1. TEAR Agents are located throughout Pennsylvania and may be found through directory assistance as tag agencies.
2. The carrier requesting the TEAR shall have a vehicle or a fleet currently apportioned with Pennsylvania and the added vehicle shall be subject to proportional registration and be permanently registered as part of the carrier's fleet in Pennsylvania.
3. The applicant will need to provide the TEAR Agent all documentation required to register the vehicle. Items may include title, MCO, insurance and lessee agreements.
4. The supplemental registration application for the vehicle covered by the TEAR shall be completed and submitted within 5 days of the date of the authorization. The TEAR will be valid for 60 days.
5. The TEAR covering a specific vehicle cannot be transferred or assigned to another vehicle.
6. The TEAR Agent reserves the right to refuse issuing TAs to any carrier whose account is not in good standing.

NOTE: If the applicant wishes to cancel a temporary evidence of apportioned registration (TEAR), they are required to return the yellow "vehicle copy" to the issuing agent within five days (calendar days) from the date of issue or the carrier will have to pay the fees due for the vehicle described on the TEAR.

TRIP PERMITS

Out-of-state non-apportioned vehicles that qualify as an apportionable vehicle but are not registered as such are required to obtain a trip permit prior to entering the Commonwealth of Pennsylvania.

Non-apportioned vehicles registered in Pennsylvania that qualify as an apportionable vehicle are required to obtain apportioned registration or a trip permit prior to entering another jurisdiction.

Vehicles meeting the requirements of an apportionable vehicle that fail to obtain a valid trip permit prior to entering another jurisdiction, may be subject to full registration fee for that state, if cited.

Effective January 1, 2016, buses used in interstate charter activities shall be required to obtain apportioned registration or a trip permit.

Registrants may wish to obtain trip permits if their interstate business are infrequent. Trip permits may be obtained for Pennsylvania by the agents listed below:

Com Data	(800) 749-9143
Customer Permit Services	(800) 669-5014
Electronic Funds Service, LLC dba T-Check Systems.	(866) 351-2435
Jet Permit, LLC.	(800) 788-0603
JJ Keller	(800) 231-5266
National Permits dba State Permits	(330) 497-0446
Nova permits & Pilot Cars	(418) 527-7775
On the Move Permits	(727) 942-5744
Permit America	(866) 573-7648
Reliable Permit Solutions	(909) 436-4220
Trans/Mid-America, Inc.	(800) 228-7577
West Chester Permit	(513) 777-3000

For a list of Pennsylvania online agents please visit our website at www.dmv.pa.gov

PAYMENT PROCESSING

DETERMINING PERCENTAGE/FEEES

For more fees, refer to Form MV-70S, "Bureau of Motor Vehicles Schedule of Fees". This form can be found on our website at www.dmv.state.pa.us.

BILLING

It is the registrants responsibility to validate the invoice for accuracy before payment is remitted. The vehicle equipment numbers are identified on the invoice for up to 25 vehicles. The invoice also lists the jurisdictions and the percentage of fees due each jurisdiction. Pennsylvania's fees and percentage is found just above the total fees due.

Your remittance is to be made out to: "Commonwealth of Pennsylvania". You must pay by certified check, money order, or cashier's check unless a bond in the amount of the annual registration fees has been posted.

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

All plates, cab cards, and temporary authorizations are subject to cancellation and revocation in the event of erroneous issuance, thereof, if any fees remain unpaid.

REFUNDS

Refunds of Pennsylvania apportioned registration fees due to applicants will be made for the following reasons:

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

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

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

No refund is issued in the following circumstances:

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

Refund request may be submitted by completing Form MV-700 within 90 days of PennDOT's process date.

VEHICLE IDENTIFICATION

Pennsylvania will issue to Pennsylvania based carriers the following identification credentials:

- A. A registration plate bearing the legend "Apportioned"; and,
- B. A registration cab card identifying the jurisdictions, weights, name, address, vehicle description and plate number.

Apportioned credentials must be displayed as follows:

- A. On a tractor-trailer combination, the apportioned registration plate must be mounted on the front of the tractor. Trucks must have the plate mounted on the rear of the truck.
- B. A Cab Card must be carried in the vehicle for which it is issued. If any cab card is not in the vehicle or in the driver's book, the driver may be subject to arrest and fine.
- C. TEAR must be displayed inside the front windshield of the vehicle.

REPLACEMENT OF IDENTIFICATION

If the Pennsylvania Base Plate or Cab Card is lost or stolen, the carrier must submit Form MV-558 to the Commercial Registration Section.

AUDITS

SUMMARY

Every apportioned carrier shall maintain the "Operational Records" on which its registration application is based for a period of three registration years. As an example, the distance records for the registration period effective June 1, 2015 uses the distance reporting period of (July 1, 2013 through June 30, 2014). Vehicle records must be retained until 2019 in order to support the 2015 apportioned application. Notice of intent to audit will be given to the carrier. Authenticity of distance and registration will be verified and assessment made for any deficiency found. Any apportioned carrier who refuses to comply with the distance reporting requirement shall not be entitled to apportioned registration privileges.

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

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

RECORDS

Operational records kept for the carrier shall be documents supporting distance traveled in each jurisdiction and total distance traveled, such as fuel reports, trip sheets, logs or computer runs that can be supported by source documents when requested. An acceptable record of the total trip distance traveled should contain the following information: (see page 36 for Trip Sheet suggested format.)

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

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

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

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

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

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

Distance operated under trip permits must be included.

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

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

From the monthly summary, the quarterly and annual summary can be prepared. The reporting period for distance to be included in the apportioned registration application shall cover the period July 1 through June 30 of the year immediately preceding the new registration year. For example, the registration year 2015, use the period of July 1, 2013 through June 30, 2014. Registrants must prepare and maintain separate monthly fleet summaries and a yearly fleet recap for each apportioned fleet.

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

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

(Five (5) Calendar Years)

Application	July 1 - June 30
Year	Distance Record Timeframe
2015	July 2013 - June 2014
2016	July 2014 - June 2015
2017	July 2015 - June 2016
2018	July 2016 - June 2017
2019	July 2017 – June 2018

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

assessment of 50% of the apportionable fees paid will apply. When it's known to be the registrant's third offense, the registrant will be assessed 100% of the fees paid.

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

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

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

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

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

IMPORTANT THINGS TO REMEMBER ABOUT RECORDS AND AUDITS

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

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

ENFORCEMENT

1. Credentials (registration cab card and apportioned registration plate) must be on the vehicle by the first day June. Enforcement begins June 1. Should the need arise for the Bureau of Motor Vehicles to extend its registration deadline, law enforcement personnel and IRP jurisdictions will be notified.
2. Pennsylvania apportioned vehicles not displaying the current registration plate and cab card, a valid trip permit or temporary authorization, will be in violation and the driver subject to arrest and fines in all states.
3. Pennsylvania carriers going into other jurisdictions should be aware of their requirements before entering. A vehicle apprehended operating in a jurisdiction without being properly registered may be required to pay the fee for full registration in that jurisdiction.
4. Enforcement personnel look at the cab card for verification that vehicles are properly registered. The cab card should be carried in the vehicle, and must not be mutilated or altered in any way.

NOTE: Enforcement personnel will verify the vehicle identification number on the vehicle and on cab card. It is important to ensure the correct VIN is recorded on your Application for Apportioned Registration (Schedule A).

SAMPLE OF HOW TRIP SHEETS SHOULD BE SUMMARIZED

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

See below for sample of record keeping:

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

Monthly summaries, by fleet, must be maintained.

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

See below for sample:

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

FMCSA Unified Registration System (URS)

INTRODUCTION

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

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

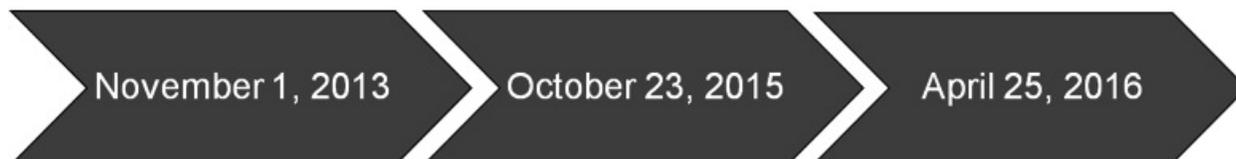
This rule applies to all interstate motor carriers (private and for-hire motor carriers of passengers and freight), freight forwarders, brokers, IEPs, HMSP applicants/holders, and cargo tank manufacturing and repair facilities under FMCSA jurisdiction.

Some of the URS Benefits include:

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



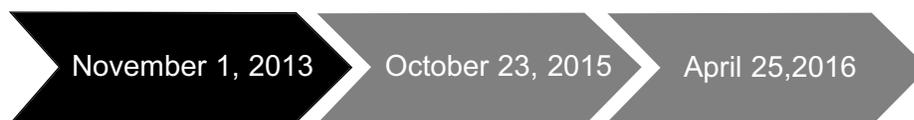
URS TIMELINE



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

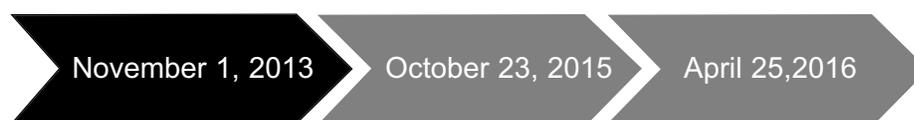
Source: Federal Motor Carrier Safety Administration (FMCSA) Unified Registration System (URS) Presentation

November 1, 2013



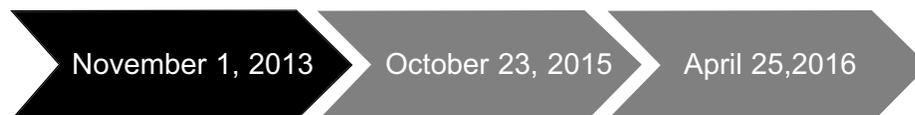
- Prohibition on operating in interstate commerce for MCs, HMSPs, and IEPs that:
 - Fail to complete their biennial update requirements
 - Fail to register for USDOT number
 - Operate without an active USDOT number
- Enhanced penalties for failure to comply with the items listed above
- Notifications/Warning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

October 23, 2015



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

April 25, 2016



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

THE BIENNIAL UPDATE REQUIREMENT

WHAT IS THE BIENNIAL UPDATE?

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

HOW DOES THE ENTITY COMPLETE THE BIENNIAL UPDATE?

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

MCS-150 FORM

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

WHO DOES THE BIENNIAL UPDATE APPLY TO TODAY AND IN 2015?

- Today
 - Motor carriers
 - IEPs
 - HMSPs
- October 23, 2015
 - Motor carriers, IEPs, HMSPs
 - Brokers
 - Freight Forwarders
 - Cargo Tank Facilities

BIENNIAL UPDATE TABLE

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

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

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

WHAT WILL HAPPEN IF INFORMATION IS NOT CURRENT?

- Beginning November 1, 2013 (the compliance date of the revised biennial update provision), the Agency will issue a warning letter at least 30 days in advance of a biennial update deadline to notify the entity that its USDOT Number will be deactivated if it fails to comply with the biennial update requirement
- The letter will contain instructions on how to complete the biennial update
- Entities that fail to complete their biennial update according to the schedule in 390.19(b)(2) will have their USDOT number deactivated

- FMCSA will only deactivate USDOT numbers for entities that fail to update has failed to meet the existing biennial update requirement after November 1, 2013
- If a Motor Carrier fails to update, the carrier's USDOT number will be deactivated one month after the filing deadline
- Motor Carriers will be subject to citations 49 CFR 392.9b if inspected at roadside and operating with a deactivated USDOT Number
- During a compliance investigation, a motor carrier, HMSP and/or IEP that fails to update will also be cited for failing to complete its biennial update

URS and Intrastate Operations

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

URS AND PRISM

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

UNIFIED CARRIER REGISTRATION

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

RESOURCES

HOW ENTITIES CAN OBTAIN A PIN

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

Important Note: Paper forms will no longer be accepted by FMCSA beginning October 23, 2015

ONLINE UPDATES

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



The screenshot shows the login interface for the FMCSA Portal. At the top, it says "Login to Access the FMCSA Portal". Below this are two input fields: "User ID:" and "Password:". A "Login" button is positioned to the right of the password field. At the bottom of the form, there are three links: "Forgot your Password?", "Forgot your User ID?", and "Unlock your Account?". Below these links, there are two lines of text: "To register for a portal account, please click [here](#)." and "To access portal training, please click [here](#)."

SUMMARY

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

QUESTIONS AND ANSWERS

- Q. How will participation in an Apportioned Registration Program help my trucking operation?**
- A. The Apportioned Registration Program provides a method for motor carriers to operate interstate or intrastate in jurisdictions with a minimum of operating credentials. Under the Full Reciprocity Plan (effective January 1, 2015), a carrier is issued one (1) registration plate and one (1) cab card listing all jurisdictions in which the carrier intends to travel. Additional information regarding the FRP is below.
- Q. Must I register my equipment at the same gross vehicle weight in all states party to the agreements?**
- A. No. Your gross weight, as shown on both your application and cab card, may vary from state to state. Enforcement personnel, however, may issue a citation to your vehicle if found operating in any state at a weight exceeding the weight for which it is registered in that state.
- Q. Are there any special problems that might be encountered in securing overweight special permits?**
- A. No. However, most states require a unit to be registered for the maximum allowable weight before issuing a special permit.
- Q. For my first apportioned registration, what mileage figures should I use if I have little or no data?**
- A. If this is the first year an apportioned registration application has been filed, estimated mileage will be used for calculation purposes based on the Average per Vehicle Distance Chart.
- Q. What is the minimum number of vehicles that may be apportioned in a fleet?**
- A. One (1) vehicle is the minimum number that may be apportioned in a fleet.
- Q. Must all of my vehicles be apportioned as a single fleet?**
- A. No. You may register your vehicles either as a single fleet or in several fleets to meet the nature of your operation. However, under the FRP, there is no longer a need to segment fleets based on geographical travel since all IRP jurisdictions appear on the cab card. The optimal time to consolidate fleets is at the time of renewal.
- Q. How do I add or delete vehicles or transfer license in my fleet during a registration year?**
- A. To add, delete or transfer vehicles in a fleet use Form MV-552A.
- Q. Is there a procedure for changing the registered gross weight of a vehicle during the registration year?**
- A. Yes. You must complete Form MV-552A and pay additional fees where the gross weight is to be increased.

FULL RECIPROCITY PLAN (FRP) QUESTIONS & ANSWERS

- Q. What is the benefit of the Full Reciprocity Plan (FRP)?**
- A. The FRP process supports the fundamental principle of the International Registration Plan (IRP) by granting full reciprocity for all apportioned vehicles in all member IRP jurisdictions. The intent of this change is to make the Plan more efficient to administer and more equitable and more flexible for its member jurisdictions and registrants. The FRP will change the IRP by granting full reciprocity for all apportioned vehicles in all member IRP jurisdictions. Language is removed from the Plan that references a registrant's intent to operate in selected jurisdictions. This is no longer needed since under "full reciprocity" a registrant will have the ability to operate in any jurisdiction. Renewing registrants pay an apportioned registration fee based on the actual miles reported.
- Q. When does the FRP become effective?**
- A. The FRP becomes effective January 1, 2015. Existing Pennsylvania apportioned accounts will be affected by the FRP at the time of renewal for the registration cycle beginning on June 1, 2015.
- Q. If a registrant renews the apportioned registration early and receives cab cards valid on June 1, 2015, is the registrant authorized to operate in all jurisdictions prior to June 1, 2015?**
- A. No, registrants may only operate in the jurisdictions displayed on their current cab card which expires on May 31, 2015. Although the new credentials may be received prior to June 1, 2015, the jurisdictions on the cab card do not become effective until June 1, 2015.

- Q. How is a transaction such as an add vehicle or add jurisdiction to be handled between the January 1, 2015 effective date of the FRP and the June 1, 2015 effective date for the new registration cycle?**
- A. Established apportioned accounts fall under the current registration year which ends on May 31, 2015. Transactions to add vehicles or add jurisdictions to an established account will be handled as they have in the past until June 1, 2015. Any new accounts created on or after January 1, 2015 will be affected by the FRP. For example, a new apportioned account established February 2, 2015 will fall under the FRP provisions.
- Q. Are all existing apportioned registrants going to be subject to the average per vehicle distance chart fees for all jurisdictions the first year under the FRP?**
- A. No. Existing apportioned accounts being renewed for the registration year beginning June 1, 2015, will report actual distances traveled during the distance reporting period. Registration fees will be based on actual distance traveled.
- Q. When will registration fees be based on the average per vehicle distance chart?**
- A. When a registrant's fleet is considered new under Section 420 of the IRP, or when the fleet did not accumulate any actual distance during the distance reporting period, fees will be calculated using the base jurisdiction's average per vehicle distance chart.
- Q. When is actual distance to be used to determine registration fees?**
- A. Actual distance must be used when the registrant's fleet accumulated any actual distance during the distance reporting period. The reporting period is always July 1 through June 30 of the previous year. For example, registrants renewing apportioned registrations for the registration cycle beginning June 1, 2015 will report actual distance travelled between: July 1, 2013 and June 30, 2014.
- Q. Can new fleets created after January 1, 2015 use a combination of actual and average per vehicle distance?**
- A. No, a new fleet has no actual distance. Under the FRP, the jurisdiction's average per vehicle distance chart must be used to determine fees for all IRP jurisdictions. A combination of actual distance and average per vehicle distance should never be used under the FRP.
- Q. How is the Average per Vehicle Distance (AVD) chart established?**
- A. The average per vehicle distance chart is to be established in accordance with Section 320 (d) of the IRP.
- Q. Does the 90 days of actual distance operations in the distance reporting period apply under the FRP?**
- A. No. The 90 day rule was removed by passage of the FRP ballot.
- Q. How would an apportioned registrant be handled if actual distance occurred only in Pennsylvania during the reporting period? Is the registrant charged 100% of the base jurisdiction's fees?**
- A. Yes. Under the FRP the registrant must report the actual distance accumulated during the distance reporting period.
- Q. Under the FRP, what weight should be displayed on the IRP cab card?**
- A. Under the FRP, the gross vehicle weight should be displayed on the cab card for every IRP jurisdiction. The gross weight for Pennsylvania plus the comparable weight for each member jurisdiction will be reflected. (Pennsylvania's maximum gross vehicle weight is 80,000 pounds; vehicles may be registered at higher weights in other jurisdictions as permitted by those jurisdictions).
- Q. How are weights over 80,000 pounds to be handled?**
- A. The FRP doesn't affect how weights over 80,000 pounds are handled. The registrant should continue to declare the gross vehicle weight.
- Q. How are mid-year applications for weight increases handled for jurisdictions where no actual distance was reported and no fees were paid?**
- A. The FRP doesn't affect how weight increases are handled. If no actual distance is reported, then no fees are due until the apportioned registrant accumulates distance in the jurisdiction.

- Q. Can new apportioned registrants indicate lower weights in some jurisdictions other than Pennsylvania?**
- A. There is a 10% variance of registered weights rule in the IRP Plan. Refer to the IRP, Section 325 regarding this and related registration weight requirements.
- Q. Where can I find information about Pennsylvania's Apportioned Registration Program?**
- A. Information on Pennsylvania's Apportioned Registration Program can be found on the Driver and Vehicle Services website at <http://www.dmv.state.pa.us>.
- Q. Where can I find information about the IRP and the FRP?**
- A. Information on the IRP and FRP can be found on the IRP, Inc. website at <http://www.irponline.org>.

CHARTER BUS QUESTION & ANSWERS

Background

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

Q. How does the change impact my bus company?

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

Q. What is the definition of an apportionable vehicle?

- A. An "Apportionable Vehicle" means any Power Unit that is used or intended for use in two or more IRP member jurisdictions, and is used for the transportation of persons for hire, or designed, used, or maintained primarily for the transportation of property, and:
- (i) has two Axles and a Gross Vehicle Weight or Registered Gross Vehicle Weight in excess of 26,000 pounds (11,793.401 kilograms), or
 - (ii) has three or more Axles, regardless of weight, or
 - (iii) is used in combination, when the Gross Vehicle Weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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