2016 WYOMING Apportioned Plates Instruction Manual

Member of the INTERNATIONAL REGISTRATION PLAN

Wyoming Department of Transportation Motor Vehicle Services Department 5300 Bishop Blvd Cheyenne, WY 82009-3340

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Contact Information

Wyoming Department of Transportation Motor Vehicle Services Department

IRP Section

Telephone:	(307) 777-4829
Telephone:	(307) 777-4835
Fax:	(307) 777-4772

WYDOT MVS - IRP Section 5300 Bishop Blvd. Cheyenne, WY 82009-3340

www.dot.state.wy.us

International Registration Plan (IRP) <u>www.irponline.org</u>

NOTE: Our office hours are <u>8:00 am to 4:30 pm</u>, Monday – Friday. Please arrive early to allow sufficient time to process your application. New applications will not be processed after 3:00 pm.

New Year's Day	Independence Day	Christmas Day			
Martin Luther King Jr. Day	Labor Day				
President's Day	Veteran's Day				
Memorial Day	Thanksgiving Day				

MVS will not be open on the following holidays:

IFTA Phone Numbers

Telephone:	(307) 777-4827	WYDOT – MVS – IFTA
Fax:	(307) 777-4772	5300 Bishop Blvd.
		Cheyenne, WY 82009-3340

Wyoming Operating Authority Phone Numbers

Telephone:	(307) 777-4850	WYDOT – MVS – Operating Authority
Fax:	(307) 777-4772	5300 Bishop Blvd.
		Cheyenne, WY 82009-3340

Port of Entry Phone Numbers (Trip Permits/Overweight/Oversize)

Alpine	307-654-7569	Gillette	307-682-4030
Casper	307-265-3532	Kemmerer	307-877-4229
Cheyenne (I-80)	307-777-4894	Laramie	307-745-2200
Cheyenne (I-25)	307-777-4896	Lusk	307-334-3814
Cheyenne (US-85)	307-777-4895	Sheridan	307-674-2350
Evanston	307-789-3538	Sundance	307-283-1616
Frannie	307-664-2389	Torrington	307-532-2519

Wyoming Highway Shop Phone & Fax Numbers (Trip Permits/Overweight/Oversize)

Basin	307-568-3400	Fax 307-658-9318	Rawlins	307-328-4100	Fax 307-328-4130
Cody	307-587-2220	Fax 307-527-6028	Riverton	307-856-1341	Fax 307-856-1572
Douglas	307-358-5515	Fax 307-358-6715	Rock Springs	307-352-3049	Fax 307-352-3150
Jackson	307-733-3665	Fax 307-733-7105	Wheatland	307-322-6500	Fax 307-322-2566
Lander	307-332-4151	Fax 307-332-4151	Worland	307-347-2822	Fax 307-347-3684
Pinedale	307-367-4488	Fax 307-367-4488	Thermopolis	307-864-3200	Fax 307-864-4682

SuperLoad/Overweight Phone & Fax Numbers

307- 777-4376	307-777-4747	307-777-4920	Fax 307-777-4399

Highway Patrol Commercial Carrier Section Phone & Fax Numbers307-777-4872Fax 307-777-4282

Introduction

This manual explains how to obtain "apportioned" registration for interstate trucks, tractors and other commercial vehicles based in Wyoming.

The following pairs of words are used interchangeably in this manual:

- "IRP" and "Apportioned" or "Proportional" Registration
- "Applicant" and "Registrant"
- "IVMR" or "VTR"
- 26,000 lbs. equals 11,800 kg.
- "Credentials" or "cab cards" and/or "plates"

Please use this manual as a reference only.

The basic information needed to prepare application is provided. The contents will not cover every unique situation or answer all questions that may arise. An applicant who requires more information than is contained in this manual may telephone the IRP Section of the WYDOT Motor Vehicle Services Department at (307) 777-4835 or (307) 777-4829.

To speed up the registration process, we encourage applicants to read and follow the written instructions precisely.

SAME DAY SERVICE MAY NOT ALWAYS BE AVAILABLE FOR ALL APPLICATIONS AND WILL NOT BE AVAILABLE FOR RENEWAL APPLICATIONS.

NOTE: This manual also contains references to CAVR, the Canadian Agreement on Vehicle Registration. Canadian Provinces in IRP are also members of CAVR, a special plan for registering vehicles that travel in two or more (Canadian member) jurisdictions.

When a Canadian jurisdiction is a member of both plans, the IRP supersedes the CAVR.

1) What is IRP?

What is IRP?

IRP stands for the International Registration Plan, a cooperative agreement for the registering vehicles that travel into at least one other jurisdiction in addition to the base jurisdiction. IRP provides for payment of licensing fees based on fleet miles/kilometers operated and vehicle information. The unique feature of IRP is that although license fees are paid to the base jurisdiction and distributed to various jurisdictions in which the fleet vehicles are operated, only one (1) license plate and one (1) cab card is issued for each fleet vehicle. **Due to FULL RECIPROCITY (effective 1/1/15)** all jurisdictions will be printed on the cab card.

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

What jurisdiction are members of the IRP?

VR	members of	*Denotes	RP members	jurisdictions are	The following
۱V	s members of	*Denotes	RP members.	iurisdictions are	The following

What is Apportioned Registration?

Apportioned registration is a method of licensing a fleet of commercial vehicles operating in **more than one** jurisdiction. Collected fees are apportioned or "prorated" among jurisdictions.

Who is eligible to use Apportioned Registration?

You apply for apportioned registration for inter-jurisdiction operation of the following:

- Vehicle(s) operating over 26,000 pounds.
- Vehicle(s) with three or more axles regardless of weight.
- Vehicle(s) used in combination exceeding 26,000 pounds.
- Vehicle(s) which operate in two or more jurisdictions.

Note: Each vehicle within a fleet <u>must operate in two or more jurisdictions</u> during the registration year for that vehicle to qualify for Apportioned Registration.

2) How IRP Works

Under IRP, interstate carriers must file applications with the jurisdiction in which they are based. That jurisdiction is known as the "base jurisdiction." The base jurisdiction issues registration credentials for each vehicle. The apportioned plates and cab cards are registration credentials you need to operate on an interstate and intrastate basis in member jurisdictions.

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

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

Under the IRP and CAVR, all member jurisdictions:

- Accept a single registration plate.
- Accept a single registration card (cab card); 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 Jurisdiction.)

Apportioned Registration Does NOT:

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

3) Definitions from the International Registration Plan

Apportionable Vehicle

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

- 1. Has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds, or
- 2. Has three or more axles, regardless of weight, or
- 3. Is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds.

Recreational vehicles, vehicles displaying restricted plates, SUV's, passenger vans and governmentowned vehicles are not apportionable vehicles.

Trucks or truck tractors, or the power units in a combination of vehicles having a gross vehicle weight of 26,000 pounds or less, and buses used in the transportation of chartered parties are not required to register; however, they **may** be registered under the Plan at the option of the Registrant.

Base Jurisdiction

"Base Jurisdiction" means the jurisdiction, (i) where the Applicant has an Established Place of Business, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance and (iii) where Operational Records of the Fleet are maintained or can be made available, to which an Applicant applies for apportioned registration under the Plan or the Member Jurisdiction that issues apportioned registration to a Registrant under the Plan.

Established Place of Business

"Established Place of Business" means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). Operational Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1035). The Base Jurisdiction may accept information it deems pertinent to verity that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

Selection of a Base Jurisdiction

- (a) An Applicant may elect as its Base Jurisdiction any Member Jurisdiction (i) where the Applicant has an Established Place of Business, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance and (iii) where Operational Records of the Fleet are maintained or can be made available.
- (b) An Applicant that does not have an Established Place of Business in any Jurisdiction may designate as Base Jurisdiction any Member Jurisdiction (i) where the Applicant can demonstrate Residence, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Operational Records of the Fleet are maintained or can be made available.
- (c) To establish Residence in a Member Jurisdiction, an Applicant must demonstrate to the satisfaction of the Member Jurisdiction at least three (3) of the following:
 - If the Applicant is an individual, the driver's license must be issued by that Jurisdiction.
 - If the Applicant is a corporation, proof of incorporation or registration to conduct business as a foreign corporation in that Jurisdiction must be submitted and the principal owner must be a resident of Wyoming.
 - The Applicant's federal income tax returns have been filed from an address in Wyoming.
 - The Applicant has paid real estate or personal property taxes in Wyoming.
 - The Applicant receives utility bills in Wyoming in the applicant's name.
 - The Applicant has a vehicle titled in Wyoming in the applicant's name.
 - Other factors clearly provide evidence that the Applicant's legal Residence is in Wyoming.

4) Types of Operations

Haul-For-Hire Carriers

Any person, firm or corporation who engages in transportation by motor vehicle of passengers, commodities or property for compensation is considered a haul-for-hire carrier.

Private Carriers

A person, firm, or a corporation that uses its own trucks to transport its own freight is considered a private carrier.

Owner-Operators

Owner-operators who lease their vehicle(s) may register in either of two ways:

- The owner-operator may be the registrant. The vehicle(s) will be titled and registered in the name of the owner-operator. The owner-operator will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets.
- The carrier (lessee) may be the registrant. The vehicle(s) will be registered in the names of both the carrier as lessee and the owner-operator as lessor. The carrier will be responsible for registration of such vehicle(s) and for establishing and maintaining records required of proportionally registered fleets. If the lease is broken then the plate is to be returned to the carrier since it was purchased through the carrier.

<u>Buses</u>

Regular Routes

Apportioned registration is a requirement under IRP for all buses traveling regularly scheduled routes. At the option of the registrant, total distance may be the sum of all actual in-jurisdiction distance or a sum equal to the scheduled route distance per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule. Apportionment is a requirement under IRP for all buses used exclusively for the transportation of passengers for compensation or gain.

• Charters

Buses used exclusively for the transportation of 'chartered parties' are exempt from apportioned registration under IRP. They may apportion if they choose to.

Household Goods Carriers

• Equipment Leased From Service Representative

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

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

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

• Owner-Operator Leased Equipment

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

Rental Vehicles

For the purposed of IRP, the following definitions are applicable to rental vehicles:

Rental Owner – someone who rents vehicles to others with or without drivers

Rental Fleet or Vehicle – vehicles the Rental Owner designates as a Rental Fleet and which are offered for rent with or without drivers

Leased Vehicle – 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

IRP specifically provides for the registration of various types of rental fleets; CAVR provides for the registration of 'One-Way Truck Rentals' only.

• Rental Passenger Cars

Divide the gross revenue received in the preceding year for use of such rental vehicles arising from passenger car rental transactions occurring in Wyoming by the total gross revenue received in the preceding year for the use of such rental vehicles arising from passenger car rental transactions occurring in **all** member (IRP) jurisdictions in which such vehicles were operated. The resulting percentage shall be applied to the overall total number of rental passenger cars to determine the actual number of rental passenger cars that shall be plated and pay full registration fees in Wyoming.

NOTE: Allocation of rental cars is at the option of the registrant.

Rental Fleet

A rental company applying to register a rental fleet shall select a Base Jurisdiction for the fleet according to the Plan.

• One-Way Vehicles

Trucks of less than 26,000 pounds gross vehicle weight operated as part of an identifiable oneway rental fleet may allocate all of such vehicles to the respective Member Jurisdictions in proportion to the mileage operated in each Member Jurisdiction by the Rental Fleet /or/ register all of such vehicles as apportioned vehicles under the Plan. A one-way Rental Vehicles registered in accordance with the Plan may be used in both inter-Jurisdictional and intra-Jurisdictional operations. These vehicles must also meet all specific requirements for intra-state/intra-Jurisdictional travel.

• Rental Utility Trailers

The owner of Rental Utility Trailers shall register in each Member Jurisdiction a number of trailers equal to the average number of trailers rented in or through the Member Jurisdiction during the preceding year. For this purpose, a trailer shall be considered to be rented in or through the member Jurisdiction in which the trailer first comes into possession of the Lessee.

5) Requirements for Opening an Account

Vehicle Title

Wyoming Statutes indicate that a vehicle must be titled in Wyoming prior to registration unless the owner, lessee or operator of the vehicle presents proof of a current registration from any jurisdiction, a copy of the Out-Of-State title, and any other requested documentation from any other source necessary to satisfy the department that the applicant is the owner, lessee or otherwise has lawful right to the vehicle.

<u>Insurance</u>

To obtain Wyoming apportioned plates, an applicant must have proof of liability insurance in amounts provided by W.S. 31-9-405 or a bond on file with WYDOT in amounts provided by W.S. 31-9-102.

Proof of Established Place of Business (3 proofs needed)

- Proof of a physical structure owned or leased by the Applicant.
- Proof that the office is open and staffed during regular business hours by a full-time employee and not a contract employee.
- Proof that the Wyoming employee(s) job duties include the general management of the Applicant's trucking-related business (i.e. not limited to credentialing, distance and fuel reporting and answering telephone inquiries).
- Picture of business location with signage (not a piece of paper in another business' window).
- If the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in Wyoming.
- Any other information that WYDOT deems pertinent to verify that there is an Established Place of Business in Wyoming.

Proof of Residency if there is not an Established Place of Business in any jurisdiction (3 proofs needed)

- If Applicant is an individual, that his/her driver's license is issued by Wyoming.
- If Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in Wyoming, and the principal owner is a resident of Wyoming.
- That Applicant's federal income tax returns have been filed from an address in Wyoming.
- That Applicant has paid real estate or personal property taxes to Wyoming.
- That Applicant receives utility bills in Wyoming, in Applicants name. Bill must show service address.
- That Applicant has a vehicle titled in Wyoming in Applicant's name; or
- That other factors clearly evidence Applicant's legal residence in Wyoming.

Lease Agreement

A copy of the lease agreement must be submitted if the vehicle is being leased onto a carrier.

Federal USDOT Number

Companies that operate commercial vehicles transporting passengers or hauling cargo in interstate commerce must be registered with FMCSA and must have a USDOT Number. Also, commercial intrastate hazardous material carriers who haul quantities requiring a safety permit must register for a USDOT Number. The USDOT Number serves as a unique identifier when collecting and monitoring a company's safety information acquired during audits, compliance reviews, crash investigations, and inspections. If the USDOT Number changes, Motor Vehicle Services must be contacted immediately.

On January 1, 2003 the Federal Motor Carrier Safety Administration (FMCSA) implemented the New Entrant Safety Assurance Process. All first-time carrier applicants for a USDOT Number will be automatically enrolled in the FMCSA New Entrant Safety Assurance Program. This process requires all US and Canadian motor carriers to file an MCS-150 (Motor Carrier Identification Report) and an MCS-150A (Safety Certification for application). This program requires new entrants to pass a safety audit and maintain acceptable roadside safety performance over an initial 18-month period before they are given permanent registration status. In most cases, companies operating exclusively as brokers or non-vehicle-operating shippers or freight forwarders do not need to obtain a USDOT Number.

A USDOT Number must be provided by each person or entity registering a commercial motor vehicle along with the FEIN (Federal Employer Identification Number) of the registrant. If the registrant does not have his own operating authority, a completed lease agreement, reflecting the USDOT Number and FEIN of the motor carrier responsible for safety, must be submitted for every vehicle which is registered in the apportioned account.

You may contact the FMCSA to apply and/or to ask questions at:

For Questions Only:	To Mail Forms or for Questions:
Federal U.S. Department of Transportation FHA - Office of Motor Carrier Safety 1637 Stillwater Ave, Suite F Cheyenne, WY 82009	Federal Motor Carrier Safety Administration Attention: USDOT Number Application 1200 New Jersey Avenue SE Washington, DC 20590
307-772-2305	1-800-832-5660
Fax 307-772-2905	www.fmcsa.dot.gov/online-registration

IRS Form 2290 - Federal Heavy Highway Vehicle Use Tax

Federal law requires proof of payment of the Federal Heavy Highway Vehicle Use Tax (HVUT) for the current tax period, when registering vehicles 55,000 pounds or more combined or loaded gross weight. (This includes farmer/rancher and special mobile equipment.) When a new truck is first purchased, an initial Form 2290 must be filed by the end of the following month. A Form 2290 must also be filed if the taxable gross weight of a vehicle increases and the vehicle falls into a new category. Besides the initial filing, an annual filing is required.

NOTE: If the due date is a Saturday, Sunday or legal holiday, file IRS Form 2290 by the next business day.

Acceptable proof of payment of Form 2290:

- An original or photocopy receipted Schedule 1, Schedule of Heavy Highway Vehicles, (Form 2290) that is returned by the Internal Revenue Service (IRS) to the taxpayer. The Schedule 1 must be for the current tax year as shown on the top center of the form; the IRS receipt stamp on the Schedule 1 must also be for the current year.
- A copy of the electronic filing of this form is acceptable and at this time electronic filing is required for any taxpayer reporting 25 or more vehicles. The electronic filing will be printed from a provider participation in the **IRS e-file** program and will be watermarked and/or show other designation as **e-file**.
- If a taxpayer has not received or has lost the receipted Schedule 1, a photocopy of the Form 2290 with Schedule 1 and both sides of the cancelled check used to pay the taxes may be accepted.
- A **Form 2290** is required in the name of the registered owner by the last day of the month following the date of purchase of a new vehicle required to pay the HVUT.

It is the applicant's responsibility to fully comply with all requirements listed in the Federal Form 2290. (See Contact Information, page 3, for a listing of Wyoming IRS Offices.)

NOTE: If the VIN on the Form 2290 does not match the VIN on the title, corrections must be made through the IRS before the Form 2290 will be accepted. See instructions for correcting the VIN number below.

*	Cor	rections to Heavy Highway Use Tax - IRS Form 2290
How to	corr	rect the VIN number on a Schedule 1 of the 2290 Application:
	1.	Fill out a new schedule 1 with the correct VIN number.
	2.	Put the new schedule 1 with a copy of the incorrect Schedule 1. Circle the VIN number that is to be corrected.
	3.	Fax both copies with a cover letter that states "EXPEDITE" to (859)669-3981.
	4.	The corrected 2290 will be faxed back to you within a few days.
	5.	Fax the corrected 2290 to the WYDOT IRP office at (307)777-4772 with your IRP account number written on the top of the copy.
		TE: This correction process ONLY works for VIN numbers with only one - three digits tare incorrect.

<u>MCS-150</u>

Wyoming requires a current MCS-150. Please note that all MCS-150's must be **updated every two years**. You can update your MCS-150 at <u>http://www.fmcsa.dot.gov/registration-licensing/online-registration/onlineregdescription.htm</u>, or by calling 1 (800) 832-5660. WYDOT IRP staff will check your MCS-150 information on line so it is not necessary to forward a copy.

Unified Carrier Registration (UCR)

Wyoming is not a member of the Unified Carrier Registration Agreement (UCRA). However, if you operate a truck or bus in interstate or international commerce, or if you make arrangements for the transportation of cargo and goods, you must pay your UCR fees to a participating state.

If you have an office or operating facility located in one of the following states, you must use that state as your base state for UCR:

AL, AR, CO, CT, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MS, MT, ND, NE, NH, NM, NY, OH, OK, OR, RI, SC, SD, TN, TX, UT, VA, WA, WI, or WV.

If you do not have an office or operating facility located in one of the states listed above, you may select one of the following states as your base state for UCR:

CO, ID, MT, ND, NM, OR, SD, UT, or WA.

The UCRA requires individuals and companies that operate commercial motor vehicles in intrastate commerce to register their business and to pay an annual fee based on the size of their fleet.

For the purposed of determining fees, a "commercial motor vehicle" is defined as a self-propelled or towed vehicle used on the highways in commerce principally to transport passengers or cargo, if the vehicle:

- Has a GVWR or GVW of 10,001 pounds or more.
- Is designed to transport 11 or more passengers, including the driver; or
- Is used in transporting hazardous materials in a quantity requiring a placard.

Fleet Size (Including Trailers)	Fee Per Company
0-2	\$76.00
3-5	\$227.00
6-20	\$452.00
21-100	\$1,576.00
101-1000	\$7,511.00
1001 or more	\$73,346.00

These are the fees for 2015. Fees are subject to change in future registration years. Check the UCR website for the latest fees and for more information at <u>www.ucr.in.gov</u>

6) Fees

Registration Fees for the power unit (Trucks/Truck Tractors/Vans/Buses/Etc.)

All Wyoming based apportioned vehicles are subject to yearly registration fees. Registration fees are calculated according to each jurisdiction's specific registration schedules. These fees are then sent to other IRP and CAVR jurisdiction according to:

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

Example of power unit fee calculations:

The operator of this unit travels in Wyoming, Idaho, Nebraska, and South Dakota. He travels 25,000 miles in each state for a grand total of 100,000 miles at the end of the distance reporting period. The operator has registered combined gross weight of 80,000 pounds in each state. The registration fee would be computed as follows:

	Distance in Miles	Percentage	Times	Full Year Fee	Apportioned Fee
WY	25,000	.25	*	\$2,225.00	\$ 556.25
ID	25,000	.25	*	\$3,360.00	\$ 840.00
NE	25,000	.25	*	\$1,280.00	\$ 320.00
SD	25,000	.25	*	\$1,457.00	\$ 364.25
Total	100,000				\$2,080.50

Wyoming based carrier's portions of the registration fees include county plus state fees.

"Factory Price" means the manufacturer's suggested retail price of the make, model and trim level of a vehicle, when new, but excludes federal excise taxes, the cost of transportation from the place of manufacture to the place of sale to the first user. The factory price shall be determined from any current, nationally recognized price guide.

"Special Equipment" includes any equipment not included in the manufacturer's suggested retail price and not required for the operation of a vehicle upon a highway, but that is attached to the vehicle during the period for which registration is issued and used for a business or other purpose.

• County fee formula =

Factory Cost + Special Equipment Value x 3% x .60 (vehicle is in the 1st year of service)
Factory Cost + Special Equipment Value x 3% x .50 (vehicle is in the 2nd year of service)
Factory Cost + Special Equipment Value x 3% x .40 (vehicle is in the 3rd year of service)
Factory Cost + Special Equipment Value x 3% x .30 (vehicle is in the 4th year of service)
Factory Cost + Special Equipment Value x 3% x .20 (vehicle is in the 5th year of service)
Factory Cost + Special Equipment Value x 3% x .20 (vehicle is in the 5th year of service)
Factory Cost + Special Equipment Value x 3% x .15 (vehicle is in the 6th year of service)

• State fee (based on gross or combined gross weight) :

Gross WeightState Fee0000 - 26,000180.0026,001 - 28000195.0028,001 - 30,000210.0030,001 - 32,000225.0032,001 - 34,000250.0034,001 - 36,000275.0036,001 - 38,000300.00	
26,001 - 28000 195.00 28,001 - 30,000 210.00 30,001 - 32,000 225.00 32,001 - 34,000 250.00 34,001 - 36,000 275.00	
28,001 - 30,000 210.00 30,001 - 32,000 225.00 32,001 - 34,000 250.00 34,001 - 36,000 275.00	
30,001 - 32,000 225.00 32,001 - 34,000 250.00 34,001 - 36,000 275.00	
32,001 - 34,000 250.00 34,001 - 36,000 275.00	
34,001 - 36,000 275.00	
38,001 - 40,000 325.00	
40,001 - 42,000 350.00	
42,001 - 44,000 375.00	
44,001 - 46,000 400.00 46,001 - 48,000 425.00	
48,001 - 50,000 450.00	
48,001 - 50,000 430.00 50,001 - 52,000 475.00	
<u>52,001 - 54,000</u> <u>500.00</u> 54,001 - 55,000 <u>512.50</u>	
55,001 - 56,000 525.00	
<u>56,001 - 58,000</u> <u>550.00</u>	
<u>58,001 - 60,000</u> 575.00	
<u>60,001 - 62,000</u> <u>600.00</u>	
62,001 - 64,000 625.00	
64,001 - 66,000 650.00 66,001 - 68,000 675.00	
<u>66,001 - 68,000</u> 675.00	
<u>68,001 - 70,000</u> 700.00	
70,001 - 72,000 725.00	
72,001 - 74,000 750.00	
74,001 – 76,000 775.00	
76,001 - 78,000 800.00	
78,001 - 80,000 825.00	
80,001 - 82,000 850.00	
82,001 - 84,000 875.00	
84,001 - 86,000 900.00	
86,001 - 88,000 925.00	
88,001 - 90,000 950.00	
90,001 – 92,000 975.00	
92,001 – 94,000 1,000.00	
94,001 – 96,000 1,025.00	
96,001 - 98,000 1,050.00	
98,001 – 100,000 1,075.00	
100,001 – 102,000 1,100.00	
102,001 – 104,000 1,125.00	
104,001 - 106,000 1,150.00	
106,001 – 108,000 1,175.00	
108,001 – 110,000 1,200.00	
110,001 – 112,000 1,225.00	
112,001 – 114,000 1,250.00	
114,001 – 116,000 1,275.00	
116,001 – 117,000 1,300.00	

Please note: **Out of state based carrier's** portions of the registration fees include **EHUT** plus **state** fees.

Registration Fees for the trailers

All Wyoming based trailers are subject to yearly registration fees. Trailer fees are not apportioned. The fee for the trailer is based on the value and age. These fees are collected and then sent to the County Treasurer in the County where your business is located.

Example of trailer fee calculations:

Factory Price + Special Equipment	Year of Trailer	Factor	Trailer Plate Fee
\$20,000.00	2015	.03 x .60	\$360.00
\$20,000.00	2014	.03 x .50	\$300.00
\$20,000.00	2013	.03 x .40	\$240.00
\$20,000.00	2012	.03 x .30	\$180.00
\$20,000.00	2011	.03 x .20	\$120.00
\$20,000.00	2010 and older	.03 x .15	\$90.00

7) Billing Notice

When Wyoming processes each application, the fees are calculated for all IRP jurisdictions where apportionment has been requested. Every jurisdiction bases its fees on different criteria, such as vehicle weight, purchase price, model year of the vehicle, carrier type, and so on. Some jurisdictions have more than one fee, such as an ad valorem tax, excise tax, privilege tax, or clean air levy. All fees are inclusive with the breakdown for each jurisdiction on the notice.

The billing notice is sent to the carrier's mailing address as shown on the application and shows the total due for the registration. The billing notice typically breaks down charges into:

- Total amounts calculated for each jurisdiction apportioned
- Credential fees due (plate fees, cab card fees)
- Vehicle(s) listed on the application

Payment

The **total amount due** is shown on the **first page** of the billing notice. Do not remit funds for any amounts listed for the individual jurisdiction charges on the invoice as these are subtotals only and have already been included in the total amount due shown on **page 1**. Fees must be paid in full before credentials (plates and/or cab cards) will be issued.

Note: Fees billed for the **renewal application** must be received prior to March 1st to allow ample time for the carrier to receive credentials (plates and/or cab cards) before the March 31st deadline.

Please make your payment payable to: WYDOT – IRP

Please mail your funds with a copy of the billing to:

WYDOT - IRP5300 Bishop Blvd.Cheyenne, WY 82009

8) Applications and Forms

Completion of Applications

The applicant is responsible for properly completing all forms necessary to register vehicles under apportioned registration agreements. If you submit an incomplete application, you will be asked to provide the information or submit a new, revised application. **Incorrect or partial completion of an application will delay processing.** Data on the application is subject to review and verification; base jurisdiction acts for all jurisdictions in the collection and verification of such information and **the registrant's signature attests to the accuracy.** Please use blue or black ink.

Applications and Forms

Applications and forms are available in **Appendix C**, on our website, or by calling our office.

Telephone:	(307) 777-4829
Telephone:	(307) 777-4835
Fax:	(307) 777-4772

WYDOT MVS - IRP Section 5300 Bishop Blvd. Cheyenne, WY 82009-3340

www.dot.state.wy.us

http://www.dot.state.wy.us/home/trucking_commercial_vehicles/irp.html

Options for Receiving Credentials (Plates and/or Cab Cards)

Payment must be made in the form or cash, check, certified check, cashier's check, money order or credit card (there will be a fee added to credit card payments) made payable to **WYDOT-IRP**. When paying by check, please add your IRP Account # (found on your billing statement) in the Memo portion of the check.

The credentials will be mailed out the day the payment is processed; or the credentials may be picked up in our office as soon as the payment is processed.

The only credentials (plates and/or cab cards) that may be faxed are Temporary Registration Authorities.

9) New Accounts

A first time registrant must apply by mail or in person, by submitting a completed Wyoming IRP application. An applicant must have an established place of business in Wyoming or prove residency in Wyoming to be eligible for apportioned licensing.

You must submit the following when applying for a new account:

- Complete the IRP Application (See Appendix D, page 43)
- Complete the Wyoming Apportioned Registration Application Schedule A/C. (See Appendix D, page 44)
- Provide a Wyoming title or copy of an Out-Of-State title and current Out-of-State Cab Card/Registration for each vehicle.
- Provide a stamped and current Federal Heavy Highway Vehicle Use Tax (Form 2290) for each vehicle registered over 55,000 lbs.
- Provide proof of liability insurance for each vehicle.
- Provide proof of sales tax paid for each vehicle.
- Provide 3 proofs of Residency or Established Place of Business Documentation. (See Page 11)
- Provide your Tax Identification Number or Federal Employee Identification Number (TIN or FEIN)
- Provide Lease Agreements if you will be using another company's DOT Number.
- We will verify that your USDOT Number includes INTERSTATE authority. (See Page 12)
- We will verify that your MCS-150 form has been updated within the last 2 years. (See Page 13)
- Signed "Agreement to Prepare and Maintain Records" form. (See Appendix D, Page 46)
- Signed "Certification of Wyoming Place of Business or Residency" form. (See Appendix D, Page 47)
- Signed "Section 15 Safety Regulations" form. (See Appendix D, Page 48)
- If a vehicle to be apportioned has current Wyoming county registration, a copy of the registration must be submitted. Partial credit for duplicated county/state fees **may** be available for refund if the license plates and original registration documents are received within 10 calendar days after the issuance of the apportioned credentials.
- Any other information that WYDOT deems pertinent.

Most first-time registrants will have no actual mileage. If you believe you have actual mileage that occurred between July 2014 and June 2015 please contact our office. We will provide the appropriate mileage forms.

Walk-in Applications

Applications will be processed in the order received. Once the application is processed, the applicant is given a **Billing Notice** showing the total fees due. **Credentials (plates and/or cab cards) will not be issued until proper payment is accepted and processed.**

• Same day service will not be available for new accounts received after 3:00 p.m.

Mailed Applications

Applications will be processed in the order received. Once the application is processed, a **Billing Notice** is mailed to the applicant. You must submit a copy of the billing notice with your payment to avoid delays. **Credentials (plates and/or cab cards) will not be issued until proper payment is accepted and processed.**

No Temporary Registration Authority (TRA) will be issued for new registrants, renewals, or registrants with any outstanding fees due.

Account Number

An account number will be assigned to you. This account number will appear on your Billing Notice, your Cab Card, and on all renewal documentation related to your account.

This account number will remain the same as long as your account remains open. You must have your account number available when contacting the WYDOT IRP office to identify your records.

General Account Rules

- 1. Vehicles may be added to the account.
- 2. Vehicles may be deleted from the account. (Please note credit is not always available when a vehicle is deleted and you may receive more of a credit if you add another vehicle at the same time that you delete a vehicle.)
- 3. Transfers are not allowed between accounts.
- 4. Weight increases during the registration year are allowed. Additional fees will be due and you may need to provide an updated IRS Form 2290.
- 5. Supplemental applications will not be processed unless the account is current and all outstanding fees have been paid.

10) Display of Credentials

Cab Cards / License Plates

A cab card is your registration and authority to operate in jurisdictions. The cab card takes the place of the registration certificate that may have been originally issued for your vehicle. The **original** cab card for each power unit **must be carried in the vehicle at all times**. Enforcement personnel look at this for proper registration. When you receive your cab cards, please check the following information for accuracy:

- Vehicle information (VIN, vehicle description, etc.)
- Weights in Jurisdictions (except Quebec will show number of axles)
- Name
- Expiration date
- USDOT number
- If leased, verify the USDOT of the company responsible for safety
- Plate number listed on the cab card matches the license plate that was issued

If there are any errors, contact the IRP Unit immediately at (307) 777-4835 or (307) 777-4829 so a corrected cab card can be issued.

The weights on the cab card will be shown as pounds for all U.S. Jurisdictions and as kilograms for all Canadian Provinces except Quebec. Quebec will show the number of axles.

The cab card will be accompanied by the license plate issued for your vehicle and/or expiration stickers. Please verify that the license plate number listed on the cab card matches the plate received before placing the plate on the vehicle. If you already have the license plate, verify that the license plate number listed on the cab card matches the plate on the vehicle.

Enforcement

Enforcement representatives look for the **original** cab card to verify that vehicles are properly registered. The cab card must always be carried in the vehicle described. Cab cards may not be altered in any way. **Photocopies are not acceptable.**

Commercial vehicles not displaying a current registration plate, plate stickers and cab card; a valid trip permit; or a temporary vehicle registration are in violation and the registrant will be subject to penalties and fines in all jurisdictions in which the vehicle travels.

11) Distance/Operational Records – IRP

Every IRP carrier must maintain records to substantiate the actual distance travelled and all information used to determine registration fees for all vehicles in IRP fleets. An "Agreement to Prepare and Maintain Records" document must be signed and presented with a new or renewal application.

Wyoming may impose an assessment on a Registrant that fails to maintain records in accordance with the Audit Procedures Manual (APM) or that fails to provide records within 30 calendar days of the issuance of a written request. For the first offence, the assessment will be in the amount of 20% of the apportioned fees paid by the Registrant for the registration of its fleet in the registration year to which the records pertain including apportionable fees based on Estimated Distance; for the second offence, the assessment will be in the amount of 50%; for the third and subsequent offences, the assessment will be in the amount of 100%.

Sums found to be due and owing upon audit bear interest of one and three-quarter percent (1.75%) per month from the date when the fees should have been paid until the date of actual payment. Deliberate and willful evasion will cause an additional assessment of one percent (1%) per month on sums found due and owing upon audit, from the date when the fees should have been paid. See **W.S. 31-18-201 (r)**.

Any credits calculated for Member Jurisdictions which are caused by the inadequacy of the Operational Records will not be reflected in the fees netted under Article X of the Plan.

Source Documents

• Driver's Trip Records

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

- 1. Registrant's name
- 2. Date of trip (beginning and end)
- 3. Trip origin and destination
- 4. The route of travel (highway numbers)
- 5. The beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for the trip
- 6. Total trip distance
- 7. The distance traveled in each Jurisdiction
- 8. Vehicle unit numbers, for both power unit and trailer(s)
- 9. Fleet number (if registrant has more than one fleet)
- 10. Driver's name and signature

• Trip Permits

Copies of all trip permits obtained for operations by apportioned vehicles must be on file. The distances travelled under these permits are to be reported on the next renewal application for IRP registration.

Monthly Summaries

The IVDR information should be summarized monthly. The summary should contain information by individual vehicle (beginning and ending odometer/hubometer readings, individual trip details, distance by jurisdiction, total distance travelled) and by fleet (distance by jurisdiction, total distance).

Yearly Summaries

A yearly summary for each July 1 through June 30 reporting period should show the total fleet distance broken down by month and/or quarter for each jurisdiction.

Records Retention Period

You must keep all operational and distance records that support the application and supplements for the **current registration year and three previous registration years**. For example, records for **Registration Year 2015** (Distance Year 7/1/2013 - 6/30/2014) must be retained through **December 31**, **2018**. Vehicle cost and weight records must be maintained for all vehicles that are currently registered in the fleet. Once the vehicle is deleted or removed, you must keep those records **three years** after the close of the registration year.

Application Year	Distance Year	Record Retention
2010	July 1, 2008 - June 30, 2009	December 31, 2013
2011	July 1, 2009 - June 30, 2010	December 31, 2014
2012	July 1, 2010 - June 30, 2011	December 31, 2015
2013	July 1, 2011 - June 30, 2012	December 31, 2016
2014	July 1, 2012 - June 30, 2013	December 31, 2017
2015	July 1, 2013 - June 30, 2014	December 31, 2018
2016	July 1, 2014 - June 20, 2015	December 31, 2019

For further information, see the IRP website at <u>www.irponline.org</u> for a copy of the Plan.

12) Changes to Your Account (Samples can be found in Appendix D beginning with Page 43)

You can make changes to your account throughout the year by completing a **Schedule A/C** (for most changes) at any time after the original application has been filed and paid. You must submit a **Schedule A/C** for the following transactions:

How to Add a Vehicle

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

Requirements: Schedule A/C, current insurance, a stamped receipted 2990 (if applicable), a copy of the lease agreement (if applicable), Wyoming title or copy of Out-of State title and current Out-of-State Cab Card/Registration, and proof of sales tax paid must be submitted.

How to Delete a Vehicle

Vehicles may be deleted (with or without a corresponding replacement vehicle) from an existing fleet anytime during the registration year. Keep accurate records of any deletions made after renewal for possible credit if a new vehicle is purchased later in the year. Please note, you may be eligible for more credit if the vehicle is deleted at the same time a new vehicle is being added. ***Not all jurisdictions allow fee transfers.**

Requirements: Schedule A/C.

How to Replace a Vehicle

A vehicle may be replaced at any time during the registration year. Credits may be allowed when a vehicle is destroyed or sold. To apply the credits from a previous vehicle to the new vehicle, the information must be provided on the Schedule A/C. *Not all jurisdictions allow fee transfers.

Requirements: Schedule A/C

How to Increase a Vehicle's Weight

A change to vehicle weight may be made at anytime during the registration year. If the gross vehicle weight is increased, you will be billed for the weight difference.

Requirements: **Schedule A/C**, a stamped receipted 2290 (if there is any weight increase over 55,000 pounds or any adjustments beyond that).

How to Replace Lost/Stolen Credentials

Replacement fees are as follows:

Replacement Plate and Expiration Sticker with Cab Card	\$8.00 + \$2.00 postage for each plate
Replacement Cab Card	\$4.00
Replacement Expiration Sticker for Plate	\$6.00

Requirements: Schedule A/C.

Name/Ownership Change

If you are changing the name of your company, but not changing ownership, you must submit a Schedule A/C with your new information.

If the **ownership of the company is changing**, you must apply for a **new account**. (See Chapter 9, Page 20 for more information on opening a new account.)

Requirements: Schedule A/C.

Dot Number Change

Submit Schedule A/C with your new information. See Sample on page 57.

Title Change

Submit Schedule A/C with your new information. See Sample on page 58.

Unit Number Change

Submit Schedule A/C with your new information. See Sample on page 59.

13) Temporary Registration

Temporary Registration Authority (TRA)

A 45 day temporary tag may be issued for a purchase of a power unit from a private party. A 60 day temporary tag may be issued for a purchase from a dealership. The temporary tag will be issued for IRP accounts in good standing only. A temporary tag covers a specific vehicle and cannot be transferred from one vehicle to another.

During the renewal grace period (January 1st - March 31st), please remember the following: A temporary tag will not be issued for any vehicle on the renewal while that application is still outstanding; nor will a temporary tag be issued for any unit that was removed from the renewal and is in the process of being reinstated.

Requirements: Schedule A/C, Bill of Sale (signed and notarized), Proof of Current Insurance

As soon as we receive a copy of the Wyoming title and sales tax receipt, we will issue a bill for the license plates. Upon payment of the bill, your license plates and cab card will be issued.

PLEASE NOTE: WYOMING DOES NOT ISSUE TEMP TAGS FOR TRAILERS.

TRIP Permit

Effective with the 2015 registration, due to Full Reciprocity, all states will be listed on every cab card. With this change, trip permits will not be needed for any apportioned vehicle.

Trip permits allow you to operate your vehicle during a specified period in that jurisdiction, provided you have obtained all required operating authority for the member jurisdiction. Trip permit operation may be limited to interstate movement in certain jurisdictions.

Wyoming trip permits are issued for ninety-six (96) hours at a cost of \$40.00 for a truck/trailer combination. They are available through the Port of Entry or the Highway Patrol. (See Contact Information, page 2 for a list of Port of Entry and Highway Patrol phone numbers.)

Oversize/Overweight Permit

All loads over legal size or weight limits must have prior approval before entering the State of Wyoming. You must register your vehicle at the maximum weight for Wyoming before purchasing an oversize or overweight permit. These special transportation permits may be obtained through the Port of Entry. (See Contact Information, page 2 for a list of Port of Entry and Highway Patrol phone numbers.) Permits for Super Loads must be obtained by calling (307) 777-4376.

Unladen Permit

The unladen permit is issued to an owner-operator (lessor) who terminates a lease and has to surrender the apportioned license plate and cab card to the carrier (lessee). This permit enables a vehicle or combination of vehicles to use the highways in all jurisdictions for the purpose of finding a new job. The unladen permit is valid for vehicles operating at unladen weight only, and is not-transferable. The Wyoming unladen permit is valid for 10 days at a cost of \$20.00

14) Renewals

SAME DAY SERVICE WILL NOT BE AVAILABLE FOR RENEWAL APPLICATIONS.

Wyoming apportioned credentials expire on December 31st of each year, with a grace period through March 31st. The IRP Unit will mail renewal packets to all account holders the first week of November. If you have not received your renewal packet by December 1st, contact the IRP office at (307) 777-4835 or (307) 777-4829.

If you have a new address or an out of state mailing address, you will be required to furnish proof of an Established Place of Business or Wyoming Residency. (See Chapter 5, page 12 for requirements.)

Because the renewal is printed and issued before expiration, any supplemental activity that takes place after the renewal is printed will not be shown. This includes additions/deletions of vehicles, changes of fleet/vehicle information or added jurisdictions. It is essential that you review the renewal application for accuracy and omission of pertinent information. Make changes to your pre-printed renewal for the following situations: 1) Cross out all deleted vehicles with a single line. 2) Add all pertinent information for any vehicles that were recently added to your fleet but were not included on the pre-printed Renewal. 3) Add all pertinent information for any newly acquired vehicles. (Newly acquired vehicles need the following: copy of title, sales tax receipt, proof of insurance, and Stamped Form 2290).

Completed forms will be processed in the order that they are received. **The renewal application must be received before January 31**st to allow time for processing of the application. <u>Do not</u> send fees with your renewal application. A billing notice will be generated and mailed to the mailing address on your renewal. **Payment must be received before March 1**st to allow ample time for you to receive the credentials (license plates and/or cab cards) before the March 31st deadline. Fees must be paid in full before credentials will be issued.

Once you receive your billing notice, examine it carefully. Verify that all the jurisdictions that you traveled in between July 1 and June 30 are listed on your bill. Verify that all the vehicles you want to apportion are listed on your bill. If you notice any errors, please contact our office so that we can make the proper corrections to your bill.

You may pay the bill with check, cash or credit card (there will be a fee added to credit card payments) made payable to **WYDOT-IRP** in the **total amount due** shown on **page 1** of the billing notice. Please send a copy of the billing notice with your payment and write your account number in the memo section of the check to avoid delays. Please mail your payment with a copy of the billing to:

WYDOT - IRP 5300 Bishop Blvd. Cheyenne, WY 82009

*If you are **not renewing** your account for 2016, please sign and return the renewal with the words "**DO NOT RENEW**" written across the Schedule A/E.

15) Refunds/Transfer of Fees

Wyoming Refund Policy

There are no refunds unless the fee was collected in error. Wyoming State Statute 31-3-104 (d) "Except as otherwise provided no fees shall be refunded unless paid and collected by mistake." Wyoming has no provision for refunding proportional registration fees when a vehicle is deleted.

IRP Jurisdictions Refund Policy

Applications for a refund of apportioned registration fees for other IRP jurisdictions must be handled directly between the carrier and the individual jurisdictions, in accordance with their statutes.

Wyoming Transfer of Fees

Wyoming **will allow** transfer of apportioned fees under the following conditions:

- Upon legal transfer of owners. W.S. 31-2-214
- Upon termination of a lease agreement
- When a vehicle is sold.
- When a vehicle has been destroyed.
- When a vehicle is transferred from one fleet to another with the credit being applied to the new fleet.

Credit is not allowed on the administrative fee.

Credit must be used in the current registration year or it will be forfeited.

Wyoming **will not allow** transfer of apportioned fees when transferring plates to a previously owned vehicle unless the vehicle changed owners and a new title is provided.

16) Audits - IRP

Authority to Audit

Under Article X, Section 1015 of the International Registration Plan (IRP), Wyoming, as a member jurisdiction is required to conduct audits of Wyoming based Registrants. The Department of Audit's auditors shall conduct IRP audits on behalf of all IRP member jurisdictions in accordance with the International Registration Plan and the Plan's Audit Procedures Manual.

Purpose of Audit

The purpose of the audit shall be to verify the accuracy of the distances reported in a Registrant's "Apportioned Registration" application and, where inaccuracies are found, to adjust the Registrant's fees accordingly.

Audit Procedures

The Department's auditors will determine the accuracy and completeness of the distance and vehicle information recorded on the Registrants'' source documents, the monthly and yearly summaries, and on the forms used for IRP registration. Department auditors will adhere to the guidelines and standards in the IRP and the Department's IRP Audit manual.

Wyoming may impose an assessment on a Registrant that fails to maintain records in accordance with the Audit Procedures Manual (APM) or that fails to provide records within 30 calendar days of the issuance of a written request. The assessment will be in the amount of twenty percent (20.0%) of the apportional fees paid by the Registrant for the registration of its fleet in the registration year to which the records pertain including apportionable fees based on Estimated Distance. In an instance where Wyoming knows that it is the Registrant's second such offense, Wyoming will impose an assessment in the amount of fifty percent (50.0%) of the apportional fees paid by the Registration year to which the records pertain. When Wyoming knows it is the Registrant's third offense, and on any subsequent offenses of the Registrant known to Wyoming, Wyoming shall impose an assessment of one hundred percent (100.0%) of the apportionable fees paid by the Registrant for the registration of its fleet in the records pertain.

Audit reports will be made part of the Registrant's IRP account, and copies will be distributed to the Registrant and all affected jurisdictions.

Appeals Process – Final Assessments Determined By an Audit

The appeals process can be found on the IRP website at <u>www.irponline.org</u>

Appendix A

	Definition	Picture Description
Unladen Weight	Weight of vehicle, including all accessories, excluding load.	Semi-Trailer Unladen Weight Tractor Unladen Weight
Gross Weight	Unladen weight of vehicle plus weight of load carried.	Semi-Trailer Gross Weight Tractor Gross Weight
Combined Gross Weight	Weight of power unit plus weight of any trailer with load.	Combined Gross Weight

	Definition	Picture Description
Tractor (TR)	A motor vehicle designed and used primarily for drawing other vehicles. Also known as semi, truck, truck tractor, road tractor, etc.	
Truck (TK)	A motor vehicle designed, used or maintained primarily for the transportation of property. Also known as a truck, pickup, box truck, van, etc.	
Bus (BS)	A motor vehicle designed and used for transporting passengers.	
Trailer (ST)	Any trailer.	shutterstrick

Vehicle Types

Descriptions are the types of power units and trailers listed in Section 2, Column 7 of the Schedule A/C.

DESCRIPTION	TITLED BODY STYLE	IRP TYPE
PASSENGER VEHICLES		NOT ELIGIBLE
TRUCKS (SINGLE) Light and Medium Duty		
Avalanche, Blazer, Bronco, Escalade, Jeep, Scout, Suburban, Travel-all, Utility etc.		NOT ELIGIBLE
Cargo (Enclosed delivery truck - includes Water, Furniture,		
etc.)	CARGO	ТК
Converted Buses (Buses converted into Workshops,		
Offices, Tool Houses, etc.)	TBUS	BS
Mounted Equipment (Any truck with equipment added		
after purchase – Compressor, Crane, Welder, etc)	MTEQT	TK or TT *
Pickup (10,000 lbs. or less)	PU	ТК
Special Mobile Equipment (Any truck purchased with		
special equipment - Digger, Drill, etc)	SPEQT	TK or TT*
Truck (Between 10,001 lbs and 26,000 lbs)	TRK	TK or TT*
Van (Metro, Non-Refrigerated, Refrigerated, Heated,		
Insulated)	VANT	ТК
Wrecker	WKR	ТК
TRUCKS (SINGLE) Light and Medium Duty		
Modified to pull a trailer or fifth wheel		TT
TRUCK TRACTOR Heavy-duty		
26,001 and over GVW	TTRAC	TR
TRAILERS		
Any trailer	Various codes	

* Use **TK** if the vehicle is designed to transport property. (Typically a pickup, box truck or van.)

- * Use **TT** if the vehicle is designed to tow a trailer. (Typically a semi-truck.)
- * See Picture examples of which code to use on Page 33.

Alabama Alberta Arizona Arkansas British Columbia California Colorado	QUAL 139,992 80,000 80,000 139,994 80,000 80,000	80,000 139,992 80,000 80,000 141,100 80,000* 85,000*	N/A N/A N/A N/A N/A N/A	Over 80,000 N/A N/A N/A Permit is required	Cab card changed to "QUAL" for anything over 80,000 N/A N/A N/A
Arizona Arkansas British Columbia California	80,000 80,000 139,994 80,000	80,000 80,000 141,100 80,000*	N/A N/A N/A	N/A N/A	N/A
Arkansas British Columbia California	80,000 139,994 80,000	80,000 141,100 80,000*	N/A N/A	N/A	•
British Columbia California	139,994 80,000	141,100 80,000*	N/A	•	N/A
California	80,000	80,000*		Permit is required	
			N/A		No change to cab card
Colorado	80,000	85.000*		*Without overweight permit	No change to cab card
		22,200	*85,000 max on non- interstate highways, 80,000 max on interstate highways, 80,000 max on cab card	*Without overweight permit	N/A
Connecticut	None*	None	N/A	*80,000 with OW permit	Cab card changed to reflect OW permit
Delaware	80,000	80,000	N/A	Permit is required	No change to cab card
District of Columbia	80,000	80,000	N/A	N/A	N/A
Florida	80,000	80,000	N/A	N/A	N/A
Georgia	80,000	80,000	N/A	N/A	N/A
Idaho	129,000	129,000			No change to cab card
Illinois	80,000	80,000	Contact IDOT	Contact IDOT	Contact IDOT 1 (217) 782-6271
Indiana	80,000	80,000	N/A	Permit is required	No change to cab card
lowa	Unlimited	No Maximum	Requires increase in registration to be reflected in registration documents	N/A	N/A
Kansas	85,500	85,500	*Max 80,000 on KS Interstate	Must be registered at 85,500 to purchase OW permit	No change to cab card
Kentucky	80,000	80,000	N/A	*Special permit over 80,000	N/A
Louisiana	88,000	88,000	83,400 Interstate, 88,000 non-interstate	Must be registered at 83,400 or 88,000 to purchase OW permit	N/A
Maine	100,000	100,000	N/A	N/A	No change to cab card
Manitoba	139,994	139,994	N/A	N/A	N/A
Maryland	80,000	80,000	N/A	N/A	No change to cab card
Massachusetts	None	None	N/A	No weight limit	No change to cab card
Michigan	160,001	160,001	N/A	Permit is required	No change to cab card
Minnesota	Unlimited	80,000	N/A	Over 80,000	Cab card changed to reflect OW permit
Mississippi	80,000	80,000	N/A	N/A	No change to cab card
Missouri	80,000	80,000	N/A	Over 80,000	No change to cab card
Montana	138,000	138,000	N/A	N/A	N/A
Nebraska	94,000	94,000	N/A	Over 94,000	Cab card changed to reflect OW permit
Nevada	80,000	129,000	N/A	Over 80,000	No change to cab card
New Brunswick	N/A	N/A	No info provided	No info provided	No info provided

Maximum Weights for IRP Jurisdictions (for up-to-date information go to www.irponline.org)

Jurisdiction	Max Cab Card	Max Operating	Exceptions /	Overweight	Change Notes
	Weight (lbs)	Weight (lbs)	Conditions	Permits	
New Hampshire	80,000	80,000	N/A	Over 80,000	N/A
New Jersey	80,000	80,000	N/A	Over 80,000	No change to cab card
New Mexico	80,000	86,400	N/A	N/A	N/A
New York	None	None	N/A	Over 80,000	Cab card changed to reflect OW permit
Newfoundland & Labrador	N/A	N/A	No info provided	No info provided	No info provided
North Carolina	80,000	80,000	N/A	Over 80,000	No change to cab card
North Dakota	105,500	105,500	N/A	N/A	No change to cab card
Nova Scotia	N/A	N/A	No info provided	No info provided	No info provided
Ohio	80,000	80,000	N/A	N/A	N/A
Oklahoma	90,000	90,000	N/A	Over 80,000 annual permit	N/A
Ontario	139,992	139,992	N/A	Over 139,992	No info provided
Oregon	105,500	105,500	N/A	Over 80,000	No change to cab card
Pennsylvania	80,000	80,000	N/A	N/A	N/A
Prince Edward Island	137,788	137,788	N/A	Issued for indivisible loads. Not issued for divisible load; carrier fined and must off- load excess weight	No change to cab card
Quebec	N/A	N/A	N/A	Over 137,500	*Registration based on number of axles
Rhode Island	80,000	80,000	N/A	Over 80,000	No change to cab card
Saskatchewan	139,994	139,994	N/A	N/A	N/A
South Carolina	80,000	80,000	N/A	N/A	N/A
South Dakota	None	None	Must meet SD bridge weight laws	Over 80,000 on interstate	Cab card changed to reflect OW permit
Tennessee	80,000	80,000	N/A	N/A	N/A
Texas	80,000	80,000	N/A	N/A	No change to cab card
Utah	80,000	129,000	N/A	Issued for indivisible loads. Not issued for divisible load over 129,000	No change to cab card
Vermont	80,000	80,000	Milk haulers up to 90,000	N/A	N/A
Virginia	80,000	80,000	N/A	Over 80,000	No change to cab card
Washington	105,500	105,500	N/A	N/A	N/A
West Virginia	80,000	80,000	N/A	N/A	N/A
Wisconsin	80,000	80,000	N/A	N/A	N/A
Wyoming	117,000	117,000	N/A	Over 117,000	No change to cab card

Weights for Wrecker and Tow Trucks

The following IRP Jurisdictions require wreckers and tow trucks to register by the **Combined Gross Weight.** This includes the weight of the fully equipped wrecker/tow truck, plus the maximum load it will carry.

Alberta	British Columbia	Connecticut	Florida
Georgia	Idaho	Maryland	New Mexico
Rhode Island	South Carolina	Texas	Vermont
Wyoming			

The following IRP Jurisdictions require wreckers and tow trucks to register by the **Gross Weight**. This is the weight of the fully equipped wrecker/tow truck, plus the weight of the disabled vehicle that rests on the axles of the wrecker/tow truck.

Alabama	California	District of Columbia	Indiana
lowa	Louisiana	Massachusetts	Mississippi
New Jersey	Nevada	North Carolina	Tennessee
Virginia	Washington		

The following IRP Jurisdictions require wreckers and tow trucks to register by the **Unladen Weight**. This is the weight of the fully equipped wrecker/tow truck, ready to operate.

Arkansas	Arizona	Colorado	Delaware
Kansas	Kentucky	Illinois	Michigan
Minnesota	Missouri	Nebraska	New Hampshire
New Mexico	New York	North Dakota	Oklahoma
Oregon	West Virginia	Pennsylvania	South Dakota
Quebec	Utah	Wisconsin	

The following IRP Jurisdictions have special rules:

Michigan – Qualified (Flat Fee)

Montana – Gross Vehicle Weight according to GVW chart. May require oversize/overweight permit when towing a disabled combination.

Ohio – Will assess the registration fee on the gross weight of the fully equipped vehicle. The vehicle that is being towed must either be properly registered or bear an "in-transit" plate.

The remaining IRP Jurisdictions allow wreckers and tow trucks to register in one of two ways. If the disabled vehicle is properly registered, the carrier may register the **unladen weight** of the vehicle. If the disabled vehicle is not properly registered, the carrier must register the **combined gross weight** of the wrecker/tow truck.

Appendix B

Average Per Vehicle Distance Chart

This average per vehicle distance chart was developed from the total actual distance for all Wyoming based prorated vehicles. The result is the average distance that a Wyoming based fleet operates in a year.

• Wyoming IRP staff will use this chart for new carriers or new fleets with no actual miles.

	Jurisdictions	Distance	Jurisdictions		Distance
AL	Alabama	33	NB	New Brunswick	0
AB	Alberta	18	NH	New Hampshire	1
AZ	Arizona	488	NJ	New Jersey	24
AR	Arkansas	110	NM	New Mexico	401
BC	British Columbia	45	NY	New York	23
CA	California	790	NL	Newfoundland	0
CO	Colorado	3,857	NC	North Carolina	293
СТ	Connecticut	7	ND	North Dakota	2,374
DE	Delaware	13	NS	Nova Scotia	0
DC	District of Columbia	2	OH	Ohio	274
FL	Florida	210	OK	Oklahoma	272
GA	Georgia	67	ON	Ontario	2
ID	Idaho	531	OR	Oregon	111
IL	Illinois	136	PA	Pennsylvania	316
IN	Indiana	98	PE	Prince Edward Island	0
IA	lowa	183	QC	Quebec	0
KS	Kansas	312	RI	Rhode Island	1
KY	Kentucky	60	SK	Saskatchewan	11
LA	Louisiana	67	SC	South Carolina	49
ME	Maine	1	SD	South Dakota	512
MB	Manitoba	5	ΤN	Tennessee	95
MD	Maryland	30	ТΧ	Texas	1,053
MA	Massachusetts	7	UT	Utah	1,671
MI	Michigan	29	VT	Vermont	1
MN	Minnesota	77	VA	Virginia	107
MS	Mississippi	29	WA	Washington	175
MO	Missouri	141	WV	West Virginia	49
MT	Montana	1,904	WI	Wisconsin	51
NE	Nebraska	778	WY	Wyoming	12,260
NV	Nevada	433		Revised 11/2015	

Note: Wyoming's average per vehicle distance chart is revised annually, using the previous year reported distance and the number of units renewed for that year.

Appendix C

Wyoming IRS Offices (For more information regarding Form 2290 – Heavy Highway Vehicle	Jse Tax)

City	Street Address	Days/Hours of Service	Telephone*
Casper	100 E. B St. Casper, WY 82601	Monday-Friday - 8:30 a.m4:30 p.m. (Closed for lunch 12:30 p.m 1:30 p.m.)	(307) 261-6390
Cheyenne	5353 Yellowstone Rd. Cheyenne, WY 82009	Monday-Friday - 8:30 a.m4:30 p.m. (Closed for lunch 12:30 p.m 1:30 p.m.)	(307) 633-0888
Sheridan	1949 Sugarland Dr. Sheridan, WY 82801	Monday-Friday - 8:30 a.m4:30 p.m. (Closed for lunch 11:30 a.m 12:30 p.m.)	(307) 672-2788

* Note: The phone numbers in the chart above are not toll-free for all locations. When you call, you will reach a recorded business message with information about office hours, locations and services provided in that office. You may leave a message to request an appointment for help resolving a tax issue or to reschedule an existing appointment. You will receive a return call within two business days. If face-to-face assistance is not a priority for you, you may also get help with IRS letters or resolve tax account issues by phone, toll free at

1-800-829-1040 (individuals) or 1-800-829-4933 (businesses).

You may obtain more information and forms by accessing the IRS website.

www.irs.gov

IRP Jurisdictions

Alabama	Delaware	Kansas
Alabama Department of Revenue –	Delaware Motor Fuel Tax Administration	Kansas Division of Motor Vehicles
Motor Vehciles Division	303 Transportation Circle	915 SW Harrison
P.O.Box 327620	Public Safety Building, Room 212	Docking State Office Building
Montogomery, AL 36132-7620	Dover, DE 19901	Topeka< KS 66626
Phone: 334-242-9880	Phone: 302-744-2701	Phone: 785-296-3601
Fax: 334-242-9073	Fax: 302-739-6299	Fax: 785-291-3755
Alberta	District of Columbia	Kentucky
Alberta Transportation Prorate Services	District of Columbia Department of Motor	Kentucky Transportation Cabinet
1 st Floor, 803 Manning Road NE	Vehicles	200 Mero Street
Calgary, AB T2E 7M8	95 M Street SW	Frankfort, KY 40622
Phone: 403-297-4148	Washington District of Columbia, 20024	Phone: 502-564-1257
Fax: 403-297-2917	Phone: 202-729-7079	Fax: 502-564-4138
	Fax: 202-729-7174	
Arizona	Florida	Louisiana
Arizona Motor Vehicle Division	Florida Division of Motor Vehicles	Louisiana Office of Motor Vehicles
1801 W Jefferson Street	2900 Apalachee Parkway	7979 Independence Blvd.
Phoenix, AZ 85007	Neil Kirkland Building	Baton Rouge, LA 70806
Phone: 602-712-6775	Tallahassee, FL 32399-0550	Phone: 225-925-6335
Fax: 602-712-3284	Phone: 850-617-3711	Fax: 225-925-3976
Aukousee	Coorgia	Maina
Arkansas Arkansas Department of Finance and	Georgia	Maine
Arkansas Department of Finance and	Georgia Department of Revenue	Maine Bureau of Motor Vehicles
Administration	4125 Welcome All Road	101 Hospital Street
P.O. Box 1272	Atlanta, GA 30349	State House Station #29
Little Rock, AR 72203	Phone: 855-406-5222	Augusta, ME 04333-0029
Phone: 501-682-4630		Phone: 207-624-9000 x52135
Fax: 501-682-1116		Fax: 207- 624-9086
British Columbia	Idaho	Manitoba
Insurance Corporation of British Columbia	Idaho Division of Motor Vehicles	Manitoba Public Insurance
PO Box 7500, Stn Main	P.O. Box 7129	510-234 Donald Street
Vancouver, BC	Boise, ID 83707	Box 6300
V6B 5R9 Canada	Phone: 208-334-8000	Winnipeg, MB
Phone: 604-443-4450	Fax: 208-334-3858	R3C 4A4 Canada
Fax: 604-443-4451	Tax. 200-334-3030	Phone: 204-985-7068
Tax. 004-443-4451		Fax: 204-953-4998
California	Illinois	Maryland
California Department of Motor Vehicles	Illinois Vehicle Services Department	Maryland Motor Vehicle Administration
P.O. Box 932382	Room #312, Howlett Building	6601 Ritchie Highway, N.E.
Sacramento, CA 95818	501 South 2nd Street	Glen Burnie, MD 21062
Phone: 916- 657-7971	Springfield, IL 62756	Phone: 410-768-7000
Finite: 910-057-7371	Phone: 217-785-3000	1 Hole: 410 700 7000
Tux. J10- 051-1512	Fax: 217- 557-6328	
Colorado	Indiana	Massachusetts
Colorado Dept. of Revenue - Title &	Indiana Department of Revenue	Massachusetts Registry of Motor Vehicles
Registration Section	7811 Milhouse Road, Suite M	200 Arlington Street, Suite 2200
PO Box 173350	Indianapolis, IN 46241	Chelsea, MA 02150
Denver, CO 80217-3350	Phone: 317-615-7340	Phone: 857-368-8120
Phone: 303-205-5691	Fax: 317-615-7310	Fax: 857-368-0823
Fax: 303-205-5764		
Connecticut	lowa	Michigan
Connecticut Department of Motor Vehicles	Iowa Motor Vehicle Division	Michigan Secretary of State
Department of Motor Vehicles	6310 SE Convenience Boulevard	7064 Crowner Drive
60 State Street	Ankeny, IA 50021	Secondary Complex
Martha and all CT OCACA	Phone: 515-244-8725	Lansing, MI 48918
Wethersfield, CT 06161		
Phone: 203 805-6015 Fax: 860 263-5582	Fax: 515-237-3355	Phone: 517-373-1837 Fax: 517-373-0727

Minnesota Minnesota Driver and Vehicle Services Division 445 Minnesota Street Suite 196 St. Paul, MN 55101-5195 Phone: 651-296-2001 Fax: 651-296-3141	New Jersey New Jersey Motor Vehicle Commission 225 E. State Street Trenton, NJ 08666 Phone: 609 -292-4570 Fax: 609- 633-9394	Oklahoma Oklahoma Corporation Commission - Transportation Division 2101 N. Lincoln Boulevard Oklahoma City, OK 73105 Phone: 405- 521-3036 Fax: 405- 522-4974
Mississippi Mississippi State Tax Commission P.O. Box 22828 Jackson, MI 39225 Phone: 601-923-7411 Fax: 601-923-7423	New Mexico New Mexico Motor Vehicle Division 1100 S. St. Francis Dr. Room 2107 Santa Fe, NM 87505-4147 Phone: 505- 827-2296 Fax: 505- 827-2397	Ontario Ontario Ministry of Transportation Program Development and Evaluation Branch 1201 Wilson Avenue, Building "C" Room 143 Downsview Ontario M3M-1J8 Canada Phone: 416- 235-3923 Fax: 416- 235-3924
Missouri Missouri Motor Carrier Services 1320 Creek Trail Drive Jefferson City, MO 65109-2044 Phone: 573-751-6433 Fax: 573- 751-0916	New York New York Department of Motor Vehicles 6 Empire State Plaza Albany, NY 12228 Phone: 518 474-2121	Oregon Oregon Motor Carrier Transportation Division 3930 Fairview Industrial Drive SE Salem, OR 97302 Phone: 503- 378-6699 Fax: 503- 378-5765
Montana Montana Motor Carrier Services Division 2701 Prospect Avenue Helena, MT 59620 Phone: 406-444-6130 Fax: 406-444-7670	Newfoundland and Labrador Newfoundland and Labrador Motor Registration Division P.O. Box 8710 St. John's, NL A1B-4J5 Canada Phone: 709 729-2519 Fax: 709 729-6955	Pennsylvania Pennsylvania Safety Administration 1101 South Front Street, Riverfront Office Center Executive Offices, 4th Floor Harrisburg, PA 17104 Phone: 717-346-0608 Fax: 717-783-6349
Nebraska Nebraska Department of Motor Vehicles 301 Centennial Mall South Lincoln, NE 68510 Phone: 402-471-4435 or 888-622-1222 Fax: 402-471-4024	North Carolina North Carolina Division of Motor Vehicles 1100 New Bern Avenue Raleigh, NC 27697 Phone: 919-861-3720 Fax: 919-715-9129	Prince Edward Island Prince Edward Island Highway Safety Division P.O. Box 2000 Charlottetown, PE. C1A-9R9 Canada Phone: 902 368-5200 Fax: 902 368-6269
Nevada Nevada Department of Motor Vehicles 555 Wright Way Carson City, NV 89711 Phone: 775-684-4368 Fax: 775-684-4619	North Dakota North Dakota Department of Transportation 608 E. Boulevard Avenue Bismarck, ND 58505-0780 Phone: 701-328-2581 Fax: 701-328-4545	Quebec Societe de l'Assurance Automobile du Quebec 333 Boulevard Jean-Lesage, C.P. 19600 Quebec City, AC G1K-8J6 Canada Phone: 418- 528-4343 Fax: 418- 643-4624
New Brunswick New Brunswick Department of Public Safety PO Box 6000 Fredericton New Brunswick E3B-5H1 Canada Phone: 506-453-2410 Fax: 506-453-741	Nova Scotia Service Nova Scotia and Municipal Relations Attn: Donna Holder - IRP P.O. Box 2734 Halifax, NS B3J 3P7 Canada Phone: 902- 424-5851 Fax: 902- 424-0720	Rhode Island Rhode Island Division of Motor Vehicles 150 Midway Road, Suite 153 Cranston, RI 02920 Phone: 401- 946-0090 Fax: 401- 946-0033
New Hampshire New Hampshire Department of Safety Division of Motor Vehicles 23 Hazen Drive Stephen E. Merrill Building Concord, NH 03305 603-227-4000 603-271-1153	Ohio Ohio Bureau of Motor Vehicles 1970 West Broad Street P.O. Box 16520 Columbus, OH 43216-6520 Phone: 614-777-8400 Fax: 614-771-4016	Saskatchewan Saskatchewan Government Insurance Branch & IRP Issuing 2260 11th Avenue Regina, SK S4P 2N7 Canada Phone: 306- 751-1250 Fax: 306- 359-0867

South Carolina South Carolina Department of Motor Vehicles Motor Carrier Services 10311 Wilson Blvd, Bldg D Cube #105	Utah Utah Division of Motor Vehicles 210 North 1950 West Salt Lake City, UT 84134	West Virginia West Virginia Division of Motor Vehicles 5707 MacCorkle Avenue SE PO Box 17900
Blythewood, SC 29016 Phone: 803- 896-3870 Fax: 803 -896-2698	Phone: 801- 297-7500 Fax: 801- 297-7697	Charleston, WV 25317-0010 Phone: 304- 926-0799
South Dakota South Dakota Division of Motor Vehicles Anderson Building 445 E. Capitol Avenue Pierre, SD 57501-2080 Phone: 605- 773-3311 Fax: 605- 773-6729	Vermont Vermont Department of Motor Vehicles 120 State Street Montpelier, VT 05603-0001 Phone: 802- 828-2071 Fax: 802- 828-3577	Wisconsin Wisconsin Department of Transportation Division of Motor Vehicles PO Box 7911 Madison, WI 53707-7911 Phone: 608- 266-1113 Fax: 608- 266-9912
Tennessee Tennessee Department of Revenue Taxpayer & Vehicle Services Division Motor Carrier 301 Plus Park Blvd. Nashville, TN 37217 Phone: 615- 399-4265 Fax: 615- 254-9825	Virginia Virginia Department of Motor Vehicles 2300 W. Broad St. Richmond, VA 23269 Phone: 804-367-0538 Fax: 804 367-6631	Wyoming Wyoming DOT – IRP 5300 Bishop Blvd Cheyenne, WY 82009-3340 Phone: 307-777-4829 Phone: 307-777-4735 Fax: 307-777-4772
Texas Texas Vehicle Titles 7 Registration Division 400 Jackson Avenue Austin TX 78731 Phone: 512-465-7;570 Fax: 512-467-5909	Washington Washington Department of Licensing Prorate and Fuel Tax Services 2424 Bristol Court SW Olympia, WA 98502 Mailing: P.O. Box 9228 Olympia, WA 98507-9228 Phone: 360-664-1811 Fax: 360-664-8468	

APPLICATION FOR WYOMING BASED APPORTIONED LICENSE PLATES INTERNATIONAL REGISTRATION PLAN (IRP)

WYDOT - IRP 5300 Bishop Blvd Cheyenne, WY 82009

	APPLICANT INFORMATION						
	Name of Business Entity (Sole proprie	tor- write your r	name here)	Trade Name	e or d/b/a	1	
	Physical Address		City			State WY	ZIP
1	Check if this address is your home Other - Please explain	2. 🗌 Check if t	his address	is a business o	ffice. List	office hou	irs
STEP #1	Customer Phone Number	Customer Fax	x Number		Custome	er E-Mail	
S	Mailing Address		City			State	ZIP
	Check here if this mailing address		_	agent. (Please			
	Agent Phone Number		x Number		Agent		
	Federal ID Number	U.S. DOT Numb	er	If you lease U.S. DOT Nu		er compai	ny, that company's
	ORGANIZATIONAL STRUCTURE						
		tnership 🗌		Liability Comp	bany		orporation
	If a corporation or an LLC, incorporate	d/organized un					
STEP #2	The State of:			of Incorporati			
ST	If the applicant is a Partnership, Assoc	iation, or Corpo		ames of all pa	rtners or	principle o	
	Name	_	Title		_	Ad	dress
	Name		Title			Ad	dress
	Name		Title			Ad	dress
	Name OPERATIONAL INFORMATION		Title			Ad	dress
			Title			Ad	dress
	OPERATIONAL INFORMATION			5? □ Yes		Ad	dress
	OPERATIONAL INFORMATION Where are your vehicles currently reg	ered with apport	tioned plate:	5? □ Yes	□ No		dress
3	OPERATIONAL INFORMATION Where are your vehicles currently reg Have you ever been previously register	ered with apport	tioned plate:			A	dress
P #3	OPERATIONAL INFORMATION Where are your vehicles currently reg Have you ever been previously registe Check all that apply and provide Were you ever affiliated with a compa Do you plan to apply for an IFTA accord	ered with apport jurisdiction: any that has bee	tioned plate:	Yes, Nam		A	
STEP #3	OPERATIONAL INFORMATION Where are your vehicles currently reg Have you ever been previously registe Check all that apply and provide Were you ever affiliated with a compa Do you plan to apply for an IFTA accord Carrier Type:	ered with apport jurisdiction: any that has bee unt? Yes, lis	tioned plate: IRP en revoked? st state	Yes, Nam	E Compar	A ny ot	No
STEP #3	OPERATIONAL INFORMATION Where are your vehicles currently reg Have you ever been previously registe Check all that apply and provide Were you ever affiliated with a compa Do you plan to apply for an IFTA accord Carrier Type: Exempt Private Carrier	ered with apport jurisdiction: any that has bee unt? Yes, lis Hous	tioned plate: IRP IRP st revoked? St state	Yes, Nam	E Compar	A iy ot tor Under	No
STEP #3	OPERATIONAL INFORMATION Where are your vehicles currently reg Have you ever been previously registed Check all that apply and provide Were you ever affiliated with a compa Do you plan to apply for an IFTA accord Carrier Type: Exempt Private Carrier Common/Contract Carrier	ered with apport jurisdiction: any that has bee unt? Yes, lis Hous Rental or Leas	tioned plate: IRP _	Yes, Nam Yes, Nam N N N N N N N N N N N N N	E Compar No, why n er-Opera	A ny ot tor Under aterials Car	Lease rrier
STEP #3	OPERATIONAL INFORMATION Where are your vehicles currently reg Have you ever been previously registe Check all that apply and provide Were you ever affiliated with a compa Do you plan to apply for an IFTA accord Carrier Type: Exempt Private Carrier	ered with apport jurisdiction: any that has bee unt? Yes, lis Hous Rental or Leas	tioned plate: IRP _	Yes, Nam Yes, Nam N N N N N N N N N N N N N	E Compar No, why n er-Opera	A ny ot tor Under aterials Car	Lease rrier
STEP #3	OPERATIONAL INFORMATION Where are your vehicles currently reg Have you ever been previously registed Check all that apply and provide Were you ever affiliated with a compa Do you plan to apply for an IFTA accord Carrier Type: Exempt Private Carrier Common/Contract Carrier	ered with apport jurisdiction: any that has bee unt? Yes, lis Hous Rental or Leas	tioned plate: IRP _	Yes, Nam Yes, Nam N N N N N N N N N N N N N	E Compar No, why n er-Opera	A ny ot tor Under aterials Car	Lease rrier
STEP #3	OPERATIONAL INFORMATION Where are your vehicles currently reg Have you ever been previously registe Check all that apply and provide Were you ever affiliated with a compa Do you plan to apply for an IFTA accord Carrier Type: Exempt Private Carrier Common/Contract Carrier Describe the nature of the business register	ered with apport jurisdiction: any that has bee unt? Yes, lis Hous Rental or Leas equiring the use	tioned plates IRP en revoked? st state sehold goods sing Compan of a motor v	Yes, Nam Yes, Nam Own Own Y Haza vehicle and lis t	E Compar No, why n er-Opera Indous Ma	A ny ot tor Under aterials Car modities y	Lease rrier ou transport.
	OPERATIONAL INFORMATION Where are your vehicles currently reg Have you ever been previously registe Check all that apply and provide Were you ever affiliated with a compa Do you plan to apply for an IFTA accord Carrier Type: Exempt Private Carrier Common/Contract Carrier Describe the nature of the business ref I hereby certify that the information a could lead to revocation of my IRP accord	ered with apport jurisdiction: any that has bee unt? Yes, lis Hous Rental or Leas equiring the use	tioned plates IRP en revoked? st state sehold goods sing Compan of a motor v	Yes, Nam Yes, Nam Own Own Y Haza vehicle and lis t	E Compar No, why n er-Opera Indous Ma	A ny ot tor Under aterials Car modities y	Lease rrier ou transport.
STEP #4 STEP #3	OPERATIONAL INFORMATION Where are your vehicles currently reg Have you ever been previously register Check all that apply and provide Were you ever affiliated with a comparison Do you plan to apply for an IFTA accord Carrier Type: Exempt Private Carrier Common/Contract Carrier Describe the nature of the business register I hereby certify that the information and the provide the	ered with apport jurisdiction: any that has bee unt? Yes, lis Hous Rental or Leas equiring the use	tioned plates IRP en revoked? st state sehold goods sing Compan of a motor v	Yes, Nam Yes, Nam Own Own Y Haza vehicle and lis t	E Compar No, why n er-Opera Indous Ma	A ny ot tor Under aterials Car modities y	Lease rrier ou transport.

Instruction Ins					A	APPORTIONE	ED REGISTRATION APPLICATION SCHEDULE A/C	STRA	TION A	PLIC/	VTION S	CHED	ULE A/	C						
$ \begin{array}{ $		CHECK HERE IF THIS IS #	A NEW ACCOUNT		CHECK HERE IF'	YOU NEED A TEMPOR	LRY PERMIT		FOR WYDOT	. USE ONL		SUPPLEME	INT #			M	EIGHT GR	duo		
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the department in amounts provided by W.S. 31-9-102. Insurance Provider Policy Number Signature		WNER - OPERAT	OR (Under Lease)			• hereb	y certify that th	ne listed	vehicles are co	overed by	a motor vehic	de liability	policy in full	force an	d effect in a	mounts prov	vided by W	.S. 31-9-	405 or a bor	nd on file with
Insurance Provider Policy Number Signature		OMIMON/CONTE	ACI CARRIER			the def	агтмепт іп ап	iounts pi	ovided by W.	o. 31-9-10z	-i									
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L			5) Make of Vehicle	See Wyoming title, for factory price.	
*	Owners of the vehicles registered at 55,000 lbs. or over must furnish evidence of having paid IRS Federal Highway Use	t furnish evidence of having paid IRS Federal Highway Use	The make of the vehicle using a four letter abbreviation	(15) US DOT No. Responsible for Safety	
6	Tax (Schedule 1-2290 form receipted by the IRS).		(Example: Peterbuilt = "PTRB").	Enter US DOT No. of person responsible for vehicle	0
4	alderfland van Stenen fland of benedise fland of the standard for the standard for the standard standard standa	alita Santa San	6) Vehicle Identification Number	safety.	
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	Wyoming title and proof of insurance.		Tecordea.	your last application.	
\$	THE DOT NUMBER ON A VEHICLE'S CAB CARD MUST MATCH THE DOT NUMBER OF THE CARRIER RESPONSIBLE FOR	H THE DOT NUMBER OF THE CARRIER RESPONSIBLE FOR	Salact from rodes listed in Section 2-TK TR RS ST	17) Check 🗸	
	SAFETY. IF THESE NUMBERS DO NOT MATCH, CONTACT MOTOR VEHICLE SERVICES IMMEDIATELY.	DTOR VEHICLE SERVICES IMMEDIATELY.	8) Axles or Seats	If the motor carrier responsible for the safety of	
			The number of axles, including axles in tandem group	this vehicle is expected to change during this	
			or the rated seating capacity if the vehicle is a bus.	registration year. 18) MV Title Numher	
	SCHEDULE A/C INSTRUCTIO	NSTRUCTIONS	9) Unladed Weight	The current WY Title Number (May he obtained	
eck th		15) County of Business Address	The actual weight of the vehicle including the cab, body	from vour title or from vour local County. Vehicle	
eck th	Check the box if you need a temporary permit.	County of Physical address - NOT Mailing address	for normal up on the highway available and loss	will not be registered without this information.)	
		16) MC #	tor normal use on the meriway excluding any load	19) Current License Plate Number	
	Section One	Enter current MC (motor carrier) number.	10) Fuel	Indicate the Apportioned license plate number	
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he N	1) The Name of the Applicant 1 The full name of the concretion corrier or name under 1	18) Taxpayer Identification Number (TIN)	from codes listed Section 2: D.G.P.O	blank if this is a new vehicle.	
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iness	1	applicant name or the name on the lease agreement	heaviest load to be transported.)	Section Three	
dence		20) Contact Person	12) Purchase Price of Vehicle		
Vpplic		The Person responsible for your paperwork or who is	The actual purchase price of the vehicle when new or	If you will operate at a weight, different from what	ч
7) Date		familiar with the requirements of the application.	the actual purchase price of the vehicle paid by the	is listed in column 11, in other states, indicate the	
mon	The month, day and year the application is being filed. 2	21) Telephone Number	current owner.	different weight next to the corresponding states.	
Jame		Telephone number including the area code of the	13) Date of Purchase and/or Lease	EXAMPLE: If Column 11 is 80,000 and you will	
cate	Indicate if this is a name or address change. Provide 3 p	person to contact regarding this application.	Month/Year in which vehicle was purchased or leased.	operate in Oklahoma at 90,000, indicate the higher	-
ofs of	al address.	22) Fax Number	13a) Check \checkmark If the vehicle is being leased.	weight next to OK.	
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blank.		1) Transaction Type	Mail. email or fax completed application to:	leted application to:	
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nore t	If more than one fleet is submitted under the same P	A,D,C,L,N,T,R,U,W	IBD Cartin	tion	
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, etc.	tes WY, CO,	If registering for Colorado and unit travels 9,999 or	Chevenne, WY 82009	AV 82009	
Fleet		tewer miles per year, nationally, check this column.	307.777.4829 or 307.777.4835	307.777.4835	
12-13	٩.	3) Unit Number	Fax 307.777.4772	2772	
ere th		Enter the unit number assigned by the Applicant. Up	mvs@wvo.gov	10.gov	
/or w	licant desires correspondence to	not auplicate any unit number. Al Voar of Vahiela	If emailing, please include IRP in the subject line.	IRP in the subject line.	
nalle	be mailed or directed.				
	-	The model year of the vehicle.		MVS 1/2015	115

MVS 1/2015

WYDOT MVS -IRP/IFTA 5300 Bishop Blvd Cheyenne, WY 82009 www.dot.state.wy.us

2016 AGREEMENT TO PREPARE AND MAINTAIN RECORDS IN ACCORDANCE WITH THE INTERNATIONAL REGISTRATION PLAN AND THE INTERNATIONAL FUEL TAX AGREEMENT

DISTANCE RECORDS (IFTA and IRP): You <u>must</u> maintain original driver-prepared Individual Vehicle Distance Record (IVDR) on each vehicle for each trip and recap on monthly and quarterly fleet summaries. Driver prepared source documents <u>must</u> include the following:

- 1. Date of trip (starting and ending)
- 2. Trip origin and destination
- 3. Route of travel (highway numbers)
- Beginning and ending odometer/hubometer readings of the trip
- 5. Total trip distance
- 6. Distance traveled in each Jurisdiction
- 7. Unit number or vehicle identification
- 8. Vehicle fleet number (for carriers with multiple fleets)

Note: Licensees using on-board recording devices or GPS for reporting purposes should refer to the IFTA and IRP manuals for requirements. Odometer readings and physical distance record copies are still required when using on-board recording devices.

Accountable distance includes interjurisdictional and intrajurisdictional distance, loaded and empty distance, deadhead and/or bobtail distance, off-highway distance, and trip permit distance. All distance accumulated by the power units apportioned in the fleet within the preceding year (July 1 through June 30 proceeding the registration year) must be reported as actual on the IRP application.

Interjurisdictional Travel: Apportioned registration is intended for commercial vehicles traveling in two or more member jurisdictions. Vehicles traveling only in one jurisdiction are not eligible for apportionment and are subject to full registration fees.

FUEL RECORDS (IFTA Only): You <u>must</u> maintain original fuel source documents for each fuel type for each vehicle. This information should flow into monthly and quarterly fleet summaries. Over-the-road fuel purchases and bulk fuel purchases are to be accounted for separately:

Over-the-Road Fuel Purchases <u>must</u> be supported by a receipt, invoice, credit card receipt, or an automated vendor-generated invoice or transaction listing for *tax-paid* credit. An *acceptable* fuel receipt or invoice <u>must</u> include:

- 1. Date of purchase
- 2. Name and address of seller
- 3. Number of gallons/liters purchased

- 5. Price per gallon/liter
- 6. Unit number or vehicle identification
- 7. Licensee's name

4. Type of fuel purchased

Bulk Storage Fuel Purchases <u>must</u> be supported by delivery tickets and/or receipts. You must also have a reliable meter on your bulk tank. To receive tax paid credit the following information must be maintained:

- 1. Date of withdrawal
- 2. Number of gallons/liters withdrawn
- 3. Type of fuel
- 4. Unit number or vehicle identification

- 4. Unit number or vehicle identification
- 5. Purchase and inventory records showing tax paid on all bulk withdrawals
- 6. Meter readings, inventory measurements, and monthly reconciliations

RECORD RETENTION: All records pertaining to IFTA must be kept for four years, including unused decals. IRP distance records must be retained to support the reported distance for the **current registration year and three previous registration years**. Failure to make records available or provide adequate records for audit may result in an assessment based on estimation in the amount of 20% of the Apportionable Fees paid by the Registrant for the registration of its Fleet in the Registration Year to which the records pertain including Apportionable Fees based on Estimated Distance for the first offense. In an instance where the Registrant has a second such offense, the assessment will be 50%. In an instance where the Registrant has a third offense, the assessment will be 100%.

DECLARATION: The undersigned has read this document, and agrees to prepare and maintain records and report information in accordance with the IRP and IFTA requirements. I understand failure to maintain complete records could result in disallowing all tax-paid fuel credit and reducing MPG to 4.00 for IFTA. WY IRP percent can be increased to 20%, 50% or up to 100% and privileges may be canceled if records are unacceptable.

COMPANY NAME		ACCOUNT NUMBER	DATE
AUTHORIZED EMPLOYEE'S NAME (PRINT)	SIGNATURE	TITLE	

NOTE: This document must be signed by a corporate officer, owner, partner, or an authorized company employee, not a registration service agent. MVS 10/14



IRP 307-777-4835 or 307-777-4829 IFTA 307-777-4827 Fax 307-777-4772

2016 Certification of Wyoming Established Place of Business or Residency

This form must be completed prior to IRP/IFTA Registration or Renewal. If you answer no, an explanation must be provided.

- Is your only place of business an office within your <u>personal residence</u> in Wyoming?
 Yes ______No (If Yes, please skip to question 8. You must prove that you are a Wyoming resident.)
- 2. Do you have an "established place of business" (outside of your personal residence) in Wyoming or any other jurisdiction? An established place of business is defined as a physical structure (not your home) open and staffed during regular business hours by one or more employees who manage the trucking related business (not contract employees). Trucking related business must constitute more than just credentialing, distance and fuel reporting and/or answering the phone. Employees must be in the permanent employment of the registrant, not contractual labor, performing trucking related duties.

_____Yes; Please list the physical address of every "established place of business" in every jurisdiction. (Attach a separate page if more space is required.)

_____No (If No, please skip to question 8. You must prove that you are a Wyoming resident.)

3. Is the physical structure of the "established place of business" located in Wyoming and owned, leased, or rented by the fleet registrant?

Yes	_No	If Yes, provide the proof of ownership or lease/rental agreements
If no, please explain		

- Is this location open during normal business hours? (Monday Friday 8 a.m. to 5p.m.)
 Yes _____No If No, please explain _______
- 5. Can you produce an invoice from a Wyoming utility company for this location, listed in the name of the fleet registrant?
 ____Yes; Please provide invoice _____No; Please explain ______
- Is there a company employee(s) conducting the fleet registrant's business in the location during normal business hours?
 Yes; Please provide a copy of employee paystub
 No; Please explain
- 7. Are the operational records of the fleet located at this location? ____Yes ____No lf no, can the operational records be made available at the Wyoming location in the event of an audit? ____Yes ____No

If the records cannot be brought to the Wyoming location, the registrant must pay all costs of travel and per diem expenses that the auditors incur in conducting the examination, in accordance with the IRP Plan, Section 1020 and in accordance with IFTA Plan, Article III, Section 325.

8. Are you a Wyoming resident?

_____Yes; Please provide 3 proofs of residency **ONLY** if your address ______No; Provide proofs required in questions 2-7. has changed.

Under penalties of perjury, the applicant declares that the information given is to the best of the applicant's knowledge true, accurate and complete. The applicant understands that in the event the established place of business or residency is proven to be outside the State of Wyoming, the registrant will be suspended and registration fees will not be refunded.

Please print or type :				
Company Name	<u></u>	<u> </u>	<u> </u>	
Company Physical Address	City	State	Zip Code	
Printed Name of Registrant		Jate		
Registrant's Signature				

WYOMING DEPARTMENT OF TRANSPORTATION Section 15 – Safety Regulations

The Wyoming Department of Transportation requires that all carriers operating under authority of permits or certificates issued by the Department comply strictly with:

- a) all Wyoming laws pertaining to safe operation and such rules and regulations promulgated by the Wyoming Department of Transportation.
- b) the following hazardous materials regulations of the United States Department of Transportation: 49 CFR Parts 107, 130, 171 through 173 and 177 through 180 and
- c) the following motor carrier safety regulations of the United States Department of Transportation: 49 CFR parts 40, 373, 382, 383, 385, 390, 391, 392, 393, 395, 396 and 397 or interstate transportation and as amended in the appendix to Chapter 1 for intrastate transportation.

The Wyoming Motor Carrier Rules and Regulations containing Section 15 and its appendix are available at no charge on the Wyoming Department of Transportation's website at <u>www.dot.state.wy.us</u>.

Copies of Federal Regulations may be obtained by checking with the following:

Wyoming Trucking Association J. J. Keller & Associates, Inc. P. O. Box 1909 P. O. Box 368 555 N. Poplar Ave. 3003 Breezewood Lane Casper, WY 82602 Neenah, WI 54957 (307) 234-1579 (877) 564-2333 www.jjkeller.com www.wytruck.org Labelmaster **Government Printing Office** 5724 N. Pulaski Rd. Superintendent of Documents 732 North Capitol Street, N.W. Chicago, IL 60646 Washington, DC 20401-0001 (800) 621-5808 www.labelmaster.com (202) 512-1800 www.ecfr.gov

I hereby declare I am aware of the Wyoming Motor Carrier Safety Regulations applicable to my operations.

Carrier Name- PLEASE PRINT (As it appears on your operating authority)

Signature of Carrier Representative

Date

DOT #

RETURN THE ABOVE SIGNED PORTION TO:

Wyoming Highway Patrol ATTN: Commercial Carrier Section 5300 Bishop Blvd. Cheyenne, WY 82009-3340

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CHECK HRRE IF TIDIS IS A NEW ACCOUNT CORRECH RATE FOR WYDOT USE ONLY SUPPLEMENT # 1 Applicant Name CIECK HRRE IF TIDIS IS A NEW ACCOUNT SUPPLEMENT # SUPPLEMENT # 10 DE C CARRIER 13 Applicant Name 1233 4 TRUCKING AVENUE De Construction SUPPLEMENT # 10 DE C CARRIER 1233 4 TRUCKING AVENUE 1233 4 TRUCKING AVENUE De Construction SUPPLEMENT # SUPPLEMENT # 11 Building Struct Address Change 0 Account No. 1233 45 Struct # 123	FOR WYDOT USE ONLY: SU at No. (3) City CHEVENNE at No. (11) Business Mailing Address (if different) (4) at No. (11) Business Mailing Address (if different) (4) at No. (11) Business Mailing Address (if different) (4) ar Number (19) US DOT Number of Applicant (20) an Number (19) US DOT Number of Applicant (20) ar Number (19) US DOT Number of Applicant (20) ar Number (19) US DOT Number of Applicant (20) ar Number (19) US DOT Number of Applicant (20) ar Number (19) US DOT Number of Applicant (20) ar Number (19) US DOT Number of Applicant (20) ar Number (19) US DOT Number of Applicant (20) ar Number (10) (11) (11) ar Number (10) (11) (11) ar Number (10) (10) (11) ar Number (10) (10) (11) ar Number (10) (10) (11)	WYDOT USE ONLY: SUPPLEMENT # City State City WWY CHEYENNE WWY Business Mailing Address (if different) US Business Mailing Address (if different) JOE CARRIEF 654321 JOE CARRIEF Icte equipment number: (20) Contact Person 654321 JOE CARRIEF Icte equipment number: (20) Contact Person 16AE YEHICLE TYPE: TRUCKS: 7) VEHICLE TYPE: With trailer 7) VEHICLE TYPE: State of the of th	PpLEMENT # State (5) Zp Code WY 82009 Contact Person (12) City LOE CARRIER (12) City (12) City	WEIGHT (6) Applic (13) State (15) (16) (15)	829 () 829 () 307-5 L TYPE:	7) Date 1/1/2015 14) Zip Code
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	• List e	List each vehicle requiring a weight increase.	a weight increase.			
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the department	hat the listed vehicles are covered by a motor vehicle liability policy in full force and effect in amounts provided by W.S. 31-9-405 of a bond on file with n amounts provided by W.S. 31-9-102.	by a motor venicle liability p 102.	oolicy in full force and effect	in amounts provided by V	v.s. 31-9-405 of a	oond on file with
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what is in column 11) in other states, indicate that	n other states, indi	cate that AR	ct	Ы	KY		ME	MT		HN	NV		OR	SC	Ţ		WV
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OWNER – OPERATOR (Under Lease)	ATOR (Under L TRACT CARRI	Lease) IER		he	he department in amounts provided by W.S. 31-9-102.	the listed mounts p	t vehicles ar rovided by	re covere W.S. 31-9	d by a motor vi 3-102.	ehicle liabili	y policy in ful	l force ar	nd effect in	amounts prov	ided by W	S. 31-9-405 or	reby certify that the listed vehicles are covered by a motor vehicle liability policy in full force and effect in amounts provided by W.S. 31-9-405 or a bond on file with department in amounts provided by W.S. 31-9-405 or a bond on file with
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