



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

## **TxIRP Apportioned Registration Information Packet**

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## **Purpose**

This packet has been prepared by the Texas Department of Motor Vehicles (TxDMV) as a guide to assist Texas' interstate operators to obtain Apportioned Registration under the provisions of the International Registration Plan (IRP or the Plan). The Plan is an agreement providing for registration reciprocity among member jurisdictions. The Plan allows commercial vehicles engaged in interstate operations to obtain registration privileges in two or more member jurisdictions (United States and Canadian Provinces).

## **What is Apportioned Registration?**

Under this agreement, commercial carriers only pay a proportionate, or "apportioned," amount to each jurisdiction in which they intend to operate. The Plan provides for payment of apportionable fees on the basis of the proportion of total distance operated in all jurisdictions by the vehicle (or fleet of vehicles). The fees that are charged are based on the distances traveled, or expected to travel, in each jurisdiction relative to the total distance traveled.

This allows the carrier to operate more efficiently without obtaining registration from each individual jurisdiction. The fee calculations are explained in more detail on page 12 under *Appropriate Fees*.

The unique feature of the Plan is that even though apportionable fees are paid to the various jurisdictions in which the vehicles are operated, the only plate and Cab Card issued for each vehicle are those issued by the Base Jurisdiction.

Additional questions should be directed to any of the TxDMV Regional Offices, or the Motor Carrier Division (MCD). Contact information for the nearest office can be found in Appendix A.

## **Who May Obtain IRP Registration?**

An apportionable vehicle is any commercial vehicle used or intended for use in two or more member jurisdictions and is used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property, and is:

- a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds or 11,794 kilograms; or
- a power unit having three or more axles, regardless of weight; or
- used in combination, when the weight of such combination exceeds 26,000 pounds or 11,794 kilograms gross vehicle weight.

There are several types of vehicles that do not require apportioned registration. Some of these vehicles may be apportioned at the option of the registrant. Examples include:

- trucks and truck tractors, and combinations of vehicles having a gross vehicle weight of 26,000 pounds (or 11,794 kilograms) or less;
- buses used in transportation of chartered parties;

- trailers;
- recreational vehicles;
- vehicles displaying restricted use plates;
- city pick up and delivery vehicles;
- antique or historical vehicles; and,
- government-owned vehicles.

The expiration month for new registrations will be the end of the month before the registration was purchased. For example, if the registration was purchased in April, the expiration will be the following March 31<sup>st</sup>. The registration year is a twelve-month period.

## **Where Do I Obtain IRP Registration?**

All new account applications must be processed at a TxDMV Regional Office (see Appendix A). Submitting these applications to the Motor Carrier Division in Austin will delay the processing of your application.

Once the account is established, you may make changes to and renew your registration in several ways, including:

- online — Make changes to your account or renew online 24/7 through TxIRP at <https://irp.dot.state.tx.us/login.aspx>. Your renewal billing will be available on this site.
- in Person --- At one of the TxDMV Regional Offices. Contact information can be found in Appendix A.
- by mail — Mail renewal applications (do not send payment) to:

Texas Department of Motor Vehicles  
Motor Carrier Division – IRP Renewal  
PO BOX 26440  
Austin, TX 78755-0440

**Note: Once your application has been processed, you may make your payment online or at any TxDMV Regional Office (see Appendix A for a list of TxDMV Regional Offices).**

For processing inquiries, please call 512-374-5250, 8:00 a.m. to 5:00 p.m. (Central), Monday through Friday. TxDMV Regional Office hours are 8:00 a.m. to 5:00 p.m. (local times), Monday through Friday. Offices are closed weekends and official state holidays. However, TxIRP the TxIRP online services are available 24/7.

### **What Do I Need to Obtain Apportioned Registration?**

There are several documents that must be provided at initial account setup and at renewal. The items needed for both new accounts and renewals are outlined below. Each requirement is discussed in more detail later in this document.

For **initial account setup for Apportioned Registration**, you will need to provide evidence of:

- Texas residency (see information below for examples of acceptable proof);
- Established Place of Business in Texas;
- Ownership of each vehicle to be registered under the account;
- Proof of Payment of Heavy Vehicle Use Tax, if applicable;
- Valid financial responsibility (liability insurance);
- USDOT Number and Federal Employer Identification Number (FEIN) for the apportioned registrant **and** the USDOT Number and FEIN for the Motor Carrier Responsible for Safety (CRFS) (if applicable);

#### **And Include**

- TxIRP Apportioned Application, VTR-356 (Schedules A and B);*
- Original, signed *Schedule G* (if not using the estimated distance chart);
- TxIRP Cab Card Weight Schedule, VTR-357;*
- Acceptable Distance Records for Audit, VTR 467;*
- Valid Lease (if applicable);
- Register with TxDOT's Motor Carrier Division, if applicable; and,
- Appropriate Fees.

For **renewals** and **changes** to your registration credentials, you will need to provide the following evidence:

- Proof of Payment of Heavy Vehicle Use Tax, if applicable;
- Valid financial responsibility (liability insurance);
- USDOT Number and Federal Employer Identification Number (FEIN) for the apportioned registrant **and** the USDOT Number and FEIN for the Motor Carrier Responsible for Safety (CRFS) (if applicable);

#### **And Include**

- TxIRP Apportioned Application, VTR-356 (Schedules A and B);*
- Original, signed *Schedule G* (if not using the estimated distance chart);
- TxIRP Cab Card Weight Schedule, VTR-357;*
- Acceptable Distance Records for Audit, VTR 467;*
- Valid Lease (if applicable);
- Register with TxDOT's Motor Carrier Division, if applicable; and,
- Appropriate Fees.

### **Texas Residency Requirements**

Only Texas residents, corporations, companies, partnerships, or LLC/LPs may utilize Texas as the base jurisdiction for obtaining apportioned credentials. To establish a TxIRP account:

An **individual** must provide:

- Current Texas Driver License with a Texas address;*

**And two (2) of the following:**

- Vehicle titled in Texas in the individual's name*
- Current Federal Income Tax Return, in the individual's name, filed from a physical Texas address;*
- Current receipt, in the individual's name, indicating paid real estate or personal property taxes in Texas; or,*
- Current utility bills, in the individual's name, (cell phone, land line, electricity, gas, etc.).*

A **corporation** must provide:

- Articles of Incorporation*

**And two (2) of the following:**

- Principal owner of corporation is a Texas resident*
- Vehicle titled in Texas in the corporate name*
- Current Federal Income Tax Return, in the corporate name, filed from a physical Texas address*
- Current receipt, in the corporate name, indicating paid real estate or personal property taxes in Texas*
- Current utility bills, in the corporate name, (cell phone, land line, electricity, gas, etc.)*

A **company, partnership, or LLC/LP** must provide:

- If Company/Partnership, Assumed Name Certificate filed with the County Clerk, or*
- If LLC/LP, Assumed Name Certificate filed with the Secretary of State.*

**And two (2) of the following:**

- Vehicle titled in Texas in the business name*
- Current Federal Income Tax Return, in the business name, filed from a physical Texas address*
- Current receipt, in the business name, indicating paid real estate or personal property taxes in Texas*
- Current utility bills, in the business name, (cell phone, land line, electricity, gas, etc.)*

### ***Established Place of Business***

When establishing your apportioned account, you must provide evidence of an established place of business in Texas including the following:

- A physical structure opened for business during regular business hours & staffed by person(s) employed by the applicant for managing the applicant's trucking business.*
- Current deed or lease agreement to the property in the business name.*
- Current utility bills for the physical location in the business name;*
- and if a;*
  - Corporation, Articles of Incorporation as filed with the Secretary of State;
  - Company/partnership, Assumed Name Certificate as filed with the County Clerk; or,
  - LLC/LP, Assumed Name Certificate as filed with the Secretary of State.

### ***Proof of Vehicle Ownership***

You must provide a valid Texas Certificate of Title for each vehicle you wish to register under your apportioned account. If you have recently applied for a Texas title, acceptable proof will be the Title Application Receipt (Form RTS-500) from the county tax assessor-collector's office. Owners of out-of-state vehicles may apply for a Registration Purposes Only by submitting the following documentation to their local county tax office or a TxDMV Regional Office:

- Copy of front and back of the out-of-state title
- Texas Safety Inspection (Form VI-30)
- Original certified empty weight certificate
- *Application for Registration Purposes Only (For vehicles titled outside Texas that are to be registered in Texas) (VTR-272)*
- *Application for Texas Certificate of Title (Form 130U)*
- Appropriate fees made payable to your local county tax assessor-collector

### ***TxIRP Apportioned Application, VTR-356 (Schedules A and B)***

The VTR-356, often referred to as *Schedule A and B*, is used to gather the vehicle and jurisdiction information needed to prepare the registration credentials.

Included on the VTR-356 will be a question pertaining to the safety responsibility of the vehicle. Since Texas is a participating jurisdiction in the Performance Registration Information System Management program (see page 11 for details), you will need to list the Carrier Responsible For Safety (CRFS) USDOT Number and FEIN. This number will belong to the company that you are currently leased to. If you are not under a lease or contract, this number will be the registrants USDOT Number and FEIN.

### **Schedule A**

The *Schedule A* is used to compile vehicle information for your application. Each vehicle to be operated with Apportioned Registration must be listed on this form. A vehicle should not be listed on the application if:

- it will not operate in two or more jurisdictions,
- it is not titled in Texas,
- the Federal Heavy Vehicle Use Tax (Form 2290) has not been paid (if applicable), and
- proof of financial responsibility (liability insurance) cannot be provided

You will need to provide the following vehicle information in order to complete the *Schedule A*:

- Unit Number
- Year and Make
- Number of Axles
- Total Number of Axles (including trailer)
- Unladen Weight
- Type i.e. Truck Tractor (TT), Truck (TK) or Bus (BS)
- Fuel Type (gasoline or diesel)
- Desired gross weight (total weight for the power unit and trailer)
- Purchase Price
- Factory Price
- Purchase Date
- Texas Title Information (Vehicle Identification Number, Document Number and Current Owner Name)

### **Schedule B**

The *Schedule B* is used to collect information on the distances you plan to travel in each jurisdiction. On an initial apportioned application use estimated distances for each jurisdiction in which your vehicles will travel. If you previously had Apportioned Registration in another jurisdiction during the previous 18 months, you must use those distances on your initial Texas application.

An estimated distance chart is enclosed. When using estimates to calculate the total distance, be sure to multiply the estimate shown by the number of vehicles in your fleet.

**Do Not Show Zero Distance Traveled For Any Jurisdiction.**

### **Schedule B Instructions**

On *Schedule B* of the original application, place a check (✓) in the box to the left of the jurisdiction(s) in which you want to travel. If you are reporting actual distance and you have miles in a jurisdiction in which you no longer travel then place a check (✓) in the box and the distance code should be reflected as "N".



Input your distance traveled (or estimate\*), along with the appropriate code (see code list below) in each checked jurisdiction box. The distance reported will be for the entire fleet, for each jurisdiction, for the required reporting period (July 1<sup>st</sup> through June 30<sup>th</sup>). Contact your local TxDMV Regional Office or the Motor Carrier Division to assist you in determining the type of distance that must be reported. If you are required to use estimated distances you may either use the distance from the *Estimated Distance Chart* (see Appendix B) or you may estimate distances by using the enclosed **Schedule G** (see below for instructions).

## **Distance Codes and Explanations**

The distance codes used in TxIRP are:

**A** = Actual distance accrued for each vehicle in the apportioned fleet (used only to re-register in a jurisdiction where the fleet has accrued actual distance)

**1** = 1st year estimate (used only when adding a new jurisdiction that has not previously been on your Cab Card or when the entire fleet has not been in operation for the prior 18 months)

**2** = 2nd year estimate (used when keeping a jurisdiction on your apportioned fleet that did not accrue actual distance during the requested distance reporting period)

**N** = Non-prorated distance (used when removing a jurisdiction from your apportioned fleet that had actual distance accrued during the requested distance reporting period)

## **Original, Signed Schedule G**

The *Schedule G* is used to register for estimated distances that are less than the *Estimated Distance Chart* (see Appendix B). If you register for distances different than the distances shown on the *Estimated Distance Chart*, a detailed explanation must be provided using the *Schedule G*. In accordance with the International Registration Plan, these distances must be approved by TxDMV and may be adjusted.

For example, if you plan to operate a dedicated route of travel to or through a jurisdiction that will result in more or less miles than the chart, you may be allowed to vary from the chart distances on renewals and supplemental applications.

For each trip, list the new jurisdiction in which you plan to travel, the estimated distance you plan to travel within that jurisdiction, and the estimated total number of trips for the entire fleet. This will determine the total estimated distance reported on the *Schedule B*. Detach the *Schedule G* and return it with your application. Carriers processing renewals online will be required to submit the *Schedule G* to TxDMV along with any other required documents. You may be asked to provide a business plan outlining future operations.

**TxDMV reserves the right to reject unreasonable *Schedule G* distance estimates; and may require the use of the distances in the Estimated Distance Chart, if you are unable to provide acceptable distance estimates.**

### **TxIRP Cab Card Weight Schedule, VTR-357**

The *TxIRP Cab Card Weight Schedule* (VTR-357) should be completed by all Texas based carriers who wish to adjust operating weights in a particular jurisdiction. Vehicles must be listed in the same unit order as on the original application or supplemental application.

In conjunction with an apportioned registration renewal application, you only need to complete this form if you are making changes to the registered weights of vehicles already in the fleet. List the total combined gross weight of the power units or combination of vehicles (power units only). You may also be required to submit a business plan outlining future operations to adjust jurisdiction weights.

### **An Acceptable Distance Records for Audit, VTR 467**

When establishing an apportioned registration account and time of renewal, you are required to submit a completed VTR 467 certifying that you are aware of the record keeping requirements of IRP. These requirements are discussed in detail on page 13 under *What Else Do I Need to do to be Compliant?*

### **Federal Heavy Vehicle Use Tax (HVUT) Form 2290**

Due to federal law, proof of payment of the HVUT is required when licensing vehicles with a gross weight of 55,000 pounds (24,948 kg.) or more. Proof of payment for new or used units being titled and registered in Texas is required within sixty (60) days of the date shown on the title assignment.

Acceptable proof of payment is a **copy of a receipted** Internal Revenue Service (IRS) Schedule 1 (Form 2290) for the applicable tax period of **July 1 through June 30**. Carriers are required to file the Form 2290 electronically (for 25 or more vehicles); they receive an electronic receipt in an Adobe Acrobat (.pdf) format. The carrier can print the receipt and provide it at the time of registration as proof of payment of the HVUT. The e-form includes an "IRS e-file" watermark and indicates the date the tax was paid in the following format - "Received MM/DD/YYYY."

Questions regarding this tax should be directed to the IRS at 1-800-829-1040 or to a local IRS office. Visit [www.irs.gov](http://www.irs.gov) for more information.

### **Proof of Financial Responsibility (Liability Insurance)**

The State of Texas has a mandatory financial responsibility law (liability insurance). The most common proof of financial responsibility is a liability insurance card issued to the policy holder by the insurance company. Copies of proof of financial responsibility insurance will be required prior to the issuance of any Apportioned Registration.

If you have obtained a TxDMV Motor Carrier Certificate Number, you may submit a copy of your Motor Carrier Insurance Certificate as proof of insurance.

Examples of other types of acceptable proof include current insurance policies and binders, pool coverage documents and certificates of self-insurance, bond, etc.

**Non-Trucking And Bobtail Insurance Are Not Acceptable For Processing Apportioned Applications.**

Questions about proper evidence of financial responsibility should be directed to your insurance company or your local TxDMV Regional Office.

### **USDOT Number and Federal Employer Identification Number (FEIN)**

The State of Texas participates in the Performance and Registration Information System Management (PRISM) Program sponsored by the Federal Motor Carrier Safety Administration (FMCSA). This program requires TxDMV to suspend the registration of a vehicle if it is deemed unsafe. Safety violations are reported through the PRISM Program by USDOT Number.

To comply with this program, the following will be required for all Texas apportioned applications before they will be processed:

- USDOT Number and Federal Employer Identification Number (FEIN) for IRP Account Registrant; and,
- USDOT Number and Federal Employer Identification Number (FEIN) for Motor Carrier Responsible for Safety (CRFS).

FMCSA encourages all applicants with Internet access to use the online registration assistant at <http://www.fmcsa.dot.gov/online-registration> to determine all FMCSA registration requirements. For applicants without Internet access, your local TxDMV Regional Office can provide you with the USDOT application form; or you may call FMCSA at 1-800-832-5660 for additional information.

TxDMV also requires a Federal Employer Identification Number (FEIN) to establish an account. You may visit [www.irs.gov](http://www.irs.gov) to find out more about obtaining an FEIN.

### **Valid Lease**

If you will be leasing your vehicle(s) to another company for operation, you will need to provide a copy of the lease agreement. When the lessor provides the insurance and the insurance documents reflect their name, a copy of the lease agreement with that company must be included with your apportioned application. The lease must identify the vehicle(s) involved in the agreement.

### **Register with the Texas Department of Motor Vehicle's Motor Carrier Division (MCD)**

An individual, association, corporation or other legal entity that controls, operates or directs the operation of one or more commercial motor vehicles which transport persons or cargo over a road or highway within the State of Texas is required to register as a commercial motor carrier with TxDMV's MCD. Examples of commercial motor carrier operations that must register with TxDMV are:

- Vehicles (or combination of vehicles) with a gross weight, registered weight, or gross weight rating exceeding 26,000 pounds, that is designed or used for transportation of cargo for any commercial enterprise.
- For-hire vehicles used to transport household goods, regardless of gross weight rating.
- Vehicles, including buses, designed or used to transport more than 15 passengers, including the driver.

- Vehicles used to transport hazardous materials in a quantity requiring credentialing under the regulations issued under the Federal Hazardous Materials Transportation Act (49 USC, § 5101-5127).
- Vehicles defined by 49 CFR §390.5, owned or controlled by someone domiciled in, or a citizen of, a country other than the United States.

To register as a commercial motor carrier with the TxDMV, or for more information, contact 1-800-299-1700 (option 2) or (512) 465-3500.

### **Appropriate Fees**

The fees for Apportioned Registration are calculated based on distance percentages for each jurisdiction in which the vehicle or fleet of vehicles operates.

The registration fees paid for Apportioned License Plates **do not** include the following:

- motor fuel taxes or fuel permit fees
- permits to exceed the maximum length, width, height or axle limitations
- operating authority as required by any state or province
- registration or license fees from a state or province that is not a member of the IRP

**Please Do Not Submit Fees When Mailing Your Initial Application. Payment Is Not Required Until the Plates And/Or Cab Cards Are Picked Up At Your Local TxDMV Regional Office.**

### **Payment Options**

The payment for the initial registration credentials must be made at one of the TxDMV Regional Offices with cash, cashiers check, or money order. After the initial payment, you may use cash, check, or money order when paying by mail, or by Automated Clearing House (ACH similar to an electronic check) when completing transactions online at <https://irp.dot.state.tx.us>.

### ***When Do I Get My Apportioned License Plates and Cab Cards?***

Once you have submitted the required information and payment, you will receive your Apportioned License Plate(s) and Cab Card(s). You will receive one Apportioned License Plate per vehicle (*to be displayed on the front of the vehicle*), and one original Cab Card per vehicle, which **must** be carried in the vehicle at all times.

### **Enforcement Agencies Will Not Accept A Photocopy Of A Cab Card**

The License Plates and Cab Cards issued must be picked up at the TxDMV Regional Office that processed your application. Cab cards for any subsequent renewal and supplements processed online can be printed once the registration fees have been paid through the ACH payment process.

**Review the Cab Card(s) for any errors. All corrections must be made by TxDMV Regional Offices or Motor Carrier Division.**

Vehicles registered with Apportioned License Plates shall be deemed fully registered in all jurisdictions that appear on the Cab Card and may be operated both interstate and intrastate. In addition, the registrant may need to obtain proper operating authority from the other regulatory agencies, unless an exemption has been granted by such agency.

### ***What Else Do I Need To Do To Be Compliant?***

An apportioned registrant must operate all vehicles interstate and must maintain accurate distance records and routes of travel of trip movement for each vehicle licensed with Apportioned Registration. The following outlines the registrant's responsibilities:

#### **1. Driver's Trip Records**

An acceptable source document to record distance is an "Individual Vehicle Distance Record" (IVDR). The IVDR 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 used are the driver's trip sheets and driver's logs. Other similar records are acceptable, provided they contain the following basic information:

- a) Dates of trip (start date and end date)
- b) Trip origin and destination (city and state)
- c) Beginning and ending odometer or hubodometer reading of the trip
- d) Routes of travel
- e) Total trip distance traveled
- f) Distance traveled by jurisdiction (separate distance by state or province)
- g) Power unit number or vehicle identification number
- h) Intermediate stops

**Sample IVDRs are included at the end of this document.**

#### **2. Monthly/Quarterly/Yearly Summaries**

The IVDR information should be summarized on a monthly/quarterly/yearly basis. The summary must contain information by individual vehicle (e.g. distance by jurisdiction, total distance traveled in each jurisdiction, routes traveled) and by fleet (distance by jurisdiction, total distance traveled in each jurisdiction). A yearly summary is also required for each July 1 to June 30 reporting period and must show total distance for each jurisdiction as well a total fleet distance.

**Sample summaries are included at the end of this document.**

#### **3. Supporting Information for IVDRs**

The information recorded on the IVDRs must be accurate and legible. The distance and routes to be entered on IVDRs can be obtained from various sources such as odometer and/or hubodometer readings, provincial/state maps, a standard distance guide, a household goods distance guide, or computer software, as long as the method used is accurate and consistent.

#### **4. Accountable Distance and Routes**

In recording the actual distance and routes of an apportioned vehicle, the registrant must record all movement (inter-jurisdictional and intra-jurisdictional) including loaded, empty, dead head, bobtail and/or personal distance. All distance traveled by apportioned vehicles while operating with trip permits must also be recorded.

#### **5. Lessor Responsibility**

It shall be the responsibility of the lessor in a trip lease (short term) situation to report all distance and routes traveled by the apportioned vehicle.

#### **Distance and Route Records and Retention**

Distance and route records must be retained in support of the distance reported for a period of three years after the close of the registration year (i.e., for a registration expiring October 2009, the source documents must be retained through October 2012 or current year, plus three additional years).

#### **Records Check**

A record check will be performed on the records of new apportioned registrants. This check is performed to verify that the registrant understands the type of records that are required. Failure to respond to the record check request will subject the registrant to the cancellation of the Apportioned Registration. Operation of the vehicles after the effective date of the cancellation will subject the operator to apprehension, fine and full Texas registration plus a 20% penalty.

### **Got Questions?**

If you have questions, you may contact any of our TxDMV Regional Offices (to find the office nearest you, please see Appendix A) or the Motor Carrier Division at (512) 374-5250. We've also answered some of the more frequently asked questions below:

#### **How do I set up an account?**

TxIRP allows you to manage your apportioned account anytime from anywhere. You can renew your registration and make changes to your account securely over the Internet. To use the TxIRP online fast lane, you will need:

- Internet access
- A computer with Microsoft Internet Explorer 5.x or higher.
- Adobe Reader to see billing statements and Cab Cards.
- A TxDMV issued User Name, Password and Access Code. To obtain these, call your TxDMV Regional Office or the Motor Carrier Division at 512-374-5250.
- A laser printer, if you want to print Cab Cards.

#### **How do renewals work?**

The state mails your registration renewal packet 45 days before your registration expires. You may renew your registration in several ways, including:

- Online — Make changes to your account or renew online 24/7 through TxIRP at <https://irp.dot.state.tx.us/login.aspx>. Your renewal billing will be available

on this site.

- In Person --- At one of the TxDMV Regional Offices. Contact information can be found in Appendix A.
- By mail — Mail renewal applications and payments to:

Texas Department of Motor Vehicles  
Motor Carrier Division – IRP Renewal  
PO BOX 26440  
Austin, TX 78755-0440

If renewing by mail, please submit renewal applications no later than 1<sup>st</sup> day of the month of expiration to allow sufficient time to calculate your fees and return your billing notice. Please submit all required paperwork along with your application or a copy of the invoice with your payment to ensure proper handling. Please allow 2-3 weeks for processing and mailing.

### **How Do I Make Changes? (Supplements)**

You may make changes to your account as needed by filing a supplemental application either in person or online. Things that may be changed include:

- adding or deleting a vehicle in your fleet;
- adding a jurisdiction; and,
- changing a registered weight on a unit

### **Adding or Deleting a Vehicle**

After an original application is filed and processed, vehicles can be added or deleted by filing a *Texas IRP Supplemental Application*, VTR-341 (see attachment) with the TxDMV Regional Office or online.

Apportioned License Plates cannot be transferred to another owner or vehicle. Therefore, if a vehicle that is registered with Apportioned License Plates is sold, the plates should be removed and returned to a TxDMV Regional Office.

Vehicles that are added as replacement units for deleted vehicles can be exchanged on a one for one basis in Texas. This is known as a credit exchange. Registration credit remaining on the unit being deleted will be applied to the unit being added; however, not all jurisdictions allow credit exchange. Therefore, you are billed by those jurisdictions plus the \$2.00 fee for each new apportioned Cab Card, provided the vehicle gross weights are the same.

Credits **cannot** be transferred from one account or fleet to another. In order to receive credit when a vehicle is deleted, the Apportioned License Plate and Cab Card must be surrendered to the TxDMV Regional Office at the time the supplement is filed.

If your county assesses an Optional County Road and Bridge Fee and/or the Child Safety Fund Fee, you will also be billed accordingly. When a replacement vehicle is of a greater weight or requires a higher registration fee, additional fees will be collected.

The same requirements must be met on supplemental applications as on original or renewal applications in regard to the following:

- Texas titling requirements;
- IRS Schedule 1 (Form 2290);
- proof of financial responsibility (liability insurance);
- *TxIRP Cab Card Weight Schedule (VTR-357)*.

Information on credits and refunds may be obtained from your TxDMV Regional Office.

If a vehicle is sold or placed out of service, the current Apportioned License Plate and Cab Card may be surrendered to a TxDMV Regional Office for authorization of a refund for the remaining portion of the Texas registration fees, or may be held and submitted at a later date as credit exchange.

### **Add a Jurisdiction or Change a Registered Weight**

You may file an amended *Schedule B* to add jurisdictions to your Cab Card or change the registered weight for a vehicle with a TxDMV Regional Office or by processing the change online.

### **I Lost My Plate or Cab Card. How do I get a replacement?**

A replacement Apportioned License Plate may be obtained by contacting a TxDMV Regional Office and completing the appropriate forms. A duplicate “Original” Cab Card may be obtained online (no charge) or at your local TxDMV Regional Office for a fee of \$2.00.

### **What if I Need a Corrected Cab Card?**

Contact your local TxDMV Regional Office for any corrections that need to be made to your Cab Card.

### **How Do I Register My Trailer/Semi-Trailer?**

Registration of Trailers varies based on the use. For more information contact your local TxDMV Regional Office for assistance in determining the proper registration for your trailer. See Appendix A for a list of TxDMV Regional Offices.



## APPENDIX A

### Texas Department of Motor Vehicles REGIONAL OFFICE LISTING

REGION	PHYSICAL ADDRESS MAILING ADDRESS	NUMBERS
<b>ABILENE</b>	4350 N. Clack Abilene, Texas 79601-1141	LOCAL: (325) 734-5120 FAX: (325) 734-5122
<b>AMARILLO</b>	5715 I-27 S., Building H Amarillo, Texas 79110  PO Box 20326 Amarillo, Texas 79114	LOCAL: (806) 467-8902 FAX: (806) 467-8940
<b>AUSTIN</b>	1001 E. Parmer Lane, Suite A Austin, Texas 78753	LOCAL: (512) 837-4418 FAX: (512) 837-7703
<b>BEAUMONT</b>	8550 Eastex Freeway Beaumont, Texas 77708	LOCAL: (409) 892-2491 FAX: (409) 892-2826 APPORTION FAX: (409) 892-2836
<b>CORPUS CHRISTI</b>	1701 South Padre Island Dr., Bldg. 2 Corpus Christi, Texas 78416	LOCAL: (361) 808-2600 FAX: (361) 808-2610
<b>DALLAS</b>	1925 E. Beltline Road, Suite 100 Carrollton, Texas 75006	LOCAL: (972) 417-0884 FAX: (972) 416-4296
<b>EL PASO</b>	1227 Lee Trevino, Suite 100 El Paso, Texas 79907	LOCAL: (915) 591-8149 FAX: (915) 591-8058
<b>FORT WORTH</b>	2425 Gravel Drive Fort Worth, Texas 76118	LOCAL: (817) 590-2625 FAX : (817) 590-2504
<b>HOUSTON</b>	7721 Washington Ave Houston, Texas 77007	LOCAL: (713) 802-4300 FAX: (713) 866-7302 APPORTION FAX: (713) 866-7301
<b>LONGVIEW</b>	4549 W. Loop 281 Longview, Texas 75604	LOCAL: (903) 753-6279 FAX: (903) 757-7672 APPORTION FAX: (903)753-0879
<b>LUBBOCK</b>	135 Slaton Road Lubbock, Texas 79404	LOCAL: (806) 745-8888 FAX: (806) 748-0325
<b>MIDLAND-ODESSA</b>	3901 East Hwy 80 Odessa, TX 79761	LOCAL: (432) 498-4674 FAX: (432) 498-4673
<b>PHARR</b>	600 West Expressway 83 Pharr, Texas 78577	LOCAL: (956) 781-3291 FAX: (956) 782-0695
<b>SAN ANTONIO</b>	4611 N. W. Loop 410 San Antonio, Texas 78229-5126	LOCAL: (210) 615-1776 FAX: (210) 615-5845
<b>WACO</b>	2203 Austin Avenue Waco, Texas 76701-1624	LOCAL: (254) 752-1152 FAX: (254) 752-7656
<b>WICHITA FALLS</b>	1601-A Southwest Parkway Wichita Falls, Texas 76302-4906	LOCAL: (940) 720-7754 FAX: (940) 720-7849

## **APPENDIX B**

Revised July 8, 2008

### ***SCHEDULE G***

**This form should only be used if you do not wish to use the estimated distance chart.**

The *SCHEDULE G* is used when calculating your own estimated distances. In accordance with the International Registration Plan (IRP), these distances must be approved by the Texas Department of Motor Vehicles (TxDMV) and may be adjusted.

Instructions: For each trip, list the new jurisdiction through which you plan to travel, the estimated distance you plan to travel within that jurisdiction, and the estimated total number of trips for the entire fleet. This will determine the total estimated distance reported on the *Schedule B*. *Schedule G* must be submitted with your application. Carriers processing supplements online will be required to submit the *Schedule G* to TxDOT along with any other required documents.

## TEXAS IRP ESTIMATED DISTANCE CHART

**AVERAGE DISTANCE X NUMBER OF VEHICLES IN FLEET = TOTAL ESTIMATED DISTANCE TO REPORT**

JURISDICTION	ABBREVIATION	AVERAGE DISTANCE
ALASKA	AK	0
ALABAMA	AL	2,832
ARKANSAS	AR	3,636
ARIZONA	AZ	4,210
CALIFORNIA	CA	4,985
COLORADO	CO	1,531
CONNECTICUT	CT	384
DISTRICT OF COLUMBIA	DC	42
DELAWARE	DE	127
FLORIDA	FL	2,704
GEORGIA	GA	2,473
IOWA	IA	624
IDAHO	ID	484
ILLINOIS	IL	2,600
INDIANA	IN	1,552
KANSAS	KS	1,187
KENTUCKY	KY	1,419
LOUISIANA	LA	4,765
MASSACHUSETTS	MA	309
MARYLAND	MD	583
MAINE	ME	67
MICHIGAN	MI	594
MINNESOTA	MN	245
MISSOURI	MO	2,232
MISSISSIPPI	MS	2,098
MONTANA	MT	264
NORTH CAROLINA	NC	1,355
NORTH DAKOTA	ND	100
NEBRASKA	NE	426
NEW HAMPSHIRE	NH	49
NEW JERSEY	NJ	1,203
NEW MEXICO	NM	4,002
NEVADA	NV	531
NEW YORK	NY	923
OHIO	OH	1,763
OKLAHOMA	OK	3,634
OREGON	OR	701
PENNSYLVANIA	PA	1,822
RHODE ISLAND	RI	58
SOUTH CAROLINA	SC	975
SOUTH DAKOTA	SD	113
TENNESSEE	TN	3,219
TEXAS	TX	38,502
UTAH	UT	1,027
VIRGINIA	VA	2,048
VERMONT	VT	45
WASHINGTON	WA	582
WISCONSIN	WI	510
WEST VIRGINIA	WV	441
WYOMING	WY	850
ALBERTA	AB	82
BRITISH COLUMBIA	BC	52
MANITOBA	MB	50
NEW BRUNSWICK	NB	50
NEWFOUNDLAND/LAB	NF	50
NOVA SCOTIA	NS	50
NORTHWEST TERRITORY	NT	0
NUNAVUT	NU	0
ONTARIO	ON	311
PRINCE EDWARD ISLAND	PE	50
QUEBEC	QC	71
SASKATCHEWAN	SK	50
YUKON	YT	0
MEXICO	MX	0

### SCHEDULE G

(Submit this page if estimating your own distance.)

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Estimated Jurisdiction:

City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Estimated Distance: \_\_\_\_\_

---

Estimated Jurisdiction:

City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Estimated Distance: \_\_\_\_\_

---

Estimated Jurisdiction:

City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Estimated Distance: \_\_\_\_\_

---

Estimated Jurisdiction:

City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Estimated Distance: \_\_\_\_\_

---

Estimated Jurisdiction:

City	State	City	State	Distance	X Trips	X Vehicles	= Total Estimated Distance
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Total Estimated Distance: \_\_\_\_\_

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

\_\_\_\_\_  
Signature of Owner or Corporate Office

\_\_\_\_\_  
Date



## Acceptable Distance Records for Audit

Under the provisions of Article X of the International Registration Plan, each base jurisdiction (state) administrator may audit the supporting trip-distance records of the registrants displaying base plates from their jurisdiction. To qualify for apportionment, a registrant must operate all power units interstate and must maintain accurate distance records of the trip movements of his/her apportioned vehicles.

All records in support of an application must be retained for a period of three (3) years following the close of the registration year to which the application pertains, and to make these records available for examination by the base jurisdiction at its request. These records must be maintained on each individual vehicle from July 1 – June 30 of each reporting period.

### Determination of Vehicle Trip Distance:

- State Maps
- Distance Guide
- Odometer or Hubodometer Readings
- Computer Software

### Distance traveled each day is to be recorded on a source document which must contain the following:

- |   |  |
|---|--|
| 1. Dates of trip (start date and end date)                          | 5. Total trip distance traveled                          |
| 2. Trip origin and destination (city and state)                     | 6. Distance traveled by jurisdiction (state or province) |
| 3. Beginning and ending odometer or hubodometer reading of the trip | 7. Power unit number or vehicle identification number    |
| 4. Routes of travel   | 8. Intermediate stops                                    |

**NOTE:** Individual Vehicle Distance Records (IVDR) must contain items 1 - 8 as listed above.

### **A registrant must prepare and maintain:**

1. A monthly summary that recaps jurisdiction and total distance traveled by each vehicle operated during the calendar month;
2. A quarterly summary that recaps jurisdictional and total distance traveled by the fleet during each calendar quarter; and
3. A summary of the quarterly recaps used in preparing the application for apportionment.

### Examples of IVDRs:

1. Driver logs (by vehicle, jurisdiction and date).
2. Driver trip sheets.
3. Receiving contracts (rental one-way).
4. Any other records which contain the required information (computer printouts are acceptable if supported by the specified IVDR. This information must be transferred to a monthly or quarterly recap).
5. On-board recording devices may be used in lieu of, or in addition to, handwritten trip reports. Any device or electronic system used in conjunction with an on-board recording device must meet the requirements identified in the Audit Guidelines and be certified by the manufacturer.

**In recording the actual distance of a vehicle, the carrier must record all trip movement (every mile/kilometer driven - interstate and intrastate), including loaded, empty, deadhead, bob-tail, off road, and/or personal miles/kilometers. All odometer readings must be consecutive.**

I have read the above and understand that failure to maintain the distance records for my apportioned fleet as required could result in cancellation of my apportioned privileges. These records are made available for audit by the Texas Department of Motor Vehicles at request during normal business hours. I further understand that I must keep my mailing address and phone number current with the TxDMV and that my failure to respond to an audit request mailed to my address of record by the stated deadline could result in the assessment of 100 percent Texas registration and/or cancellation of my apportioned privileges.

APPLICANT INFORMATION			
Name of Carrier		Phone (    )	
Mailing Address			
City	State	Zip Code	
E-mail			
Account Number			
Signature of Owner/Agent			Date

SIGN AND MAIL COMPLETED FORM TO:  
TxDMV, Vehicle Titles and Registration Division (SRB), PO Box 26440, Austin, TX 78755-0440

Print Form

**I V D R**  
**Individual Vehicle Distance Record**

Registrant's Name	Unit #	Account #	Fleet #
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Starting Date of Trip \_\_\_\_\_

Ending Date of Trip \_\_\_\_\_

City/State of Origin \_\_\_\_\_

Intermediate Stops \_\_\_\_\_

City/State of Destination \_\_\_\_\_

Beginning Odometer
--------------------

**Record ALL miles in each state requirement)**

**Fuel Purchases (Not IRP**

State	Routes	Odometer	Distance Per State	Date	State	Gal. / Price per Gal.
		<b>Ending Odometer</b>	<b>Total Distance</b>			

**\*\*\* TOTAL DISTANCE PER STATE \*\*\***

AL:	AB:	AZ:	AR:	BC:	CA:	CO:
CT:	DE:	DC:	FL:	GA:	ID:	IL:
IN:	IA:	KS:	KY:	LA:	ME:	MB:
MD:	MA:	MI:	MN:	MS:	MO:	MT:
NE:	NV:	NK:	NH:	NJ:	NM:	NY:
NF:	NC:	ND:	NS:	OH:	OK:	ON:
OR:	PA:	PI:	QB:	RI:	SK:	SC:
SD:	TN:	TX:	UT:	VT:	VA:	WA:
WV:	WI:	WY:				

Driver's Signature: \_\_\_\_\_



**I V D R**  
**Individual Vehicle Distance Record**

Registrant's Name	Unit # 101	Account # 12345	Fleet # 1
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06/01/09  
Starting Date of Trip

06/04/09  
Ending Date of Trip

San Antonio, TX  
City/State of Origin

Los Angeles, Ca  
Intermediate Stops

San Antonio, TX  
City/State of Destination

Beginning Odometer  100570
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Record ALL miles in each state requirement)

Fuel Purchases (Not IRP)

State	Routes	Odometer	Distance Per State	Date	State	Gal. / Price per Gal.
TX	I-10	101130	560			
NM	I-10	101313	183			
AZ	I-10,8	101690	377			
CA	I-8,5	102240	550			
AZ	I-8,10	102617	377			
NM	I-10	102800	183			
TX	I-10	103360	560			
		<b>Ending Odometer</b> 103360	<b>Total Distance</b> 2790			

\*\*\* TOTAL DISTANCE PER STATE \*\*\*

AL:	AB:	AZ: 754	AR:	<b>BC:</b>	CA: 550	CO:
CT:	DE:	DC:	FL:	GA:	ID:	IL:
IN:	IA:	KS:	KY:	LA:	ME:	MB:
MD:	MA:	MI:	MN:	MS:	MO:	MT:
NE:	NV:	NK:	NH:	NJ:	NM: 366	NY:
NF:	NC:	ND:	NS:	OH:	OK:	ON:
OR:	PA:	PI:	QB:	RI:	SK:	SC:
SD:	TN:	TX: 1120	UT:	VT:	VA:	WA:
WV:	WI:	WY:				

Driver's Signature: \_\_\_\_\_



## MONTHLY, QUARTERLY AND ANNUAL MILEAGE RECAP

Mileage Year July 1, 2008 Through June 30, 2009

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

Account # 12345 \_\_\_\_\_

Contact Person \_\_\_\_\_

Unit # 101 \_\_\_\_\_

Telephone # \_\_\_\_\_

STATES	TX	AR	MO	IL	NM	AZ	CA	MONTHLY TOTALS
← MONTHLY MILEAGE TOTALS →								
JULY								
AUG								
SEPT								
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APRIL								
MAY	917	671	429	606				2623
JUNE	1120				366	754	550	2790
ANNUAL TOTALS	2037	671	429	606	366	754	550	5413

## MONTHLY, QUARTERLY AND ANNUAL MILEAGE RECAP

Mileage Year July 1, \_\_\_\_\_ through June 30, \_\_\_\_\_

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

Account # \_\_\_\_\_

Contact Person \_\_\_\_\_

Unit # \_\_\_\_\_

Telephone # \_\_\_\_\_

STATES	TX							MONTHLY TOTALS
JULY								
AUG								
SEPT								
OCT								
NOV								
DEC								
JAN								
FEB								
MAR								
APRIL								
MAY								
JUNE								
JULY								
AUG								
<b>ANNUAL TOTALS</b>								

## Glossary

**Base jurisdiction** - For the purpose of fleet registration, a jurisdiction where the registrant has an established place of business, where distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with IRP plan section 1602.

**Bus (BS)** - A vehicle designed for carrying more than five passengers and used for the transportation of people.

**Cab card** - A certificate of registration issued by the base jurisdiction. It contains jurisdictions and registered gross weights for the jurisdictions in which the vehicle is registered.

**Commercial vehicle** - A vehicle for which the principal use is the transportation of commodities, merchandise, produce, freight, animals or passengers for hire.

**Credentials** - The Cab Cards and apportioned plates with validation tabs issued for Texas-based proportionally registered vehicles.

**Declared combined** - The total unladen weight of any combination of vehicles plus the weight of the Gross Weight maximum load to be carried on the combination of vehicles as set by the registrant, for which the registration fees have been paid.

**Declared gross weight** - The total unladen weight of any combination vehicle, plus the weight of the vehicles maximum load as set by the registrant in the application and for which registration fees have or will be paid. In the case of a bus, auto stage or a passenger-carrying for-hire vehicle with a seating capacity of more than six, the declared gross weight shall be set by multiplying the average load factor of 150 pounds by the number of seats in the vehicles, including the driver's seat. Add this amount to the unladen weight of the vehicle.

**Dump truck (DT)** - A truck whose contents are unloaded by tilting the truck bed backward with the tailgate open.

**Established place of business** - a physical structure located within the base jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Operational records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020). The base

jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base jurisdiction.

**Household goods carrier** - a carrier handling:

- Personal effects and property used or to be used in a dwelling.
- Furniture, fixtures, equipment, and the property or stores, offices, museums, institutions, hospitals or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays and exhibits, which, because of their unusual nature or value, require the specialized handling and equipment usually employed in moving household goods.

**In-jurisdiction distance** - The total distance accumulated in a jurisdiction during the preceding year by vehicles of the fleet while they were a part of the fleet.

**International Fuel Tax Agreement (IFTA)** - The IFTA simplifies the reporting of all fuel taxes (gasoline, diesel, propane, natural gas and gasohol). An IFTA license allows you to file only one tax return to your base jurisdiction and covers distance traveled in all IFTA member jurisdictions. To qualify for an IFTA license, you must:

- Have a commercial vehicle that exceeds 26,000 lbs GVW or with three or more axles, regardless of weight.
- Be based in Texas.
- Operate interstate.

Note: Fleet consolidation does not require basing in Texas.

For more information on IFTA, please contact the Texas Comptroller of Public Accounts at (800) 252-1383.

**International Registration Plan** – The plan that allows commercial vehicles to comply with registration requirements of more than one jurisdiction and to pay registration fees based on the percentage of operation in those jurisdictions (see Apportioned Registration).

**Interstate** - Vehicle movement between or through two or more jurisdictions.

**Intrastate** - Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

**Jurisdiction** - A state, country, province, territory, possession or federal district of a country.

**Lessee** - A person, firm or corporation which has legal possession and control of a vehicle owned by another under terms of a lease agreement.

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

**Owner** - A person, firm or corporation who holds the legal title to a vehicle.

**Owner/Operator** - Equipment lessor who leases their vehicle equipment with driver to a carrier.

**Prorate percentage** - The percentage used for apportioning fees on vehicles that are prorating.

**Registrant** - A person, business firm or corporation in whose name a vehicle or fleet of vehicles is registered.

**Registration** - A document certifying an act of registration.

**Registration year** - Twelve month period during which the registration credentials are valid.

**Reporting period** - the period of 12 consecutive months immediately prior to the July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. If the registration year begins on any date in October, November, or December, the reporting period shall be the previous such 12 month period.

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

**Total distance** - The total distance accumulated in all jurisdictions during the preceding year by all vehicles of the fleet while they were a part of the fleet. Include Trip Permit distance also.

**Tractor (TR)** - A motor vehicle used primarily for pulling other vehicles but not constructed to carry a load other than a part of the weight of the vehicle that is pulled.

**Trip Permit** - A temporary license issued by a jurisdiction in lieu of reciprocity or full registration. These can be purchased for \$25 each.

**Truck (TK)** - A motor vehicle designed primarily for the transportation of property.

**Truck tractor (TT)** - A vehicle designed and used primarily for pulling other vehicles but constructed to carry a load in addition to part of the vehicle's weight and load.

**Unladen weight** - The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped or normal use on the highway. This does not include the weight of the load to be carried.

**Weight Groups** - Groupings of vehicles that are running with the same gross or combined gross weights within the same jurisdictions.