

Apportioned Registration Manual



Manitoba Apportioned Registration Manual

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1 Introduction

This manual explains how Manitoba based carriers can obtain “apportioned” registration under the International Registration Plan (IRP). The Province of Manitoba became a member of IRP on Mar. 1, 2001.

Please use this manual as a reference only.

The basic information needed to prepare applications is provided. However, 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 should contact the IRP Prorate Office.

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

It is the responsibility of the carrier to ensure that all requirements for each IRP jurisdiction have been met. This manual contains a list of contact telephone numbers for your convenience.

NOTE: It is the applicant’s responsibility to properly complete all forms necessary to register vehicles under IRP. Manitoba Public Insurance staff cannot change any information on the forms that relate to the calculation of registration fees or taxes. If a submitted application is incomplete, the applicant will be notified and asked to provide the information or to submit a new, revised application. This will delay processing.

The words: “IRP” and “Apportioned or Proportional Registration”, “Carrier”, “Applicant” and “Registrant” and “State”, “Jurisdiction” and “Province” are used interchangeably in this manual. Note that 11,794 kgs is equivalent to 26,000 lbs.

2 Service Centre Pick Up Procedure

For service centre locations, see the [last page of this manual](#).

All IRP transactions **except** renewals and new fleets are available for payment and pickup at all service centres. Fleet renewals that have been processed by the IRP Prorate Office are available for payment and pickup at the office's location at Cityplace and rural service centres, if the rural location was specified at time of renewal. Copies of sample transactions can be found in the [Appendix B \(Prorate Fleet & Vehicle Applications\)](#).

The procedures for service centre pickup are:

Email or fax the IRP application and all supporting documents to the IRP Prorate Office office (see [last page of the manual](#) for contact information) with a cover letter stating which service centre you want to attend.

An Invoice Summary will be emailed or faxed back with comments indicating service centre for pickup and applicable documents required (for example "To be picked up in Brandon. Must provide original cab card and original NVIS.").

Once you have received an invoice summary from the IRP Prorate Office , proceed to the service centre with the required original supporting documents. If the Invoice Summary indicates a Canadian and US amount owing, the US fees will be converted into Canadian funds. You will have the option to pay in both currencies or have the total converted amount in Canadian currency.

The service centre will process your payment and provide you with a copy of the payment receipt, cab card, registration card and also plates when required.

For 24 hour service, transactions **must** be emailed or faxed to the IRP Prorate Office with all supporting documents.

3 What is IRP?

IRP stands for **International Registration Plan**, a cooperative agreement for registering vehicles that travel into two or more jurisdictions. The IRP provides for payment of licensing fees based on fleet distances operated. The unique feature of the IRP is that although licence fees are paid to the various jurisdictions in which fleet vehicles are operated, only one set of license plates, one registration card and one cab card is issued for each fleet vehicle. The following jurisdictions are IRP members:

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

4 How IRP Works

Under IRP, inter-jurisdictional carriers must file application(s) with the jurisdiction in which they are based. The base jurisdiction then issues a registration card, cab card and a set of apportioned plates per vehicle. The apportioned plates, registration card and cab card are registration credentials you need to operate on an 'inter' and 'intra' basis in member jurisdictions. ('Intra' operations require meeting the operating authority requirements of the individual jurisdictions.) A cab card lists the weights you have requested for each jurisdiction and registration fees for the selected weights are apportioned according to the distance accumulated in each jurisdiction. A cab card provides registration in all IRP jurisdictions regardless of whether any distances or fees have been paid to that jurisdiction.

IRP 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 jurisdictions according to:

- percentage of distance traveled in each jurisdiction
- vehicle identification information
- maximum weight and
- value, age, unladen weight, etc. (in some jurisdictions)
- Under the IRP, all member jurisdictions:
 - accept a single registration plate and registration card
 - accept a single cab card
- allow registrants to travel both inter and intra jurisdictionally (intra travel is subject to the terms of the operating authority issued by each member province/state).

5 When to Apportion Your Vehicle

5.1 IRP Licensing Criteria

Under the IRP Agreement, carriers are required to register vehicle(s) in their base jurisdiction. If carriers have established a base of operations in more than one member jurisdiction, they must register applicable vehicles operating from that base in that jurisdiction. Base plate shopping is not allowed.

Carriers may apportionably register their vehicle(s) if the vehicle(s) travels into two or more IRP jurisdictions and is used to transport passengers for hire or is designed, used or maintained primarily for the transportation of property, and meets at least one of the following conditions:

- two axles and a gross vehicle weight or registered gross vehicle weight in excess of 11,794 kgs or 26,000 lbs;
- is a power unit having three or more axles, regardless of weight;
- is used in combination, when the weight of such combination exceeds 11,794 kgs or 26,000 lbs gross vehicle weight
- has a regular route bus or buses used in the transportation of chartered parties

Vehicles, or combinations thereof, having a gross vehicle weight of 11,794 kgs or 26,000 lbs or less, or two-axle vehicles may be proportionally registered at the option of the registrant.

5.2 Base Jurisdiction

“Base Jurisdiction” means, for purposes of fleet registration, the jurisdiction where the registrant has an established place of business or can demonstrate residency, where distance is accrued by the fleet and where operational records of such fleet are maintained or can be made available in accordance with the provisions of Section 1020 of the IRP Agreement.

5.3 Established Place of Business

“Established Place of Business” means a physical structure located within the base jurisdiction owned, leased or rented by the fleet registrant.

The physical structure shall be designated by a street number or road location, be open during normal business hours, and have located within it:

- person(s) in the permanent employment of the registrant conducting the fleet registrant’s trucking-related business, and
- the operational records of the fleet and the maintenance of such records (unless such records can be made available in accordance with the provisions of Section 1020 of the IRP Agreement).

The trucking-related business within the base jurisdiction must constitute more than just credentialing, distance and fuel reporting, and/or answering a telephone. Employees in the permanent employment of the registrant, not contractual labor, must be performing the trucking-related duties. A jurisdiction may require whatever information the jurisdiction deems pertinent to show that the registrant has an established place of business within the jurisdiction and that all proper fees and taxes are paid.

5.4 Establish Residence

To establish residence, an applicant must demonstrate to the satisfaction of the base jurisdiction, three of the following:

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

5.5 Apportioned Registration Does Not

- Waive or exempt a carrier from obtaining operating authority from any province/state in which the apportioned vehicle travels
- Waive or replace the requirements of the International Fuel Tax Agreement (IFTA)
- Allow registrants to exceed the maximum length, width, height or axle limitations
- Waive or exempt the payment of tax reporting requirements of US Federal Heavy Vehicle Use Tax applicable on vehicles with a gross weight of 55,000 lbs/24,948 kgs and greater traveling into the U.S.
- Waive or exempt registering with the Unified Carrier Registration Agreement (UCRA)
- Exempt a carrier from filing the necessary proof of liability insurance coverage in each province/state where required.

5.6 Exempt Vehicles

The IRP exempts the following vehicles from IRP registration. However, a regular Manitoba plate must be obtained and displayed on:

- Vehicles operating under separate reciprocity agreements that are not superseded by the IRP
- Commercial vehicles used solely within the Province of Manitoba
- Recreational vehicles used for personal pleasure or travel by an individual or family
- Government owned vehicles
- Commercial vehicles displaying restrictive plates which have geographic area, distance or commodity restrictions.

Due to jurisdictional statutes and regulations, some exemptions may not be recognized. A carrier should check with a jurisdiction prior to conducting operations.

6 Types of Operations

6.1 For-Hire Carriers

An individual or company whose business or undertaking is the transportation of goods, property or equipment of others and includes the transportation of passengers for compensation or gain. (Please refer to 'Buses' for more details.)

6.2 Private Carriers

A private carrier is an individual or company whose business or undertaking is the transportation of their own goods, property or equipment and includes the transportation of passengers that are not for compensation or gain. (Please refer to 'Buses' for more details.)

6.3 Buses

6.3.1 Regular route

Apportionment 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 distances per jurisdiction from the farthest point of origination to the farthest point of destination of the route schedule.

6.3.2 Charters

Apportionment is a requirement under IRP for all buses used exclusively for the transportation of "chartered parties".

6.4 Rental Vehicles

For purposes of IRP, the following definitions are applicable to Rental Vehicles:

6.4.1 Rental Owner

An owner principally engaged in renting (one or more rental fleets) to others or offering for rental the vehicles of such fleets, without drivers.

6.4.2 Rental Fleet

One or more vehicles that are rented or offered for rental without drivers and designated by rental owner as a rental fleet.

6.4.3 Rental Vehicle

A vehicle of a rental fleet.

6.4.4 Renting and Leasing

The giving of possession and control of a vehicle for valuable consideration for a specified period of time.

6.4.5 Rental Transaction

For the rental of a vehicle, this shall be deemed to occur in the jurisdiction where such vehicle first comes into possession of the user.

The IRP specifically provides for the registration of various types of rental fleets.

Rental fleets owned by any person or company engaging in the business of renting vehicles for valuable consideration for a specific period of time shall be extended full inter- jurisdictional or intra-jurisdictional privileges, providing that:

- Such person or company has received either the appropriate operating authority or approval from the jurisdiction to apportion such rental fleet,
- The operational records of the fleet are maintained by the rental owner and must be identifiable as being part of such fleet,
- Such vehicles are part of a rental fleet that are identifiable as being a part of such fleet and must include the specified number of vehicles,
- Such person or company registers the vehicles as described below:

6.4.6 Rental Passenger Cars

The apportionment factors for rental passenger cars are calculated on the basis of rental revenue and not vehicle distance. To determine the number of vehicles to be fully plated in each jurisdiction, divide the gross revenue received in the preceding year for use of such rental arising from passenger car rental transactions occurring in Manitoba 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 Manitoba.

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

6.4.7 Trailers and Semi Trailers (Pool Fleets)

Trailers and semi trailers not in separate pool fleets and used in normal tractor-trailer operations shall be licensed according to application for proportional registrations. Where required, trailers and semi trailers over 2,730 kgs/6,000 lbs gross vehicle weight and used solely in pool fleets shall be licensed by dividing the gross revenue received in the preceding year for the use of such rental vehicles arising from rental transactions in all member jurisdictions. The resulting percentage shall be applied to the overall total number of units to determine the actual number of rental units that shall be plated and pay full registration fees in Manitoba.

6.4.8 Utility Trailers

Every owner of utility trailers of 2,730 kgs/6,000 lbs gross vehicle weight and under, engaged in the business of renting such trailers for use in Manitoba shall, on renewal, register a number of trailers equal to the average number of such trailers rented in or through Manitoba during the preceding year.

6.4.9 One-Way Vehicles

Owners of trucks of less than 11,794 kgs/26,000 lbs gross vehicle weight operated as part of an identifiable one-way fleet can allocate vehicles and fully plate vehicles in the respective jurisdictions based on the fleet distance factor or they can apportion their vehicles. If allocation is chosen all qualifying vehicles are to be allocated. If apportionment is chosen all qualifying vehicles are to be apportioned. All trucks of such one-way fleets will be allowed to perform both Inter-jurisdictional and Intra-jurisdictional movements in all jurisdictions.

6.4.10 Trucks and Truck Tractors

Regular apportioned registration is required for trucks and truck tractors with gross vehicle weight in excess of 11,794 kgs/26,000 lbs.

7.0 Manitoba Regulatory Requirements

7.1 International Fuel Tax Agreement (IFTA) Requirements under The Motive Fuel Tax Act and The Gasoline Tax Act

Manitoba carriers who operate one or more qualified motor vehicles in Manitoba for the Inter-jurisdictional carriage of passengers or goods are required to pay tax under *The Motive Fuel Tax Act* or *The Gasoline Tax Act* on fuel consumed in Manitoba. A “qualified motor vehicle” is defined as a vehicle that meets one of the following criteria:

- having two axles and a gross vehicle weight or registered gross vehicle weight exceeding 11,794 kgs or 26,000 lbs (power unit only)
- having three or more axles regardless of weight (power unit only)
- if used in combination with a trailer, having a combined weight that exceeds 11,794 kgs or 26,000 lbs (combination of power unit and trailing unit)

Recreational vehicles are specifically excluded from the definition of a qualified motor vehicle.

Carriers registering a “qualified motor vehicle” under IRP must also register under IFTA.

Once registered under IFTA, the licensee will be issued credentials (license and decals) recognized by all other IFTA member jurisdictions. The licensee will file quarterly tax returns to his or her base jurisdiction (i.e. Manitoba). On the returns, the licensee reports the amount of fuel purchased and consumed and kilometers traveled in each IFTA and non-IFTA jurisdiction, as well as the tax owing or refundable to each jurisdiction, resulting in a net payment or net refund amount. The base jurisdiction will forward the applicable information and tax payments (where required) to the other IFTA member jurisdictions. The base jurisdiction will also pay the net refund amount to the licensee on behalf of the IFTA member jurisdictions.

All North American jurisdictions are members of IFTA, with the following exceptions: Northwest Territories, Yukon, Nunavut, Alaska, District of Columbia, Hawaii and Mexico.

To register under IFTA, please contact Manitoba Finance - Taxation Division (contact information available in [Appendix F - Contact Information](#)).

7.3 Motor Transport Board

The Motor Transport Board previously ensured all Manitobans were provided with adequate transportation services at a reasonable cost through the administration of a regulatory system under the Highway Traffic Act governing motor carriers operating public service vehicles.

The Motor Transport Board was dissolved when [The Traffic and Transportation Modernization Act \(TTMA\)](#) came into force on March 1, 2019.

Visit [Modernizing Traffic and Transportation in Manitoba](#) for more information.

7.4 Manitoba Safety Fitness Certificate

Operators of public service vehicles (PSV) and commercial trucks (CT) with registered GVW of 4,500 kgs or more in Manitoba must have a Safety Fitness Certificate issued by the Motor Carrier Division of the Department of Transportation and Infrastructure. There is no cost for the certificate, but it must be renewed annually. For more information, contact the Motor Carrier Division of the Department of Transportation and Infrastructure. See [Appendix F - Contact Information](#).

7.5 Insurance Coverage

Private and Daily Rental vehicles in Manitoba require a minimum of \$200,000 Public Liability and Property Damage (PL & PD) coverage. Vehicles with GVW exceeding 4,499 kgs that operate outside Manitoba require a minimum of \$1,000,000 PL & PD coverage.

Public Service vehicles operating within and outside Manitoba with GVW in excess of 4,499 kgs require a minimum of \$1,000,000 PL & PD coverage. Carriers of Dangerous Goods and Public Service Buses operating in Manitoba require a minimum of \$2,000,000 PL & PD coverage. Proof of insurance in the form of a Certificate of Insurance must be filed with the Motor Carrier Division of the Department of Transportation and Infrastructure. For contact information, see [Appendix F - Contact Information](#).

7.6 Enforcement

Enforcement representatives look at the original registration card and original cab card for verification that vehicles are properly registered. The registration card and cab card must always be carried in the vehicle for which it was issued. Registration cards and cab cards may **not** be altered in any way. **Photocopies are not acceptable as proof of registration.**

A commercial vehicle not displaying or carrying a current registration plate, cab card or a valid trip permit is in violation of vehicle registration laws and the owner/registrant is subject to penalties and fines in all jurisdictions in which the vehicle travels.

8.0 Applications and Forms

8.1 Completion of Application Forms

The applicant is responsible for properly completing all forms necessary to register vehicles under IRP. If you submit an incomplete application, you will be asked to provide the information or submit a new, revised application form. Manitoba Public Insurance staff cannot change any information on the application that relates to the calculation of registration fees or taxes. Incorrect or partial completion of an application will delay processing. Data on the application is subject to review and verification. The base jurisdiction acts for all jurisdictions in the collection and verification of such information, and the registrant's signature attests to accuracy.

8.2 Applications and Forms

Apportioned application forms are available at any Service centre, or at the Manitoba Public Insurance Website on the **International Registration Plan** page, or **Publications** page:

<https://www.mpi.mb.ca/Pages/international-registration-plan.aspx>

<https://www.mpi.mb.ca/Pages/Publications-List.aspx>

Additional information is available by contacting the IRP Prorate Office (for contact information, see the [last page of this manual](#)).

To avoid delay in processing your application, be sure to complete all requested information on each form.

Both the **Prorate Fleet Application** and **Prorate Vehicle Application** must be completed when:

- Making an initial application for a Manitoba apportioned fleet
- Renewing an existing Manitoba apportioned fleet.

Sample forms and step-by-step instructions for completing both applications are included in [Appendix B - Prorate Fleet & Vehicle Applications](#). Supplemental applications are submitted on the Prorate Vehicle Application by the carrier **after** the original application has been paid.

An Authority to Register and S/B Exclusive Use Agreement (for sample, see [Appendix C - Authority to Register and Exclusively Use Agreement](#)) must be completed if the owner/operator owns the vehicle the carrier is registering. This form is also available on the Manitoba Public Insurance public website.

8.3 Points To Remember

- A Manitoba IFTA (International Fuel Tax Agreement) number must be obtained for all vehicles which exceed a gross vehicle weight of 11,794 kgs.
- Ensure that you have obtained the appropriate safety inspection certificate.
- Ensure you have obtained all the applicable operating authority requirements from all jurisdictions.
- Ensure you have obtained a Safety Fitness Certificate.

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- The lease agreement should include the vehicle purchase price or value of the vehicle at the start of a lease. If the purchase price is not included in the lease, we will accept a copy of the bill of sale.

9 New Registrations

Before a vehicle may be apportionably registered in Manitoba, the carrier must:

- Have an established place of business or can demonstrate residency in Manitoba,
- Fully complete and submit both the [IRP Prorate Fleet Application](#) and the [IRP Prorate Vehicle Application](#) (see [Appendix B - Prorate Fleet & Vehicle Applications](#) for help with completing the forms)

NOTE: First-time applicants with no actual distance must use [Manitoba's Average Per Vehicle Distance \(APVD\) Chart](#) to determine fees for all IRP jurisdictions.

- Submit a copy of the bill of sale or lease agreement for each vehicle
- Provide any other documentation that is deemed necessary according to Manitoba registration requirements.
- Submit the completed IRP application forms along with the supporting documents to the IRP Office by email at irp@mpi.mb.ca or fax at 204- 953-4998 or toll free 1-866-798-1186.

Applications are processed in the order in which they are received. Once an application has been processed, an Invoice Summary will be e-mailed or faxed to the carrier. If the Invoice Summary indicates a Canadian and US amount owing, the US fees will be converted into Canadian funds. You will have the option to pay in both currencies or have the total converted amount in Canadian currency.

Once the invoice has been paid, the registration card, cab card and plates will be issued to the carrier.

10 Supplemental Applications

A supplemental application is submitted by the carrier after the original/renewal application has been filed and paid. Supplemental applications are submitted on the Prorate Vehicle Application forms.

You must submit a supplemental application for the following transactions:

NOTE: See [Appendix B - Prorate Fleet & Vehicle Applications](#) for help with completing the forms.

10.1 To Add a Vehicle(s)

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

10.2 To Delete a Vehicle(s)

Vehicles may be deleted from an existing fleet anytime during the registration year. To delete a vehicle(s) from your fleet, the cab card(s) must accompany the application. Not all U.S. jurisdictions issue refunds on delete vehicle transactions. Refer to [Section 14 - Refunds](#) for refund information.

10.3 To Replace a Vehicle(s) – Fee Transfer

A fleet vehicle(s) may be replaced anytime during the registration year. In order to apply the credits from the previous vehicle(s) to the new vehicle(s), the information must be provided on the same supplement. The cab card for the vehicle being removed from the fleet must accompany the application.

10.4 To Increase/Decrease a Vehicle(s) Weight in a Jurisdiction

A change to vehicle registered weight may be made anytime during the registration year. If the gross vehicle weight is increased, you will be billed for any difference in registration fees. If decreased, you may be refunded for any difference in registration fees. Not all jurisdictions allow weight decrease transactions and/or refunds.

10.5 To Change Vehicle Information

You may apply for a change of vehicle information anytime during the registration year. Changes may include a change of unit number, a correction of vehicle type or correction to the vehicle owner information. The previous cab card must be returned.

10.6 To Replace Lost/Stolen Cab Card

You can attend any service centre to obtain a new cab card. A replacement fee of \$10.00 applies.

11 Manitoba Fees

All Manitoba based apportioned vehicles are subject to annual registration fees, prorate vehicle tax and an administration fee.

11.1 Registration Fees

Regular annual Manitoba registration (licence) fees are based on the gross vehicle weight of a vehicle.

For apportionment purposes, these fees are calculated using the Prorate Percentage determined for Manitoba.

The Prorate Percentage is determined by the total in-jurisdiction (Manitoba) kilometers divided by the total kilometers traveled in all IRP jurisdictions during the distance reporting year (July 1 – June 30 of the reporting period).

Annual apportioned Manitoba registration (licence) fees are payable at the time of initial licensing or upon renewal of your vehicle licence.

11.2 Vehicle Tax

To determine the annual prorate vehicle tax on apportioned vehicles, please see [Section 12 - Manitoba Prorate Vehicle Tax](#).

11.3 Administration Fee

An administration fee is charged on each supplement processed for a Manitoba-based carrier. A deletion of a vehicle is the only exception - there is no fee charged.

12 Manitoba Prorate Vehicle Tax

12.1 Prorate Vehicle Tax

Every vehicle, other than a trailer, that is used in Manitoba for inter-provincial or international commercial carriage of passengers or goods is subject to Retail Sales Tax on the purchase price of the vehicle. The tax associated with IRP registration is the Prorate Vehicle Tax (PVT) and is payable for each registration period the vehicle is registered on IRP in Manitoba, and is calculated on the ratio of distance driven in the province to total distance driven.

12.2 Prorate Vehicle Tax Formula

PVT = TV X R X TR X T	
TV	= The taxable value of the vehicle. If the vehicle is purchased, the taxable value is the purchase price before trade in. If the vehicle is leased, the taxable value is the purchase price stated in the lease agreement or, if the purchase price is not stated in the lease agreement, then it would be the fair market retail value of the vehicle at the start of the lease. The vehicle taxable value might need adjustment if capital expenditures are made to the vehicle after purchase.
R	= The tax rate established in the tax rate table provided on page 22. The applicable tax rate is determined by the number of calendar years since the year in which the registrant acquired the vehicle.
TR	= The travel ratio for the vehicle. It is the ratio of distance traveled in Manitoba to the total distance traveled during the previous July 1 to June 30 period (rounded to 5 decimal places = .00000).
T	= The number of whole or partial calendar months left in the vehicle registration year at the time the vehicle is registered, divided by 12 (rounded to 5 decimal places = .00000).

12.3 Tax Rate Table

Calendar Year	Truck Tax Rate	Bus Tax Rate
Acquisition year	3.294%	2.059%
First year following acquisition year	2.646%	1.654%
Second year following acquisition year	2.177%	1.360%
Third year following acquisition year	1.838%	1.148%
Fourth year following acquisition year	1.597%	0.998%
Fifth year following acquisition year	1.577%	0.985%
Sixth year following acquisition	1.509%	0.943%
Seventh year following acquisition year	1.486%	0.928%
Eighth year following acquisition year	1.497%	0.935%
Ninth and subsequent years following acquisition year	1.533%	0.958%

12.4 Fleet Changes

Where a vehicle is transferred between fleets, a tax credit is provided for that portion of the registration period in which the PVT was duplicated. This credit will be applied against PVT due when the original carrier adds a vehicle to an Inter-jurisdictional fleet that operates in Manitoba.

For vehicles added during the registration period, the PVT is prorated over the remaining months of the registration year.

A vehicle moved from an intra-provincial to an inter-jurisdictional fleet is subject to the PVT. A partial refund of tax previously paid may be applicable. Please contact Manitoba Finance, Taxation Division (see [Appendix F - Contact Information](#)) at either the Winnipeg or Brandon office for the refund application form.

A vehicle moved from an Inter-jurisdictional fleet to an intra-provincial fleet in Manitoba will be subject to tax on the depreciated purchase price of the vehicle. The deletion results in a credit/refund of PVT for the period remaining in the registration year. A credit of the PVT for the balance of that vehicle's registration year will be automatically processed to the carrier's account with the IRP Prorate Office. If the carrier ceases to operate inter-jurisdictionally he/she would have to apply for a refund directly to Manitoba Finance, Taxation Division. The IRP Prorate Office will **not** process refunds.

If the carrier ceases operations completely, unused credits are non-refundable and non-transferable.

12.5 Vehicles That Are Sold

A PVT credit is available at the time a vehicle is sold and deleted from a fleet. It is based on the balance of that vehicle's registration year. The trade-in value of the vehicle cannot be used to reduce the taxable value of the replacement Inter-jurisdictional vehicle.

12.6 Leased Vehicles That Are Returned To The Lessor

A PVT credit is available at the time a leased vehicle is deleted from a fleet and is returned to a lessor. It is calculated on the balance of that vehicle's registration year.

12.7 Vehicles Registered as Non IRP to IRP Use

A registrant that acquires a vehicle for in-province use only and later registers the vehicle under IRP for Inter-jurisdictional use may be eligible for a refund of a portion of the tax previously paid on the vehicle.

12.8 Purchase of Power Unit, Trailer, Parts and Repairs

A vehicle, other than a trailer, which is used for the inter-provincial or international commercial carriage of goods or passengers is taxed annually under the PVT formula. The purchaser of the vehicle is not required to pay Retail Sales Tax at the time of purchase. The exemption from RST applies to the purchase of trailers that will be used solely for the inter-provincial or international carriage of goods or passengers. The leasing of similar vehicles and trailers is also RST exempt.

The RST exemption applies to the purchase of parts for or repairs to these vehicles and trailers.

The purchaser must quote their prorated account number to obtain the RST exemption at the time of purchase (or lease) of these units or the purchase of related parts. The dealer/supplier must record this number and the purchaser's name on the invoice (lease contract) and retain a copy of the invoice (lease contract) to substantiate the tax exemption.

To exempt the repairs of these units the vendor must record the prorated account number and purchaser's name on the invoice and retain a copy of the IRP cab card with the invoice.

Where RST has been paid on an exempt purchase, the purchaser may apply for a refund of the RST to Manitoba Finance, Taxation Division at either the Winnipeg or Brandon offices (see [Appendix F - Contact Information](#) for contact information).

NOTE: Retail Sales Tax is payable at 7% at the time of purchase on all purchases of intra-provincial power units, trailers, accessories and all related parts and repairs.

When the carrier is unable to designate specific trailers that are used solely for Inter-jurisdictional commercial purposes and those that are used solely within Manitoba, an allocation will have to be made to determine the trailers that are subject to tax. For example, if 70% of a carrier's power units are registered for Inter-jurisdictional use and 30% of their power units are registered solely for in province use, then 30% of the amount paid for purchasing or leasing trailers during that year would be subject to the 7% retail sales tax.

12.9 Fleet Changes

A carrier who transfers a vehicle between Inter-jurisdictional fleets that both operate in Manitoba may qualify for a refund for the portion of the registration period in which the PVT was duplicated. Proper documentation is required.

A vehicle moved from an intra-provincial (Manitoba) fleet to an inter-jurisdictional fleet operating in Manitoba and at least one other jurisdiction is subject to PVT. A refund may be applicable based upon the tax previously paid on the vehicle.

An inter-jurisdictional vehicle operating partially in Manitoba that moves to 100 per cent operating in Manitoba will be subject to RST on the depreciated purchase price of the vehicle. A PVT refund may be applicable for the balance of the registration period.

RST would still be payable on the total purchase price of a vehicle acquired for 100 per cent use in Manitoba. If the vehicle is later registered under IRP for inter-jurisdictional use which includes Manitoba, the registrant may be eligible for a refund of a portion of tax previously paid on the vehicle once PVT has been paid.

12.10 Time Limit for Refunds - All Carriers

All refund claims, with supporting documentation must be filed with the Taxation Division of the Department of Finance within two years of the transaction that resulted in the claim. Please contact one of the Taxation Division offices for forms and/or additional information.

12.11 Retention of Records

In addition to the IRP record retention requirements, each required person must maintain and retain all records pertaining to its operations as required under the Manitoba Retail Sales Tax Act for a minimum of six (6) years.

For contact information for Manitoba Finance, see the [Appendix F - Contact Information](#).

13 Invoice Billings

13.1 Fee Criteria in Other Jurisdictions

When the IRP Prorate Office processes each application, the fees are calculated for all IRP jurisdictions in which apportionment has been requested. (Each jurisdiction individually bases their fees on different criteria, such as purchase price or model year of the vehicle or carrier type, etc. They do not collectively base their fees on common or standard criteria. Also, some jurisdictions have more than one fee, such as ad valorem tax, excise tax, privilege tax, clean air levy, etc.) Registration fees and prorate tax is broken down for each jurisdiction on the invoice billing.

13.2 Invoice Summary

- The Invoice Summary billing is e-mailed or faxed to the carrier's contact address as shown on the application.
- Shows the total due for the application.
- Shows the percentage factor and breakdown for fees and tax (where applicable) per jurisdiction, how that fee is distributed among the jurisdictions and the combined total payments due for all vehicles (recorded on all Invoice Detail sheets) in the application.
- Should be checked in detail against your original application prior to payment to ensure:
 - That all jurisdictions are listed,
 - That declared total kilometers per jurisdiction are accurate,
 - That distances have been correctly recorded as actual or APVD.

Supplements subsequent to new fleet and renew fleet must use actual or Average Per Vehicle distances.

13.3 Invoice Detail

- The Invoice Detail is e-mailed or faxed to the carrier's *contact address* as shown on the application.
- Shows the breakdown of fees and tax (where applicable) per vehicle, how that fee is distributed among the jurisdictions and the total due for that individual vehicle.
- Should be checked in detail against your original application **prior to payment** to ensure:
 - That all requested units are listed,
 - That all vehicle information, such as unit number, VIN number, owner, purchase price, purchase date, etc. is correctly listed,
 - That the gross vehicle weight for each vehicle is correctly listed.

Please contact the IRP Prorate Office *immediately* to report any discrepancies on Invoice Billings.

13.4 Payment

Payments due are listed on the Invoice Summary **only**.

If the Invoice Summary indicates a Canadian and US amount owing, the US fees will be converted into Canadian funds. You will have the option to pay in both currencies or have the total converted amount in Canadian currency.

Do not remit funds for any amounts listed on the Invoice Detail sheets. These are subtotals only and have already been included in the Total Amount Due portion of the Invoice Summary.

Please make your cheque(s) payable to **Manitoba Public Insurance**.

13.5 Invoice Summary Example

Manitoba Public Insurance
 IRP Prorate Office 234
 Donald Street
 Winnipeg, MB R3C 4A4

Phone: 204-985-7775
 1-866-798-1185
 (Outside Winnipeg)
 Fax: 204-953-4998
 1-866-798-1185
 (Outside Winnipeg)

INVOICE SUMMARY

MPI Customer Number: XXXXX

ZZZ TRANSPORT LTD

Invoice Date: 23 Sep 2015
 Account Number: MB00000
 Fleet Number: 001
 Supplement Number: 01
 Carrier Type: For Hire
 Effective Date: 1 Sep 2015
 Expiry Date: 1 Aug 2016
 Supplement Type: Amend Fleet

Comments: *PLEASE NOTE: THIS COMMENT SECTION WILL INDICATE THE SERVICE CENTRE YOU HAVE CHOSEN TO ATTEND, THE PLATES AND STICKERS BEING ISSUED (IF APPLICABLE) AND ANY DOCUMENTS YOU WILL NEED TO ATTEND WITH.**

Jurisdiction	KMs	APVD	Prorate Percentage	Reg Fees	Prorate Tax	Admin Fee	MB Reg & Ins Fee	Total Due
Utah	787	Y	0.592	4.12	0.00	0.00	0.00	4.12 US
Vermont	21	Y	0.016	0.35	0.00	0.00	0.00	0.35 US
Virginia	187	Y	0.141	1.87	0.00	0.00	0.00	1.87 US
Washington	689	Y	0.518	9.11	0.00	0.00	0.00	9.11 US
West Virginia	161	Y	0.121	1.37	0.01	0.00	0.00	1.38 US
Wisconsin	4760	Y	3.578	91.60	0.00	0.00	0.00	91.60 US
Wyoming	456	Y	0.343	2.83	4.80	0.00	0.00	7.63 US

Totals		Canadian Only Payment Option	
Total Amount Due Canadian Funds:	\$776.08	USD Fees:	\$654.12
		Exchange Rate (USD to CAD)	<u>1.2322</u>
Total Amount Due US Funds:	\$654.12	USD to CAD Conversion Amount	\$806.01
		Original CAD Amount	<u>\$776.08</u>
		Grand Total CAD Amount	\$1,582.09

13.6 Invoice Detail Example

Manitoba Public Insurance
 IRP Prorate Office 234 Donald Street
 Winnipeg, MB R3C 4A4

Phone: 204-985-7775
 1-866-798-1185 (Outside Winnipeg)
 Fax: 204-953-4998
 1-866-798-1185 (Outside Winnipeg)

INVOICE DETAIL

MPI Customer Number: XXXXX

ZZZ TRANSPORT LTD

Invoice Date: 30 Oct 2015
 Account Number: MB00000
 Fleet Number: 001
 Supplement Number: For Hire
 Carrier Type: 01 Jan 2016
 Effective Date: 31 Dec 2016
 Expiry Date: 1 Aug 2018
 Supplement Type: Amend Fleet
 Unit Number: 1234

Add Vehicle MPI Vehicle Number **XXXXXXXXXX**
 Unit Number 1234
 VIN 1XKDDP9XXEJXXXXX
 Year/Make 2014 KENWORTH

Tare Weight: 7,888
 Fuel Type: Diesel
 No. of Axles: 3

Owner: XXXXX
 Purchase Date: 11 Jun 2013
 Purchase Price \$117,721.23
 (CDN):
 Purchase Price (US): \$115,392.00

Vehicle Type TT – Truck Tractor
 Bus Seats 0

Plate Number: PXX 000

Delete Vehicle MPI Vehicle Number **XXXXXXXXXX**
 Unit Number 5678
 VIN 1FUJGLDVXDLXXXXX
 Year/Make 2013 FREIGHTLINER

Tare Weight: 8,200
 Fuel Type: Diesel
 No. of Axles: 3

Owner: XXXXX
 Purchase Date: 12 Jun 2012
 Purchase Price \$121,829.33
 (CDN):
 Purchase Price (US): \$117,948.81

Vehicle Type TT – Truck Tractor
 Bus Seats 0

Plate Number: PXX 000

Jurisdiction	GVW	Reg Fees	Prorate Tax	Admin Fee	Total Due
Alberta	60,000 60,000	73.00 73.00 CR+ 73.00 CR-	0.00	0.00	0.00
British Columbia	60,000 60,000	125.75 125.75 CR+ 125.75 CR-	107.40	0.00	107.40
Manitoba	60,000 60,000	0.00	163.68 127.76 CR+ 127.76 CR-	10.00	45.92
Nova Scotia	60,000 60,000	42.63 42.63 CR+ 42.63 CR-	0.00	0.00	0.00
Ontario	60,000 60,000	71.00 71.00 CR+ 71.00 CR-	0.00	0.00	0.00
Saskatchewan	60,000 60,000	308.00 308.00 CR+ 308.00 CR-	179.02	0.00	179.02
Arizona	80,000 80,000	363.85 341.78 CR+ 341.78 CR-	0.00	0.00	22.07 US
California	80,000 80,000	210.00 174.00 CR+ 174.00 CR-	66.00	0.00	102.00 US

*Refunds will be processed by host jurisdiction.

14 Refunds

Manitoba can only refund the Manitoba portion of the IRP registration (licence) fees.

- Manitoba cannot issue refunds for any other IRP jurisdiction.

When a Manitoba carrier submits a supplement to delete a vehicle(s) from a prorate account or requests a decrease to the gross vehicle weight, the IRP Prorate Office will process the supplement which will result in the following refunding activity:

14.1 Manitoba

- The registration (licence) fees will be refunded upon cancellation of the apportioned plates and receipt of the cab card,
- The difference in registration (licence) fees will be refunded upon processing a decrease to the gross vehicle weight.

14.2 Canadian Jurisdictions

A Remittance Report will be generated and sent by the IRP Prorate Office to the other Canadian jurisdictions where the vehicles were apportioned (except Alberta and Ontario). The Report provides the jurisdiction with registration fees refundable to the carrier. The jurisdictions will individually process the refunds due (**subject to any applicable administration fees**) and remit directly to the carrier. Please allow eight weeks or longer for processing.

For Alberta and Ontario the refundable registration fees are held in a credit file by Manitoba and applied to future transactions.

14.3 U.S. Jurisdictions

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

NOTE: Most US jurisdictions do not issue refunds.

15 Distance/Operational Records

15.1 Record Keeping

Every carrier who registers vehicles under the IRP must maintain records that substantiate the actual distance traveled along with other information used in determining the registration fees for all vehicles in the IRP fleets.

15.2 Source Documents

15.2.1 Vehicle Costs

Acceptable documentation to support a vehicle's purchase price and date of purchase includes invoice and bill of sale. For leased units, the lease agreement (if the purchase price is stated in the agreement) or other proof of the fair market value of the vehicle at the beginning of the lease is required. Costs of any capital additions and modifications made to the vehicle within 30 days of the purchase must be included in the purchase price.

15.2.2 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 the driver's trip sheets and driver's logs. These and other records like distance reports and fuel reports 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. Routes (highway numbers) traveled and/or odometer readings
5. Distance by jurisdiction
6. Total trip distance
7. Vehicle unit numbers, for both power unit and trailer(s)
8. Fleet number (if registrant has more than one fleet)
9. Driver's name and signature

Form samples are available in [Appendix D - Individual Vehicle Distance Record](#).

15.2.3 Trip Permits

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

15.2.4 Actual Distance

Actual distance must be used when the registrant's fleet accumulated any actual distance during the distance reporting period. A combination of actual distance and average per vehicle distance cannot be used.

15.2.5 Average Per Vehicle Distance

First-time applicants with no actual distance must use [Manitoba's Average Per Vehicle Distance \(APVD\) Chart](#) to determine fees for all IRP jurisdictions. A combination of actual distance and average per vehicle distance cannot be used.

15.2.6 Reporting Period

The distance record reporting year for IRP runs from July 1 to June 30 of the year prior to the start of the registration period for which apportioned registration is sought. For reference, refer to the [Distance Reporting Period Chart](#).

NOTE: Only report actual distances for the jurisdictions you operated in during the reporting period.

15.2.7 Monthly Summaries

The IVDR information must be summarized on a monthly basis. The summary must contain information by individual vehicle (beginning and ending odometer readings, individual trip details, distance by jurisdiction, total distance traveled) and by fleet (distance by jurisdiction, total distance). Where a vehicle is transferred between IRP fleets, the individual distance records should be totaled and remain with the distance records for that fleet. A new IVDR should be started for the transferred vehicle in the new fleet.

Records must document the Intra-jurisdictional and Inter-jurisdictional movements of each vehicle in the fleet including loaded, empty, deadhead and bobtail distances as well as distances generated under permit(s). See sample in [Appendix D - Individual Vehicle Distance Record](#).

15.2.8 Yearly Summaries

A yearly summary is required for each July 1 to June 30 reporting period and must show the total fleet distance, broken down by month for each jurisdiction.

Under the IRP Agreement Article 1015, failure to keep adequate records as required may result in suspension of prorata privileges. This could result in a requirement to pay full Manitoba registration fees.

15.2.9 Records Retention Period

All records must be retained and available in accordance with IRP Agreement Article 1000. Copies of the forms filed for annual registration (IRP Application, Supplemental Applications, Distance Schedules, etc.) must be retained in the carrier's files for audit purposes for the current year, plus three years.

15.2.10 Distance Records

Distance records must be retained for the three distance reporting periods (July 1 - June 30) which immediately precede the current registration year.

15.2.11 Vehicle Cost Records (bill of sale, lease agreements)

Vehicle cost records must be maintained for all vehicles, which are currently registered in the fleet for a minimum of six years.

16 Audits

16.1 Authority to Audit

Article X Records and Audits of the IRP Plan requires each member jurisdiction to conduct audits of carriers based in its jurisdiction on behalf of all IRP member jurisdictions. IRP audits on Manitoba carriers will be performed by a tax auditor from the Province of Manitoba Finance - Taxation Division.

16.2 Purpose of Audit

The purpose of the audit is to ensure compliance with established rules and regulations governing prorated registration and proper payment of prorated fees and taxes to Manitoba and to all other IRP member jurisdictions in which the carrier is (or was) registered for multijurisdictional travel.

16.3 Audit Procedures

In conducting the IRP audit, auditors will use the source documents to determine, on a test basis, the accuracy and completeness of the distance and vehicle information recorded on the IVDRs, on the monthly and yearly summaries, and on the forms used for IRP registration.

16.4 Other Audits

In addition to the IRP audit, an IFTA audit and a Prorate Vehicle Tax audit on the carrier's operation in Manitoba will be conducted at the same time. These concurrent audits will minimize the inconvenience to audited carriers.

Appendix A - Maximum Operating Weights

Weights are shown in kilograms for Canadian jurisdictions and pounds for U.S. jurisdictions.

Canada

Jurisdiction	Max. Operating Weight (kgs)	Max. Cab Card Weight (kgs)	Exceptions/Conditions
Alberta	63,500	63,500	
British Columbia	63,500	63,500	
Manitoba	63,500	63,500	
New Brunswick	62,500	62,500	
Newfoundland & Labrador	62,500	62,500	
Nova Scotia	62,500	62,500	
Ontario	63,500	63,500	Overweight permit required for any weight over 139992 lbs
Prince Edward Island	62,500	62,500	
Quebec	8 axles	8 axles	*Overweight permit needed over 62,500 kg (137,500 lbs) Reminder: registration based on the number of axles
Saskatchewan	63,500	63,500	

United States

Jurisdiction	Max. Operating Weight (lbs)	Max. Cab Card Weight (lbs)	Exceptions/Conditions
Alabama	80,000	No Maximum	Overweight permit over 80,000 lbs.
Arizona	80,000	80,000	
Arkansas	80,000	80,000	
California	80,000	80,000	
Colorado	85,000	80,000	CO allows 85,000 maximum GVW on CO state highways (non-interstate), 80,000 maximum GVW on VO interstate highways, and 80,000 maximum on the cab card.

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Connecticut	80,000	80,000	*80,000 with overweight permit Cab card changed to reflect OW permit
Delaware	80,000	80,000	Permit is needed
District of Columbia	80,000	80,000	Contact DDOT (District Department of Transportation) at 202-442-4670
Florida	80,000	80,000	
Georgia	80,000	80,000	
Idaho	105,500	105,500	See IRP website for exceptions. Cab card changed to reflect permit weight
Illinois	80,000	80,000	Contact IDOT (Illinois Department of Transportation) at 217-782-6271
Indiana	80,000	80,000	Permit is required
Iowa	No Maximum	Unlimited	No maximum operating weight, unlimited cab card weight Requires increase in registration to be reflected in registration documents
Kansas	85,500	85,500	*Max 80,000 lbs. on KS Interstate System Must be registered for 85,500 to purchase OW permit
Kentucky	80,000	80,000	*Special permit over 80,000 lbs
Louisiana	88,000	88,000	*83,400 lbs interstate, 88,000 lbs non-interstate Weights must be reflected on the cab card in order to qualify for an overweight permit

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Maine	100,000	100,000	
Maryland	80,000	80,000	
Massachusetts	None	None	No weight limits
Michigan	160,001	160,001	Permit is needed
Minnesota	80,000	Unlimited	Maximum cab card weight is unlimited *Overweight permit over 80,000 lbs
Mississippi	80,000	80,000	
Missouri	80,000	80,000	
Montana	138,000	138,000	
Nebraska	94,000	94,000	Permit is required over 80,000 lbs for interstate. Cab card does not reflect the OW up to 94,000 lbs and a permit is also required
Nevada	129,000	80,000	Permit required with weight over 80,000 lbs
New Hampshire	80,000	80,000	*Overweight permit over 80,000 lbs
New Jersey	80,000	80,000	Permit is required
New Mexico	86,400	80,000	
New York	None	None	No maximum operating weights Overweight permit over 80,000 lbs
North Carolina	80,000	80,000	Overweight permit over 80,000 lbs
North Dakota	105,500	105,500	
Ohio	80,000	80,000	
Oklahoma	90,000	90,000	Annual permit required over 80,000 lbs
Oregon	105,500	105,500	*Special permit over 80,000 lbs
Pennsylvania	80,000	80,000	
Rhode Island	80,000	80,000	Separate permit for OW
South Carolina	80,000	80,000	
South Dakota	None	None	Must meet SD bridge weight laws Overweight permit required over 80,000 GVW on interstate

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Tennessee	80,000	80,000	
Texas	80,000	80,000	
Utah	129,000	80,000	129,000 lbs is the limit on divisible loads w/overweight permit. There is no maximum gross weight for non-divisible loads w/overweight permit. No change to the cab card, separate permit is issued for the carrier to carry
Vermont	80,000	80,000	Milk Haulers up to 90,000 GVW
Virginia	80,000	80,000	Separate permit required
Washington	105,500	105,500	
West Virginia	80,000	80,000	
Wisconsin	80,000	80,000	Permit required over 80,000 lbs Contact 608-266-7320 for WI permit information
Wyoming	117,000	117,000	Overweight permit over 117,000 lbs No change to cab card

Appendix B - Prorate Fleet & Vehicle Applications

Prorate Fleet Application

A fillable .pdf is available on the Manitoba Public Insurance website at:

http://www.mpi.mb.ca/en/PDFs/IRP_Prorate_Fleet_Application_with_FRP.pdf

**International Registration Plan
Prorate Fleet Application**

Manitoba Public Insurance
IRP Prorate Office
Box 6300
Winnipeg, Manitoba, R3C 4A4 Canada

Phone: (204) 985-7775
1-866-798-1185 (Outside Winnipeg)
Fax: (204) 953-4998
1-866-798-1186 (Outside Winnipeg)
Email: IRP@mpi.mb.ca



For instructions and guidelines, please refer to pages 36 - 39 of the Apportioned Registration Manual.

Customer No. 1	IRP Account No. 2 MB	Fleet No. 3	Fleet Year 4	Effective Date 5	Expiry Date 6	IFTA No. 7	NSC Number 8
Carrier Name 9			Person to contact 11			Type of Application 13 <input type="checkbox"/> New Fleet <input type="checkbox"/> Change of Operation Type <input type="checkbox"/> Renew Fleet <input type="checkbox"/> Address Change <input type="checkbox"/> Fleet Contact Change	
Address 10			Mailing Address 12			Type of Operation 14 Type of Distance (Select one only) 15 <input type="checkbox"/> Private <input type="checkbox"/> Actual Distance <input type="checkbox"/> For Hire <input type="checkbox"/> APVD Chart <input type="checkbox"/> Rental	
City/Town	Province	Postal Code	Telephone	Telephone	Fax	E-Mail	

Distances listed below experienced from July 1 to June 30 All distances must be in kilometres. **16**

Jurisdiction	Distance
(AB) Alberta	
(BC) British Columbia	
(MB) Manitoba	17
(NB) New Brunswick	
(NL) Newfoundland	
(NS) Nova Scotia	
(ON) Ontario	
(PE) Prince Edward Is.	
(QC) Quebec	
(SK) Saskatchewan	
(AL) Alabama	
(AZ) Arizona	
(AR) Arkansas	
(CA) California	
(CO) Colorado	
(CT) Connecticut	
(DE) Delaware	
(DC) Dist. Of Columbia	

Jurisdiction	Distance
(FL) Florida	
(GA) Georgia	
(ID) Idaho	
(IL) Illinois	
(IN) Indiana	
(IA) Iowa	
(KS) Kansas	
(KY) Kentucky	
(LA) Louisiana	
(ME) Maine	
(MD) Maryland	
(MA) Massachusetts	
(MI) Michigan	
(MN) Minnesota	
(MS) Mississippi	
(MO) Missouri	
(MT) Montana	
(NE) Nebraska	

Jurisdiction	Distance
(NV) Nevada	
(NH) New Hampshire	
(NJ) New Jersey	
(NM) New Mexico	
(NY) New York	
(NC) North Carolina	
(ND) North Dakota	
(OH) Ohio	
(OK) Oklahoma	
(OR) Oregon	
(PA) Pennsylvania	
(RI) Rhode Island	
(SC) South Carolina	
(SD) South Dakota	
(TN) Tennessee	
(TX) Texas	
(UT) Utah	
(VT) Vermont	

Jurisdiction	Distance
(VA) Virginia	
(WA) Washington	
(WV) West Virginia	
(WI) Wisconsin	
(WY) Wyoming	
(AK) Alaska	
(MX) Mexico	
(NT) Northwest Terr	
(NU) Nunavut	
(YT) Yukon	
Total Fleet Distance	_____ km 18

DECLARATION:
The undersigned declares that the information in this application is true and correct.

20 The Applicant acknowledges that information received by Manitoba will be exchanged with other parties as required by the International Registration Plan and hereby authorizes such exchanges.

Additional Notes: **19**

SIGNATURE: _____
DATE: _____

Prorate Fleet Application Form Fields Instructions

Field	Direction
1. Customer Number	Enter the customer number assigned by Manitoba Public Insurance.
2. IRP Account Number	Enter the five-digit assigned MB account number. For new carriers, leave this space blank
3. Fleet Number	Enter your three-digit fleet number.
4. Fleet Year	Enter the four-digit year in which the fleet expires. For example, if the fleet expires on Feb. 28, 2015, the fleet year is 2015.
5. Effective Date	Enter the date you want the transaction to become effective.
6. Expiry Date	Enter the date the fleet will expire.
7. IFTA Number	Enter the complete IFTA number assigned to you. It should be prefixed with a two-digit jurisdiction designation.
8. NSC Number	Enter the NSC number assigned to you. It should be prefixed with a two-digit jurisdiction designation.
9. Carrier Name	Enter the name of the person, company or corporation in which the fleet is to be registered.
10. Address	Enter the physical location of the business and Manitoba telephone number. If mail is delivered to a Post Office Box also enter Post Office Box Number. The business must be located in Manitoba.
11. Person to Contact	<p>Enter the name of the person responsible for handling the applications and payments.</p> <hr/> <p>NOTE: If this is someone other than the carrier or an employee, a letter of authorization must be submitted by the carrier allowing the person to complete transactions on behalf of the carrier.</p> <hr/>
12. Mailing Address	Enter the mailing address, telephone number, fax number, and e-mail address of the contact person.
13. Type of Application	Enter a checkmark to indicate the type of application being requested.
14. Type of Operation	Enter a checkmark to indicate the type of operation you are engaged in.
15. Type of Distance	Enter a checkmark to indicate the type of distance being requested.
16. Distances	Declaration by carrier of periods in which distances were accrued.
17. Distance Per Jurisdiction	Enter the actual distance in kilometres traveled during the reporting period or leave blank if using APVD chart.
18. Total Fleet Distance	Enter the total actual distance for the fleet. If APVD chart is used, leave blank.
19. Additional Notes	Enter any applicable comments.
20. Declaration	The application must be dated and signed by the contact person as indicated in Section 11 (Person to Contact) of the form.

Prorate Fleet Application Form Scenarios

New Fleet

Complete the following fields on the Prorate Fleet Application:

- 1, and 3 – 20
 - Indicate the distance travelled (in kilometres) for the applicable jurisdiction:
 - “X” the Prorate box, or
 - “X” the APVD box if no actual distance available,
 - Enter total fleet and prorated distances for actual distances only,
 - Complete a Prorate Vehicle Application (next page).

NOTE: When applying for initial Manitoba apportioned fleet, if no actual distances are available then the Average Per Vehicle Distance chart will be used.

New Fleet Transaction Type – “AV”

Complete the following fields on the [Prorate Vehicle Application](#):

- 1, and 3 – 25 (if applicable), and 31
 - Along with Prorate Fleet Application, the following documents are also required to set up a new apportioned fleet:
 - bill(s) of sale
 - Out of province Driver Licence/Articles of Incorporation (if owner/company is not set up in Manitoba)
 - lease agreement(s) and Power of Attorney letter - (if vehicle(s) are leased from a leasing company)
 - NVIS (if vehicle(s) are new vehicle(s) – never been registered)
 - Certificate(s) of Inspection
 - Authority to Register/Exclusive Use Agreement(s) - (if owner/operators)
 - Transfer of Ownership Document(s) - (if vehicle(s) were previously owned by another person/company)
 - proof of Third Party Liability Insurance for each vehicle

Renew Fleet

Complete the following fields on the Prorate Fleet Application:

- 1 – 20
 - A Fleet and Vehicle application will be mailed approximately 45 days prior to the expiry date of the current fleet. If the pre-printed information is not correct, make changes to the application in red ink.
 - Indicate the actual distance travelled (in kilometres) in each jurisdiction the fleet travelled in during the reporting period.
 - Enter total fleet and prorated distances.
 - Complete the [Prorate Vehicle Application](#) (see next page for information on which sections to complete).

Renew Fleet (continued)

In event of additional vehicles needed to be added to the renewal, complete the following fields on the [Prorate Vehicle Application](#) (ensure the pre-printed information, if applicable, is correct. Make any corrections in red ink):

- 1 – 25, and 31
 - Ensure vehicle information is correct if form is pre-printed. Indicate any required changes in red ink
 - If adding new vehicles to fleet ensure the following documents accompany the Prorate Fleet Application and Prorate Vehicle Application:
 - bill(s) of sale
 - Out of province Driver Licence/Articles of Incorporation (if owner/company is not set up in Manitoba)
 - lease agreement(s) and Power of Attorney letter – if vehicle(s) are leased from a leasing company
 - NVIS – if vehicle(s) are new and never been registered
 - Certificate(s) of Inspection
 - Authority to Register/Exclusive Use Agreements – if owner/operators
 - Transfer of Ownership Document(s) – if vehicle(s) were previously owned by another person/company
 - proof of Third Party Liability Insurance for each vehicle

Change Operation Type

Complete the following fields on the Prorate Fleet Application:

- 1 – 6, 9, 13, 14, and 20
 - When changing operation from “Private” to “For Hire” or from “For Hire” to “Private”:
 - Contact Motor Carrier Safety Division to advise of change, and to ensure the Carrier Profile is updated
 - Proof of Third Party Liability Insurance is also required.
 - Include IRP Prorate Vehicle Application listing the vehicles.

Change of Address or Contact Information

Complete the following fields on the Prorate Fleet Application:

- 1 – 6, 9 – 13, and 20
 - When changing contact information to a licensing agent, current dated written authorization is required from all licensing agent who register IRP vehicles on behalf of carriers.
 - If address change includes a Post Office Box, both the physical address and Post Office Box number must be indicated.

Prorate Vehicle Application

A fillable .pdf is available on the Manitoba Public Insurance website at:

http://www.mpi.mb.ca/en/PDFs/IRP_Prorate_Vehicle_Application_with_FRP.pdf.

**International Registration Plan
Prorate Vehicle Application**

Manitoba Public Insurance
IRP Prorate Office
Box 6300 Winnipeg, Manitoba,
Canada R3C 4A4

Phone : (204) 985-7775
1-866-798-1185 (Outside Winnipeg)
Fax: (204) 953-4998
1-866-798-1186 (Outside Winnipeg)
Email: IRP@mpi.mb.ca



For instructions and guidelines, please refer to pages 40 - 44 of the [Apportioned Registration Manual](#).

MPI Customer No. 1	IRP Account No. 2	Fleet No. 3	Fleet Year 4	Effective Date 5	Type of Transaction <input type="checkbox"/> AV - Add Vehicle <input type="checkbox"/> DV - Delete Vehicle <input type="checkbox"/> TR - Transfer Vehicle <input type="checkbox"/> CV - Change Vehicle Information <input type="checkbox"/> WC - Weight Change	Vehicle Type <input type="checkbox"/> TK - Truck <input type="checkbox"/> TT - Truck Tractor <input type="checkbox"/> BS - Bus 8	Page ____ of ____		
Carrier Name 6									
Contact Name 7		Telephone		Fax or Email					
Weight Group Number 9		Vehicles listed on this page (within weight group indicated at left) will be authorized to operate in the jurisdictions and at the weights listed below. Use additional page(s) for more vehicles using same weight group. Use separate page(s) for any vehicle with a weight difference in any jurisdiction.							
Weights in Canada to be in Kilograms. Weights for U.S. to be in pounds.									
CANADA	Kilograms	U.S.	Pounds	U.S.	Pounds	U.S.	Pounds	U.S.	Pounds
(AB) Alberta		(AL) Alabama		(ID) Idaho		(MI) Michigan		(NY) New York	
(BC) British Columbia		(AZ) Arizona		(IL) Illinois		(MN) Minnesota		(NC) North Carolina	
(MB) Manitoba		(AR) Arkansas		(IN) Indiana		(MS) Mississippi		(ND) North Dakota	
(NB) New Brunswick		(CA) California		(IA) Iowa		(MO) Missouri		(OH) Ohio	
(NF) Newfoundland	10	(CO) Colorado		(KS) Kansas		(MT) Montana		(OK) Oklahoma	
(NS) Nova Scotia		(CT) Connecticut		(KY) Kentucky		(NE) Nebraska		(OR) Oregon	
(ON) Ontario		(DE) Delaware		(LA) Louisiana		(NV) Nevada		(PA) Pennsylvania	
(PE) Prince Edward Is.		(DC) District of Columbia		(ME) Maine		(NH) New Hampshire		(RI) Rhode Island	
(QC) Quebec		(FL) Florida		(MD) Maryland		(NJ) New Jersey		(SC) South Carolina	
(SK) Saskatchewan		(GA) Georgia		(MA) Massachusetts		(NM) New Mexico		(SD) South Dakota	
								(TN) Tennessee	
								(TX) Texas	
								(UT) Utah	
								(VT) Vermont	
								(VA) Virginia	
								(WA) Washington	
								(WV) West Virginia	
								(WI) Wisconsin	
								(WY) Wyoming	

New Vehicle Information

Tx Type	MPI Vehicle Number	Unit Number	Vehicle Year	Make	Vehicle Identification (Serial) Number	Veh Type	Truck Axles	Bus Seats	Tare Weight	Fuel Type	Date of Purchase DD/MM/YY	Purchase Price CDN	Purchase Price U.S.	Owner	Plate Number
11	12	13	14		15	16	18		20		21	22	23	24	25
						17		19							

Delete Vehicle Information

Tx Type	MPI Vehicle Number	Unit Number	Plate Number	Transfer to Unit Number
26	27	28	29	30

Tx Type	MPI Vehicle Number	Unit Number	Plate Number	Transfer to Unit Number

DECLARATION: 31
 The undersigned declares that the information in this application is true and correct.
 The Applicant acknowledges that information received by Manitoba will be exchanged with other parties as required by the International Registration Plan and hereby authorizes such exchanges.

SIGNATURE: _____

DATE: _____

Prorate Vehicle Application Form Field Instructions

Field	Instructions																												
1. Customer Number	Enter the customer number assigned to you by Manitoba Public Insurance.																												
2. IRP Account Number	Enter the five-digit assigned Manitoba account number. New carriers leave this blank.																												
3. Fleet Number	Enter your three-digit fleet number.																												
4. Fleet Year	Enter the four-digit year in which the fleet will expire.																												
5. Effective Date	Enter the date on which you would like the transaction to be effective on.																												
6. Carrier Name	Enter the name of the person, company or corporation in which the fleet is to be registered.																												
7. Contact Name	Enter the name, telephone number, fax number and e- mail address of the person responsible for handling the application. Carriers using a licensing agent as the contact must attach a letter authorizing the agent as contact.																												
8. Page	Enter the page number(s) of the application being submitted.																												
9. Weight Group Number	<p>This is a carrier-assigned number to classify groupings of vehicles that will operate with the same gross vehicle weights within the same jurisdictions (start with 1, 2, etc.). The Prorate Vehicle Application allows for listing of eight vehicles per sheet. You do not have to enter the weights on subsequent sheets for vehicles that are within the same weight group. The only requirement is to enter the weight group number and list additional vehicles.</p> <p>For example, a fleet has 50 vehicles traveling into five jurisdictions. Assume apportionment was requested for the following weights:</p> <table border="1" data-bbox="591 1171 1414 1310"> <thead> <tr> <th></th> <th>MB</th> <th>SK</th> <th>AB</th> <th>MN</th> <th>ND</th> <th>WIGHT GROUP NUMBER</th> </tr> </thead> <tbody> <tr> <td>10 vehicles @</td> <td>30,000 kgs</td> <td>30,000 kgs</td> <td>30,000 kgs</td> <td>65,000 lbs</td> <td>65,000 lbs</td> <td>1</td> </tr> <tr> <td>20 vehicles @</td> <td>35,000 kgs</td> <td>35,000 kgs</td> <td>35,000 kgs</td> <td>70,000 lbs</td> <td>70,000 lbs</td> <td>2</td> </tr> <tr> <td>20 vehicles @</td> <td>36,500 kgs</td> <td>36,500 kgs</td> <td>36,500 kgs</td> <td>80,000 lbs</td> <td>80,000 lbs</td> <td>3</td> </tr> </tbody> </table>		MB	SK	AB	MN	ND	WIGHT GROUP NUMBER	10 vehicles @	30,000 kgs	30,000 kgs	30,000 kgs	65,000 lbs	65,000 lbs	1	20 vehicles @	35,000 kgs	35,000 kgs	35,000 kgs	70,000 lbs	70,000 lbs	2	20 vehicles @	36,500 kgs	36,500 kgs	36,500 kgs	80,000 lbs	80,000 lbs	3
	MB	SK	AB	MN	ND	WIGHT GROUP NUMBER																							
10 vehicles @	30,000 kgs	30,000 kgs	30,000 kgs	65,000 lbs	65,000 lbs	1																							
20 vehicles @	35,000 kgs	35,000 kgs	35,000 kgs	70,000 lbs	70,000 lbs	2																							
20 vehicles @	36,500 kgs	36,500 kgs	36,500 kgs	80,000 lbs	80,000 lbs	3																							
10. Canadian/U.S. Weights Registered Weight Variance	<p>List Canadian weights in kilograms and U.S. weights in pounds for those jurisdictions requiring apportionment. Quebec requires the combined number of axles of the truck and trailer combination rather than a weight.</p> <p>Section 325 of the IRP limits the registered weight to not vary by more than 10 percent between the highest and lowest weights requested for jurisdictions. Manitoba will maintain a distinction between U.S. and Canadian jurisdictions in applying this “10 percent rule”, in recognition of the differences in the maximum permissible weights in the U.S. and Canada.</p> <p>An explanation will be required of the actual operating practices if an application is submitted with a weight variance greater than 10 percent. The weight variance will not be allowed if it does not reflect actual operating practices.</p>																												

Manitoba Apportioned Registration Manual

11. Transaction Type:	Enter the type of transaction.
<ul style="list-style-type: none"> • AV - Add Vehicle 	Is used for a new fleet, renewal fleet and adding a vehicle during the fleet year.
<ul style="list-style-type: none"> • CV - Change Vehicle Information 	Is used when changing or correcting vehicle information such as changing a unit number, correcting a serial number, changing vehicle ownership, or replacing a plate.
<ul style="list-style-type: none"> • WC - Weight Change 	Is used when you want to change the registered gross vehicle weight of a vehicle during the fleet year.
<ul style="list-style-type: none"> • TR - Transfer Vehicle 	Is used when doing a transfer, deleting a vehicle during the fleet year and replacing it with another vehicle.
12. MPI Vehicle Number	Enter the vehicle identification number assigned by Manitoba Public Insurance. It is the number to the right of the Serial Number on the Vehicle Ownership document.
13. Unit Number	Enter the number you have assigned to the vehicle – it can have up to eight digits and can be a combination of alpha and numeric.
14. Vehicle Year / Make	Enter the last two digits of the model year and the first four letters of the vehicle make.
15. Vehicle Identification (Serial) Number	Enter the complete VIN/Serial number of the vehicle being registered. Partial VIN's are not acceptable.
16. Vehicle Type	Enter the corresponding vehicle type (as listed at the top of the application).
17. Truck Axles	Enter the number of axles on the power unit.
18. Bus Seats	Enter the maximum number of passengers that can be transported.
19. Tare Weight	Enter the empty weight of the power unit.
20. Fuel Type	Enter the applicable fuel code. D - Diesel ; G - Gasoline; P - Propane; O - Other
21. Date of Purchase	Enter the day, month and year the vehicle was purchased.
22. Purchase Price Canadian	Enter the actual purchase price in Canadian funds paid by the current owner. Include: admin fee, filing fee, document fee, licence fee, air conditioning tax, tire tax, environmental tax, stewardship tax (similar to tire tax), levy fee, AMVIC (which is a levy fee), TOD & DFTA fee (if applicable), PDI (pre-delivery inspection), delivery charge/shipping fee, DDSF fee, DTF PPSA fee, buyer's premium (a fee the auctioneers charges the buyer), decal fee, surcharge fee, any other charges that were incurred to complete the sale; and the cost of capital modifications made to the vehicle within 30 days of the vehicle's acquisition date. Do not include: GST, PST/RST, HST, optional or extended warranty, insurance, down payment waiver, maintenance contract, and gap protection. . A trade-in cannot be used to reduce the taxable purchase price.
23. Purchase Price US	Enter the actual purchase price in U.S. funds following the same guidelines as in determining the Canadian purchase price in number 22. You can contact the IRP Head Office for the U.S. exchange rate.
24. Owner	Enter the name of the actual owner of the vehicle.
25. Plate Number	Enter the plate number if applicable.
26. Transaction Type:	Enter the applicable transaction type which would be either TR or DV :
<ul style="list-style-type: none"> • DV - Delete Vehicle 	Is used for deleting a vehicle during the fleet year and not replacing it with another vehicle.

<ul style="list-style-type: none"> • TR - Transfer Vehicle 	Is used when doing a transfer, deleting a vehicle during the fleet year and replacing it with another vehicle.
27. MPI Vehicle Number	Enter the vehicle number assigned by Manitoba Public Insurance for the vehicle being deleted.
28. Unit Number	Enter the unit number for the vehicle being deleted.
29. Plate Number	Enter the plate number of the vehicle being deleted.
30. Transfer of Unit Number	If the transaction is a transfer of vehicle, enter the unit number of the vehicle that is replacing the deleted vehicle.
31. Declaration	Must be dated and signed by the contact person authorized by the carrier.
32. MPI Service Pickup Location	Indicate the MPI Service Centre for payment and pick up. For service centre locations, see the last page of this manual.

Prorate Vehicle Application Form Scenarios

Add a Vehicle - Transaction Type – “AV”

Complete fields the following fields on the Prorate Vehicle Application

- 1-24, 25 if applicable and 31-32.
 - Along with Prorate Vehicle Application, the following documents are also required:
 - bill of sale
 - Out of province Driver Licence/Articles of Incorporation (If owner/company is not set up in Manitoba)
 - Lease agreement and Power of Attorney letter (if vehicle is leased from a leasing company)
 - NVIS (If vehicle is a new vehicle – never been registered)
 - Certificate of Inspection
 - Authority to Register/Exclusive Use Agreement (if owner/operator)
 - Transfer of Ownership Document (If vehicle was previously owned by another person/company)
 - proof of Third Party Liability Insurance

Delete a Vehicle - Transaction Type – “DV”

Complete the following fields on the Prorate Vehicle Application:

- 1 – 7, 26 – 29, and 31
 - Original cab card **must** be attached.
 - DV’s must be on a separate supplement transaction.

Transfer a Vehicle - Transaction Type – “TR”

Complete the following fields on the Prorate Vehicle Application:

- 1 – 32
 - Enter the vehicle information required under “Delete Vehicle Information” and indicate the unit number of the new vehicle to be added
 - Enter the new vehicle information as indicated. If a new plate is required leave the plate number field blank
 - Ensure the following documents accompany the Prorate Vehicle Application:
 - bill of sale

- Out of province Driver Licence/Articles of Incorporation (If owner/company is not set up in Manitoba)
- lease agreement and Power of Attorney letter - if the vehicle is leased from a leasing company
- NVIS - if the vehicle is new and never been registered
- Certificate of Inspection
- Authority to Register/Exclusive Use Agreement – if owner/operator
- Transfer of Ownership Document - if vehicle was previously owned by another person/company
- proof of Third Party Liability Insurance

Change Vehicle Information Change of Ownership Transaction Type – “CV”

Complete the following fields on the Prorate Vehicle Application:

- 1 – 8, 11 – 25, and 31-32
 - Ensure the following documents accompany the Prorate Vehicle Application:

Lease Buy-Out	Existing Vehicle - New Owner
Final Bill of Sale from Leasing Company	Bill of sale
Transfer of Ownership Document	Transfer of Ownership Document
Authority to Register/Exclusive Use Agreement - if owner/operator	Authority to Register/Exclusive Use Agreement - if owner/operator
Lease agreement	Out of province Driver Licence/Articles of Incorporation (If owner/company is not set up in Manitoba)
Power of Attorney/Letter of Authorization	

Change Vehicle Information - Unit Number/Serial Number/Lost or Damaged Plate Transaction Type – “CV”

Complete the following fields on the Prorate Vehicle Application:

Unit Number Change	Serial Number Change	Lost/Damaged Plate
1-8, 11-13, 25 & 31-32	1-8, 11 - 15, 25 & 31-32	1-8, 11-15 & 31-32

When making changes to existing vehicles, indicate the type of change required on the Prorate Vehicle Application. For example, if making a unit number change, indicate on the form “UNIT # CHANGE” and provide the old unit #. The same applies for serial number changes (“SERIAL # CHANGE”). If a new plate is required (lost/damaged plate) enter the old plate number in the plate area and below indicate “NEW PLATE REQUIRED”.

Change Vehicle Weight - Transaction Type – “WC”

Complete the following fields on the Prorate Vehicle Application:

- 1 – 13, 25 and 31-32
 - A weight change transaction is used for changing (increasing/decreasing) weights to an existing fleet. To process a weight change, either:
 - Enter new weight group number from existing weight group list
 - Create a new weight group and list weights for every jurisdiction.

Manitoba Apportioned Registration Manual

In either case, indicate the Manitoba Public Insurance vehicle number(s), unit number(s), and year and make(s) for the vehicle(s) affected by the weight change.

Appendix C - Authority to Register and Exclusive Use Agreement

The form is also available on the Manitoba Public Insurance Website on the [Forms](#) page, under the **Commercial** section:

<https://www.mpi.mb.ca/Pages/Forms-List.aspx?filter=commercial>

AUTHORITY TO REGISTER AND EXCLUSIVE USE AGREEMENT		
VEHICLE DESCRIPTION:		
_____ YEAR	_____ MAKE/MODEL	_____ VEHICLE IDENTIFICATION NUMBER
I HEREBY AUTHORIZE THE ABOVE NOTED VEHICLE TO BE REGISTERED UNDER THE NAME OF:		
_____ Name of Registrant (Please print)	_____ SIGNATURE OF REGISTRANT	
_____ Name of Vehicle Owner/Lessee (Please Print)	_____ Address of Vehicle Owner/Lessee	
_____ Owner's Birth Date	_____ Owner's Driver's Licence #	
I DECLARE THAT NO OTHER PERSON IS AUTHORIZED TO REGISTER THIS VEHICLE AND ANY OTHER LEASE AND/OR EXCLUSIVE USE AGREEMENT PREVIOUSLY ENTERED INTO IS VOID AND IS NO LONGER IN FORCE AND EFFECT.		
_____ Signature of Vehicle Owner/Lessee	_____ Date	
INDEMNIFICATION AGREEMENT		
<p>In consideration of Manitoba Public Insurance agreeing to comply with our request for registration of the above vehicle, the undersigned, their heirs, executors and/or administrators will save harmless and keep indemnified Manitoba Public Insurance and its officers, employees and agents, successors and assigns, from all claims, liabilities and demands respecting personal injuries (including death) damage or loss of property, economic loss or infringement of rights caused by the vehicle and its registration in the name of the applicant.</p>		
BY SIGNING THIS DOCUMENT, I DECLARE THAT I HAVE CAREFULLY READ AND FULLY UNDERSTAND THE OBLIGATIONS CONTAINED IN THIS AGREEMENT.		
Signed this _____ of _____, _____		
(DAY)	(MONTH)	(YEAR)
_____ Registrant/Applicant		

Appendix D - Individual Vehicle Distance Record (IVDR)

The form is also available on the Manitoba Public Insurance Website on the [Forms](#) page, under the **Commercial** section:
<https://www.mpi.mb.ca/Pages/Forms-List.aspx?filter=commercial>

Monthly Recapitulation - Individual Vehicle Distance Record (IVDR)		
Unit Number _____	Fleet Number _____	Month of _____
Year _____	Prorate Account Number _____	Odometer Start _____
Make _____	Plate Number _____	Odometer Final _____
Serial Number _____		
ALLOCATION OF DISTANCE BY PROVINCE/STATE		
DATE	JURISDICTION(S) - List applicable Canadian Provinces / U.S States	DAILY TOTAL (Km)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		
MONTHLY TOTAL		

The form is also available on the Manitoba Public Insurance Website on the [Forms](https://www.mpi.mb.ca/Pages/Forms-List.aspx?filter=commercial) page, under the **Commercial** section:
<https://www.mpi.mb.ca/Pages/Forms-List.aspx?filter=commercial>

**Annual Recapitulation
Individual Vehicle Distance Record (IVDR)**

Unit Number _____
Year _____
Make _____
Serial Number _____
Fleet Number _____
Prorate Account Number _____
Plate Number _____

This form is to be completed by adding

MONTHLY RECAPITULATIONS

July 1, 2 _____ to June 30, _____
(year) (year)

MONTH	JURISIDICATION (S) - List applicable Canadian Provinces / U.S States	MONTHLY TOTAL (Km)
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
ANNUAL TOTAL		

Record the Odometer Reading:

1. At the beginning of each day or trip.
2. When leaving each Jurisdiction (JU).
3. At the end of each day or trip.

INDIVIDUAL VEHICLE DISTANCE & FUEL REPORT
(IRP & IFTA Vehicles Only)

TRIP # _____

Power Unit Vehicle Identification # or Unit #	Power Unit Fleet #	Fuel Type	Name (Fuel Filer/IRP Registrant)	Fuel Filer Name (If Other Than IRP Registrant)	Driver(s) Name
---	--------------------	-----------	----------------------------------	--	----------------

AL	DISTANCE INFORMATION				FUEL INFORMATION		TRIP INFORMATION		
	TRIP DATE	HIGHWAYS USED	JU NAME	ODOMETER RDG BEGIN	JU KM	LITERS/ GALLONS RECEIVED	VENDOR NAME, JURISDICTION	ORIGIN	DESTINATION
AK									
AZ									
AR									
CA									
CO									
CT									
DE									
DC									
FL									
GA									
ID									
IL									
IN									
IA									
KS									
KY									
LA									
ME									
MD									
MA									
MI									
MN									
MS									
MO									
MT									
NE									
NV									
NH									
NJ									
NM									
NY									
NC									
ND									
OH									
OK									
OR									
PA									
RI									
SC									
SD									
TN									
TX									
UT									
VT									
VA									
WA									
WV									
WI									
WY									
MX									
AB									
BC									
MB									
NB									
NK									
NF									
NT									
NS									
ON									
PE									
QC									
SK									
YT									

END TOTAL TRIP KILOMETERS

1/2006



Appendix E - Glossary Definitions

Allocated Vehicle - Vehicle to which a particular jurisdiction's basic registration plate or apportioned registration plate is attached upon payment of the jurisdiction's full basic registration fee. A portion of each fleet of one-way vehicles is "allocated" to each jurisdiction into or through which the fleet travels (each vehicle of the fleet need not enter every jurisdiction).

Applicant - Person or corporation in whose name or names a vehicle of fleet will be properly registered.

Apportionable Fee - Any periodic recurring fee required for licensing or registering vehicles, such as, but not limited to, registration fees, licence and weight fees.

Apportionable Vehicle - Any power unit (except recreational vehicles, vehicles displaying restricted plates and government owned vehicles) that is used or intended for use in two or more member jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and meets at least one of the following:
has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 lbs (11,794 kgs)
has three or more axles, regardless of weight
is used in combination, when the gross vehicle weight of such combination exceeds 26,000 lbs (11,794 kgs)

Apportioned Registration - Registration 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.

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

Average Per Vehicle Distance (APVD) - The average per vehicle distance in each jurisdiction is calculated by dividing the sum of all distance reported by Manitoba registered IRP carriers in a jurisdiction by the total number of Manitoba registered IRP vehicles operating in that jurisdiction. These distances are combined to build the APVD chart for use when a carrier has no actual distances in the reporting period.

Axle - A supporting shaft or member upon which a wheel or wheels revolve.

Axle Weight - The weight transmitted to the highway by an axle unit.

Base Jurisdiction - The member jurisdiction to which an applicant applies for apportioned registration under the plan or the member jurisdiction that issues apportioned registration to a registrant under the plan.

Base Plate - The licence plate, number plate or registration plate issued by the base jurisdiction and shall be the only plate issued for the vehicle by any member jurisdiction and shall be identified by the word “apportioned” or the letters “PRP” along with the name of the base jurisdiction on the plate.

Bus (BS) - A motor vehicle designed and used to transport 11 or more people including the driver.

Cab Card - A registration document issued by the base jurisdiction for a vehicle of an apportioned fleet which identifies the vehicle, base plate, and the carrying capacity within each jurisdiction where the vehicle is authorized to travel.

Carrier - Individual or corporation engaged in the business of transporting persons or goods.

Common Carrier - Any motor carrier that advertises to the general public to engage in the transportation of goods or persons. Also known as For Hire Carrier and Public Service Carrier.

Private Carrier - A person, firm or corporation that uses its own trucks to transport its own goods.

Chartered Bus - A motor vehicle engaged in the movement of a group of persons pursuant to a common purpose or a particular itinerary, when such service is not a regularly scheduled route service.

Combination of Vehicles - A power unit used together with semi-trailers and/or trailers.

Continuous Registration - A policy enforced by some US jurisdictions requiring carriers to have vehicles continuously registered.

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

Established Place of Business - A physical structure located within the base jurisdiction, owned, leased or rented by the fleet registrant. The physical structure shall be designated by a street number or road location, be open during normal business hours and have located within it;

a person(s) in the permanent employment of the registrant conducting fleet registrant’s trucking-related business, and the operational records of the fleet and the maintenance of such records (unless such records can be made available).

Please see [Section 5.3](#) (Established Place of Business) for complete explanation of Established Place of Business.

Federal Heavy Vehicle Use Tax - Tax paid to the U.S. Internal Revenue Services Department by all inter-jurisdictional carriers engaged in interstate transportation with vehicles having a gross weight of 24,947 kgs / 55000 lbs or more.

Fleet - One or more apportioned vehicles registered for operation in the same jurisdictions.

Full Trailer - Vehicle without motive power, designed for carrying people, or property, pulled by a motor vehicle.

Gross Vehicle Weight (GVW) - The combined weight of the power unit, trailer(s) and maximum load. The GVW cannot vary by more than ten per cent between the highest and lowest weights as indicated in section 325 of The Plan. Further reference, see [Appendix A](#) (Maximum Operating Weights).

IRP - International Registration Plan.

Inter-jurisdictional operation - The movement of a vehicle from a point in one jurisdiction to a point in another jurisdiction.

Intra-jurisdictional operation - The movement of a vehicle from one point to another point within the boundaries of one jurisdiction.

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

Lease - Written document granting exclusive possession, control of and responsibility for the operation of the vehicle to a lessee for a specific period of time.

Lessee - Individual, company, or corporation having the legal possession and control of a vehicle owned by another under the terms of a lease agreement.

Lessor - Individual, company, 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 individual, company, or corporation.

Operational Records - Documents supporting distance traveled in each jurisdiction and total distance traveled, such as IVDR's, fuel reports, trip sheets and driver's logs.

Owner-Operator - Equipment lessor (owner) who leases vehicles, with drivers, to a motor carrier.

Pool Fleet - A fleet of rental company trailers and semi-trailers having a gross weight in excess of 6,000 lbs/2,722 kgs and used solely in pool operation, with no permanent base.

Preceding Year – The period of July 1 to June 30 which immediately precedes the registration licence year for which proportional registration is sought.

Power Unit - A self-propelled motor vehicle having permanently attached there to a truck, bus or delivery body and includes a truck tractor used for hauling purposes on a highway.

Purchase Price - Actual price of the vehicle paid by the current owner, excluding sales tax, including accessories or modifications attached to the vehicle. A trade-in cannot be used to reduce to the taxable purchase price.

Reciprocity Agreement - An agreement, arrangement or understanding governing the reciprocal grant of rights and/or privileges to vehicles which are parties to such an agreement, arrangement, or understanding.

Recreational Vehicle/Motor Home - A vehicle designed, or converted, and used for personal pleasure

by an individual or family.

Registrant - A person, company or corporation in whose name(s) a vehicle or fleet of vehicles is properly registered.

Registration Year - The twelve month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction.

Rental Fleet - One or more vehicles that are rented or offered for rent without drivers and which are designated by a rental owner as a rental fleet.

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

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

Restricted Plate - A registration that has time (short term registration), geographic area, mileage, or commodity restrictions (farm, drive-away, or dealer plate).

Semi-trailer - A trailer so constructed that its weight and the weight of its load is carried partly upon an axle of the truck tractor towing it and partly upon an axle of the trailer.

Tare Weight (Unladen Weight) - The actual weight of the vehicle including the cab, body and all accessories with which the vehicle is equipped for normal use on the highway excluding the weight of any load.

Total Distance - All distance, including that accrued on trip permits, operated by a fleet of apportioned vehicles in all member jurisdictions during the reporting period.

Trip Permit - Temporary permit issued by a jurisdiction in lieu of regular apportioned licence plates and cab card.

Trip Records - Records maintained on distances traveled for each unit on a monthly/quarterly basis with totals accumulated annually. The reporting period for actual distance traveled is July 1 to June 30 of the preceding year. The reporting period for estimated distance is for the projected registration year. These records are subject to audit by the base jurisdiction as well as host jurisdictions.

Truck (TK) - A motor vehicle or semi-trailer truck, that is not a delivery car and that is constructed or adapted to carry goods, but not passengers or luggage.

Truck Tractor (TT) - A motor vehicle having a net weight of more than 4000 kilograms, equipped with the lower half of a fifth wheel coupler designed to be used to pull a semi-trailer by coupling to the king pin attached to the semi-trailer.

Weight Groups - Groupings of gross vehicle weights and combined axles for prorate jurisdictions the fleet intends to travel that are used to assign gross vehicle weights and combined axles to vehicles.

Appendix F - Contact Information

IRP Jurisdiction - Canada

<p>ALBERTA Alberta Prorate Services 1st Floor 803 Manning Rd NE Calgary, AB T2E 7M8 Telephone: 403-297-4178 Website:http://www.transportation.alberta.ca/561.htm</p>	<p>BRITISH COLUMBIA Insurance Corporation of British Columbia PO Box 7500, Stn Main Vancouver, BC V6B 5R9 Telephone: 604-443-4450 Website:http://www.icbc.com/registration-licensing/specialty-plates/prorate-plates</p>
<p>MANITOBA Manitoba Public Insurance 510 – 234 Donald Street, Box 6300 Winnipeg, MB R3C 4A4 Telephone: 204-985-7775 Website: http://mpi.mb.ca/en/Reg-and-Ins/Registration/Commercial/Pages/IRP-eligible.aspx</p>	<p>NEW BRUNSWICK New Brunswick Department of Public Safety PO Box 6000 Fredericton, NB E3B 5H1 Telephone: 506-453-2410 Website:https://www.pwx1.snb.ca/snb7001/e/200/2006e_6.asp</p>
<p>NEWFOUNDLAND and LABRADOR Newfoundland and Labrador Motor Registration Division PO Box 8710 St John's, NF A1B 4J5 Telephone: 709-729-2519 Website:http://www.servicel.gov.nl.ca/drivers/safetycode/index.html</p>	<p>NOVA SCOTIA Services Nova Scotia & Municipal Relations PO Box 2734 Halifax, NS B3J 3P7 Telephone: 902-424-5851 Website:http://www.gov.ns.ca/snsmr/access/drivers/international-registration-plan.asp</p>
<p>ONTARIO Ontario Ministry of Transportation Program Development and Evaluation Branch Vehicle Programs Office – IRP Program 1201 Wilson Avenue, Building “C” Room 143 Downsview, ON M3M 1J8 Telephone: 416-235-3923 Website:http://www.mto.gov.on.ca/english/trucks/</p>	<p>PRINCE EDWARD ISLAND Prince Edward Island Highway Safety Division PO Box 2000 Charlottetown, PE C1A 9R9 Telephone:902-368-5200 Website:http://www.gov.pe.ca/highwaysafety/index.php3?number=1002502&lang=E</p>
<p>QUEBEC Société de l'assurance automobile du Québec 333 Boulevard Jean-Lesage, CP 19600 Quebec City, QC G1K 8J6 Telephone: 418-528-4343 Website:http://www.saaq.gouv.qc.ca/en/vehicule_registrat ion/irp/index.php</p>	<p>SASKATCHEWAN Saskatchewan Government Insurance Branch & IRP Issuing 2260 – 11th Avenue Regina, SK S4P 2N7 Telephone: 306-751-1250 Website:http://www.sgi.sk.ca/businesses/irp/index.html</p>

IRP Jurisdiction - United States

<p>ALABAMA Alabama Department of Revenue Motor Vehicle Division PO Box 327620 Montgomery, AL 36132-7620 Telephone: 334-242-9880 Website:http://revenue.alabama.gov/motorvehicle/IRPIFTA_Efile_FAQ.cfm</p>	<p>ALABAMA Alabama Department of Revenue Motor Vehicle Division PO Box 327620 Montgomery, AL 36132-7620 Telephone: 334-242-9880 Website:http://revenue.alabama.gov/motorvehicle/IRPIFTA_Efile_FAQ.cfm</p>
<p>ARIZONA Arizona Motor Vehicle Division 1801 West Jefferson Street Phoenix, AZ 85007-0000 Telephone: 602-712-6775 Website:http://www.azdot.gov/mvd/motorcarrier/motorcarrier_services.asp</p>	<p>ARKANSAS Arkansas Department of Finance & Administration PO Box 1272 Little Rock, AR 72203-0000 Telephone: 501-682-4630 Website:http://www.dfa.arkansas.gov/trucking/Pages/default.aspx</p>
<p>CALIFORNIA California Department of Motor Vehicles PO Box 932382 Sacramento, CA 95818-0000 Telephone: 916-657-7971 Website:http://www.dmv.ca.gov/vehindustry/irp/irpinfo.htm</p>	<p>COLORADO Colorado Department of Revenue – Title & Registration Section PO Box 173350 Denver, CO 80217-3350 Telephone: 303-205-5691 Website:http://www.colorado.gov/cs/Satellite/Revenue_MV/RMV/1196240616666</p>
<p>CONNECTICUT Connecticut Department of Motor Vehicles 60 State Street Wethersfield, CT 06161-1010 Telephone: 860-263-5281 Website:http://www.ct.gov/dmv/cwp/view.asp?a=810&q=2450_60&dmvNavPage=%7C</p>	<p>DELAWARE Delaware Motor Fuel Tax Administration 303 Transportation Circle, Public Safety Building, Room 212 Dover, DE 19901-0000 Telephone: 302-744-2701 Website:http://www.deldot.gov/mfta/index.shtml</p>
<p>DISTRICT OF COLUMBIA District of Columbia Department of Motor Vehicles 95 M Street, SW Washington, DC 20024 Telephone: 202-729-7079 Website:http://dmv.dc.gov/service/international-registration-plan-irp</p>	<p>FLORIDA Florida Division of Motor Vehicles 2900 Apalachee Parkway, Neil Kirkman Building Tallahassee, FL 32399-0550 Telephone: 850-617-3711 Website:http://www.flhsmv.gov/dmv/faqcarriers.html</p>
<p>GEORGIA Georgia Department of Revenue 4125 Welcome All Road Atlanta, GA 30349 Telephone: 855-406-5222 Website: https://www.cvisn.dor.ga.gov/</p>	<p>IDAHO Idaho Division of Motor Vehicles PO Box 7129, Boise, ID 83707 Telephone: 208-334-8000 Website:http://itd.idaho.gov/dmv/motorcarrierservices/mc.htm</p>

<p>ILLINOIS Illinois Vehicle Services Department Room 312, Howlett Building, 501 South 2nd Street Springfield, IL 62756-0000 Telephone: 217-785-3000 Website: http://www.cyberdriveillinois.com/</p>	<p>INDIANA Indiana Department of Revenue 7811 Milhouse Road, Suite M Indianapolis, IN 46241 Telephone: 317-615-7340 Website: http://www.in.gov/dor/4242.htm</p>
<p>IOWA Iowa Motor Vehicle Division 6310 SE Convenience Boulevard Ankeny, IA 50021 Telephone: 515-244-8725 Website:http://www.iowadot.gov/mvd/omcs/default.aspx</p>	<p>KANSAS Kansas Division of Motor Vehicles 915 South West Harrison, Docking State Office Building Topeka, KS 66626-0001 Telephone: 785-296-3601 Website: http://www.truckingks.org</p>
<p>KENTUCKY Kentucky Transportation Cabinet 200 Mero Street Frankfort, KY 40622-0000 Telephone: 502-564-1257 Website:http://transportation.ky.gov/Motor-Carriers/Pages/International-Registration-Plan.aspx</p>	<p>LOUISIANA Louisiana Office of Motor Vehicles 7979 Independence Blvd. Baton Rouge, LA 70806-0000 Telephone: 225-925-6335 Website:https://www.la-trucks-online.org/</p>
<p>MAINE Maine Bureau of Motor Vehicles 101 Hospital Street, State House Station #29 Augusta, ME 04333-0029 Telephone: 207-624-9000 ext 52135 Website:http://www.maine.gov/sos/bmv/commercial/trir.p.htm</p>	<p>MARYLAND Maryland Motor Vehicle Administration 6601 Ritchie Highway NE Glen Burnie, MD 21062-0000 Telephone: 410-768-7000 Website:http://www.mva.maryland.gov/Vehicle-Services/REG/IRP/default.htm</p>
<p>MASSACHUSETTS Massachusetts Registry of Motor Vehicles 200 Arlington Street, Suite 2200 Chelsea, MA 02150 Telephone: 857-368-8120 Website:http://www.massrmv.com/rmv/irp/</p>	<p>MICHIGAN Michigan Secretary of State 7064 Crowser Drive, Secondary Complex Lansing, MI 48918-0000 Telephone: 517-373-1837 Website:http://www.michigan.gov/sos/0%2C1607%2C7-127-1583-26029--%2C00.html</p>
<p>MINNESOTA Minnesota Driver and Vehicle Services Division 445 Minnesota Street, Suite 196 St. Paul, MN 55101-5195 Telephone: 651-296-2001 Website:https://dps.mn.gov/divisions/dvs/Pages/dvs-content-detail.aspx?pageID=612</p>	<p>MISSISSIPPI Mississippi State Tax Commission PO Box 22828 Jackson, MS 39225-0000 Telephone: 601-923-7411 Website:http://www.dor.ms.gov/taxareas/pe/pe/irp.html</p>
<p>MISSOURI Missouri Motor Carrier Services 1320 Creek Trail Drive Jefferson City, MO 65109-2044 Telephone: 573-751-6433 Website:http://www.modot.org/mcs_old/forms_manuals.htm</p>	<p>MONTANA Montana Motor Carrier Services Division 2701 Prospect Avenue Helena, MT 59620-0000 Telephone: 406-444-6130 Website:http://www.mdt.mt.gov/business/mcs/licenses.shtml</p>

<p>NEBRASKA Nebraska Department of Motor Vehicles 301 Centennial Mall South Lincoln, NE 68510 Telephone: 402-471-4435 or 888-622-1222 Website:http://www.dmv.ne.gov/mcs/irp.html</p>	<p>NEVADA Nevada Department of Motor Vehicles Motor Carrier Division 555 Wright Way Carson City, NB 89711 Telephone: 775-684-4711 Website:www.dmvnv.com/</p>
<p>NEW HAMPSHIRE New Hampshire Department of Safety Division of Motor Vehicles 23 Hazen Drive, Stephen E. Merrill Building Concord, NH 03305-0000 Telephone: 603-227-4000 Website:http://www.nh.gov/safety/divisions/dmv/registration/irp/index.htm</p>	<p>NEW JERSEY New Jersey Motor Vehicle Commission 225 E. State Street Trenton, NJ 08666-0000 Telephone: 609-292-4570 Website:http://www.state.nj.us/mvc/Commercial/IRP.htm</p>
<p>NEW MEXICO New Mexico Motor Vehicle Division 1100 S. Street Francis Drive, Room 2107 Santa Fe, NM 87505-4147 Telephone: 505-827-2296 Website:http://www.mvd.newmexico.gov/Commercial-Services/Commercial-Drivers-and-Vehicles/Pages/International-Registration-Plan.aspx</p>	<p>NEW YORK New York Department of Motor Vehicles 6 Empire State Plaza Albany, NY 12228-0002 Telephone: 518-474-2121 Website: http://www.dmv.ny.gov/irp.htm</p>
<p>NORTH CAROLINA North Carolina Division of Motor Vehicles 1100 New Bern Avenue Raleigh, NC 27697-0000 Telephone: 919-861-3720 Website: http://ncdot.gov/dmv/vehicle/irp/</p>	<p>NORTH DAKOTA North Dakota Department of Transportation Motor Vehicle Division 608 E. Boulevard Avenue Bismark, ND 58505-0780 Telephone: 701-328-2581 Website:http://www.dot.nd.gov/business/motor-carrier.htm</p>
<p>OHIO Ohio Bureau of Motor Vehicles 1970 West Braod Street PO Box 16520 Columbus, OH 43216-6520 Telephone: 614-777-8400 Website: https://www.ohcors.com/</p>	<p>OKLAHOMA Oklahoma Corporation Commission – Transportation Division 2101 N. Lincoln Boulevard Oklahoma City, OK 73105 Telephone: 405-521-3036 Website: http://occeweb.com/TR/irp.htm</p>
<p>OREGON Oregon Motor Carrier Transportation Division 3930 Fairview Industrial Drive SE Salem, OR 97302 Telephone: 503-378-6699 Website:http://www.oregon.gov/ODOT/MCT/pages/audit.aspx</p>	<p>PENNSYLVANIA Pennsylvania Safety Administration 1101 South Front Street, Riverfront Office Center Executive Offices 4th Floor Harrisburg, PA 17104 Telephone: 717-346-0608 Website:http://www.dmv.state.pa.us/forms/arpForms.shtml</p>

<p>RHODE ISLAND Rhode Island Division of Motor Vehicles 150 Midway Road, Suite 153 Cranston, RI 02920 Telephone: 401-946-0090 Website: http://www.dmv.ri.gov/forms/</p>	<p>SOUTH CAROLINA South Carolina Department of Motor Vehicles Motor Carrier Services 10311 Wilson Boulevard, Building D Cube#105 Blythewood, SC 29016 Telephone: 803-896-3870 Website:http://www.scdmvonline.com/DMV/New/default.aspx?n=international_registration_plan</p>
<p>SOUTH DAKOTA South Dakota Division of Motor Vehicles Anderson Building 445 East Capitol Avenue Pierre, SD 57501-2080 Telephone: 605-773-3311 Website: http://www.sdtruckinfo.com</p>	<p>TENNESSEE Tennessee Department of Revenue Taxpayer & Vehicle Services Division, Motor Carrier 301 Plus Park Boulevard Nashville, TN 37217 Telephone: 615-399-4265 Website: http://tntrucking.tn.gov/IRP.html#q1</p>
<p>TEXAS Texas Vehicle Titles & Registration Division 4000 Jackson Avenue Austin, TX 78731 Telephone: 512-465-7611 Website:http://txdmv.gov/motor-carriers/commercial-fleet-registration/apportioned-registration</p>	<p>UTAH Utah Division of Motor Vehicles 210 North 1950 West Salt Lake City, UT 84134 Telephone: 801-297-7500 Website: http://motorcarrier.utah.gov/</p>
<p>VERMONT Vermont Department of Motor Vehicles 120 State Street Montpelier, VT 05603-0001 Telephone: 802-828-2071 Website:http://dmv.vermont.gov/commercial_trucking/IRP</p>	<p>VIRGINIA Virginia Department of Motor Vehicles 2300 West Broad Street Richmond, VA 23269 Telephone: 804-367-0538 Website:http://www.dmv.state.va.us/commercial/mcs/programs/irp/index.asp</p>
<p>WASHINGTON Washington Department of Licensing 1125 Washington Street SE PO Box 9020 Olympia, WA 98501 Telephone: 360-902-3600 Website:http://www.dol.wa.gov/vehicleregistration/prorate.html</p>	<p>WEST VIRGINIA West Virginia Division of Motor Vehicles 5707 MacCorkle Avenue SE PO Box 17900 Charleston, WV 25317-0010 Telephone: 304-926-0799 Website:http://www.transportation.wv.gov/dmv/IRP-IFTA/Pages/IRPIFTA.aspx</p>
<p>WYOMING Wyoming Department of Transportation 5300 Bishop Boulevard Cheyenne, WY 82009-3340 Telephone: 307-777-4375 Website:http://www.dot.state.wy.us/home/trucking_commercial_vehicles/irp.html</p>	

IRP Website

For most current jurisdictional information such as maximum gross weight, trip permits, contact information etc. please refer to <http://www.irponline.org/>.

Manitoba Finance

Winnipeg Office	Westman Regional Office
Manitoba Finance Taxation Division 101 - 401 York Avenue Winnipeg, MB R3C 0P8 Telephone: 204-945-5603 Toll Free: 1-800-782-0318 Fax: 204-948-2087 Email: MBTax@fin.gov.mb.ca Website: www.gov.mb.ca/finance/taxation	Manitoba Finance Taxation Division 314, 340 - 9th Street Brandon, MB R7A 6C2 Telephone: 204-726-6153 Toll Free: 1-800-275-9290 Fax: 204-726-6763

Motor Carrier Safety

Motor Carrier Safety

Unit C – 1695 Sargent Avenue

Telephone: 204-945-5322

Website: www.gov.mb.ca/mit/mcd/mcs/sfc.html

Motor Carrier Division

Motor Carrier Division

1550 Dublin Avenue

Winnipeg, Manitoba, R3E 0L4

Telephone: 204-945-5322

Fax: 204-948-2078

Unified Carrier Registration

Any Canadian carrier who is required to register with U.S. DOT is also required to register with the Unified Carrier Registration (UCR) program. This includes for hire, for private and exempt (i.e. farm plated) carriers. The state of North Dakota is the Issuing Office for Manitoba carriers.

Information can be obtained at:

Telephone: 701-328-2725 (select “2” from menu).

FMCSA - U.S. DOT Number

The U.S. DOT Number is an identification number issued to motor carriers, registrants and shippers by the U.S. Department of Transportation. A U.S. DOT Number will be required prior to operating in the United States.

Carriers are required to contact the Federal Motor Carrier Safety Administration (FMCSA) regional office at:

Telephone: 207-624-9000

Website: www.fmcsa.dot.gov

US Federal Heavy Vehicle Use Tax

To obtain information regarding the US Federal Heavy Vehicle Use Tax Return:

Telephone: 1-859-292-5733 (6:00 a.m. - 3:30 p.m.) or 1-859-292-5730 (3:31 p.m. - 12:00 a.m.)

You can access the tax return form (Form 2290) on the Internet through www.irs.gov and searching under Forms & Pub.

IRP Prorate Office Contact Information

Address	Manitoba Public Insurance IRP Prorate Office Box 6300, 510-234 Donald Street Winnipeg, Manitoba R3C 4A4
Telephone	204-985-7775 (Winnipeg)
Fax	1-866-798-1185 (Outside Winnipeg)
Email	irp@mpi.mb.ca
Website	mpi.mb.ca
International Registration Plan Website	http://www.irponline.org

IRP Locations

Winnipeg Service Centres

Bison Drive

15 Barnes Street
Winnipeg, MB R3T 2H9

cityplace

100-234 Donald Street
Winnipeg, MB R3C 4A4

Gateway Road

40 Lexington Park
Winnipeg, MB R2G 4J1

King Edward St.

125 King Edward Street
East
Winnipeg, MB R3H 0V9

Main Street

1284 Main Street
Winnipeg, MB R2W 3T3

St. Mary's Road

930 St. Mary's Road
Winnipeg, MB R2M 4A8

Rural Service Centres

Arborg

323 Sunset Boulevard
PO Box 418
Arborg, MB R0C 0A0

Beausejour

848 Park Avenue
PO Box 100A
Beausejour, MB R0E 0C0

Brandon

731 – 1st Street
Brandon, MB R7A 6C3

Dauphin

217 Industrial Road
PO Box 3000
Dauphin, MB R7N 2V5

Portage La Prairie

2007 Saskatchewan Avenue West
Portage La Prairie, MB R1N 3J9

Selkirk

1008 Manitoba Avenue
PO Box 280
Selkirk, MB R1A 2C2

Steinbach

91 North Front Drive
Steinbach, MB R5G 1X2

Thompson

53 Commercial Place
PO Box 760
Thompson, MB R8N 1T1

Winkler

355 Boundary Trail
Winkler, MB R6W 0L7