



New Prorate Account Checklist

Full Name (print):	Office Use Only Prorate Acct. #:
Business Name (if any):	Daytime phone #

This packet contains a Recordkeeping Fact Sheet, sample recordkeeping forms, and the forms needed to apply for an International Registration Plan (IRP) and/or International Fuel Tax Agreement (IFTA) prorate account in Minnesota. If you have questions about the application process or completing the forms, call our office at (651) 205-4141 during business hours.

STEP 1 – Before you start the application process, make sure you have the following items (links to online resources are included for your information):

1. USDOT Number – obtain online at www.dot.gov
2. Federal Employer Identification Number (FEIN) – obtain online at www.irs.gov/businesses
3. Heavy Highway Vehicle Use Tax Return (HVUT) Form 2290 – www.irs.gov/formspubs
4. Proof of vehicle ownership (e.g., title)
5. Lease agreement, if applicable

STEP 2 – Complete these five forms:

1. IRP Minnesota Presence Affidavit, PS2230 and copies of supporting documents
2. New Prorate Applicant Questionnaire, PS2231
3. Estimated Mileage Worksheet, PS2232
4. Minnesota IRP Renewal/Supplement Application (Schedule A and B), PS2276
5. IFTA License and Decals Application, PS2261

Submit this checklist and forms by mail or in person to the address at the bottom of this checklist or fax to (651) 215-0027.

The forms and documents will be reviewed by our office. You will be contacted by phone with the results of the review (usually within four days).

STEP 3 – If you receive approval from our office:

You must apply in person at our office or a Prorate Deputy Registrar's office. Bring originals of *all* required forms and supporting documents – *including this checklist*. You will receive license plates and decals at that time.

For a list of office locations and contact information, go to www.mndriveinfo.org.

Account Closing Process – If it becomes necessary to close the Prorate account, you must:

1. Complete Minnesota IRP Renewal/Supplement Application and/or IFTA quarterly report;
2. Ensure that there are no outstanding tax liabilities;
3. Turn in plates, stickers, cab cards, and/or IFTA license and unused IFTA decals; and
4. Retain operational records for four years *after* the account is closed.

I hereby affirm that I received the Recordkeeping Fact Sheet. I understand the recordkeeping and mileage recording requirements imposed by the International Registration Plan (IRP) and agree to abide by the IRP/IFTA regulations. The operational records and any other pertinent information required by the base jurisdiction (Minnesota) are available upon request and will remain available for four years after the account is closed. The registrant is in compliance with the laws requiring insurance while operating motor vehicles upon public roads and will maintain the required insurance coverage.

Registrant/Authorized Signature: _____ Date: _____

(Power of Attorney form required for authorized third party/service bureau)

Accepted by: _____ Dep. No.: _____ Date: _____

(Prorate Unit/Deputy Registrar)

PS2234-03 Rev. 7/2007

Minnesota Department of Public Safety Driver and Vehicle Services Division

445 Minnesota Street Saint Paul, Minnesota 55101-5188

Office: (651) 205-4141 or TTY: (651) 282-6555

IRP/IFTA Recordkeeping Requirements

Just the Facts

The International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA) are cooperative programs to collect and distribute registration and fuel tax revenue between member states and Canadian provinces. The programs benefit carriers by consolidating licensing and reporting requirements through the base (home) state.

The maintenance of mileage and fuel records is a requirement of IRP and IFTA. Mileage and fuel records are needed to ensure proper tax distribution among jurisdictions. The carrier and driver are responsible for maintaining vehicle trip reports that record by state/province every mile driven and every gallon of fuel put into the licensed power unit.



This fact sheet outlines the IRP/IFTA recordkeeping and reporting requirements. Topics include:

- **Trip Reports**
- **Fuel Records**
- **Recaps (Mileage and Fuel Summaries)**
- **Record Retention**
- **Audit**
- **Account Closing Process**

Trip Reports

A "Trip Report" (see sample form) is the source document completed by the driver that records in detail the vehicle miles traveled and fuel purchased. These reports are used when completing the annual IRP registration renewal and the quarterly IFTA fuel tax returns.

The IRP and IFTA programs require that the vehicle mileage and fuel trip report contain the following items:

1. Date of trip (start and end)
2. Trip origin and destination (destination is the furthest-most point from the trip origin)
3. Routes of travel and/or state line odometer readings
4. Beginning and ending odometer or hub odometer readings.
5. Total trip miles
6. Mileage by state/province (determined by state line odometer reading or route of travel)
7. Unit number or vehicle identification number (VIN)
8. Vehicle fleet number
9. Registrant's name

Fuel Records

IFTA requires a record of the fuel purchased and used by each IFTA licensed vehicle. Evidence of tax-paid fuel purchases is required to obtain credit on the quarterly report. Evidence includes a receipt or invoice, credit card receipt, or automated vendor-generated invoice showing the tax that was paid for the fuel purchase.

Tax-paid fuel purchase evidence must contain:

1. Date of purchase
2. Seller's name and address
3. Number of gallons/liters purchased
4. Fuel type
5. Price per gallon or liter or total amount of sale
6. Unit numbers
7. Purchaser's name (in case of a lessor/lessee agreement, receipts will be accepted in either name, provided a legal connection can be made to reporting party)

Note: Altered receipts will not be accepted.



Fuel Records (cont.)

A bulk metered record can be used when tax-paid fuel is withdrawn from bulk storage. The bulk metered record must show:

1. Date of withdrawal
2. Number of gallons
3. Fuel type
4. Unit number, license plate number, or VIN
5. Purchase and inventory records to substantiate that tax was paid on all bulk fuel purchases



Print Trip Report form on an 8 ½ x 11" envelope and keep receipts inside.

Recaps

Mileage & Fuel Summaries

IRP and IFTA require carriers to maintain a monthly summary of miles traveled and fuel purchased for each vehicle (see sample form).

Monthly totals for the following items are required for all vehicles in the fleet:

- Miles driven by state/province.
- Fuel purchased by state/province.
- Total mileage driven.
- Total fuel purchased.

Record Retention

IFTA Retention Requirement – Records used to support the information reported on the fuel tax returns (miles and fuel purchases) must be retained for *four years* from the filing date of the return.

IRP Retention Requirement – Mileage records used to support the information reported on the annual renewal must be retained for *three years* after the close of the registration year.



MINNESOTA DEPARTMENT OF PUBLIC SAFETY
Driver and Vehicle Services Division

Prorate Office

445 Minnesota Street
Saint Paul, Minnesota 55101-5188

Phone: 651/205-4141
Fax: 651.215.0027
TTY: 651/282-6555
Web: www.dps.state.mn.us/

Audit

Carriers are audited periodically to ensure that acceptable records are maintained. If the carrier's records are not located or made available in Minnesota, the auditor's travel expenses and per diem will be billed to the license holder upon completion of the audit.

Failure to provide adequate mileage and fuel documentation may result in the following audit assessments:

IRP Registration Tax Penalty – An additional tax liability of 20% of the Minnesota base registration tax.

Fuel Tax Penalty – Use of four miles per gallon as the standard used to determine fuel tax liability for all audited quarters.

In addition, failure to maintain fuel receipts or invoices will result in denial of a fuel tax credit.

IFTA Filing Dates

IFTA tax reports are filed on a quarterly basis. Reports are due the last day of the month following the end of the quarter. If the last day of the month falls on a Saturday, Sunday, or legal holiday, the next business day is considered the filing due date.

All returns must be US postmarked by the deadline (**bold** date) to be considered timely:

April 30 – 1st Quarter (January-March)

July 31 – 2nd Quarter (April-June)

October 31 – 3rd Quarter (July-September)

January 31 – 4th Quarter (October-December)

Note: Filing is required even when no miles were traveled during the quarter.

Penalties for failure to file a report, for filing a late report, or for underpayment of fuel taxes are:

- \$50.00 or 10% of the net tax liability, whichever is greater; and
- Interest at a rate of 1% per month.

Account Closing Process

If it is necessary to close the Prorate account, you must:

1. Complete Minnesota IRP Renewal/Supplement Application and/or IFTA quarterly report;
2. Ensure that there are no outstanding tax liabilities;
3. Turn in plates, stickers, cab cards, and/or IFTA license and unused IFTA decals; and
4. Retain operational records for four years *after* the account is closed.

Trip Report

**Registrant/
Carrier Name** _____

Vehicle (Truck/Tractor) _____
ID Number _____

Trip Origin _____

Fleet Number _____

Complete this report monthly or more frequently

[illegible]

***Ending Odometer Reading**

Total Trip Miles

**Total Odometer
Miles**

Driver's Name

Total Miles by State/Province

MN: _____ : _____ : _____ : _____ : _____

***Ending odometer reading should be the same as the next trip's beginning odometer reading.**

Monthly Mileage and Fuel Summary

Registrant/
Carrier Name _____

Vehicle (Truck/Tractor)
ID Number _____

Quarter/Year _____

Fleet Number _____

- *Include only IRP and/or IFTA qualified vehicles (over 26,000 pounds GVW or three or more axles).*
- *Include all fuel pumped into the power unit.*

[illegible]



IRP Minnesota Presence Affidavit

IMPORTANT: READ BEFORE YOU COMPLETE THIS FORM

Why are you being asked to share this information and how will it be used?

An International Registration Plan (IRP) registrant who declares Minnesota as the base jurisdiction must provide evidence of a Minnesota presence (an established place of business or residence).

The Department of Public Safety (DPS) will use the information to identify you as a registrant or authorized agent of the registrant, to create or identify your Minnesota prorated account, to determine your eligibility for Minnesota prorated registration, to access your record for any future service transactions and/or inquiries, and to comply with state and federal laws.

State law authorizes collection of this information.

The International Registration Plan (IRP) entered into under the authority of Minnesota Statutes, section 168.187, subdivision 7, requires this information. Minnesota Rules, part 7410.0400, requires proof of identity for vehicle registration and title transactions.

Consequences of supplying or refusing to supply requested information.

If you supply the requested information, the DPS will be able to determine whether to issue you Minnesota title and prorated registration.

If you don't provide the information requested, the DPS cannot issue you title or prorated registration and your eligibility for any current registration may be affected.

How is the requested information shared with other agencies?

The DPS releases this information to local, state, and federal government agencies only as authorized or required by state and federal law. This means that the information may be shared with the Federal Motor Carrier Safety Administration (FMCSA) and IRP member states. In addition, your personal information may also be disclosed as authorized in the United States Code, title 18, section 2721.

Permissible Uses of Motor Vehicle Data as provided in United States Code, title 18, section 2721

1. For use by any government agency, including court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a federal, state or local agency in carrying out its functions.
2. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only:
(A) to verify the accuracy of personal information submitted by the individual to the business or its agencies, employees, or contractors; and
(B) if such information as so submitted is not correct or is no longer correct, to obtain correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against the individual.
4. For use in connection with any civil, criminal, administrative, or arbitral proceeding in any federal, state or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state or local court.
5. For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals.
6. For use by any insurer or insurance support organization, or by self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
7. For use in providing notice to the owners of towed or impounded vehicles.
8. For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
9. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. App. 2710 et seq.).
10. For use in connection with the operation of private toll transportation facilities.
11. For any other use in response to requests for individual motor vehicle records if the state has obtained the express consent of the person to whom such personal information pertains.
12. For bulk distribution for surveys, marketing, or solicitations if the state has obtained the express consent of the person to whom such personal information pertains.
13. For use by any requester, if the requester demonstrates it has obtained written consent of the individual to whom the information pertains.
14. For any other use specifically authorized under the law of the state that holds the record, if such use is related to the operation of a motor vehicle or public safety.

Minnesota Department of Public Safety Driver and Vehicle Services Division

445 Minnesota Street Saint Paul, Minnesota 55101-5188

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IRP Minnesota Presence Affidavit

(Print Registrant/Company Name)

(Print Authorized Signer's Name and Title)

I, the undersigned, declare Minnesota as the base jurisdiction of the International Registration Plan (IRP) registrant named above. Minnesota presence is based on item 1 or item 2 (mark only one box).

☐ 1. The registrant has an *established place of business* in Minnesota that meets all of the following conditions:

- ☐ Physical structure located within Minnesota (building or office) owned or leased by the registrant
- ☐ Street address (*not* a post office box) _____
- ☐ Open for business. List business hours: _____
- ☐ Vehicles will accrue miles in Minnesota
- ☐ * *And located within the physical structure:*
 - ☐ Permanent employee(s) of the registrant conducting the registrant's trucking-related business
 - ☐ The operational records of the fleet (or records will be made available to the state when requested)
- ☐ * *Shall be presented with this affidavit:*
 - ☐ Articles of Business Incorporation (including certificate) issued by authorized state agency
 - ☐ Minnesota Secretary of State Certificate of Authority (required for foreign state/province corporations)
 - ☐ Ownership documents or Lease agreement records associated with the physical structure
 - ☐ List of permanent Minnesota employees that are currently in employment by the registrant

☐ 2. The registrant is a Minnesota resident and does not have an established place of business.

Shall be presented with this affidavit (three items from Column A or B required):

- ☐ Vehicles will accrue miles in Minnesota
- ☐ The operational records of the fleet (or records will be made available to the state when requested)

All documents shall be **current** and list registrant name and Minnesota address

Column A: ☐ **Individual**

- ☐ Minnesota driver's license card
- ☐ Federal income tax return (filed)
- ☐ Minnesota personal income tax records (paid)
- ☐ Minnesota property/estate tax records (paid)
- ☐ Utility billing statement;
(i.e. phone, cable, gas, electric, water, etc.)
- ☐ Minnesota motor vehicle title or registration
(in registrant's name)

Column B: ☐ **Business Entity**

- ☐ Minnesota driver's license card
(principle owner must be a MN resident)
- ☐ Minnesota Secretary of State
Articles of Incorporation
- ☐ Federal income tax return (filed)
- ☐ Minnesota personal income tax records (paid)
- ☐ Minnesota property/estate tax records (paid)
- ☐ Utility billing statement;
(i.e. phone, cable, gas, electric, water, etc.)
- ☐ Minnesota motor vehicle title or registration
(in registrant's name)

I hereby affirm that I received all privacy warnings required by state and federal law. The information I provided is true and correct. The registrant is familiar with the record keeping and mileage recording requirements imposed by the International Registration Plan (IRP). The operational records and any other pertinent information required by the base jurisdiction (Minnesota) are available upon request. The registrant is in compliance with the laws requiring insurance while operating motor vehicles upon public roads and will maintain the required insurance coverage. The Base Jurisdiction may accept information or use other evidential factors it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business or residency within the Base Jurisdiction.

Registrant/Authorized Signature: _____ Date: _____

(Power of Attorney form required for authorized third party/service bureau)

Minnesota driver's license number _____

(Required if one has been issued to the registrant/authorized signer)

Minnesota Department of Public Safety Driver and Vehicle Services Division

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PS2230-03 Rev. 9/2008



New Prorate Applicant Questionnaire

Office Use Only Prorate Acct. #:	
Full Name (print):	Date:
Business Name (if any):	Contact Phone:

Why are you being asked to share this information and how will it be used?

The Department of Public Safety (DPS) will use the information to determine your eligibility for Minnesota prorate registration, to access your record for any future service transactions and/or inquiries, and to comply with state and federal laws.

State law authorizes collection of this information.

The International Registration Plan (IRP) entered into under the authority of Minnesota Statutes, section 168.187, subdivision 7, requires this information.

Consequences of supplying or refusing to supply requested information.

If you supply the requested information, the DPS will be able to determine whether to issue you Minnesota title and prorate registration. If you don't provide the information requested, the DPS cannot issue you title or prorate registration and your eligibility for any current registration may be affected.

How is the requested information shared with other agencies?

The DPS releases this information to local, state, and federal government agencies only as authorized or required by state and federal law. This means that the information may be shared with the Federal Motor Carrier Safety Administration (FMCSA) and IRP member states. In addition, your personal information may also be disclosed as authorized in the United States Code, title 18, section 2721.

1. What do you haul (check all that apply)?

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> General Freight | <input type="checkbox"/> Mobil Homes | <input type="checkbox"/> Grain, Feed, Hay | <input type="checkbox"/> Utility |
| <input type="checkbox"/> Household Goods | <input type="checkbox"/> Machinery, Large | <input type="checkbox"/> Meat | <input type="checkbox"/> Farm Supplies |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Beverages | <input type="checkbox"/> Garbage, Refuse, Trash | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Coal, Coke | <input type="checkbox"/> Fresh Produce | <input type="checkbox"/> US Postal Mail | <input type="checkbox"/> Water Well |
| <input type="checkbox"/> Motor Vehicles | <input type="checkbox"/> Intermodal Containers | <input type="checkbox"/> Chemicals | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Drive Away, Tow | <input type="checkbox"/> Passengers | <input type="checkbox"/> Commodities: Dry, Bulk | _____ |
| <input type="checkbox"/> Logs, Poles, Beams | <input type="checkbox"/> Oil Field Equipment | <input type="checkbox"/> Refrigerated Foods | _____ |
| <input type="checkbox"/> Building Materials | <input type="checkbox"/> Livestock | <input type="checkbox"/> Paper Products | _____ |

2. What type of operation is it?

- | | | | |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Authorized for hire | <input type="checkbox"/> Private; passengers (non-buses) | <input type="checkbox"/> Construction | <input type="checkbox"/> Indian Tribe |
| <input type="checkbox"/> Exempt for hire | <input type="checkbox"/> Rental | <input type="checkbox"/> Moving Company | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Private; property | <input type="checkbox"/> Farm | <input type="checkbox"/> US mail | _____ |
| <input type="checkbox"/> Private; carrier | <input type="checkbox"/> Migrant | <input type="checkbox"/> Federal Government | _____ |
| <input type="checkbox"/> Private; passengers (buses) | <input type="checkbox"/> Bus | <input type="checkbox"/> State Government | _____ |
| | | <input type="checkbox"/> Local Government | _____ |

3. How many vehicles are you prorating (include those you own that are leased to another company)? _____

4. Where are these vehicles currently registered?

- ☐ Minnesota ☐ Other jurisdiction: _____

5. How are these vehicles currently registered?

- ☐ Base plate (list plate number(s)): _____

- ☐ IRP plate (list plate number(s)): _____

- ☐ New purchase from (seller's name): _____

Seller's relationship to applicant (if any): _____

- ☐ Other (explain in detail): _____

New Prorate Applicant Questionnaire

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6. Do you have bulk fuel tanks?
☐ No ☐ Yes, used for prorated vehicles only ☐ Yes, used for prorated and non-prorated vehicles
7. If you have bulk fuel tanks, how is the fuel monitored and allocated (check all that apply)?
☐ Individual fuel tickets ☐ Log sheets ☐ Meter readings
8. Have you ever had IRP registration in Minnesota or any other jurisdiction?
☐ No ☐ Yes (jurisdiction and registered name or account #): _____
9. In the last three years, have you been associated with a company or individual with a prorated account?
☐ No ☐ Yes (jurisdiction and registered name or account #): _____

10. Have you ever been denied registration?
☐ No ☐ Yes (explain in detail): _____
11. Has your registration ever been suspended and/or revoked?
☐ No ☐ Yes (explain in detail): _____
12. Is(are) your vehicle(s) presently leased to an individual or company?
☐ No ☐ Yes (lessee name, address, and phone number): _____
13. Under what authority (USDOT number displayed on vehicle) are you operating? _____
Jurisdiction of issuance: _____
Authority holder (self or name, address, phone): _____
14. Have you ever been audited by Minnesota or another IRP member jurisdiction?
☐ No ☐ Yes (approximate date, jurisdiction): _____
15. Has(have) your vehicle(s) accrued actual mileage (past mileage history)?
☐ No ☐ Yes (explain) _____
16. Have you been instructed on the importance of maintaining vehicle distance records?
☐ No ☐ Yes
17. Address where records will be maintained for audit purposes: _____

18. Who will be responsible for filing IRP returns? _____
19. Who will be responsible for filing IFTA returns? _____
20. Additional information/questions: _____

I hereby affirm that the information provided is true and correct. The registrant is familiar with the record keeping and mileage recording requirements imposed by the International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA). The operational records and any other pertinent information required by the base jurisdiction (Minnesota) are available upon request. The registrant is in compliance with the laws requiring insurance while operating motor vehicles upon public roads and will maintain the required insurance coverage.

Signature, Title

Date



Estimated Mileage Worksheet

(Submit with Minnesota IRP Renewal/Supplement Application)

Why are you being asked to share this information and how will it be used?

An International Registration Plan (IRP) registrant must justify estimated mileage and show how the estimate was determined. The Department of Public Safety (DPS) will use the information to identify your Minnesota prorate account, to determine your eligibility for Minnesota prorate registration, to access your record for any future service transactions and/or inquiries, and to comply with state and federal laws.

Use the worksheet on the other side of this form to calculate estimated mileage for the registration year (12 months). If your estimates are not reasonable, the base jurisdiction (Minnesota) is required by the IRP agreement to make adjustments as necessary. If mileage is estimated and the fleet is found to have accrued actual mileage in the jurisdiction during the report year, applicable fees will be assessed, including penalty and interest.

State law authorizes collection of this information

The International Registration Plan (IRP) entered into under the authority of Minnesota Statutes, section 168.187, subdivision 7, requires this information.

Consequences of supplying or refusing to supply requested information

If you supply the requested information, the DPS will be able to determine whether to issue you Minnesota title and prorate registration. If you don't provide the information requested, the DPS cannot issue you title or prorate registration and your eligibility for any current registration may be affected.

How is the requested information shared with other agencies?

The DPS releases this information to local, state, and federal government agencies only as authorized or required by state and federal law. This means that the information may be shared with the Federal Motor Carrier Safety Administration (FMCSA) and IRP member states. In addition, your personal information may be disclosed as authorized in the United States Code, title 18, section 2721.

Instructions if route of travel is not known: Enter the miles, from column 2, times the number of vehicles registered in the fleet in column 7. When finished, transfer the Total Estimate to Section 3 of the IRP Renewal/Supplement Application.

Column 1: Circle the two letter designation (e.g. MN) of each jurisdiction for which mileage is estimated.

At the bottom of the column, enter the total number of jurisdictions estimated.

Column 2: Estimated miles for the jurisdiction. If the route of travel is *not* known, enter the miles from column 2 times the numbers of vehicles registered in the fleet in column 7.

Column 7: Column 2 times number of vehicles registered in the fleet in column 7.

Instructions if route of travel is known: Complete columns 3 through 7. When finished, transfer the Total Estimate to Section 3 of the IRP Renewal/Supplement Application.

Column 3: Entry location for the jurisdiction (used when route of travel *is* known)

Column 4: Exit or final destination within that jurisdiction (used when route of travel *is* known)

Column 5: Round trip distance between locations in column 3 and column 4

Column 6: Number of Trips per fleet for this route

Column 7: Multiply column 5 by column 6 and enter the result
At the bottom of the column, enter the total estimated mileage

Minnesota Department of Public Safety Driver and Vehicle Services Division
445 Minnesota Street Saint Paul, Minnesota 55101-5188 Office: (651) 205-4141 or TTY: (651) 282-6555
Email: dvs.prorate@state.mn.us

Estimated Mileage Worksheet—estimates based on 12 months of travel

Account Name:			Account #:	Fleet #:	# of Vehicles:	Supplement #:	Registration Year:
1. Jurisdiction:	2. Miles	3.City/Town of Entry Location with Routes of Travel	4.City/Town of Exit/Destination with Routes of Travel	5.Round Trip Mileage	6. # Trips	7. Total Estimate	
AL	Alabama	834			X	=	AL
AR	Arkansas	933			X	=	AR
AZ	Arizona	1,366			X	=	AZ
CA	California	2,868			X	=	CA
CO	Colorado	1,064			X	=	CO
CT	Connecticut	315			X	=	CT
DC	D.C.	5			X	=	DC
DE	Delaware	72			X	=	DE
FL	Florida	1,615			X	=	FL
GA	Georgia	1,776			X	=	GA
IA	Iowa	5,625			X	=	IA
ID	Idaho	709			X	=	ID
IL	Illinois	5,513			X	=	IL
IN	Indiana	3,761			X	=	IN
KS	Kansas	1,813			X	=	KS
KY	Kentucky	1,423			X	=	KY
LA	Louisiana	545			X	=	LA
MA	Massachusetts	378			X	=	MA
MD	Maryland	477			X	=	MD
ME	Maine	154			X	=	ME
MI	Michigan	1,147			X	=	MI
MN	Minnesota	21,133			X	=	MN
MO	Missouri	2,824			X	=	MO
MS	Mississippi	602			X	=	MS
MT	Montana	1,953			X	=	MT
NC	North Carolina	974			X	=	NC
ND	North Dakota	2,580			X	=	ND
NE	Nebraska	1,942			X	=	NE
NH	New Hampshire	94			X	=	NH
NJ	New Jersey	586			X	=	NJ
NM	New Mexico	1,223			X	=	NM
NV	Nevada	1,095			X	=	NV
NY	New York	1,142			X	=	NY
OH	Ohio	3,784			X	=	OH
OK	Oklahoma	1,537			X	=	OK
OR	Oregon	730			X	=	OR
PA	Pennsylvania	3,190			X	=	PA
RI	Rhode Island	38			X	=	RI
SC	South Carolina	623			X	=	SC
SD	South Dakota	2,350			X	=	SD
TN	Tennessee	1,630			X	=	TN
TX	Texas	3,683			X	=	TX
UT	Utah	1,491			X	=	UT
VA	Virginia	965			X	=	VA
VT	Vermont	79			X	=	VT
WA	Washington	1,084			X	=	WA
WI	Wisconsin	8,028			X	=	WI
WV	West Virginia	468			X	=	WV
WY	Wyoming	1,942			X	=	WY
AB	Alberta	202			X	=	AB
BC	British Columbia	140			X	=	BC
MB	Manitoba	581			X	=	MB
NB	New Brunswick	39			X	=	NB
NL	Newfoundland	16			X	=	NL
NS	Nova Scotia	29			X	=	NS
ON	Ontario	618			X	=	ON
PE	Prince Edward	2			X	=	PE
QC	Quebec	192			X	=	QC
SK	Saskatchewan	356			X	=	SK
		Total Jurisdictions Estimated			Total Estimated Mileage		



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MN International Registration Plan Renewal/Supplement Application

Account Number: _____ Fleet: _____

Section 1

Account Name:	
Physical Address 1	County of Residence
Physical Address 2	
City, State, Zip	

DBA:
Mailing Address 1
Mailing Address 2
City, State, Zip

Contact Person Name:	
Phone No.	Fax No:
Email Address:	

Registration Year:
Tax ID (FEIN or SSN):
US DOT #

All information collected on a motor vehicle application is required by law and is used to identify the vehicle. Failure to provide required information may result in denial of the requested action. Except for certain uses by federal and state laws, personal information may not be disclosed to anyone without your consent.

Section 2

Ownership Type: ☐ Company ☐ Corporation ☐ Partnership ☐ Sole Owner
Type of Operation: ☐ For Hire ☐ Private Carrier ☐ Rent vehicles less than 45 days ☐ Rent vehicles 45 days and over

Section 3

Check the jurisdictions which you want to appear on your cab card for this registration period. Indicate the distance code for each selected jurisdiction as follows:
A = Actual Miles Reported E = Estimate. For jurisdictions with a distance code of A, report the miles this fleet traveled for the period of _____

Jurisdiction	Miles	A/E
* Alaska		
<input type="checkbox"/> Alabama		
<input type="checkbox"/> Arkansas		
<input type="checkbox"/> Arizona		
<input type="checkbox"/> California		
<input type="checkbox"/> Colorado		
<input type="checkbox"/> Connecticut		
<input type="checkbox"/> Dist of Columbia		
<input type="checkbox"/> Delaware		
<input type="checkbox"/> Florida		
<input type="checkbox"/> Georgia		
<input type="checkbox"/> Iowa		
<input type="checkbox"/> Idaho		
<input type="checkbox"/> Illinois		
<input type="checkbox"/> Indiana		
<input type="checkbox"/> Kansas		
<input type="checkbox"/> Kentucky		

Jurisdiction	Miles	A/E
<input type="checkbox"/> Louisiana		
<input type="checkbox"/> Massachusetts		
<input type="checkbox"/> Maryland		
<input type="checkbox"/> Maine		
<input type="checkbox"/> Michigan		
<input type="checkbox"/> Minnesota		
<input type="checkbox"/> Missouri		
<input type="checkbox"/> Mississippi		
<input type="checkbox"/> Montana		
<input type="checkbox"/> North Carolina		
<input type="checkbox"/> North Dakota		
<input type="checkbox"/> Nebraska		
<input type="checkbox"/> New Hampshire		
<input type="checkbox"/> New Jersey		
<input type="checkbox"/> New Mexico		
<input type="checkbox"/> Nevada		
<input type="checkbox"/> New York		

Jurisdiction	Miles	A/E
<input type="checkbox"/> Ohio		
<input type="checkbox"/> Oklahoma		
<input type="checkbox"/> Oregon		
<input type="checkbox"/> Pennsylvania		
<input type="checkbox"/> Rhode Island		
<input type="checkbox"/> South Carolina		
<input type="checkbox"/> South Dakota		
<input type="checkbox"/> Tennessee		
<input type="checkbox"/> Texas		
<input type="checkbox"/> Utah		
<input type="checkbox"/> Virginia		
<input type="checkbox"/> Vermont		
<input type="checkbox"/> Washington		
<input type="checkbox"/> Wisconsin		
<input type="checkbox"/> West Virginia		
<input type="checkbox"/> Wyoming		
<input type="checkbox"/> Wyoming Intrastate Authority		

Jurisdiction	Miles	A/E
<input type="checkbox"/> Alberta		
<input type="checkbox"/> British Columbia		
<input type="checkbox"/> Manitoba		
<input type="checkbox"/> New Brunswick		
<input type="checkbox"/> Newfoundland/Lab		
<input type="checkbox"/> Nova Scotia		
* NW Territory		
* Nunavut		
<input type="checkbox"/> Ontario		
<input type="checkbox"/> Prince Edward Isl		
<input type="checkbox"/> Quebec		
<input type="checkbox"/> Saskatchewan		
* Yukon		
* Mexico		
Total Miles		
Total Vehicles Renewed		

Section 4

I attest that this vehicle is insured while operated upon the public roads as required by law; proof of insurance will be carried in the vehicle. For any estimated distance reported you are required to use the Estimated Distance Worksheet. I understand that the estimated miles designated reflect intended travel in each state for the current registration year and that mileage cannot be changed during the registration year. I furthermore affirm that I am familiar with the responsibility imposed upon me by the International Registration Plan (IRP); pursuant to Article II, Section 234 of the IRP you are required to submit, upon request, lease information regarding the owner-operator and the motor carrier.

Applicant Signature: _____ Title: _____ Date: _____ or

Authorized Agent Signature: _____ Date: _____

Section 5

Minnesota International Registration Plan Renewal/Supplement Application

Weight Group: # _____

Account Number: _____

Fleet: _____

Vehicle Type: _____

Minnesota CGVW: _____

This Fleet Is Currently Apportioned With The Jurisdictions Indicated And At The Gross Weights Shown Below:

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

Section 6

** Place a "D" in the Action box if deleting the vehicle. Place a "C" in the Delete/Change box if changing any vehicle information. Please make all changes in red.

*1 Verify the US DOT number for the carrier responsible for safety fitness of the vehicle. This should be the US DOT number displayed on the cab of the vehicle.

*3 Please indicate if the carrier responsible for the safety fitness of the vehicle is expected to change during this registration year.

*2 Verify the Tax Identification Number for the carrier responsible for the safety fitness of the vehicle.

*5 *4 Verify the county kept a vehicle of type of TK in with travel operation add MS please indicate if the truck pulls a trailer.

*6 Please see renewal instructions regarding special use vehicles. Complete if applicable.

VEHICLE EQUIPMENT LIST FOR ACCOUNT _____ - FLEET _____ - WEIGHT GROUP _____

**Action	Unit#	Year	Make	Plate #	Axles	Combined MN Axles	Combined QC Axles	Seats	Fuel	Unladen Weight	Gross Weight	Purchase Price	Factory Price	Purchase Date
V.I.N.			Owner Name		Owner DOB	*1 USDOT		*2 FEIN		*3 Yes/No	*4 CO Trailer Y/N	*5 County Kept When Not In Use		*6 Special Use
**Action	Unit#	Year	Make	Plate #	Axles	Combined MN Axles	Combined QC Axles	Seats	Fuel	Unladen Weight	Gross Weight	Purchase Price	Factory Price	Purchase Date
V.I.N.			Owner Name		Owner DOB	*1 USDOT		*2 FEIN		*3 Yes/No	*4 CO Trailer Y/N	*5 County Kept When Not In Use		*6 Special Use
**Action	Unit#	Year	Make	Plate #	Axles	Combined MN Axles	Combined QC Axles	Seats	Fuel	Unladen Weight	Gross Weight	Purchase Price	Factory Price	Purchase Date
V.I.N.			Owner Name		Owner DOB	*1 USDOT		*2 FEIN		*3 Yes/No	*4 CO Trailer Y/N	*5 County Kept When Not In Use		*6 Special Use

VEHICLE EQUIPMENT LIST FOR ACCOUNT _____ - FLEET _____ - WEIGHT GROUP _____

**Action	Unit#	Year	Make	Plate #	Axles	Combined MN Axles	Combined QC Axles	Seats	Fuel	Unladen Weight	Gross Weight	Purchase Price	Factory Price	Purchase Date
V.I.N.			Owner Name		Owner DOB	*1 USDOT		*2 FEIN		*3 Yes/No	*4 CO Trailer Y/N	*5 County Kept When Not In Use		*6 Special Use
**Action	Unit#	Year	Make	Plate #	Axles	Combined MN Axles	Combined QC Axles	Seats	Fuel	Unladen Weight	Gross Weight	Purchase Price	Factory Price	Purchase Date
V.I.N.			Owner Name		Owner DOB	*1 USDOT		*2 FEIN		*3 Yes/No	*4 CO Trailer Y/N	*5 County Kept When Not In Use		*6 Special Use
**Action	Unit#	Year	Make	Plate #	Axles	Combined MN Axles	Combined QC Axles	Seats	Fuel	Unladen Weight	Gross Weight	Purchase Price	Factory Price	Purchase Date
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V.I.N.			Owner Name		Owner DOB	*1 USDOT		*2 FEIN		*3 Yes/No	*4 CO Trailer Y/N	*5 County Kept When Not In Use		*6 Special Use
**Action	Unit#	Year	Make	Plate #	Axles	Combined MN Axles	Combined QC Axles	Seats	Fuel	Unladen Weight	Gross Weight	Purchase Price	Factory Price	Purchase Date
V.I.N.			Owner Name		Owner DOB	*1 USDOT		*2 FEIN		*3 Yes/No	*4 CO Trailer Y/N	*5 County Kept When Not In Use		*6 Special Use
**Action	Unit#	Year	Make	Plate #	Axles	Combined MN Axles	Combined QC Axles	Seats	Fuel	Unladen Weight	Gross Weight	Purchase Price	Factory Price	Purchase Date
V.I.N.			Owner Name		Owner DOB	*1 USDOT		*2 FEIN		*3 Yes/No	*4 CO Trailer Y/N	*5 County Kept When Not In Use		*6 Special Use



IFTA License and Decals Application

Why are you being asked to share this information and how will it be used?

The Department of Public Safety (DPS) will use the information to identify you as a registrant or authorized agent of the registrant, to create or identify your Minnesota prorated account, to determine your eligibility for a Minnesota IFTA license and decals, to access your record for any future service transactions and/or inquiries, and to comply with state and federal laws.

State law authorizes collection of this information.

The International Fuel Tax Agreement (IFTA) entered into under the authority of Minnesota Statutes, section 168.187, subdivision 7, requires this information.

Consequences of supplying or refusing to supply requested information.

If you supply the requested information, the DPS will be able to determine whether to issue you a Minnesota IFTA license and decals. If you don't provide the information requested, the DPS cannot issue you a Minnesota IFTA license and decals and your eligibility for any current registration may be affected.

How is the requested information shared with other agencies?

The DPS releases this information to local, state, and federal government agencies only as authorized or required by state and federal law. This means that the information may be shared with the Federal Motor Carrier Safety Administration (FMCSA) and IRP member states. In addition, your personal information may also be disclosed as authorized in the United States Code, title 18, section 2721.

Permissible Uses of Motor Vehicle Data as provided in United States Code, title 18, section 2721

1. For use by any government agency, including court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a federal, state or local agency in carrying out its functions.
2. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only:
(A) to verify the accuracy of personal information submitted by the individual to the business or its agencies, employees, or contractors; and
(B) if such information as so submitted is not correct or is no longer correct, to obtain correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against the individual.
4. For use in connection with any civil, criminal, administrative, or arbitral proceeding in any federal, state or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a federal, state or local court.
5. For use in research activities, and for use in producing statistical reports, so long as the personal information is not published, re-disclosed, or used to contact individuals.
6. For use by any insurer or insurance support organization, or by self-insured entity, or its agents, employees, or contractors, in connection with claims investigation activities, antifraud activities, rating or underwriting.
7. For use in providing notice to the owners of towed or impounded vehicles.
8. For use by any licensed private investigative agency or licensed security service for any purpose permitted under this subsection.
9. For use by an employer or its agent or insurer to obtain or verify information relating to a holder of a commercial driver's license that is required under the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. App. 2710 et seq.).
10. For use in connection with the operation of private toll transportation facilities.
11. For any other use in response to requests for individual motor vehicle records if the state has obtained the express consent of the person to whom such personal information pertains.
12. For bulk distribution for surveys, marketing, or solicitations if the state has obtained the express consent of the person to whom such personal information pertains.
13. For use by any requester, if the requester demonstrates it has obtained written consent of the individual to whom the information pertains.
14. For any other use specifically authorized under the law of the state that holds the record, if such use is related to the operation of a motor vehicle or public safety.



IFTA License and Decals Application

Registration Year: _____

- ☐ New/Renewal License ☐ Exemption ☐ Extra Decals ☐ Change Account Information
☐ Cancel Account (Attach license and decals) or check box if destroyed, lost, mutilated ☐

Prorate Account Name (<i>print</i>):	Prorate Acct. #	
Physical Address of Business:	FEIN:	USDOT #
Business Mailing Address:	Contact Phone:	

Exemptions – If you qualify for one of the following exemptions, check the appropriate box and sign this application.

- ☐ Company holds a current IFTA license in a jurisdiction other than MN.

Jurisdiction: _____ Acct. #: _____

- ☐ Leased to carrier that reports fuel tax.

Carrier name: _____ Jurisdiction: _____ Acct. #: _____

- ☐ Operating only two-axle vehicles with gross vehicle weight of 26,000 pounds or less.

If you *do not* qualify for an exemption, complete items 1 through 8 and sign this application.

1. Print names and titles of: ☐ Owner(s) ☐ Partner(s) ☐ Corporate officer(s)

(Name)

(Name)

(Title)

(Title)

2. Fuel type(s) used (check all that apply):

☐ Diesel ☐ Gasoline ☐ Other _____

4. Is your fuel return for a consolidated fleet
(vehicles registered in another IRP jurisdiction)?

☐ NO ☐ YES in: _____

3. Do you maintain bulk storage?

☐ NO ☐ YES in MN ☐ YES in: _____

IFTA Fees and Decals: If requesting extra decals only, do not include annual filing fee and annual license fee.
License and decals for the upcoming year must be displayed by *February 28*.

New/Renewal:	Annual filing fee	\$10
	Annual license fee	\$28
Decals:	_____ (vehicles) x \$2.50	\$
	Grand total	\$

Mail this application and check/money order for **Grand total** to:

Prorate Office
445 Minnesota Street
Saint Paul, Minnesota 55101-5188

Make check/money order payable to Driver & Vehicle Services

I hereby affirm that the information provided is true, correct, and complete. I agree to comply with reporting, payment, record keeping, and license display requirements as specified in the International Fuel Tax Agreement (IFTA). I understand that failure to comply with these provisions is grounds for revocation of the IFTA license in all member jurisdictions and that the base jurisdiction may withhold any refunds due if I am delinquent on payment of fuel taxes due any member jurisdiction.

(Signature of Taxpayer)

(Title)

(Date)