

International Registration Plan Applicant Requirements

***** All documents are required to be in the same name as the tax ID number on the IRS SS-4
All documents are required in order to obtain registration

- _____ Three proofs of Delaware residency in the envelopes in the name of the applicant
(state or federal income tax, property taxes, utility bills, legal property lease agreement,
mortgage settlement documents) Postmarked not older than 60 days.
- _____ Proof of Ownership (Delaware title in your name or business name, Certificate of Origin or an Out of state title)
- _____ Dealer Bill of Sale to determine Delaware Documentation Fee 4.25% of purchase price /
Private sales will be based on NADA book value or an appraisal from a certified dealer
- _____ Active Federal DOT number marked for Interstate
- _____ SS-4 from the Internal Revenue Service to verify EIN and business name
- _____ Delaware Corporation in good standing
- _____ Current Delaware Business License or Business License Filing Number _____
- _____ Delaware Drivers License (only required if application is in personal name)
- _____ If you were previously registered in another jurisdiction you are required to provide previous actual miles;
register for 12 months and provide current registration card.
Odometer reading from June 30th _____
(if you have not been registered in any jurisdiction in the last 18 months; you are considered a NEW applicant)
- _____ Original Insurance Card: DE address; DE issued policy; Expiration date <12 mos; NAIC;
complete and accurate VIN; Name matches title
- _____ Lease Agreement (If insurance, DOT, or IFTA issued by leasing company); Signed by all parties. No erasures or
changes made to the document
- _____ Delaware Division of Motor Vehicles Safety Inspection
- _____ HVUT ONLY if the vehicle title is already in the applicant's name
Paid stamped copy of Form 2990 if vehicle is registered 55,000 lbs or greater
(The IRS requires you to pay Form 2290 the last day of the following month in which you receive registration)
Current Year; VIN matches reg; Correct WGT category paid; Paid Stamp
- _____ Proof of Manufactures Vehicle Gross Weight Rating (DMV inspection report, photo of MGVWR plate from vehicle,
DMV staff verification, Certificate of Origin)
- _____ Unified Carrier Registration paid for current year (UCR)
- _____ All IRP and IFTA applications completed

Useful Websites:

<http://www.dmv.de.gov/services/TranServ>

<http://www.ucr.in.gov>

<http://www.irponline.org>

<http://www.iftach.org>

If you have any questions please contact our office at 302-744-2701 select option #2 or
Email: DOT.MotorCarrier@state.de.us



Motor Carrier Account Application

For Office Use Only

Motor Carrier Account Number: _____

Legal Name
DBA

Tax Identification Number	USDOT Number	Registrant Only (Circle if YES)
_____	_____	YES

Business Type:

Corporation
 LLC
 LLP
 Owner Operator
 Government
 Non-Profit Corporation
 Partnership
 Religious

Business Phone & Fax
(company phone not individual)

Phone _____ FAX _____

Physical Business Address (No Post Office Box)

Street _____

City _____ State **DE** Zip _____ County _____

Mailing Address

P O Box _____ Street _____

City _____ State _____ Zip _____



Account Officer Contact Information for Motor Carrier Services Section



Motor Carrier Account Name _____ Motor Carrier Account Number _____

Officer Type: President Vice President Sole Member Member
 Owner Operator Secretary Treasurer Partner Other _____

Name _____

Business Address _____

City _____ State _____ Zip _____

Email _____ @ _____

Office Phone _____ FAX _____

Mobile Phone _____ Drivers License State _____ Number _____

Officer Type: President Vice President Sole Member Member
 Owner Operator Secretary Treasurer Partner Other _____

Name _____

Business Address _____

City _____ State _____ Zip _____

Email _____ @ _____

Office Phone _____ FAX _____

Mobile Phone _____ Drivers License State _____ Number _____

Officer Type: President Vice President Sole Member Member
 Owner Operator Secretary Treasurer Partner Other _____

Name _____

Business Address _____

City _____ State _____ Zip _____

Email _____ @ _____

Office Phone _____ FAX _____

Mobile Phone _____ Drivers License State _____ Number _____



Authorized Personnel for Motor Carrier Services



Motor Carrier Account Name _____ Motor Carrier Account Number _____

The personnel noted below are employees, officers, or directors of the above company and FLEET and are authorized to act on behalf of the company for purposes of accessing and updating account information, transfer and/or renewal of vehicles, filing of tax returns, and to provide representation as part of any audit related activities for the following for the following tax or registration fee matters: International Registration Plan (IRP); International Fuel Tax Agreement (IFTA); Unified Carrier Registration (UCR) and Heavy Vehicle Use Tax (Form 2290); Titles and Registrations.

I certify that I am acting in the capacity of sole proprietor, corporate officer, partner (except a limited partner), member or manager of a limited liability company, or fiduciary on behalf of the taxpayer, and that I have authority to execute this account access on behalf of the taxpayer.

Signature _____	Title _____	Date _____
Print Name _____		Telephone Number _____

Before me personally appeared _____ (Taxpayer Name) who by me duly sworn under oath says that the statements set forth above are true and correct. SUBSCRIBED TO AND SWORN before me this _____ day of _____, 20____.

Notary Public

State of Delaware, _____ County

IRP Contact Type: Audit Primary Other _____ Job Title _____

IFTA Contact Type: Audit Primary Other _____ Job Title _____

Name _____

Business Address _____

City _____ State _____ Zip _____

Email _____@_____

Main Phone _____ FAX _____ Mobile _____

IRP Contact Type: Audit Primary Other _____ Job Title _____

IFTA Contact Type: Audit Primary Other _____ Job Title _____

Name _____

Business Address _____

City _____ State _____ Zip _____

Email _____@_____

Main Phone _____ FAX _____ Mobile _____

**Additional pages may be used but will require notary. See our FAQ's for how to remove an employee.



Registration Certification

In order to register through the Plan your vehicle must meet the following criteria:

- Have two axles and a gross weight or registered gross weight in excess of 26,000 pounds;
- Have three or more axles, regardless of weight or
- Is used in combination, when the gross vehicle weight of such combination exceeds 26,000 pounds
- Intends to travel two or more jurisdictions and used for the transportation of persons for hire or designed, used or maintained primarily for the transportation of property

I have read the above and my vehicle meets the criteria. I understand that if my vehicle does not travel outside the state of Delaware in 18 months that I will be removed from the Plan. I will be responsible for all expenses incurred with re-titling my vehicle. _____(initial)

- | | | |
|--|-----|----|
| 1. Do you have a physical structure located in Delaware? | YES | NO |
| 2. Is this physical structure open for business and staffed during regular business hours by one or more persons employed by the registrant on a permanent basis (i.e., not an independent contractor) conducting trucking-related business? | YES | NO |
| 3. Are the operational records of the fleet located at this location? | YES | NO |
| 4. If not can the operational records be made available at the Delaware location in the event of an audit? | YES | NO |
- ❖ if not, the registrant must pay all costs of travel and per diem expenses in accordance with the Plan section 1602.

In order to register through the Plan, you must provide the following documents:

- Three acceptable proofs of residency containing name and address for which you will complete the application in.
- Delaware insurance card (DE address, complete VIN, expiration not to exceed 365 days, NAIC
- "PASSED" DMV inspection report
- Form 2290 (If you were previously registered and your vehicle has a MGVWR > 54,999 lbs.)
- Bill of sale
- Title or certificate of origin
- A clear, signed, current copy of a lease

If you were previously registered you will need to provide the actual mileage traveled in the prior year.

I/we, the undersigned, do hereby certify, under penalty of perjury, that the statements made herein are true and correct to the best of my/our knowledge, information and belief. I/we understand that in the event the established place of business is proven to be outside the State of Delaware, the registration will be suspended and the registration and document fees will not be refunded.

Name of company: _____

Signature of applicant: _____

Printed name of applicant: _____

COMMERCIAL MOTOR VEHICLE REGULATIONS
(Title 21 Chapter 47, and Title 29 Chapter 82 §8225 of the Delaware Code)

As a Commercial Motor Vehicle registrant, I hereby certify knowledge of applicable Federal and State motor carrier safety regulations and federal hazardous materials regulations adopted by the State of Delaware.

Signature _____

OFFICE USE ONLY -

IRP Account Number: _____

IRP unit approval: _____

Date: _____

State of Delaware
Carrier Responsibilities regarding Recordkeeping Requirements in accordance with the
International Registration Plan (IRP)

Motor Carrier Account Number _____

Every carrier shall maintain and preserve detailed mileage records (by vehicle, summarized monthly and/or quarterly) upon which the IRP apportioned application is based. The carrier shall preserve such records for a period of three years after the close of the registration year. {Article X §1000 of the Plan} For example, if a carrier's 2013 registration year is September 1, 2012 through August 31, 2013 (which would require mileage records to be maintained for the period July 1, 2010 through June 30, 2011); these records must be preserved and maintained through August 31, 2016. Such records shall be made available upon request by any member jurisdiction. In the event the carrier fails to maintain and preserve such records, assessments and penalties shall be imposed in accordance with Article X §1015 of the Plan. In addition, continued failure to comply will result in suspension or revocation of your operating credentials.

Adequacy of Records

Effective July 1, 2013, Article X §1005 of the Plan requires the Registrant to retain adequate records as follows:

- (a) The Records maintained by a Registrant under Section 1000 shall be adequate to enable the Base Jurisdiction to verify the distances reported in the Registrant's application for apportioned registration and to evaluate the accuracy of the Registrant's distance accounting systems for its Fleet.
- (b) Provided a Registrant's Records meet the criterion in subsection (a), the Records may be produced through any means, and retained in any format or medium available to the Registrant and accessible by the Base Jurisdiction.

Contents of Records-Vehicle Tracking System or GPS

Effective July 1, 2013, Records containing the following elements shall be accepted by the Base Jurisdiction as adequate under Section 1005(a). {IRP Article X §1010(b)}:

For Records produced wholly or partly by a vehicle-tracking system, including a system based on global positioning systems (GPS):

- The original GPS or other location data for the Vehicle which the Records pertain
- The date and time of each GPS or other system reading
- The location of each GPS or other system reading
- The beginning and ending reading from the odometer, hubometer, engine control module (ECM), or any similar device for the period to which the Records pertain
- The calculated distance between each GPS or other system reading
- The route of the Vehicle's travel
- The total distance traveled by the Vehicle
- The distance traveled in each jurisdiction
- The Vehicle identification number or Vehicle unit number

In addition to maintaining trip reports, the carrier is required to maintain:

- A summary of the Fleet's operations for each month, which includes both the full distance traveled by each Apportioned Vehicle in the Fleet during the calendar month, and the distance traveled in the month by each Apportioned Vehicle in each Jurisdiction
- A summary of the Fleet's operations for each calendar quarter, which include both the full distance traveled by Vehicles in the Fleet during the calendar quarter, and the distance traveled in each Jurisdiction by the Vehicles in the Fleet during the calendar quarter
- A summary of the quarterly summaries

All carriers are liable for the proper maintenance of the above records so as to avoid the possibility of additional registration fee assessments and/or the cancellation of operating credentials {Article X §1015 of the Plan}.

I have read and understand my responsibilities regarding requirements in accordance with IRP.

Motor Carrier Account Name

Date

Print Name and Title of Representative

Signature

DMV Staff Initials

Revised 4/25/13

State of Delaware
Carrier Responsibilities regarding Recordkeeping Requirements in accordance with the
International Registration Plan (IRP)

Motor Carrier Account Number _____

Every carrier shall maintain and preserve detailed mileage records (by vehicle, summarized monthly and/or quarterly) upon which the IRP apportioned application is based. The carrier shall preserve such records for a period of three years after the close of the registration year. {Article X §1000 of the Plan} For example, if a carrier's 2013 registration year is September 1, 2012 through August 31, 2013 (which would require mileage records to be maintained for the period July 1, 2010 through June 30, 2011); these records must be preserved and maintained through August 31, 2016. Such records shall be made available upon request by any member jurisdiction. In the event the carrier fails to maintain and preserve such records, assessments and penalties shall be imposed in accordance with Article X §1015 of the Plan. In addition, continued failure to comply will result in suspension or revocation of your operating credentials.

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- (b) Provided a Registrant's Records meet the criterion in subsection (a), the Records may be produced through any means, and retained in any format or medium available to the Registrant and accessible by the Base Jurisdiction.

Contents of Records-Other than vehicle-tracking system

Effective July 1, 2013, Records containing the following elements shall be accepted by the Base Jurisdiction as adequate under Section 1005(a). {IRP Article X §1010(b)}:

For Records produced by a means other than a vehicle-tracking system:

- The beginning and ending dates of the trip to which the Records pertain
- Trip origin and destination of the trip
- The route of travel
- The beginning and ending reading from the odometer, hubometer, engine control module (ECM), or any similar device for the trip
- The total distance of the trip
- The distance traveled in each Jurisdiction
- The Vehicle identification number or Vehicle unit number

In addition to maintaining trip reports, the carrier is required to maintain:

- A summary of the Fleet's operations for each month, which includes both the full distance traveled by each Apportioned Vehicle in the Fleet during the calendar month, and the distance traveled in the month by each Apportioned Vehicle in each Jurisdiction
- A summary of the Fleet's operations for each calendar quarter, which include both the full distance traveled by Vehicles in the Fleet during the calendar quarter, and the distance traveled in each Jurisdiction by the Vehicles in the Fleet during the calendar quarter
- A summary of the quarterly summaries

Note: Please refer to the Article X §1010(b) of the Plan for record keeping requirements if an on-board recording device (GPS) is being used. A separate record keeping requirements form is required. Please download the form from http://www.deldot.gov/mfta/forms_manuals.shtml

All carriers are liable for the proper maintenance of the above records so as to avoid the possibility of additional registration fee assessments and/or the cancellation of operating credentials {Article X §1015 of the Plan}.

I have read and understand my responsibilities regarding requirements in accordance with IRP.

Motor Carrier Account Name

Date

Print Name and Title of Representative

Signature

Fleet Distance Schedule

Account _____ Fleet _____ Supp _____
 Vehicle Count _____

Expiration Date _____/_____/_____
 (3 to 12 months registration 1st time)



Fleet Type: For-Hire / Private

Household Goods Carrier Yes / No

If vehicle was previously registered in another jurisdiction, which one? _____

JURISDICTION	DISTANCE PER VEHICLE	JURISDICTION	DISTANCE PER VEHICLE
DE Delaware	12,849	ND North Dakota	2,222
AB Alberta	99	NE Nebraska	475
AI Alabama	704	NF New Foundland	99
AK Alaska	0	NH New Hampshire	180
AR Arkansas	460	NJ New Jersey	5,075
AZ Arizona	846	NM New Mexico	666
BC British Columbia	99	NS Nova Scotia	99
CA California	980	NT NW Territory	0
CO Colorado	271	NV Nevada	215
CT Connecticut	2,002	NY New York	2,399
DC District of Columbia	36	OH Ohio	2,286
FL Florida	1,458	OK Oklahoma	512
GA Georgia	902	ON Ontario	381
IA Iowa	1,386	OR Oregon	122
ID Idaho	109	PA Pennsylvania	4,600
IL Illinois	1,036	PE Prince Edward Island	99
IN Indiana	1,350	QC Quebec	53
KS Kansas	264	RI Rhode Island	329
KY Kentucky	254	SC South Carolina	971
LA Louisiana	394	SD South Dakota	195
MA Massachusetts	1,463	SK Saskatchewan	99
MB Manitoba	99	TN Tennessee	958
MD Maryland	5,864	TX Texas	1,418
ME Maine	333	UT Utah	255
MI Michigan	525	VA Virginia	2,508
MN Minnesota	243	VT Vermont	159
MS Mississippi	283	WA Washington	1,637
MO Missouri	459	WV West Virginia	325
MT Montana	4,678	WI Wisconsin	907
NB New Brunswick	99	WY Wyoming	338
NC North Carolina	1,971	YT Yukon	0

Per IRP, Inc. this chart is to be used when a registrant does not have actual distance

*****The distance is to be calculated times the total number of vehicles in the fleet.***

Authorized Personnel _____

Date _____



Weight Schedule

Account _____ Fleet _____ Supplement _____ Weight Group _____

Vehicle Type: _____ TT – Truck Trailer TK – Truck D2/TT Dump Truck & Trailer D1/TK Dump Truck
 BS- Bus Number Bus Seats _____

Use TT for any truck pulling trailer out of Delaware even if occasionally

JURISDICTION	WEIGHT	JURISDICTION	WEIGHT
AK ALASKA		NV NEVADA	
AL ALABAMA		NY NEW YORK	
AR ARKANSAS		OH *OHIO	
AZ ARIZONA		OK OKLAHOMA	
CA CALIFORNIA		OR OREGON	
CO *COLORADO		PA PENNSYLVANIA	
CT CONNECTICUT		RI RHODE ISLAND	
DC DIST. OF COLUMBIA		SC SOUTH CAROLINA	
DE DELAWARE		SD SOUTH DAKOTA	
FL FLORIDA		TN TENNESSEE	
GA GEORGIA		TX TEXAS	
IA IOWA		UT *UTAH	
ID IDAHO		VA VIRGINIA	
IL ILLINOIS		VT VERMONT	
IN *INDIANA		WA *WASHINGTON	
KS KANSAS		WI WISCONSIN	
KY KENTUCKY		WV WEST VIRGINIA	
LA LOUISIANA		WY WYOMING	
MA MASSACHUSETTS		MX MEXICO	
MD *MARYLAND		AB ALBERTA	
ME MAINE		BC BRITISH COLUMBIA	
MI *MICHIGAN		MB MANITOBA	
MN *MINNESOTA		NB NEW BRUNSWICK	
MO MISSOURI		NL NEW FOUNDLAND - LABRADOR	
MS *MISSISSIPPI		NS NOVA SCOTIA	
MT MONTANA		NT NW TERRITORY	
NC NORTH CAROLINA		NU NUNAVUT	
ND NORTH DAKOTA		ON ONTARIO	
NE NEBRASKA		PE PRINCE EDWARD ISLAND	
NH NEW HAMPSHIRE		QC *QUEBEC	
NJ NEW JERSEY		SK SASKATCHEWAN	
NM NEW MEXICO		YT YUKON TERRITORY	

- Please use a separate form for each vehicle **type** and **weight**
- Truck Trailer weight must be entered as Combined Gross Vehicle Weight
- 2 axle truck cannot exceed 40,000 or MGVWR whichever is less
- 3 axle truck cannot exceed 65,000 or MGVWR whichever is less
- 4 axle truck cannot exceed 73,280 or MGVWR whichever is less

Wrecker – Register at fully equipped vehicle

I the undersigned do hereby request that my vehicle(s) be registered at the above weight. I understand that it is my responsibility as a registrant to know what weight each jurisdiction in which I travel is allowable. Motor Carrier Services is not liable for any fines I may incur.

Signature _____ Date _____



Units Schedule

Account _____	Fleet _____	Supp _____
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Weight Group

<input type="checkbox"/> Add <input type="checkbox"/> Delete <input type="checkbox"/> Modify		Plate Number	Exchange Plate
<input type="checkbox"/> Truck Trailer <input type="checkbox"/> Truck <input type="checkbox"/> Bus <input type="checkbox"/> Wrecker		VIN	
Year	Make	Model	Unladen Weight
Axles	Power Unit Registration Weight		Power Unit MGVWR
MGVWR Verified? <input type="checkbox"/> Yes <input type="checkbox"/> No	Fuel	Primary Color	Secondary Color
Tint Waiver on File? Yes <input type="checkbox"/> No	Unit Number	Combination Registration Weight if Truck Trailer	
Odometer	Do you travel less than 10,000 miles nationally? <input type="checkbox"/> Yes <input type="checkbox"/> No		Pulls Trailer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Was this vehicle previously registered to your IRP account? <input type="checkbox"/> Yes <input type="checkbox"/> No		Purchased <input type="checkbox"/> New <input type="checkbox"/> Used	Purchase Date
Purchase Price	Factory Price DEFAULT	Title Issue Date	
Owner name			
Lease Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No	Lessee Name		
Lease Start Date	Lease End Date	NAIC	

TO BE COMPLETED BY APPLICANT – CRFS

Carrier Responsible for Safety USDOT number
Carrier Responsible for Safety Tax ID number
Is the motor carrier responsible for safety expected to change during the registration year? <input type="checkbox"/> Yes <input type="checkbox"/> NO

Complete this schedule in full. The information requested is used to determine registration fees by some jurisdiction. All information must be entered to create an invoice.

Combination Registration Weight – The registration weight that the truck and trailer can carry together. Round to nearest 1,000 lbs unless registering for 73,280

Unladen Weight – The empty weight of the power unit (shipping weight / tare weight) Record accurate weight there is a fee associated with this field

Axles – The number of axles on the power unit only. Include front drive axle

Power Unit Registration Weight – The weight that the power unit with NO trailer attached can be registered for. Round to nearest 1,000 lbs unless registering for 73,280

Power Unit MGVWR – the weight that the manufacture certifies the power unit to be safely registered at. Record weight as indicated

NAIC – National Automotive Insurance Code; 5 digit code listed on insurance card

CRFS – The CRFS is the person whom holds the insurance and responsible for the safety of the vehicle. This section is to be completed ONLY by the applicant. Indicate the USDOT number (DOT) and Taxpayer Identification Number (TIN).



Delaware International Fuel Tax Agreement License Application

Registration Period 01/01/2016 through 12/31/2016

Circle type of application - New Account Supplemental

Legal Name

Motor Carrier Account Number

Tax Identification Number

US DOT Number

Leasing Company US DOT Number _____

If you do not have Delaware apportioned plates and you lease your vehicles; you are required to indicate your leasing company's Federal DOT number and submit a clear copy of your lease with your new, renewal or supplemental application.

Type of Fuel Used (circle all that apply)

Diesel Gasoline Biodiesel Liquid Propane (LPG) Compressed Natural Gas(CNG) Ethanol Gasohol
Liquid Natural Gas (LNG) Methanol E-85(Ethanol 85) M-85(Methanol 85) A-55(Naptha/Crude/Water)

Have you been issued an IFTA license by another IFTA jurisdiction? Yes No

Has your IFTA license ever been suspended or revoked? Yes No

Do you maintain bulk fuel storage in any jurisdiction including Delaware? Yes No

If yes list jurisdictions & Tank Capacity _____

Are you consolidating fleets from other jurisdictions in this account? Yes No

Decal Order

Two IFTA Decals (1 set) are needed for each vehicle

Number of Decal Sets Ordered _____

Number of decal sets @ \$5.00 per set.....

Amount Due _____

Make checks payable to: DMV

The applicant agrees to comply with tax reporting, payment, record keeping requirements, and license display requirements as specified in the International Fuel Tax Agreement. The applicant further agrees that the State of Delaware may withhold any refunds due if the IFTA applicant is delinquent on payment of fuel taxes due to any member IFTA jurisdiction. Failure to comply with these provisions shall be grounds for revocation of any IFTA license in all member jurisdictions. I hereby affirm that I am authorized to sign this application and that the information contained herein is true, accurate and complete to the best of my knowledge and belief.

Signature of authorized personnel _____ Date _____

New accounts or account changes must submit the following forms to our office:

- Motor Carrier Account Application
- Account Officer Contact Information
- Contacts for Motor Carrier Services Section



Carrier Responsibilities Regarding Recordkeeping Requirements

Motor Carrier Account _____

Every carrier shall maintain and preserve detailed mileage and fuel records (by vehicle summarized monthly and/or quarterly) upon which the quarterly fuel tax reports are based. The carrier shall preserve such records for a period of four years from the due date of the report or the date filed, whichever is later. For example, the Second Quarter 1997 tax return is due July 31, 1997. If filed timely, records for this quarter must be preserved and maintained through July 31, 2001; if filed on October 15, 1997, the records must be preserved and maintained through October 15, 2001. Such records shall be made available upon request by any member jurisdiction. In the event the carrier fails to maintain and preserve such records, assessments and penalties shall be imposed. In addition, continued failure to comply will result in suspension or revocation of your operating credentials.

Acceptable Source Documents

An acceptable (required) source document used to verify vehicle mileage and fuel is through the use of an "Individual Vehicle Mileage Record" (trip report). A standardized trip report is suggested and encouraged (a sample trip report can be provided upon request). A trip report must include the following minimum information:

1. Vehicle identification number
2. Driver name
3. Date of the trip
4. Trip origin and destination information
5. Trip beginning and ending odometer/hubometer readings
6. Routes of travel
7. Jurisdictional state miles & total trip miles traveled

In addition to maintaining trip reports, the carrier is required to:

- Maintain complete records of all fuel purchased, received, and used in the conduct of business. Separate totals must be compiled for each fuel type used. Fuel records shall contain, but not be limited to: Date of fuel purchase; seller's name and address (machine or credit card imprinted, and address must show state in which sale is made); number of gallons purchased; type of fuel; and unit number or tag number.
- Maintain retail purchase documentation (receipt or invoice, credit card receipt, automated vendor generated invoice or transaction listing, or microfilm). Acceptable documentation must include, but shall not be limited to, the following: Date of fuel purchase; seller's name and address (machine or credit card imprinted, and address must show state in which sale is made); purchaser's name; number of gallons purchased; type of fuel; and unit number or tag number.
- Maintain tax-paid bulk fuel documentation. Copies of all bulk delivery tickets and/or receipts must be retained. Distribution records from bulk storage facilities must be maintained distinguishing qualified vehicle fuelings from other uses. Evidence of inventory reconciliation must be maintained to verify completeness of receipt and distribution records. To obtain credit for withdrawals from carrier-owned, tax-paid bulk storage, the following minimum records must be maintained: Date of withdrawal; number of gallons; type of fuel; unit number or tag number; and purchase records to substantiate that tax was paid on all bulk purchases.
- Accumulate monthly and/or quarterly mileage and fuel summaries on a per vehicle basis with a breakdown of jurisdictional miles traveled, and a breakdown of vehicle fuelings.
- Maintain all mileage and fuel records and summary information on an IFTA fleet basis.
- Determine jurisdictional state miles through the use of odometer/hubometer readings at state lines, maps, mileage generation systems, or on board recording devices. State mileage cannot be estimated.
- Ensure that all mileage and fuel records are legible and complete so that the continuous movement and fuel consumption of each vehicle can be audited.
- Ensure that trip reports include all miles traveled by the vehicle including loaded, empty, deadhead, &/or bobtail miles.

I have read and understand my responsibilities regarding record requirements in accordance with IFTA.

IFTA Account Name

Date

Print Name and Title of Authorized Account Representative

Signature

USEFUL WEBSITES

View and Pay Red Light Violations: <https://www.viewyourticket.com/TicketViewerDE>

DMV Transportation Services: <http://www.dmv.de.gov/services/TransServ>

Delaware Division of Motor Vehicles: <http://www.dmv.de.gov>

Delaware Division of Revenue: www.revenue.delaware.gov

Delaware Division of Corporations: www.corp.delaware.gov

International Registration Plan: www.irpoinline.org

International Fuel tax Agreement: www.iftach.org

IFTA Online: <https://www.dmv.de.gov/services/MotorCarrier>

Unified Carrier Registration: www.ucr.in.gov

Internal Revenue Service: www.irs.gov

- File Form 2290 Heavy Vehicle Use Tax
- Apply for Employer Identification Number

Federal Motor Carrier Services Administration: www.fmcsa.dot.gov

- Apply for Federal DOT number
- Information on Commercial Vehicle Information System and Networks (CVISN)
- Information on Performance and Registration Information Systems Management (PRISM)
- Medical Card package
- Update MCS-150

PrePass: www.prepass.com

Self Registration for IRP & IFTA E-File: <http://www.dmv.de.gov/services/motorcarrier>

Motor Carrier Dates to Remember

(this list is for reference only; do not assume it is complete)

December 31st - Renew Delaware Business License

January 31st - File 4th Quarter IFTA Tax Return

February - IFTA Decals Need To Be On Trucks

March 1st - Inc file and pay Annual Corporation Tax with the Division of Corporations

April 30st - File 1st Quarter IFTA Tax Return

June 1st - LLC & LP pay Annual Corporation Tax to the Division of Corporations

June 30st - File And Pay Heavy Vehicle Use Tax Form 2290 to the IRS

June 30st - Foreign Corps pay Annual Corporation Tax to the Division of Corporations

July 31st - File 2nd Quarter IFTA Tax Return

October 31st - File 3rd Quarter IFTA Tax Return

IRP Registration Expiration Date

Mileage Year to be reported for registration renewal July 1 thru June 30

The mileage year changes with September 30 expirations to current year

Federal DOT Update Schedule

MCS-150

If Your Federal DOT Number Ends In - Then You Must Update By The Last Day Of The Month Listed

1 - January

2 - February

3 - March

4 - April

5 - May

6 - June

7 - July

8 - August

9 - September

0 - October

If the NEXT TO THE LAST DIGIT of your DOT number is Odd you will file in Odd number calender years

If the NEXT TO THE LAST DIGIT of your DOT number is Even you will file in Even number calender years