



# RENEWAL INFORMATION BOOKLET

# 2017



**MassDOT, RMV Division  
IRP Section  
25 Newport Avenue Extension, 4<sup>th</sup> Floor  
Quincy, MA 02171**

## **INTRODUCTION**

The International Registration Plan (IRP) is an agreement between states, districts, and Canadian territories for prorating or apportioning registration fees based on the distance a vehicle, or fleet of vehicles, travels in each jurisdiction. As an IRP participant, you must renew all of your IRP vehicles before July 1 each year.

To ensure that your cab card(s) and decal(s) are received prior to the June 30th deadline, submit your completed renewal application and all necessary forms and documentation as early in the renewal season as possible. The RMV begins processing renewal applications the first week of April.

# DON'T DELAY - RENEW EARLY

## IMPORTANT CHANGES FOR 2017 - PLEASE READ

The RMV has expanded IRP renewal service options for 2017. For your convenience, we now offer five regional locations for IRP Renewal processing, including a **NEW Wilmington location**. The following are the five locations available for in-person interactions. You may also mail in your renewal - see mailing address below.

**Please note:** 2017 will be the last renewal season that in-person transactions will be accepted at the 25 Newport Avenue Extension, Quincy Headquarters location.

### IRP Walk-In Locations

Lawrence Service Center  
73 Winthrop Street  
Lawrence, MA 01843  
Mon, Tues, Wed, Fri (9:00 am - 4:00 pm)  
Thursday (10:00 am - 5:00 pm)

**New!** Wilmington Service Center  
355 Middlesex Avenue  
Wilmington, MA 01887  
Mon, Tues, Wed, Fri (9:00 am - 4:00 pm)  
Thursday (10:00 am - 5:00 pm)

Milford Service Center  
14 Beach Street  
Milford, MA 01757  
Mon, Tues, Wed, Fri (9:00 am - 4:00 pm)  
Thursday (10:00 am - 5:00 pm)

Springfield Service Center  
1250 St. James Avenue  
Springfield, MA 01104  
Mon, Tues, Wed, Fri (9:00 am - 4:00 pm)  
Thursday (10:00 am - 5:00 pm)

### Walk In or Mail

Quincy RMV Headquarters  
25 Newport Ave Ext., 4th Floor  
Quincy, MA 02171  
Monday - Friday (9:00 am - 4:00 pm)

Regular and overnight mail is only accepted at the Quincy Headquarters location. All applications are processed in the order received.

**INVOICES-** Once your renewal is processed you will receive an invoice for payment. To expedite receipt of your invoice, if you would like to receive your invoice via e-mail please indicate this on the application under the Signature area, otherwise it will be mailed.

The RMV does not accept faxed renewal applications. If you fax an application it will not be processed.

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# Completing your Renewal

The renewal application you received contains all the carrier and vehicle information currently on file for your account through **March 10, 2017**. Any vehicle added after this date will not appear on this renewal. The renewal application is organized by fleet. Each fleet is broken down by weight group. Vehicles are listed in the fleet and weight group in which they are currently assigned. You will need to complete a renewal application for each fleet in your account. The account and fleet number appear at the top of each page of the renewal application.

To renew your IRP vehicles for the current IRP registration year, please follow the steps below:

## Step 1- Schedule A

- 1) Check the box that represents the **Type of Operation** of the fleet - For Hire or Private
- 2) Check the box that represents **Type of Use** - Standard or Household Goods
- 3) Indicate whether this is a **Rental Fleet** - Yes or No.
- 4) Verify the account contact information; make changes as needed by neatly crossing off and printing the correct information.

<b>Type of Operation:</b> <input type="checkbox"/> For Hire <input type="checkbox"/> Private <b>Type of Use</b> <input type="checkbox"/> Standard <input type="checkbox"/> Household Goods		<b>Massachusetts International Registration Plan Renewal Application - Schedule A</b> <b>Account Number: 030584   Fleet: 0001   Registration Year: 2015</b>		<b>Rental Fleet?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, Select type of Rental Agreements <input type="checkbox"/> <45 days <input type="checkbox"/> >= 45 days	
<b>Account Name:</b> TESTING TAR <small>Massachusetts Physical Address</small> 25 NEWPORT AVE EXT <small>City, State, Zip</small> QUINCY, MA 02171		<b>DBA:</b>  <small>Mailing Address</small> 25 NEWPORT AVE EXT <small>City, State, Zip</small> QUINCY, MA 02171		<b>Contact Person Name:</b> Sam Smith <small>Phone Number:</small> <small>Fax Number:</small> (857) 558-1515 <small>Email Address:</small>	
<small>Fleet Expires:</small> 06/30/2016 <small>Tax Identification Number:</small>		<small>First Established Date:</small> 12/26/2014 <small>US DOT #</small>			

Enter the distance for each jurisdiction in which the fleet traveled during the reporting period July 1, 2015 to June 30, 2016. If no miles were travelled in any jurisdiction during the reporting period, the distance for that jurisdiction may be left blank. Otherwise, you must enter the actual distance travelled. **Do not round your numbers! Only report actual distance.** If you have operated in a jurisdiction in the past registration year, it is very important that you record your mileage information accurately for that jurisdiction. Remember all jurisdictions will appear on your CAB Card.

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

(\*) = Non-IRP Jurisdiction

- 5) Sign the renewal application. Print your title within the company and the date.
- 6) Indicate if you would like your invoice by email or regular mail

Signature on this renewal form by the applicant or authorized representative constitutes the applicant's consent to have the information submitted as part of participation in IRP and verified through an audit performed by the Massachusetts Department of Transportation, the Department of Revenue or their agents. The applicant understands that the Registry of Motor Vehicles and the Department of Revenue may exchange the information obtained during an audit for purposes of enforcing the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA).

I hereby certify that all of the vehicles included as part of this renewal comply with Massachusetts General Law Chapter 90 Section 34A-34R inclusive.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

IF YOU ARE MAILING YOUR RENEWAL CHECK ONE:  To save time, please email my invoice to: \_\_\_\_\_  Please continue to mail my invoice.

## Step 2 - Schedule B

Schedule B displays the weight groups and vehicles that are currently listed as part of your fleet. If you have multiple weight groups within a fleet, the renewal application contains a **Schedule B** for each weight group. The vehicles in the weight group will be listed in the Vehicle Equipment List below the weight group information. The Vehicle Equipment list may continue onto multiple pages depending on the number of vehicles in the weight group. Vehicles included as part of the Vehicle Equipment List will be authorized to operate in each jurisdiction and at the weights listed.

### Weight Groups

All jurisdictions will be listed in each weight group and on your CAB Card. Each jurisdiction you will travel in should list the Combined Gross Vehicle Weight (CGVW) at which your vehicle(s) will be operating.

To change a vehicle's registered weight, draw a line through the weight you wish to change. Print the desired weight next to the old weight. Units listed on this application will be authorized to operate in each jurisdiction at the weight listed. The weight recorded will appear on the CAB Card for all IRP Jurisdictions for the units listed.

#### Renewal Vehicle Schedule – Schedule B

Account Number: 030584 Fleet: 0001 Registration Year: 2015

Group #: 1 Type: TR Description: TR - 70000 Total Number of Units: 2

Units listed will be authorized to operate in the jurisdictions and at the weights listed below. Weights will be printed on the cab cards for all units listed below.

Please provide an explanation for the weight difference for all vehicles with a 10% or more variance between the highest and lowest jurisdiction weights in this weight group:

Jurisdiction	Weight	Jurisdiction	Weight	Jurisdiction	Weight	Jurisdiction	Weight	Jurisdiction	Weight	Jurisdiction	Weight
AL	70000	ID	70000	MO	70000	OH	70000	VT	70000	ON	31751k
AR	70000	IL	70000	MS	70000	OK	70000	WA	70000	PE	31751k
AZ	70000	IN	70000	MT	70000	OR	70000	WI	70000	QC	31751k
CA	70000	KS	70000	NC	70000	PA	70000	WV	70000	SK	31751k
CO	70000	KY	70000	ND	70000	RI	70000	WY	70000		
CT	70000	LA	70000	NE	70000	SC	70000	AB	31751k		
DC	70000	MA	70000	NH	70000	SD	70000	BC	31751k		
DE	70000	MD	70000	NJ	70000	TN	70000	MB	31751k		
FL	70000	ME	70000	NM	70000	TX	70000	NB	31751k		
GA	70000	MI	70000	NV	70000	UT	70000	NL	31751k		
IA	70000	MN	70000	NY	70000	VA	70000	NS	31751k		

### Vehicle Equipment List

The Vehicle Equipment List should include all of the vehicles currently assigned to the weight group listed at the top of Schedule B. Make changes and deletions to the vehicle equipment list as needed.

Following are descriptions of the fields in the Vehicle Equipment List and instructions for making revisions, if applicable, at the time of renewal.

**\*\*Action –**

- If you are deleting a vehicle, place a “D” in the Action box.
- If you are changing vehicle information, place a “C” in the Action box.
- For renewal, place “R” in the box
- If the vehicle(s) listed are not being changed or deleted then no action is required.

Only the fields in bold can be changed as part of the renewal.

**If you change the insurance company, garage location, color, gross weight, passengers, or seat field(s), you are required to submit a Schedule E or a RMV-3 Form stamped by your insurance company.** When changing a field, cross off the previous information and write in the new information.

**Unit #** - The unit number is a unique vehicle identifier. It may be alpha numeric and up to ten characters. You may not have duplicate unit numbers in a fleet.

**VIN** – This field contains the Vehicle Identification Number (VIN) for the vehicle listed.

**Plate** – This field contains the number of the plate currently assigned to the vehicle.

**Year** – This field is the model year for the vehicle.

**Color** – If the color of the vehicle has changed, update this field accordingly.

**Fuel** – This field contains the type of fuel used by the vehicle. Fuel types are Diesel, Gasoline, Propane or Other.

**Passengers** – This field contains the number of passengers the vehicle can accommodate.

**Seats (Buses Only)** – Verify the number of seats listed is correct. Update as needed.

**Unladen Weight** – This field should contain the actual weight of a vehicle fully equipped for service 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. Update as needed.

**CGVW** – This field should contain the maximum gross weight or combined gross weight of the vehicle or vehicle combination. The weight you enter must match the weight you have entered in the weight group section. For example, the combined gross weight of a tractor equals the unladen weight of tractor, plus the unladen weight of the trailer and the weight of the maximum load hauled at any given time.

**Note:** The vehicle’s Gross Vehicle Weight Rating (GVWR) should not be used if you normally carry lighter loads. You should declare your normal, expected, maximum gross weight.

**Note for Buses Only:** Determine GVW of a bus vehicle by multiplying the maximum number of passengers, including the driver, by 150 pounds. Add this to the unladen weight of the bus to get the GVW.

**\*1 Garaging Location** – If the garaging location has changed, write in the city or town where the vehicle is garaged, or the vehicle’s 3-digit garaging location, if known.

**Insurance Company** – This field lists the insurance code and name that is currently on file for the vehicle. Update as needed.

**\*2 MCRS USDOT** –Verify the USDOT number of the Motor Carrier Responsible for Safety (MCRS) for the fitness of the vehicle. This should be the USDOT number displayed on the cab of the vehicle. If the Motor Carrier Responsible for Safety (MCRS) is going to be different then the previous registration year, enter the new MCRS USDOT number.

**Attention:** If the MCRS listed for a vehicle is different from the vehicle owner, or the account holder, the applicant must provide a lease agreement or notarized statement which authorizes the use of the USDOT number. If the USDOT is assigned to a company, the notarized statement must be on company letterhead. The following information must be included on the lease agreement or notarized statement: USDOT number, Tax Identification Number (FEIN or SSN), the name of the company authorizing the use of their USDOT number and the name of the individual/company that has permission to use that USDOT number. The documents can not have been altered, and the original must be presented at each renewal. A company should notify the IRP section in writing when the agreement to use the USDOT number has ended.

**\*3 MCRS TIN** - Verify the Tax Identification Number (TIN) for the Motor Carrier Responsible for Safety (MCRS). If the MCRS USDOT number has changed, this information will also need to be updated.

**\*4 Y/N** - Please indicate if the Motor Carrier Responsible for Safety (MCRS) is expected to change during this registration year. Enter Y for YES; Enter N for NO.

**Type** – This field contains the vehicle weight group type. Following are descriptions of the available types:

- **Truck Tractor (TT)** - A motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load on the power unit itself, in addition to the vehicle being pulled. (e.g. car hauler)
- **Truck (TK)** - A motor vehicle designed, used or maintained primarily for the transportation of property - generally not designed and used to pull other vehicles. (e.g. box or dump truck)
- **Tractor (TR)** - A motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry a load other than part of the weight of the vehicle and load being drawn. (e.g. a power unit with a fifth wheel pulling a semi-trailer)

- **Road Tractor (RT)** - A motor vehicle designed without a fifth wheel used for pulling other vehicles and so constructed as to carry only part of the weight of the vehicle being towed. The load being towed most likely only has back wheels and hitching mechanism in the front. (e.g. Mobile Home Toter)
- **Bus (BS)** - A motor vehicle designed to carry more than 15 passengers, and used for the transportation of persons. A BUS is APPORTIONABLE if it travels a regular route interstate, makes regular stops and each passenger pays to ride (as opposed to CHARTERED BUS).

**\*5 Pulls Trailer** – Verify that the correct information is displayed. Please indicate if the truck pulls a trailer. Enter Y for YES; Enter N for NO.

**\*6 Max Trailer Axles** - Verify that the correct information is displayed. If the unit pulls a trailer, indicate the maximum number of trailer axles that will be pulled.

**Power Axles** – This field contains the number of axles, including the steering axle for trucks. This number should not include trailer axles. Update as needed.

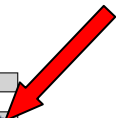
**\*7 < 10K Miles** – Verify that the correct information is displayed. Please indicate if the vehicle operates less than (<) 10,000 miles nationally.

**\*8 Reg Status** – This field shows the primary status of the registration, a secondary status may also be listed. If the primary status is anything other than Active (ACTV) (e.g. CA19, CAPR, CHEK, INSC, NONR, PINS, RDF, REVO, RXP, STPL, STVI, STVP, SUSP), or if a secondary status is listed as Non-Renew (NONR), there is an outstanding obligation you will need to resolve prior to renewing. For additional information on registration status and the RMV’s Registration Non-Renew policy, see Appendix C on page 19.



VEHICLE EQUIPMENT LIST FOR  
ACCOUNT 030584 FLEET 0001 WEIGHT GROUP 1

**ACTION	UNIT#	VIN	PLATE #	YEAR	MAKE	COLOR	FUEL	Passengers	SEATS	UNLADEN WEIGHT	CGWW
	TEST TAR 2	12345TESTVIN23145	54597	2010	KW	Purple	Diesel	2	0	14000	70000
*1 GARAGING LOCATION	Insurance Company	*2 MCRS USDOT	*3 MCRS TIN	*4 Y/N	TYPE	*5 PULLS TRAILER	*6 MAX TRAILER AXLES	POWER AXLES	*7 <10K Miles	*8 Reg Status	
	016 - Quincy	156 - ARBELLA INDEMNITY INSURANCE COMPANY	577336	*****5570		TR	Y	2	2	N	
OWNER I NAME						OWNER II NAME					
GRETCHEN A DALEY											
LESSEE I NAME						LESSEE II NAME					



### ***Vehicles NOT Listed on the Vehicle Equipment List***

Your renewal includes vehicles through March 12, 2017. If you made changes, such as adding a vehicle to your account after this date, the vehicle will not be included in the Vehicle Equipment List. In these cases you should list the vehicle(s) on a page of the Vehicle Equipment List in the correct weight group. All vehicles that you wish to renew for the upcoming registration year must be included as part of the Vehicle Equipment List or added in writing to ensure the IRP fleet is properly renewed.

If a weight change was completed after **March 10, 2017** you need to also reflect these changes in the renewal application.

### **Step 3 – Supporting Documents**

Complete any additional forms that are required as part of the renewal process. Based on your specific circumstance one or more of the following forms may be required.

- **Schedule E - Proof of Insurance:** This form will be included as part of your renewal packet for each vehicle requiring proof of insurance. It must be signed and stamped by a MA authorized insurance agent. If you changed any of the following information in the Vehicle Equipment list you are required to submit a Schedule E or a RMV-3 Form stamped by your insurance company: Insurance Company, Garaging Location, Color, Combined Gross Vehicle Weight (CGVW), Passengers, or Seats. To view a sample of Schedule E see Appendix A on page 16.
- **IRS Form 2290:** Enclose a copy of your validated Schedule 1 (Form 2290) for the current tax-reporting period for all registered vehicles that have a gross vehicle weight of 55,000 pounds or over.

Form 2290 is a Federal IRS Tax Form used to determine and pay the tax due on all heavy highway vehicles with a taxable gross weight of 55,000 pounds or more. The Massachusetts RMV requires the 2290 Heavy Use Tax Form at renewal time for vehicles of 55,000 pounds or more. **When you initially register a heavy vehicle, you have 60 days from the date of registration to complete and file the 2290 form with the IRS.**

The Massachusetts RMV requires proof that you have filed this form with the Federal IRS. You can file the 2290 with the IRS in person, or you can file it electronically (e-file).

- If you filed in person, you will receive a hard copy of Form 2290 Schedule 1 that has been stamped by the IRS. You must present this to the RMV.
- If you e-filed, the IRS will e-mail you a Form 2290 Schedule 1. This file will have a watermark that reads “e-file.” You must print out a copy of this file and present it to the RMV.
- The Form 2290 Schedule 1 must be for the period of **July 1, 2016 – June 30, 2017**

To view a sample of the current Form 2290 Schedule 1, see Appendix B on page 17.

**NOTE:** The 2290 is issued by the Federal Internal Revenue Service (IRS), **NOT** from the Massachusetts Department of Revenue (DOR).

- **Power of Attorney:** Proof of Power of Attorney is required, annually at renewal time, for each vehicle contained on your application that is not titled in your name. Power of Attorney is a notarized statement on company letterhead signed by an authorized representative.
- **MCRS Authorization:** If the MCRS listed for a vehicle is different from the vehicle owner, or the account holder, the applicant must provide a lease agreement or notarized statement which authorizes the use of the USDOT number. If the USDOT is assigned to a company, the notarized statement must be on company letterhead. The following information must be included on the lease agreement or notarized statement: USDOT number, Tax Identification Number (FEIN or SSN), the name of the company authorizing the use of their USDOT number and the name of the individual/company

that has permission to use that USDOT number. The documents can not have been altered, and the original must be presented at each renewal. A company should notify the IRP section in writing when the agreement to use the USDOT number has ended.

- **Certified Release**: Provide a certified release for any vehicle in a non-renew status (NONR) as indicated on your vehicle equipment list. In some instances an obligation can be resolved electronically and a certified release will not be required. If your registration has been suspended or revoked, you will need to pay a reinstatement fee before being able to renew the registration. For additional information on registration status and the RMV's Registration Non-Renew policy, see Appendix C on page 19.
- **Proof of TIN**: If your vehicle is registered in the name of a DBA, you may be required to submit proof of Tax Identification Number (TIN). The TIN is your Employer Identification Number (EIN), federal tax identification number (FID) or Federal Employer Identification Number (FEIN). The following documents will be accepted as Proof of TIN as long as they are less than two years old: Form 8109, Form 147C, Form 5372, CP 575 notice, or a Certificate of Exemption Form ST-2 (issued by the Department of Revenue).

#### ***Step 4- Submitting the Renewal Form***

**Renew In person-** Submit the original, completed renewal application and any additional forms or required documents to an IRP Service Center location. Make a copy of the renewal application for your records. See Page 2 of this booklet for service center locations, including our new Wilmington location and hours. When submitting your renewal application, include the application for ALL fleets in the account. Incomplete submissions will not be processed. Your invoice will be issued and must be paid before June 30<sup>th</sup>.

**Renew by Mail-** Send the completed application and all supporting documentation to:

**MassDOT, RMV Headquarters**  
IRP Section – 4th Floor  
25 Newport Ave Ext  
Quincy, MA 02171

When mailing your renewal application, include the application for ALL fleets in the account. Incomplete submissions will be returned. An invoice will be mailed to you. All invoices must be paid before June 30<sup>th</sup>.

Since all jurisdictions now appear on your Cab Card(s) you may want to consider combining fleets if you currently have multiple fleets.

#### ***Step 5 – Paying Invoices***

Once you have received your invoice, you must make a timely payment. Payment can be made by company check, personal check, or money order. Checks should be made payable to MassDOT. Include your account number and the plate number of a vehicle in the account in the memo section of the check. Payments can be made in person at any IRP Service Center or by mail to Quincy Headquarters. Addresses are listed on page 3 of this booklet. Do not send cash through the mail.

To avoid processing problems, make sure your payment matches the “TOTAL AMOUNT DUE” on Page 1 of your invoice. Any checks made out incorrectly will be returned to you, causing a delay in the issuance of your credentials. Return a copy of page 1 of the invoice with your payment.

### **Returned Checks**

Any check returned by your bank will be subject to a \$15.00 Bad Check Fee (fee subject to change at any time), and your plates will be subject to revocation if the check is not paid in a timely manner. Your IRP account will also be suspended. Credentials (CAB Cards) are shipped only after your payment has been processed. There will be no exceptions. All outstanding invoices must be satisfied before any credentials will be issued. Once a check has been returned for insufficient funds, payments must be made by certified check, or money order, plus an additional \$15.00 for an insufficient check (fee subject to change at any time).

### **Grace Periods**

There is no grace period for failing to obtain the required credentials by June 30.

## **Mileage Record Requirement**

In accordance with the International Registration Plan (IRP), all registrants are required to keep *operational records* for vehicles registered under IRP. Operational records must be accurate, readable, and maintained to support mileage figures used for the current and the three previous registration years.

Operational records kept by the registrant shall be documents that support miles traveled in each jurisdiction and the total miles traveled by each vehicle. An *Individual Vehicle Distance Record (IVDR)* is an acceptable supporting document to verify fleet mileage.

An IVDR must be completed for each movement of each vehicle.

An IVDR should contain all of the following:

1. Date of trip (starting and ending)
2. Trip origin and destination
3. Route of travel (may be waived)
4. Beginning and ending odometer, or hub odometer reading of the trip
5. Total trip distance traveled
6. Distance traveled by jurisdiction
7. Unit number or vehicle identification number

Monthly reports, such as fuel reports, are not acceptable at face value. These must be supported by an IVDR. You must also be able to explain any unaccountable time lapse of vehicle movement. Trip leases should be attached to the IVDR. All miles operated under trip permits should also be included.

All Actual Mileage reported must be the actual mileage traveled by the fleet in each state for the previous mileage year. Actual mileage includes all miles driven in both IRP and non-IRP jurisdictions, and includes deadhead, bobtail, and maintenance mileage.

In addition to the Scope of Operation, the RMV reserves the right to request additional documentation and proof of mileage to substantiate any claim of estimated or actual mileage. Fraudulent claims will result in an audit and possible suspension.

## **Audits**

The purpose of the audit is to verify the accuracy of the mileage you have reported in every IRP jurisdiction. Operational records must be made available at the registered place of business or be delivered, in person, to the Registry of Motor Vehicles IRP Processing Center as directed. Results of the audit will be sent to you and to all the IRP jurisdictions for which you are registered. You will be billed for any IRP mileage differences discovered as a result of the audit. It is the responsibility of each state to refund any overpayment of registration fees if allowed by that state's law. No mileage deficiency assessments or credit claims may be made for any period for which operational records are no longer required to be kept.

## **Suspensions**

### ***PRISM***

The Performance and Registration Information Systems Management (PRISM) program was developed to meet the challenge of reducing the number of commercial vehicle crashes of a rapidly expanding interstate carrier population. It has increased the efficiency and effectiveness of Federal and State safety efforts through a more accurate process for targeting the highest-risk carriers, which allows for a more efficient allocation of scarce resources for compliance reviews and roadside inspections. The PRISM program requires that motor carriers improve their identified safety deficiencies or face progressively more stringent sanctions up to the ultimate sanction of a Federal Out-of-Service order and concurrent State registration suspensions.

### ***Federal Out-of-Service Order Suspensions***

Under the PRISM program, the vehicles of carriers who have received a Federal Out-of-Service Order will be issued concurrent state registration suspensions. Massachusetts is now sending letters to carriers who have received a Federal Out-of-Service Order from FMCSA. Once the notice is sent, the carrier has 14 days to resolve the issue with FMCSA in order to avoid having their state registrations suspended. If the issue is not resolved within 14 days, the state registration of any vehicle tied to the affected USDOT number will be suspended by the RMV. There is a \$100.00 reinstatement fee for each vehicle that is suspended.

### ***Non Payment Suspensions***

All vehicle registrations within an account will be suspended for failure to pay an overdue supplemental invoice, an amended invoice, or bad check payment in the time required.

If your vehicle(s) are suspended for any of the reasons stated above,

- Every vehicle registration in the account, and the account itself, is suspended.
- No vehicle's registration can be amended or transferred while in a suspended status.
- You will be required to pay the entire invoice **PLUS** a \$100.00 reinstatement fee for each vehicle in that account before your registration(s) will be reinstated.
- No vehicle in the account will be reinstated until the overdue invoice and all applicable reinstatement fees are collected.

## Temporary CAB Cards

Temporary CAB cards will be limited to only certain transactions in MassIRP. A temporary CAB card will be available to carriers in good standing for the following transactions:

- Amending vehicle(s) weight
- Adding a new fleet to an existing account
- Processing a fleet to fleet transfer

A temporary CAB card will not be available, for example, if you are registering and titling a vehicle. The sales tax, title fees and registration fees **must be paid in full** prior to receiving credentials.

## Contact IRP Headquarters

**Mailing address:**

RMV Headquarters  
IRP Section – 4th Floor  
25 Newport Ave Ext  
Quincy, MA 02171

**Phone:** (857) 368-8120    **Fax:** (857) 368-0823

**Website:** [www.massrmv.com](http://www.massrmv.com)

# APPENDIX A

## SCHEDULE E- PROOF OF INSURANCE



**1.** If you received this form as part of your renewal application then the vehicle listed requires Proof of Insurance. This form will need to be signed and stamped by a Massachusetts authorized insurance agent, and returned as part of the renewal application.

**MASSACHUSETTS INTERNATIONAL REGISTRATION PLAN  
SCHEDULE E - PROOF OF INSURANCE**

MASSIRP TRAINING TWO  
PO BOX 101  
AMHERST, MA 01002

Account Number: 029659  
Fleet Number: 001

Name of Owner(s):  
JOHN SAMPLE

**2.** This is also an opportunity to make any required changes to your vehicle information. Review the current information and make any necessary changes in the third column of the form. Changes made to this form should also be included on the Vehicle Equipment List.

If you received this form as part of your renewal application, it must be signed and stamped by a Massachusetts authorized insurance agent, and returned as part of your renewal application. Please verify that the information below is correct and make any necessary changes in the third column of the table. If you fail to return this form as part of your renewal application, your application will not be processed.

Mailing Address	PO BOX 101 AMHERST, MA, 01002	
Physical Address	101 BLUE STREET AMHERST, MA, 01002	
Insurance Company	695-OLD REPUBLIC	
Garage Location	AMHERST	
Vehicle Color	BLACK	
Gross Weight	99,000	
Max Passengers	2	
Max Seats	2	
Motor Carrier Responsible for Safety (MCRS) Name	JOHN SAMPLE	
MCRS USDOT Number	123456	
MCRS Tax ID Number	111111111	

I/we the applicant(s) hereby certify under the penalties of perjury that there are no outstanding excise tax liabilities on the vehicle described herein that have been incurred by the applicant(s), any member of the applicant's immediate family who is a member of the applicant's household or the business partner of the applicant(s). The undersigned hereby further certify that all information contained in this application is true and correct to the best of their knowledge and belief. False statements are punishable by fine, imprisonment, or both.

The Company signatory hereto certifies that it has or will insure or guarantee performance by the applicant hereinbefore named with respect to the motor vehicle hereinbefore described for a period at least coterminous with that of such registration under a motor vehicle liability policy, binder or bond which conforms to the provisions of general laws, Chapter 175, Section 113A, and that the premium charged and classification on the effective date of registration are as established by the commissioner of insurance under Chapter 175, Section 113B.

Owner 1 Signature \_\_\_\_\_ License # / TIN \_\_\_\_\_ Agent's Stamp and Signature \_\_\_\_\_  
 Owner 2 Signature \_\_\_\_\_ License # / TIN \_\_\_\_\_ Date Issued Insurance Company's Authorized Signature \_\_\_\_\_

Return to: Mass DOT - RMV Division, IRP Section, 25 Newport Ave. Ext.: 4<sup>th</sup> Floor, Quincy, MA 02171  
 Telephone: (857) 368-6100, Website: www.massrmv.com

**3.** Sign the form and print your license/TIN number.

**4.** Have your insurance agent sign, date, and stamp the form.

# APPENDIX B

**SCHEDULE 1**  
**(Form 2290)**  
(Rev. July 2014)  
Department of the Treasury  
Internal Revenue Service

## Schedule of Heavy Highway Vehicles

For the period July 1, 2014, through June 30, 2015

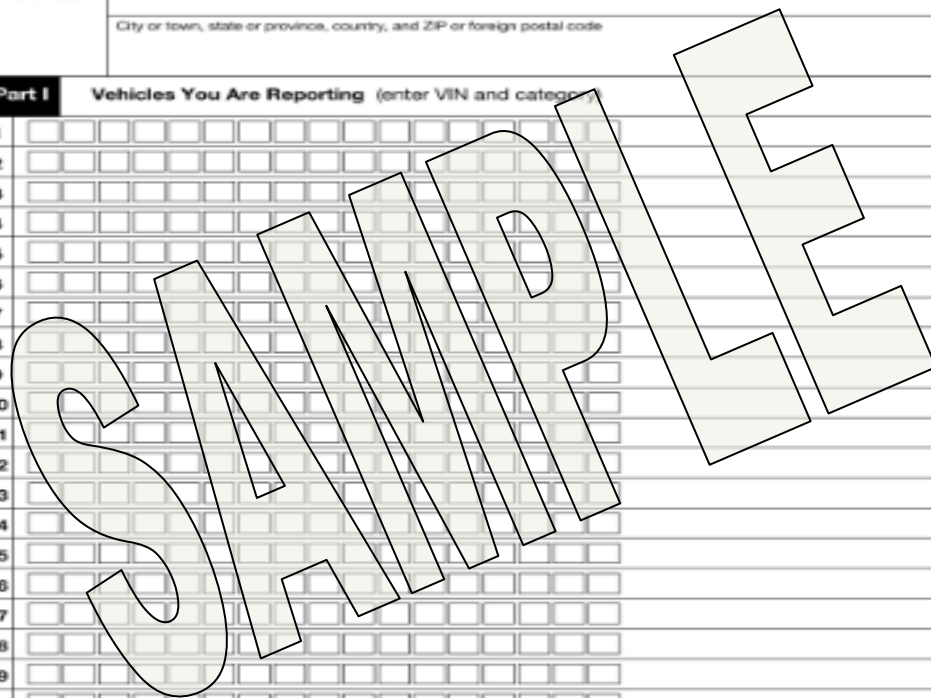
OMB No. 1545-0143

▶ **Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.**

<b>Type or Print</b>	Name	Employer identification number
	Address (number, street, and room or suite no.)	□□-□□□□□□□□
	City or town, state or province, country, and ZIP or foreign postal code	

<b>Part I</b>	<b>Vehicles You Are Reporting</b> (enter VIN and category)	Category A through W (category W for suspended vehicles)
1	<input type="text"/>	
2	<input type="text"/>	
3	<input type="text"/>	
4	<input type="text"/>	
5	<input type="text"/>	
6	<input type="text"/>	
7	<input type="text"/>	
8	<input type="text"/>	
9	<input type="text"/>	
10	<input type="text"/>	
11	<input type="text"/>	
12	<input type="text"/>	
13	<input type="text"/>	
14	<input type="text"/>	
15	<input type="text"/>	
16	<input type="text"/>	
17	<input type="text"/>	
18	<input type="text"/>	
19	<input type="text"/>	
20	<input type="text"/>	
21	<input type="text"/>	
22	<input type="text"/>	
23	<input type="text"/>	
24	<input type="text"/>	

<b>Part II</b>	<b>Summary of Reported Vehicles</b>	
a	Total number of vehicles	<b>a</b>
b	Enter the total number of taxable vehicles on which the tax is suspended (category W)	<b>b</b>
c	Total number of taxable vehicles. Subtract line b from line a	<b>c</b>



# SAMPLE FORM 2290, SCHEDULE 1- ELECTRONIC

**SCHEDULE 1**  
**(Form 2290)**  
(Rev. July 2014)  
Department of the Treasury  
Internal Revenue Service

## Schedule of Heavy Highway Vehicles

For the period July 1, 2014, through June 30, 2015

OMB No. 1545-0143

This copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.

<b>Type or Print</b>	Name as shown on Form 2290	Employer identification number
	Address (number, street, and room or suite no.)	
	City, state, and ZIP code (for Canadian or Mexican address, see page 4 of the instructions.)	

**Caution.** You must list all vehicles. Attach a separate list if needed.

**Part I Vehicles on Which You Are Reporting Tax.** See page 6 of the instructions.

	Vehicle Identification Number	Category	Vehicle Identification Number	Category
1		S 7		
2		8		
3		9		
4		10		
5		11		
6		12		

**Part II Vehicles for Which Tax Is Suspended—5,000 Miles or Less (7,500 Miles or Less for Agricultural Vehicles).** See page 6 of the instructions.

	Vehicle Identification Number	Category	Vehicle Identification Number	Category
1				
		2		

**Part III Summary of Reported Vehicles**

a Enter the number of taxable vehicles from Form 2290, page 2, column 3, <b>Totals</b>	<b>a</b>
b Enter the total number of taxable vehicles on which the tax is suspended from Form 2290, page 2, column 3 (category W)	<b>b</b>

For Privacy Act and Paperwork Reduction Act Notice, see page 8 of the instructions.

Schedule 1 (Form 2290) (Rev. 7-2014)

## APPENDIX C

### ***REGISTRATION NON-RENEW POLICY***

The RMV will place a customer in non-renew status if he/she has any of the following outstanding obligations on record:

- Unpaid fines for parking violations
- Unpaid excise tax bills
- Unpaid fines for E-ZPass/ Fast Lane or Pay-by- Plate violations
- Unpaid fines for Tobin Bridge violations
- Unpaid fines for Toll violations
- E-ZPass violations from Maine and New Hampshire

If a customer has been placed in non-renew status, he/she will not be able to process the following transactions until the outstanding obligations have been resolved:

- Renewing a registration
- Swapping registration plates
- Reinstating a registration

Once all obligations and fines have been resolved, the customer may process these transactions by submitting an RMV-3 form in person at one of the IRP Service Centers, along with proof that the obligations or fines have been paid.

A customer may view his/her registration status and outstanding obligations through the registration inquiry/lookup transaction from the RMV website.

Some towns may electronically report payment to the Registry of Motor Vehicles while others will provide a customer with an official release form to be brought to the Registry of Motor Vehicles.

### ***Unpaid Fines for Parking Violations***

The Registry will place a customer in non-renew status if a town or city hall has reported that he/she has any unpaid fines for parking violations. The customer should contact the town or city hall to pay the applicable fines. Some cities/towns can clear a customer's non-renew status electronically after he/she has paid the outstanding obligation. If the city/town cannot, then the customer must then present an official release form to the Registry of Motor Vehicles to clear the non-renew status.

### ***Unpaid Excise Tax Bills***

The Registry will place a customer in non-renew status if a town or city hall has reported that he/she has any unpaid excise tax bills. The customer should contact the town or city hall that reported the outstanding excise tax bills. Please refer to the Excise Tax Valuations section for more information on excise taxes. Some cities/towns can clear a customer's non-renew status electronically after he/she has paid the outstanding obligation. If the city/town cannot, then the customer must then present an official release form to the Registry of Motor Vehicles to clear the non-renew status.

### ***Unpaid Fines for E-ZPass/ Fast Lane Violations***

The Registry will place a customer in non-renew status if MassDOT has reported that he/she has any unpaid fines for E-ZPass violations. The customer should contact E-ZPass to dispute the violation or pay the fine. In order to clear the non-renew status, the customer must present an official release form to the Registry of Motor Vehicles showing that all fines have been paid. Please refer to the E-ZPass Website for more information.

### ***Unpaid Fines for Tobin Bridge Violations***

In July 2014, the Tobin Memorial Bridge eliminated toll booths and all tolls are now collected electronically, either through the motorist's E-ZPass transponder or via the PAY BY PLATE MA program. For customers without an E-ZPass transponder, an overhead camera captures an image of the vehicle's plate and the registered owner of the vehicle will receive a PAY BY PLATE invoice in the mail. A PAY BY PLATE bill can be paid online at [www.paybyplatema.com](http://www.paybyplatema.com). For additional assistance you can call the PAY BY PLATE customer service line at 1-877-627-7745.

### ***Unpaid Fines for Toll Violations***

The Registry will place a customer in non-renew status if MassDOT has reported that he/she has any unpaid fines for Toll violations. A customer should contact E-ZPass to appeal the violations or pay the fines. The fines can be paid on-line, by phone or mail as follows:

Online at: [www.parkingticketpayment.com/massdot](http://www.parkingticketpayment.com/massdot)

By phone: 1-866-740-3467

By mail: Commonwealth of Massachusetts, P.O. Box 417448, Boston, MA 02241-7448

Payment by mail may be made by check or money order payable to MassDOT. Customers are required to provide the violation and plate number which should be entered in the memo portion of the check or order.

### ***E-ZPass Violations from Maine or New Hampshire***

The states of Maine, New Hampshire, and Massachusetts have signed an agreement that will enable each state to pursue out-of-state toll violators by marking their registration and/or license as non-renewable.

To remove the non-renew distinction, a Massachusetts violator must do the following:

1. Pay the toll violation to either Maine or New Hampshire
2. Once they pay the toll violation to either Maine or New Hampshire that state's processing center will direct them back to MassDOT/E-ZPass to pay the \$20.00 Registry of Motor Vehicle's surcharge and the \$10.00 administrative fee to the MassDOT/E-ZPass Program

RMV Service Centers **are not able to** accept the \$20.00 Registry of Motor Vehicles surcharge or the \$10.00 administrative fee for Maine or New Hampshire toll violations.

## GLOSSARY OF IRP TERMS

**Axle** — Assembly of a vehicle consisting of two or more wheels whose centers are in one horizontal plane by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the IRP, an axle is any such assembly whether or not it is load bearing only part of the time. For example, a single unit truck, with a steering axle and two axles in the rear-axle assembly is an apportionable vehicle, even though one of the rear axles is a so-called “dummy,” “drag,” “tag,” or “pusher” axle.

**Base jurisdiction** — For purposes of fleet registration, base jurisdiction refers to the jurisdiction where the registrant has an established place of business from which distance is accrued by the fleet and where operational records of the fleet are maintained or can be made available.

**Base plate** — The registration plate issued by the base jurisdiction. It is the only registration identification plate issued for the vehicle by any member jurisdiction. Base plates are identified by having the word APPORTIONED, APP, or PRP and the jurisdiction’s name on the plate. The numbering system and color of the plate is determined by the issuing jurisdiction.

**Cab Card** — A registration document issued only by the Base Jurisdiction for a vehicle of an apportioned fleet. The Cab Card identifies the vehicle, registrant, jurisdictions for which the vehicle is apportioned, plate number, the registered weight by jurisdiction, and any other necessary information.

**Carrier** — A person, partnership, firm, or corporation engaged in the commercial transportation of goods or persons

**Combination (or Combination of Vehicles)** — Power unit used together with trailers and/or semi-trailers, and/or auxiliary axles

**Combined Gross Weight** — Weight of the power unit, the trailer(s), and the maximum load that can potentially be transported

**Credentials** – The Cab Card and Plate issued in accordance with the Plan.

**Established place of business** — A physical structure located within the base jurisdiction that is owned, leased, or rented by the fleet registrant. The physical structure shall be designated by a street number or road location. A post office box is not sufficient to satisfy this requirement. This physical structure must be open during normal business hours and have located within it:

1. A telephone(s) publicly listed in the name of the fleet registrant’s trucking related business
2. A person(s) in the permanent employ of the registrant conducting the fleet registrant’s trucking-related business

3. The operational records of the fleet and the maintenance of such records, unless such records can be made available under the rules of IRP

The trucking-related business within the base jurisdiction must constitute more than just credentialing, distance, and fuel reports, and/or answering a telephone. Employees in the permanent employment of the registrant, not contractual labor, must be performing trucking related duties.

A jurisdiction may require any information the jurisdiction considers pertinent to show that the registrant has an established place of business within the jurisdiction and that all proper fees and taxes are paid.

**Estimated Distance** - Either (i) the anticipated distance a Fleet is expected to travel in a Member Jurisdiction during an applicable Registration Year as reported by an Applicant or (ii) the distance assigned to the Fleet by the Base Jurisdiction as determined in Section 320.

**Fleet** - One or more apportionable vehicles which travel in the same states. Fleets of vehicles are determined to be *apportionable* according to characteristics and use of the vehicles or combination of vehicles. Any vehicle (power unit or trailing unit) used within a combination that exceeds 26,000 pounds or 11, 793.401 kilograms gross vehicle weight.

**Full Reciprocity – FRP** – All jurisdictions will appear on a vehicle CAB Card and may not be deselected. For additional information on FRP you may visit the IRP website at: [www.irponline.org](http://www.irponline.org).

**Gross Vehicle Weight (or GVW)** - Declared Gross Vehicle Weight means: TOTAL UNLADEN WEIGHT of the vehicle, or combination of vehicles PLUS the MAXIMUM LOAD to be carried on the vehicle.

**Household Goods Carrier** - A carrier handling (i) personal effects and property used or to be used in a dwelling, or (ii) furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals, or other establishments, when a part of the stock, equipment, or supply of such stores, offices, museums, institutions, including objects of art, displays, and exhibits, which, because of their unusual nature or value, requires the specialized handling and equipment commonly employed in moving household goods.

**IVDR - Individual Vehicle Distance Record**. It is the original record generated in the course of actual Vehicle operation and is used as a source document to verify the Registrant's reported distance. An IVDR must contain the information set forth in the APM.

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

**MCRS - Motor Carrier Responsible for Safety**. This is the person or company responsible for the safety of the vehicle. This person's or company's name is recorded on the MCS 150 Form filed with the Federal Motor Carrier Safety Administration.

**Operational Records** - Documents supporting miles traveled in each jurisdiction and total miles traveled, such as I.V.D.R's, fuel reports, trip sheets, and logs. Operational records also include source documents suitable for verification of fleet mileage, known as Individual Vehicle Distance Records (IVDR). An IVDR must contain the information set forth in the IRP Audit Procedures Manual.

**Power Unit** – A Motor Vehicle (but not including an automobile or motorcycle), as distinguished from a Trailer, Semi-Trailer, or an Auxiliary Axle.

**Registered Weight** — The weight for which a vehicle or combination of vehicles have been licensed or registered within a particular jurisdiction.

**Registration Year** — The twelve-month period during which the registration issued by the base jurisdiction is valid according to the laws of the base jurisdiction (Massachusetts's registration year is July 1 through June 30.)

**Rental Fleet** - Vehicles the Rental Owner designates as a Rental Fleet and which are offered for rent with or without drivers.

**Rental Owner** - A company that rents Vehicles to others with or without drivers.

**Rental Vehicle** - A vehicle within a Rental Fleet.

**TIN Number** - Tax Identification Number. This is the number used to file a tax return with the IRS.

**Total Distance** - The total distance traveled, in miles or kilometers, by a fleet of apportioned vehicles in all jurisdictions during the preceding year. This distance includes miles or kilometers accrued on trip permits.

**Total Distance (Motor Buses)** — For motor bus apportionment, total distance is the sum of all actual in-jurisdiction distance,, OR a sum equal to the scheduled route distance per jurisdiction from the farthest point of origination to the farthest point of destination in the scheduled pool.

**Unit** – Another term for vehicle

**Unladen Vehicle Weight (or Unladen Weight)** — Actual weight of a vehicle fully equipped for service 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.

**URS**- Unified Registration System. The FMCSA now requires all new registration applicants to use the URS online registration application as of December 12, 2015.

All existing entities with a USDOT, MC, or FF number, or combinations of them will continue until such time as FMCSA publishes further regulations implementing the URS provisions. For more information about URS visit:

[www.fmcsa.dot.gov/registration/unified-registration-system](http://www.fmcsa.dot.gov/registration/unified-registration-system)

**USDOT Number** — A number issued by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration. It is required by the RMV before you can renew or register apportioned vehicles.