



---

# Maryland International Registration Plan

# Discussion Topics

- Definitions
  - Apportionable Vehicle
  - Reporting Period
- Base Jurisdiction
  - Established Place of Business
  - Residency
- Estimated Distances
- Calculation of Apportionment Percentage
- Additional Jurisdictions
- New Fleets
- Fleet Consolidation
- Credentials
- General IRP updates
- Audit Requirements

# Apportionable Vehicle Definition

“Apportionable Vehicle” means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- (i) has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
- (ii) has three or more Axles, regardless of weight, or
- (iii) is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A Recreational Vehicle, a Vehicle displaying Restricted Plates, a bus used in the transportation of chartered parties or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Truck or Truck Tractor, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the Registrant.

- An apportionable vehicle must travel in 2 or more jurisdictions. Registrants that have not provided actual miles for 2 registration periods will not be allowed to renew an apportioned registration.

# Reporting Period Definition

- The mileage reporting period is the period of twelve consecutive months immediately prior to July 1.
  
- For the renewal periods of January, April & July the previous year is required
  - 2009 Registration year - Current expiration April 30, 2008  
July 1, 2006 through June 30, 2007
  
- For the renewal period of October the current year is required
  - 2009 Registration year - Current expiration October 31, 2008  
July 1, 2007 through June 30, 2008

# Base Jurisdiction

- (a) Applicant has an Established Place of Business, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Operational Records of the Fleet are maintained or can be made available.
  - Established Place of Business
    - Physical structure that is owned or leased and located within the Base Jurisdiction
    - Must be open for business and staffed during regular business hours
- (b) An Applicant that does not have an Established Place of Business in any Jurisdiction may designate as a Base Jurisdiction any Member Jurisdiction (i) where the Applicant can demonstrate Residence, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Operational Records of the Fleet are maintained or can be made available.

# Base Jurisdiction Con't

- (c) To establish Residence in a Member Jurisdiction, an Applicant must demonstrate to the satisfaction of the Member Jurisdiction at least three of the following:
  - (i) if the Applicant is an individual, that his or her driver's license is issued by that Jurisdiction,
  - (ii) if the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that Jurisdiction,
  - (iii) if the Applicant is a corporation, that the principal owner is a resident of that Jurisdiction,
  - (iv) that the Applicant's federal income tax returns have been filed from an address in that Jurisdiction,
  - (v) that the Applicant has paid personal income taxes to that Jurisdiction, (vi) that the Applicant has paid real estate or personal property taxes to that Jurisdiction,
  - (vii) that the Applicant receives utility bills in that Jurisdiction in its name,
  - (viii) that the Applicant has a Vehicle titled in that Jurisdiction in its name, or
  - (ix) that other factors clearly evidence the Applicant's legal Residence in that Jurisdiction.

# Distance Estimates by Base Jurisdictions

- The Base Jurisdiction shall estimate distance for registration of the Fleet based on the average per-Vehicle distance in each Member Jurisdiction
  - If actual distance was not accrued during the reporting period
  - Registrant does not have an estimate of anticipated fleet distance that is acceptable to the Base Jurisdiction
- MVA is required to update the chart once every 3 years

# Calculation of Apportionment Percentage

- Actual distance is required for any vehicle registered during the reporting period unless:
  - The registrant has neither owned or leased apportioned vehicles for 18 months prior to the application date; or
  - The fleet was apportioned for no more than the last 90-days of the reporting period.
- If actual distance was accrued in the reporting period, for jurisdictions no longer traveled, the distance must be reported.
- Apportionment percentages for actual and first year estimates are calculated prior to calculating second and subsequent-year estimated distance percentages.

# Additional Jurisdictions

- A registrant may add a jurisdiction to an existing fleet during the registration year.
- If the fleet was previously apportioned for the added jurisdiction for more than 90 days of the reporting period, the registrant must declare actual distance.
- If registered for less than 90 days of the reporting period, the registrant has the option of using actual or estimated distance.
- All added jurisdiction percentages are calculated over 100%.

# New Fleets

- A new fleet does not automatically qualify for estimated distance.
  
- **Actual distance is required if:**
  - The new fleet is composed entirely or primarily of vehicles in which the applicant operated or exercised control over during the reporting period **and** the vehicles accrued actual distance in the jurisdictions for which the applicant seeks apportioned registration.
  - This includes vehicles previously apportioned under long-term lease to a motor carrier (including the driver) **if** the operation will reflect the operation under the long term Lease.

# Fleet Consolidation

- A Registrant may combine two or more existing Fleets of its Apportioned Vehicles.
- The actual distance accrued by all the vehicles in the reporting period must be reported to determine the apportioned fees.

# Credentials

- The Base Jurisdiction shall cancel, suspend, or revoke any apportioned registration if the registration was granted erroneously, or if the Registrant fails to pay any Apportionable Fees.
- The Base Jurisdiction **shall not issue** Credentials for an Apportioned Vehicle until the Registrant has paid all **Apportionable Fees due or past due**.
- Temporary Registrations may be issued for a period of 60 days. The issuance of a temporary authority is considered registration and all applicable fees must be paid.
- All vehicles in an account will be canceled, suspended, or revoked if fees are not paid.

# General IRP Updates

## ■ **Credit Cards**

- Now accepting American Express

## ■ **Quebec**

- The number of axles indicated for Quebec must reflect the combined number of axles (truck and trailer)

## ■ **On-line fillable forms**

- Available transactions
  - Add vehicle
  - Transfer
  - Weight Change
  - Change of address
- Email transactions or print the completed form
- Payments via mail

Martin O'Malley Governor      Anthony G. Brown Lt. Governor      John D. Porcari Secretary MDOT      John T. Kuo Administrator

Home | Contact Us | Helpful Links | Site Map | Hours & Locations | Fees | FAQs | Forms

What's New

## Maryland Apportioned Supplemental Action

MVA Programs

If you have an existing IRP account you may process the following transactions utilizing this application:

About MVA

- o Add vehicle
- o Transfer
- o Weight Change

Online Services

This form may be filled out and submitted online or mailed to the Maryland Motor Vehicle Administration, Motor Carrier Services Section, Room 120, 6601 Ritchie Highway, Glen Burnie, MD 21062.

Vehicle Services

Driver Services

Once the application is received your transaction will be processed and an invoice will be returned to the email address on file.

Business Services



[Continue](#)

[Return to Apportioned Registration Information](#)



Schedule A/C

SUPPLEMENT

\* Mandatory

\* [Dropdown menu]

REGISTRANT INFORMATION

ACCOUNT NUMBER * MD	FLEET NUMBER *	SUPP. NUMBER	REGISTRATION YEAR
------------------------	-------------------	--------------	-------------------

\* NAME OF REGISTRANT [Text Box]

\* BUSINESS ADDRESS [Text Box]

\* CITY [Text Box] STATE MD \* ZIP CODE [Text Box] Enter Zip as 99999 or 999999999

MAILING ADDRESS [Text Box]

CITY [Text Box] STATE [Text Box] ZIP CODE [Text Box]

PERSON TO CONTACT REGARDING APPLICATION

\* NAME [Text Box]

CITY [Text Box] STATE [Text Box]

\* PHONE NUMBER [Text Box] Enter numbers only

EMAIL ADDRESS [Text Box]

**What's New**

## Maryland Apportioned Registration Change of Address

**MVA Programs**

If you have an existing IRP account you can utilize this form to change your business address, mailing address or contact information.

**About MVA**

This form may be filled out and submitted online or mailed to the Maryland Motor Vehicle Administration, Motor Carrier Services Section, Room 120, 6601 Ritchie Highway, Glen Burnie, MD 21062.

**Online Services**

**Vehicle Services**

**Please note:** This process **only** changes your address for the registration of apportioned vehicles. If you need to change your individual (not company) address you can change your address [online](#).

**Driver Services**

The business address **must** be a valid Maryland address.



If applicable your new credentials (cabcard) will be mailed within ten (10) business days.



[Continue](#)

[Return to Apportioned Registration Information](#)

# General IRP Updates Con't

- IRP Manual
- Links
- Website address
  - <http://www.marylandmva.com/VehicleServ/REG/IRP/default.htm>

# Audit Requirements

- A registrant must maintain operational records that support the total distance traveled in each jurisdiction and total distance traveled everywhere.
- If selected for an audit the following must be submitted:
  - Mileage summaries reflecting total mileage by state **for each quarter**. (Computer printouts are acceptable as mileage summaries, however, they must be supported by IVMR's, trip reports, or some other source document.)
- Individual Vehicle Distance Record (IVDR)
  - “IVDR” means 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. (examples: driver logs, driver trip sheets, whatever means used to document vehicle movement on a daily or per trip basis.

# Audit Requirements Con't

- The mileage on the IVDR's must support the mileage on the quarterly summaries. The trip report should be by vehicle and include the following minimum information:
  - Vehicle identification number
  - Beginning and ending odometer
  - Date of trip
  - Driver name
  - Trip origin and destination information (City & State)
  - Routes of travel
  - Jurisdiction state miles traveled