

Idaho International Registration Plan (IRP) Renewal Instructions

Requirements for Renewal

Heavy Vehicle Use Tax (HVUT) – The Internal Revenue Service (IRS) requires state registration offices to obtain proof of filing IRS Form 2290 for vehicles registered 55,000 pounds or more for the current tax period as follows:

1. A copy of Form 2290, Schedule 1, with the complete Vehicle Identification Number (VIN) for each vehicle, receipt-stamped by the IRS or with the E-Filed watermark if filed online; or
2. A copy of Form 2290 (all pages & complete VINs), and a copy of the front and back of the canceled check or bank statement reflecting payment to the IRS for filings with tax due; or
3. A valid bill of sale if the registration request is received within 60 days of the vehicle purchase date.
4. Registration requests received must have one of the options for the current tax period.

Filings of 25 or more vehicles must be done online, filings for less than 25 vehicles may be done online. Select a third-party filing provider through the www.irs.gov website. **Note: Do not choose the EFTPS payment option.** Filings in the tax suspended category (Category W) are subject to audit. Distance records to support the suspension must be made available upon request.

Important: We cannot accept proof of filing if the tax period, VIN(s) or filing categories are incorrect.

IRP Requirements Form – Choose “Established Place of Business” or “Residency” based on the requirement you can meet. Also review the distance reporting, recordkeeping, audit and USDOT requirements. **Signing this form confirms your compliance with the requirements.**

USDOT Biennial Update – The carrier and/or vehicle-level interstate USDOT numbers listed on the renewal must be correct and active with FMCSA. Updates are filed online at www.safer.fmcsa.dot.gov.

IFTA (International Fuels Tax Agreement) – You must have a current IFTA license or plan to purchase temporary fuel permits for each jurisdiction that you travel.

UCR (Unified Carrier Registration) – All interstate USDOT numbers associated with this renewal must be in compliance with the annual UCR filing requirements. For more information and to file online, go to www.ucr.gov. UCR filings are subject to audit.

Insurance – You are required to have the appropriate motor carrier insurance on file with the Federal Motor Carrier Safety Administration (FMCSA).

Preprinted Renewal Forms

Review the account information and note any corrections or omissions directly on the pages or update when renewing online. If not renewing online, you must submit all pages of the renewal even if there are no changes.

IRP Schedule A

Weight Group/Juris/Weight Section – The weight group page precedes the vehicle page(s). Review the weights shown and correct as needed. Weight variances between jurisdictions of 10% or more that are at or below 80,000 pounds will require a written explanation.

Vehicle Information – Review the vehicle information to ensure it is correct.

- Update title numbers shown as “CN” or “TEMP” to reflect the Idaho title number assigned to the current vehicle owner. If the titled owner name is different from the account name, written permission to register the vehicle must be provided by the titled owner each year at renewal.
- The vehicle-level “Safety USDOT Number” must be classified as “interstate,” be in active status with the Federal Motor Carrier Safety Administration (FMCSA), and current with UCR (Unified Carrier Registration) filings. If the USDOT number shown on the vehicle registration changes during the registration year, the registrant is required to update the USDOT information immediately. A Safety Responsibility Statement is required each year for vehicles operating under a USDOT number that is not that of the registrant.
- The “Safety Change” column indicates whether the Safety USDOT is expected to change. Correct as needed (“Yes” if it will change during the registration year, “No” if it is not expected to change).
- 10,000 Miles Y/N – Indicate “Yes” if the vehicle operated less than 10,000 miles during the Reporting Period, indicate “No,” if it operated more than 10,000 miles during the Reporting Period.

IRP Schedule B

Fleets renewing must report actual distance operated for each jurisdiction in which any vehicle registered in the fleet traveled. This includes distance for vehicles previously registered in the fleet that you no longer own or are not renewing at this time. The reported distance is subject to audit.

If no actual distance was operated in any IRP jurisdiction during the Reporting Period, leave the Schedule B form blank and include a written explanation that no distance was operated and why. The explanation will be reviewed to determine if IRP registration can be granted.

To retain eligibility for IRP registration, all the following distance requirements must be met:

- Each vehicle in a fleet **must** accrue actual distance during the Reporting Period in two or more IRP jurisdictions.
- At least one vehicle in the fleet **must** accrue distance in Idaho during the Reporting Period.
- If the reported distance appears to be rounded (ending in a zero or five), you **must** include a signed and dated statement indicating the distance is not rounded, however do not show tenths of miles.
- Distance records **must** be retained for the current registration year and three previous years for each registered vehicle and made available at your physical Idaho address when selected for audit.

Scope of Operation – List the commodities hauled or business conducted.

Submitting the Renewal

The enclosed **Customer Service Options** flyer lists all options for submitting the renewal.

Payment of Fees Due

You will receive an invoice for the fees due by e-mail if an e-mail address is provided, by mail or during your in-person appointment. The entire amount due or initial installment payment and signed installment agreement must be paid and all requirements met before we will release the credentials, including Temporary Vehicle Clearances (TVCs). Payment options are:

- **Credit Card:** We accept MasterCard, VISA, American Express and Discover online, during an appointment, or by telephone which will include a 3% service fee or minimum \$2.
- **Check:** We accept checks (payable to State of Idaho, U.S. funds only) mailed to Commercial Vehicle Services or in person at a designated Commercial Vehicles appointment location.
- **Online:** You may pay online at crs.idaho.celtic-host.com by credit card (3% service fee) or e-check (\$1 service fee). If you did not initiate the request online, you can select “Work in Progress” and proceed to the payment portal (do not close out the registration screen). Upon completion of payment, return to the registration screen to obtain the TVC if requested. Your renewal credential(s) will be e-mailed or mailed within 5 business days after payment has been received.

Display of Renewal Credentials

You may display the renewal credentials prior to the effective date but must retain the current credentials in the vehicle until they have expired. Current registration credentials must be made available to roadside enforcement upon request.

Motor Bus Apportionment

The Apportionable Fees of a Fleet that is involved in a Pool may be calculated using Apportionment Percentages or, in the alternative, at the option of the Applicant, the Apportionment Percentage may be calculated by dividing (a) the scheduled route distance operated in the Member Jurisdiction by the Vehicles in the Pool by (b) the sum of the scheduled route distances operated in all the Member Jurisdictions by the Vehicles in the Pool. Scheduled route distances shall be determined from the farthest point of origination to the farthest point of destination covered by the Pool. If a Registrant has used this method to register its Fleet initially for a Registration Year, it shall also use this same method to register any Apportionable Vehicles it may add to its Fleet during the year

Resources

crs.idaho.celtic-host.com – Online commercial registration and temporary registration permit website

permits4idaho.com – Online special permitting (size/weight) website

www.trucking.idaho.gov – Idaho website for all trucking-related services, forms and manuals. We strongly encourage you to bookmark this site as this is the location for upcoming events, time-sensitive information, and we are continually working to improve the communication we provide to the trucking industry. We would appreciate you selecting the **survey** link to provide your feedback on what we are doing well, and in what areas we can improve.

www.itd.idaho.gov – All Idaho DMV services information

www.idaho.gov/poe - Idaho's website for scheduling an in-person or phone commercial registration (Motor Carrier Services) appointment with a participating Port of Entry (appointments are **required** for in-person and phone service)

www.idaho.gov/drd - Idaho's driver record dashboard to monitor driver status

www.tax.idaho.gov – Idaho State Tax Commission for IFTA and other tax information

www.irponline.org – IRP, Inc. website for IRP jurisdiction information and the IRP Plan (bylaws)

www.ucr.gov – National Unified Carrier Registration website for online filing and other information

www.safer.fmcsa.dot.gov – USDOT inquiry and links to federal requirements, MCS-150 updates, etc.

www.irs.gov – Internal Revenue Service for 2290 forms, instructions, issuance of Employer ID Number (EIN)

www.truckersagainstafficking.org – Information for the trucking industry to aid in combating human trafficking