

Instructions for Completing IRP Application

Page 1 - Carrier Information

Account Number: (Carrier Number) Enter the 5-digit number assigned by the IRP processing center to the account. Enter "NEW" if the carrier does not yet have an IRP account number.

Fleet number: Enter the 2-digit fleet number.

Name of Registrant/Motor Carrier: Enter the name of the person, firm or corporation in which the vehicles are to be registered.

DBA (if any) Enter the name that the registrant is Doing Business As (if applicable)

LA Business Address: Enter the business location address. Address must be in Louisiana and cannot be a post office box.

LA Business Telephone: Enter the Louisiana telephone number for the business. This may be a cellular number.

Ext: (if applicable)

Registrant/Motor Carrier's Federal Employee Identification Number (FEIN): Enter the Registrant/Motor Carrier's FEIN. This can be found on the Heavy Vehicle Use Tax Form 2290 Schedule 1.

Registrant's Social Security Number (SSN): If the registrant does not have a Federal Employee Identification Number (FEIN), enter his/her social security number.

Mailing Address: Enter the mailing address for all correspondence and credential mailings. Post office boxes and out-of-state addresses are acceptable.

Contact Person: Enter the name of the person to contact concerning the application.

Contact Telephone Number: Enter the telephone number where the contact person can be reached. If an out-of-state or 800 number is provided you must include the Louisiana number.

Ext: (if applicable)

Email Address: (if applicable)

Fax Number: Enter the business fax number.

Are you an owner operator leased to a motor carrier? If yes, you must provide a photocopy of the lease agreement.

Type of Transaction: Indicate the reason for submitting the application.

Type of Operation: Check the appropriate box as described below.

- **Private Carrier** = hauls only the registrant's own products.
- **Haul for Hire** = is paid to haul freight and/or passengers.
- **Rental Company** = rents vehicles or fleets without drivers.
- **Household Goods Mover** = hauls only personal household items
- **Exempt** = Hauls only commodities that are exempt.

Check this box if this carrier has intrastate in WY: Y/N

Print Name: The application must be printed in ink.

Signature of the Owner: The application must be signed in ink.

Date: Enter the date the application is signed.

Acknowledgement of Federal Motor Carrier Safety Regulations: Sign, Print, and date in ink.

Page 2 – Vehicle Information

Transaction Type (1): If the fleet apportions to Colorado enter “N” if the vehicle travels 10,000 miles or less nationally in a year. If the vehicle travels over 10,000 miles nationally, no notation is required.

Unit Number: Enter the number used to identify the vehicle.

Vehicle Identification Number (VIN): Enter the complete serial number as it appears on the registration/title.

Year: Enter the last two digits of the model year of the vehicle.

Make of Vehicle: Enter the make of the vehicle as it appears on the registration/title.

Vehicle Type (7): Enter the abbreviation for the type of vehicle being registered.

Axles (2): Enter the number of axles on the power unit alone.

Comb axles (3): Enter the total number of axles including the number of power unit axles and trailer axles.

Buses (2) Enter the total number of seats.

Fuel (8): Enter the abbreviation for the type of fuel used by the vehicle.

Unladen Weight: Enter the empty weight of the truck, tractor, or bus.

Combined or Gross Weight: Enter the declared maximum combined or gross weight of the vehicle fully loaded. **Note:** For buses determine the GVW by multiplying the number of passengers by 150 pounds plus the unladen weight of the bus.

Purchase Price: Enter the purchase price of the vehicle (round to the nearest dollar). Do not include sales tax. If the vehicle was a gift or the purchase price is unknown, use the fair market value. Do not enter \$0 or gift.

Factory Price: Enter the manufacturer’s list price when vehicle was new. If this amount is unavailable use the purchase price.

Date of Purchase: Enter the month, day, and year the vehicle was purchased.

Name of Owner: Enter the owner name as it appears on the registration/title.

Name of Lessee: Enter the name of the lessee as it appears on the registration/title. (if vehicle is leased)

Bus HP (Horse Power): Enter the rated capacity of the engine.

Motor Carrier US DOT Number (4): Enter the US DOT number of the motor carrier responsible for safety of the vehicle.

Motor Carrier Federal Identification Number (FEIN) (5): Enter the FEIN of the motor carrier responsible for safety of the vehicle.

Name of the Motor Carrier leased onto: Enter the name of the motor carrier responsible for safety of the vehicle.

Safety Y/N (6): Enter “N” if the responsibility for the safety of this vehicle will remain the same during the entire registration year. Enter “Y” if the responsibility for the safety of the vehicle may change during the registration year.

Current Plate Number: If you are doing a conversion transaction or was currently plated in another state enter the plate# of the unit you are adding.

Expiration Date: Enter the expiration date of the plate.

Delete Vehicle: *Enter information here only if you are deleting a vehicle, or doing an add/delete transaction.*

Unit Number: Enter the unit number of the vehicle being deleted or the unit number of the vehicle previously deleted that is being used for add/delete credit.

Vehicle Identification Number (VIN): Enter the VIN number of the vehicle being deleted or that has previously been deleted.

Year: Enter the year of the vehicle being deleted or that has been previously been deleted.

Make of Vehicle: Enter the make of the vehicle being deleted or that has already been deleted.

Combined or Gross Vehicle Weight: Enter the gross vehicle weight of the vehicle being deleted or that has been already deleted.

Current Plate Number: Enter in the current plate number of the vehicle being deleted or the plate number of vehicle previously deleted that is being used for add/delete vehicle.

Page 3 – Weight and Distance Information

Y/N: Mark column with a “Y” in the jurisdiction(s) you wish to be apportioned in. Only these states will appear on the cab card. Non-IRP jurisdictions will not appear on the cab card. Mark “N” in the jurisdiction(s) in which actual distance is shown but registration is not desired. If you wish not to be apportioned in a jurisdiction and you accrued no distance then no entry is required.

A/E: Mark column with “A” for Actual Distance or “E” for Estimated Distance.

Distance: List distance accrued in each jurisdiction in which this fleet traveled during the reporting period July 1 through June 30 of the year preceding the license year. Provide an estimated distance if no distance was accrued during the reporting period using Method A or Method B as explained on the LA Estimated Distance Chart.

Weight: Provide the weight of vehicle(s) being apportioned. In the upper right hand corner list the unit(s) that will be at the weight on this page. ***A separate weight group page must be submitted for each vehicle with a different weight.***

You must provide a letter of explanation if there is a 10% variance in weight.