



# INTERNATIONAL REGISTRATION PLAN 2018 RENEWAL INSTRUCTIONS

## ELECTRONIC FILING

We encourage you to take advantage of the department's electronic filing system for commercial vehicles to process your IRP renewals. Our online system may also be used to submit other IRP applications, file International Fuel Tax Agreement tax returns, order decals, and pay for all via the Internet. (Be sure to follow instructions for submitting supporting documentation.) If you are not already an online user, you can register for e-filing with us by downloading an application online at <http://www.flhsmv.gov/html/welcome.html> and following the instructions for obtaining your login and personal identification number (PIN).

## MANUALLY COMPLETING YOUR FLORIDA IRP RENEWAL

Your preprinted IRP Renewal Application contains all the vehicle and jurisdiction information that was included on your IRP account at the time the renewal was printed. Please utilize this form when processing your renewal. If you misplace this form and must use an IRP application, you must use IRP Application (Form HSMV 85900) with a Revision Date of 10/14 or later. Applications with an earlier revision date will not be accepted.

When completing your renewal, please type or print neatly using black or blue ink. Carefully review your application before submitting for processing. You must fully complete the renewal application and provide all required information. Applications that are missing information, are not signed, or are lacking the required attachments are considered incomplete and will not be processed. You will receive a letter informing you of any additional information needed.

### ➤ **REVIEW THE INFORMATION ON YOUR PREPRINTED RENEWAL AND CORRECT WHERE NECESSARY:**

- ✓ Verify that all social data (name, address, contact, email, etc.) is correct and current.
- ✓ Verify and/or add the US DOT Number and Taxpayer Identification (TIN) Number of the motor carrier responsible for the safety of each vehicle.
- ✓ Verify that all vehicle information, including the Gross Vehicle Weight (GVW) for each jurisdiction, is accurate.
- ✓ Make sure you enter the total number of axles for both the power unit and trailer for each vehicle. The province of Quebec requires axles to be printed on cab cards rather than gross vehicle weight. All jurisdictions are now printed on your cab card; regardless of whether or not you intend to travel in them, the total number of axles is required. If you do travel to Quebec and your cab card does not reflect the correct number of axles, you will be subject to fines.
- ✓ When processing your renewal electronically, you must verify the weights for each jurisdiction, in each weight group, and make any necessary modifications.

### ➤ **ADD OR DELETE VEHICLES FROM YOUR RENEWAL:**

- ✓ Delete vehicles by marking through the vehicle information with a red pen.
- ✓ Add vehicles by completing an IRP Application (Form HSMV 85900) with a revision date of 10/14 and attach it to your renewal. The application can be accessed at <http://www.flhsmv.gov/dmv/forms/BMCS/85900.pdf>

## CHECKLIST FOR COMPLETING A RENEWAL (WHETHER ONLINE OR MANUAL)

### ➤ **COMPLETE THE MILEAGE SCHEDULE:**

For all renewal months except October, enter actual miles traveled for each jurisdiction for the period **July 1, 2014 through June 30, 2015. (October renewals use July 1, 2015 through June 30, 2016 mileage year).**

- ✓ In accordance with the IRP, you will only be billed for those jurisdictions where actual miles were accrued during the reporting period.
- ✓ If no actual miles were accrued during the reporting period, you will be billed for all jurisdictions based on Florida's Average Per Vehicle (APV) distance chart. The mileage reflected on the APV distance chart is the average distance of all registrants in each jurisdiction.
- ✓ All jurisdictions are now reflected on cab cards regardless of prior year distance.

### ➤ **DOCUMENTS TO INCLUDE WITH YOUR RENEWAL:**

#### **Proof of ownership**

You must provide proof of ownership for any newly added vehicle, or for any existing vehicle on your pre-printed renewal that does not indicate a Florida title number.

If the vehicle is not titled in Florida, you must submit one of the following:

- ✓ A letter, on the lien holder's letterhead, stating there is an outstanding lien on the vehicle. The year, make and vehicle identification number (VIN) of the vehicle must also be included in the letter. You must also submit a copy of the front and back of the out-of-state title that shows the lien information, unless the out-of-state title is electronic. In this case, the letter from the lienholder must state that fact; or
- ✓ A copy of the front and back of the out-of-state title and a current lease for the vehicle from the out-of-state titled owner.

#### **Proof of insurance**

All proofs of insurance must include:

- ✓ Personal Injury Protection (PIP) as required by Section 627.733, Florida Statutes; **and**
- ✓ The following minimum levels of combined bodily liability insurance and property damage liability insurance:
  - Vehicles registered "For Hire" – minimum \$750,000
  - Buses with seating capacity less than 16 - \$1,500,000
  - Buses with seating capacity of 16 or more – \$5,000,000
  - Vehicles registered as "Private" with a Gross Vehicle Weight of:
    - 26,000 to 34,999 ----- \$ 50,000 per occurrence
    - 35,000 to 43,999 ----- \$ 100,000 per occurrence
    - 44,000 and over ----- \$ 300,000 per occurrence

**Note:** Insurers are required to provide notice of cancellation to the Department at the same time the notice is provided to the insured pursuant to s. 627.7281. The Department will suspend the registration, on the expiration date noted in the cancellation notice received from the insurer, of any motor carrier who operates a commercial motor vehicle registered in Florida, without having in full force, liability insurance, a surety bond or valid self-insurance certificate.

### **Proof of Lease Agreement (if applicable)**

If the insurance is in the name of the company you are leased to, **a copy of your lease agreement** must be provided, along with **documentation indicating your vehicle is covered** by the policy:

- ✓ If a Certificate of Insurance is submitted as proof, the Department of Highway Safety and Motor Vehicles must be listed as the certificate holder.
- ✓ Bob-tail and Non-Trucking Insurance are not acceptable proofs of insurance.

### **Proof of payment of Federal Heavy Vehicle Use Tax**

For vehicles registered at 55,000 lbs. or greater, you must provide one of the following acceptable proofs of payment of Heavy Vehicle Use Tax.

- ✓ A legible copy of Form 2290, Schedule 1, **stamped received** by IRS;
- ✓ A copy of Form 2290, Schedule 1, not stamped received, and a copy of the cancelled check (front and back) showing payment was made to the IRS; **OR**
- ✓ The electronically filed Form 2290, Schedule 1, showing the watermark receipt.

### **Proof of Address for New Physical Location**

If you are changing your physical location on this renewal, you **must** include 3 items from the list below. All records provided **must** be in the name of the registrant and document the new business address.

- ✓ Current copy of a Florida driver license in your name.
- ✓ Copy of document indicating your company is a Florida corporation or is registered to conduct business as a foreign corporation in Florida.
- ✓ Copy of document indicating you are a resident of Florida and the officer/representative for a Florida corporation.
- ✓ Current copy of a Federal income tax return, in your name, indicating the return was filed from your Florida address.
- ✓ Current copy of a tax bill indicating real estate or personal property taxes have been paid in your name for your Florida address.
- ✓ Current copy of a utility bill paid in your name for your Florida address.
- ✓ Copy of a vehicle title or registration for a vehicle titled in Florida in your name.
- ✓ Current copy of Safer/DOT Record from FMCSA Website.
- ✓ Current Bank Statement in Registrants Name listing the Florida address (current within ninety (90) days).

### **Record Keeping Agreement Form**

All registrants are required to have a Record Keeping Agreement (Form HSMV 85017) signed by the applicant or an authorized officer of the company, on file. If you have not previously submitted this form it will be required to be completed as part of the renewal process. You may access the form online at <http://www.flhsmv.gov/dmv/forms/BMCS/85017.pdf>

➤ **Sign and Date Your Renewal Application**

- ✓ You must sign your renewal for it to be processed. Initials and abbreviations are not accepted.
- ✓ If you are signing as an officer of a company, you must include your title.
- ✓ If you are signing as an authorized agent, a Power of Attorney (Form HSMV 96440) must be included.
- ✓ In all cases, you must legibly print your name under your signature.
- ✓ If you would like to receive correspondence related to your account via email, please provide your current email address in the space provided on your renewal.

➤ **Submit Your Renewal Application** - Your options for submitting your renewal registration are as follows:

- ✓ You may file your renewal electronically via the internet and fax or email your documentation, as per the online instructions;
- ✓ You may mail your entire renewal application package to Department of Highway Safety and Motor Vehicles, Division of Motorist Services, **Bureau of Commercial Vehicle and Driver Services, Room B-104 MS 62**, 2900 Apalachee Parkway, Tallahassee, Florida 32399-0626;

**OR**

- ✓ You may contact a private IRP tag agency and have them process your renewal application package. A processing fee (in addition to the state mandated administrative fees) will apply. Below is a list of available agencies:

**Sunshine State Fleet Management**

2820 54<sup>th</sup> Avenue South  
St. Petersburg, Florida 33712-4610  
(727) 290-4203  
[www.SunshineState.com](http://www.SunshineState.com)

**Central State Apportioned Tag Agency, LLC.**

1753 US 27<sup>th</sup> N  
Avon Park, Florida 33825  
(863) 201-7139  
[www.csatag.com](http://www.csatag.com)