

**E-FILING
QUICK
REFERENCE
GUIDE
PART 2
IRP RENEWALS
(With effective date
beginning 1/1/2015 or
after)**

Choose Renewal from the dropdown list:

[Log Out](#)

IRP Main Menu

Customer Profile

Customer Name: JOHN'S HAULING SERVICE
 Mailing Address: 122010 PUPPY LN
 TALLAHASSEE FL 32317-
 FEI #: [REDACTED]
 Physical Address: 2900 APALACHEE PKWY
 TALLAHASSEE FL 32399-

Shopping Cart

Items: 0
 0.00 [View Cart & Checkout](#)

Select Renewal from the dropdown list and click start. You will **not** need to enter a year.

Account Information

Show 10 entries

IRP Account Number	Fleet Number	Renewal Month	Fleet Status	USDOT	TIN	Transaction Type	Year	Start
262151	1	Oct	Active	[REDACTED]	[REDACTED]	Renewal		Start

Showing 1 to 1 of 1 entries

[Click here for more information about USDOT numbers](#)

Incomplete Web Transactions

Show 5 entries

Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date	Continue	Delete	Submit for Approval
1	2016	0	IRP RENEWAL	INCOMPLETE	May 29, 2015	Continue	Delete	Submit for Approval
1	2015	4	IRP ADD VEHICLE	INCOMPLETE	May 28, 2015	Continue	Delete	Submit for Approval

Showing 1 to 2 of 2 entries

Pending Web Transactions

Show 5 entries

Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date
No data available in table					

Showing 0 to 0 of 0 entries

Click Continue

[Log Out](#)

IRP Account Renewal Menu

Customer Profile

Customer Name: JOHN'S HAULING SERVICE
 Mailing Address: 122010 PUPPY LN
 TALLAHASSEE FL 32317-0000
 FEI #: [REDACTED]
 Physical Address: 2900 APALACHEE PKWY
 TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262151	1	Oct	2016

Supplement Profile

USDOT Number: [REDACTED]
 Tax Identification Number: [REDACTED]
 Contact Name: SHERI
 Phone Number: (850) [REDACTED] Phone Extension: 0
 Power of Attorney: CHLOE
 Insurance Number: POL 123456789 Insurance Status: Active
 Insurance Effective Date: Dec 1, 2014 Insurance Expiration Date: Dec 1, 2015

Click Continue

[Previous](#) [Continue](#)

Select Yes or No for if you have actual miles to report:

IRP Supplement Renewal Menu

Customer Profile
Customer Name: JOHN'S HAULING SERVICE FEI #: [REDACTED]
Mailing Address: 122010 PUPPY LN Physical Address: 2900 APALACHEE P
TALLAHASSEE FL 32317-0000 TALLAHASSEE FL 32

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262151	1	Oct	2016

Supplement Profile
Supplement Number: 0 Effective Date: Nov 1, 2015
Operation Type: FOR HIRE Wyoming Authority: No
Does the carrier have actual miles for the reporting period? Yes No

[Previous](#) [Save](#) [IRP Main Menu](#) [Continue](#)

Verify your operation Type.
Select Yes or No to whether you have actual miles or not to report.
Verify the Wyoming Authority
Then click the continue button.

If you select **no** to the question of does the carrier have actual miles for the reporting period you will get a pop up as follows:

The page at <https://betaservices.flhsmv.gov>

Are you sure the carrier doesn't have actual miles reporting period ?

[OK](#) [Cancel](#)

Click OK. If you decide you do have miles to report click CANCEL.

You will then be directed to the IRP Jurisdiction Renewal Menu Screen:

IRP Jurisdiction Renewal Menu

Customer Profile

Customer Name	JOHN'S HAULING SERVICE	FEI #	[REDACTED]
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

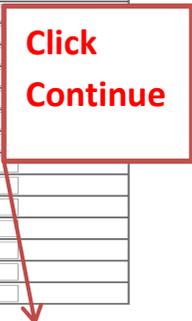
Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262151	1	Oct	2016

Jurisdiction Profile

Actual Mileage	Estimated Mileage	Total Mileage
0	0	0

Jurisdiction Code	MileageType	Jurisdiction Mileage
ALBERTA	ESTIMATED	0
ALABAMA	ESTIMATED	0
ARKANSAS	ESTIMATED	0
ARIZONA	ESTIMATED	0
BRITISH COLUMBIA	ESTIMATED	0
CALIFORNIA	ESTIMATED	0
COLORADO	ESTIMATED	0
CONNECTICUT	ESTIMATED	0
DISTRICT OF COLUMBIA	ESTIMATED	0
DELAWARE	ESTIMATED	0
FLORIDA	ESTIMATED	0
GEORGIA	ESTIMATED	0
IOWA	ESTIMATED	0
IDAHO	ESTIMATED	0
ILLINOIS	ESTIMATED	0
INDIANA	ESTIMATED	0
KANSAS	ESTIMATED	0
KENTUCKY	ESTIMATED	0
LOUISIANA	ESTIMATED	0
MASSACHUSETTS	ESTIMATED	0
MANITOBA	ESTIMATED	0
MARYLAND	ESTIMATED	0
MAINE	ESTIMATED	0
MICHIGAN	ESTIMATED	0
MINNESOTA	ESTIMATED	0
MISSOURI	ESTIMATED	0
MISSISSIPPI	ESTIMATED	0
MONTANA	ESTIMATED	0
NEW BRUNSWICK	ESTIMATED	0
NORTH CAROLINA	ESTIMATED	0
NORTH DAKOTA	ESTIMATED	0
NEBRASKA	ESTIMATED	0
NEWFOUNDLAND	ESTIMATED	0
NEW HAMPSHIRE	ESTIMATED	0
NEW JERSEY	ESTIMATED	0
NEW MEXICO	ESTIMATED	0
NOVA SCOTIA	ESTIMATED	0
NEVADA	ESTIMATED	0
NEW YORK	ESTIMATED	0
OHIO	ESTIMATED	0
OKLAHOMA	ESTIMATED	0
ONTARIO	ESTIMATED	0
OREGON	ESTIMATED	0
PENNSYLVANIA	ESTIMATED	0
PRINCE EDWARD ISLAND	ESTIMATED	0
PROVINCE OF QUEBEC	ESTIMATED	0
RHODE ISLAND	ESTIMATED	0
SOUTH CAROLINA	ESTIMATED	0
SOUTH DAKOTA	ESTIMATED	0
SASKATCHEWAN	ESTIMATED	0
TENNESSEE	ESTIMATED	0
TEXAS	ESTIMATED	0
UTAH	ESTIMATED	0
VIRGINIA	ESTIMATED	0
VERMONT	ESTIMATED	0
WASHINGTON	ESTIMATED	0
WISCONSIN	ESTIMATED	0
WEST VIRGINIA	ESTIMATED	0
WYOMING	ESTIMATED	0



You will then be directed to the IRP Vehicle Renewal Menu Screen:

[Log Out](#)

IRP Vehicle Renewal Menu

Customer Profile

Customer Name	JOHN'S HAULING SERVICE	FEI #	██████████
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262151	1	Oct	2016

Vehicle Profile

Show entries

Unit Number	VIN	Vehicle Type	Weight Group	Status
001	PHONENUMBERTEST01	TR	1-1-72000	Delete
002	PHONENUMBERTEST02	TR	1-1-72000	Delete
003	PHONENUMBERTEST03	TR	1-1-72000	Delete
001	TESTNUMBERTEST001	TR	2-1-80000	Delete

Showing 1 to 4 of 4 entries

Total number of Units: 4

[Apply USDOT and TIN Numbers to Vehicles](#) [Add New Weight Group](#) [Modify Existing Weight Group](#)

This is where if you want to delete a vehicle from your fleet you would click here. Click the Apply USDOT & TIN Numbers to Vehicle Button

To add a new weight group or Modify an Existing Weight Group Click Here. See Pages 13 - 14 for further instructions.

(Once weight group details are complete, choose an action item below.)

[Previous](#) [Save](#) [Cancel Changes](#) [SaveAndCalculateBill](#) [IRP Main Menu](#)

When you click the Apply USDOT & TIN Numbers to Vehicle Buttons you will get this screen:

[Log Out](#)

Update USDOT Number and Tax Identification Number

IRP Add Vehicle Menu

Customer Profile

Customer Name	JOHN'S HAULING SERVICE
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262151	1	Oct	2016

Please enter the USDOT Number and Tax Identification Number to apply to the vehicles

USDOT Number:

Tax Identification Number:

[Previous](#) [Continue](#)

NOTE: If you change the DOT and/or TIN Number(s) you must submit a request to change the information on your account and fax or email a copy of your lease to our office.

Verify or Correct USDOT and TIN Numbers and then click Continue.

Then you will be directed back to the IRP Vehicle Renewal Menu:

[Log Out](#)

IRP Vehicle Renewal Menu

Customer Profile

Customer Name	JOHN'S HAULING SERVICE	FEI #	██████████
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262151	1	Oct	2016



You must enter the number of axles for both your power units and trailers, if applicable, so the total number of axles will be reflected on your cab card. Travel in some Canadian Provinces may result in fines if you fail to accurately report your total axles.

Vehicle Profile

Show entries

Search:

Unit Number	VIN	Vehicle Type	Weight Group		Status
001	PHONENUMBERTEST01	TR	1-1-72000	Delete	
002	PHONENUMBERTEST02	TR	1-1-72000	Delete	
003	PHONENUMBERTEST03	TR	1-1-72000	Delete	
001	TESTNUMBERTEST001	TR	2-1-80000	Delete	

Showing 1 to 4 of 4 entries

◀ First Previous Next ▶ Last ▶

Click the Save and Calculate Bill Button

Total number of Units: 4

[Apply USDOT and TIN Numbers to Vehicles](#) [Add New Weight Group](#) [Modify Existing Weight Group](#)

(Once weight group details are complete, choose an action item below.)

[Previous](#) [Save](#) [Cancel Changes](#) [SaveAndCalculateBill](#) [IRP Main Menu](#)

You will then get the following popup:

Changes to jurisdictions and mileage will not be allowed once a bill has been generated. Have you reviewed this information for accuracy?

Yes

No

If you are sure you have no miles to report then click YES if you do have miles to report then click NO.

You will then be directed to the IRP Billing Notice Preview:

IRP Billing Notice Preview

Customer Profile

Customer Name JOHN'S HAULING SERVICE **FEI #** ██████████
Mailing Address 122010 PUPPY LN **Physical Address** 2900 APALACHEE PKWY
 TALLAHASSEE FL 32317-0000 TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number: 262151 **Fleet Number:** 1 **Fleet Created:** May 26, 2015
Registration Year: 2016 **Supplement Number:** 0 **Supplement Type:** IRP RENEWAL
Effective Date: Nov 1, 2015 **Renewal Month:** Oct **Months:** 12

AB (1.3229 %) \$61.00	AL (7.5205 %) \$222.60	AR (5.0748 %) \$235.62	AZ (0.9301 %) \$135.32
BC (1.3785 %) \$315.31	CA (0.9301 %) \$110.00	CO (0.9301 %) \$182.04	CT (0.9301 %) \$50.23
DC (0.9301 %) \$80.90	DE (0.8781 %) \$45.03	FL (3.6065 %) \$914.52	GA (8.6995 %) \$348.00
IA (0.9301 %) \$57.89	ID (1.0037 %) \$110.79	IL (0.9012 %) \$99.71	IN (0.9301 %) \$56.39
KS (0.9301 %) \$78.86	KY (0.9004 %) \$46.48	LA (2.8367 %) \$52.91	MA (0.9301 %) \$55.05
MB (0.9301 %) \$237.87	MD (0.9301 %) \$61.95	ME (0.9301 %) \$146.10	MI (0.9301 %) \$58.10
MN (0.9301 %) \$53.33	MO (0.8896 %) \$52.02	MS (3.6098 %) \$342.74	MT (0.9301 %) \$37.59
NB (0.9384 %) \$53.54	NC (3.5850 %) \$163.85	ND (0.9301 %) \$36.01	NE (0.9301 %) \$44.04
NF (0.9301 %) \$46.21	NH (0.9301 %) \$26.73	NJ (0.9301 %) \$42.04	NM (0.9301 %) \$6.40
NS (0.9301 %) \$61.28	NV (0.9301 %) \$100.59	NY (0.9301 %) \$41.57	OH (0.9301 %) \$43.67
OK (1.4585 %) \$49.59	ON (0.9301 %) \$70.00	OR (0.9301 %) \$34.51	PA (0.9301 %) \$54.76
PE (0.4721 %) \$21.00	PQ (1.0814 %) \$79.92	RI (0.9301 %) \$36.83	SC (3.2485 %) \$91.09
SD (0.9301 %) \$49.55	SK (0.9301 %) \$170.53	TN (2.0849 %) \$104.01	TX (3.0914 %) \$103.88
UT (0.9301 %) \$23.79	VA (0.9301 %) \$43.76	VT (0.9301 %) \$76.74	WA (0.9301 %) \$55.29
WI (0.9301 %) \$73.45	WV (0.9301 %) \$95.71	WY (1.0037 %) \$80.29	
TOTAL PERCENTAGE:			100%

IRP fees due if paid on or before Nov 10, 2015 **Certified Funds Only** \$6,228.98

AN ADDITIONAL SERVICE FEE MAY BE CHARGED WHEN PAYING BY CREDIT CARD AT THE WALK-IN SERVICE CENTERS.

Enforcement begins Nov 01, 2015
 If payment not received before Nov 11, 2015, penalty will be the amount of: \$1,000.00

Please make all payments payable to: FLORIDA DIVISION OF MOTORIST SERVICES

Submit all payments to:

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
 2900 APALACHEE PARKWAY, MS62
 TALLAHASSEE, FL 32399-0625

You can print the bill and then Submit for Approval.

Show 5 entries Search:

Unit Number	VIN	Vehicle Type	Gross Weight	IRP Fee
001	TESTNUMBERTEST001	TR	80,000	\$1,689.58
002	PHONUMBERTEST02	TR	72,000	\$1,518.32
003	PHONUMBERTEST03	TR	72,000	\$1,510.54
004	PHONUMBERTEST01	TR	72,000	\$1,510.54

Showing 1 to 4 of 4 entries ◀ First Previous Next Last ▶

PLEASE VERIFY THAT THE STATES LISTED ABOVE AND THE ATTACHED VEHICLE LISTING ARE CORRECT.

- [Previous](#)
- [Print](#)
- [IRP Main Menu](#)
- [Submit For Approval](#)

Next you will get a pop up of the Online IRP Checklist to print for your information: At this point you would need to fax your supporting documents to the Bureau of Commercial Vehicle and Driver Services at Fax number 850-617-3932 or email paperwork to cvdsefile@flhsmv.gov.



State of Florida
Division of Motorist Services
Bureau of Commercial Vehicle & Driver Services
<http://www.flhsmv.gov>

ONLINE IRP CHECKLIST

June 02, 2015

JOHN'S HAULING SERVICE
122010 PUPPY LN
TALLAHASSEE FL 32317-0000

Account #: 262151 Registration Year: 2016
FEID\SSN: [REDACTED] Fleet Number: 1 Supplement #: 0

Based on the information you have entered on our website, the following documentation was determined to be required. Upon examination by the Bureau of Commercial Vehicle & Driver Services, it is possible that additional information may be requested. If any of the requested documents have been previously submitted, you may disregard this notice.

If you have any questions, please call (850)617-3711. Please mail this notice along with the requested documents to:

**NEIL KIRKMAN BUILDING, ROOM A-110, MS62
TALLAHASSEE, FLORIDA 32399-0626**

HEAVY VEHICLE USE TAX REQUIREMENTS

Provide proof of payment of Federal Heavy Vehicle Use Tax (HVUT), if the vehicle weighs 55,000 pounds or more, as follows:

ORIGINAL Form 2290 - Schedule 1 stamped RECEIVED by IRS

OR

A COPY of Form 2290 - Schedule 1 stamped RECEIVED by IRS AND a copy of the cancelled check (front and back) showing payment was made to the IRS for Heavy Vehicle Use Tax.

HVUT is paid for the fiscal year, July 1 through June 30, beginning with the first month you use the vehicle. You may submit the previous year HVUT through August 31st.

VEHICLE REQUIREMENTS

A VIN verification form is required for out-of-state titled vehicles. A copy of the out-of-state title along with a letter from the lien holder must also be submitted.

You will then be directed to the IRP Main Menu Screen:

[Log Out](#)

IRP Main Menu

Customer Profile

Customer Name	JOHN'S HAULING SERVICE	FEI #	██████████
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

Shopping Cart

Items	0	View Cart & Checkout
Current Total	0.00	

Account Information

Show 10 entries Search: _____

IRP Account Number	Fleet Number	Renewal Month	Fleet Status	USDOT	TIN	Transaction Type
262151	1	Oct	Active	██████	██████	Inquiry

Showing 1 to 1 of 1 entries

[Click here for more information about USDOT numbers](#)

Incomplete Web Transactions

Show 5 entries Search: _____

Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date
No data available in table					

Showing 0 to 0 of 0 entries

Pending Web Transactions

Show 5 entries Search: _____

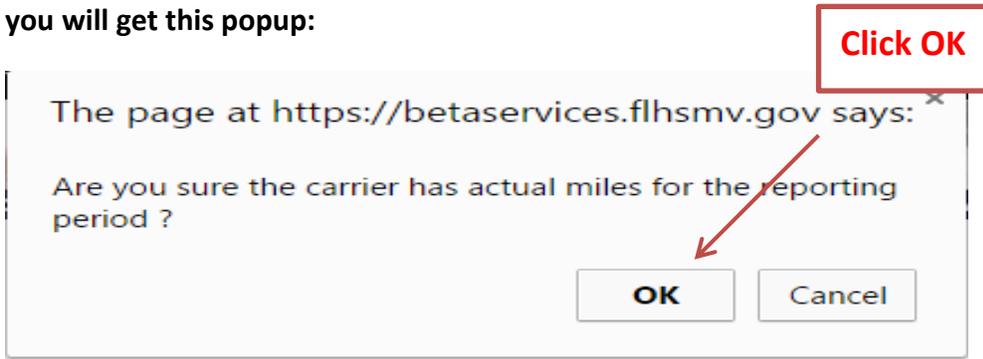
Fleet Number	Registration Year	Supplement Number	Transaction Type	Transaction Status	Transaction Date
1	2016	0	IRP RENEWAL	REVIEW PENDING	Jun 2, 2015

The Transaction type will show Review Pending and the Complete Transaction button will not be active until the transaction has been approved by CVDS.

Once the transaction has been approved

SEE SECTION 6 – PAYMENTS – TO SEE HOW TO PAY FOR YOUR TRANSACTION.

If you select **yes** to the question of does the carrier have actual miles for the reporting period then you will get this popup:



Then you will be taken to this screen: (Note if you reported miles in only certain jurisdictions last renewal only the jurisdictions you had miles in will show and if you need to add jurisdictions you will need to click the Add Jurisdictions Button:

[Log Out](#)

IRP Jurisdiction Renewal Menu

Customer Profile

Customer Name	PORTERS PORTABLES	FEI #	██████████
Mailing Address	1962 CHAIRES CROSS RDS TALLAHASSEE FL 32311-0000	Physical Address	1962 CHAIRES CROSS RDS TALLAHASSEE FL 32311-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
260951	1	Apr	2017

Jurisdiction Profile

Actual Mileage	Estimated Mileage	Total Mileage	
0	0	0	Add Jurisdiction

Jurisdiction Code	MileageType	Jurisdiction Mileage	Delete	Status
ALABAMA	ACTUAL	0	Delete	
FLORIDA	ACTUAL	0	Delete	
GEORGIA	ACTUAL	0	Delete	
LOUISIANA	ACTUAL	0	Delete	
MISSISSIPPI	ACTUAL	0	Delete	
TEXAS	ACTUAL	0	Delete	

[Previous](#) [Save](#) [Cancel Changes](#) [IRP Main Menu](#) [Continue](#)

Click the add jurisdiction button

You will get a new dropdown box to choose the jurisdiction from:

Jurisdiction Profile

Actual Mileage	Estimated Mileage	Total Mileage	
0	0	0	Add Jurisdiction

Jurisdiction Code	MileageType	Jurisdiction Mileage	Delete	Status
-SELECT ONE-	ACTUAL	0	Delete	INSERT
ALABAMA	ACTUAL	0	Delete	

Click the arrow to select a new jurisdiction.

If this is your first renewal or you estimated mileage last renewal you will get this screen:

IRP Jurisdiction Renewal Menu

Customer Profile
Customer Name JOHN'S HAULING SERVICE
Mailing Address 122010 PUPPY LN
 TALLAHASSEE FL 32317-0000
FEI # [REDACTED]
Physical Address 2900 APALACHEE PKWY
 TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262151	1	Oct	2016

Jurisdiction Profile

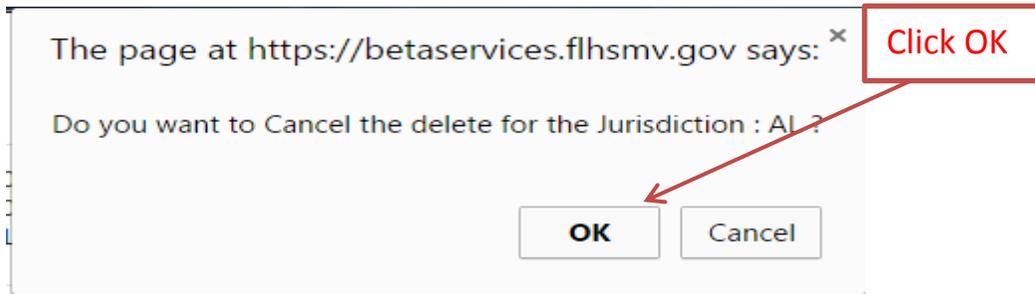
Actual Mileage	Estimated Mileage	Total Mileage	Add Jurisdiction
0	0	0	

Jurisdiction Code	MileageType	Jurisdiction Mileage	Delete	Status
ALBERTA	ACTUAL	0	Clear	DELETED
ALABAMA	ACTUAL	0	Clear	DELETED
ARKANSAS	ACTUAL	0	Clear	DELETED
ARIZONA			Clear	DELETED
BRITISH COLUMBIA			Clear	DELETED
CALIFORNIA			Clear	DELETED
COLORADO			Clear	DELETED
CONNECTICUT			Clear	DELETED
DISTRICT OF COLUMBIA			Clear	DELETED
DELAWARE			Clear	DELETED
FLORIDA			Delete	
GEORGIA			Clear	DELETED
IOWA			Clear	DELETED
IDAHO			Clear	DELETED
ILLINOIS			Clear	DELETED
INDIANA			Clear	DELETED
KANSAS	ACTUAL	0	Clear	DELETED
KENTUCKY	ACTUAL	0	Clear	DELETED
LOUISIANA	ACTUAL	0	Clear	DELETED
MASSACHUSETTS	ACTUAL	0	Clear	DELETED
MANITOBA	ACTUAL	0	Clear	DELETED
MARYLAND	ACTUAL	0	Clear	DELETED
MAINE	ACTUAL	0	Clear	DELETED
MICHIGAN	ACTUAL	0	Clear	DELETED
MINNESOTA	ACTUAL	0	Clear	DELETED
MISSOURI	ACTUAL	0	Clear	DELETED
MISSISSIPPI	ACTUAL	0	Clear	DELETED
MONTANA	ACTUAL	0	Clear	DELETED
NEW BRUNSWICK	ACTUAL	0	Clear	DELETED
NORTH CAROLINA	ACTUAL	0	Clear	DELETED
NORTH DAKOTA	ACTUAL	0	Clear	DELETED
NEBRASKA	ACTUAL	0	Clear	DELETED
NEWFOUNDLAND	ACTUAL	0	Clear	DELETED
NEW HAMPSHIRE	ACTUAL	0	Clear	DELETED
NEW JERSEY	ACTUAL	0	Clear	DELETED
NEW MEXICO	ACTUAL	0	Clear	DELETED
NOVA SCOTIA	ACTUAL	0	Clear	DELETED
NEVADA	ACTUAL	0	Clear	DELETED
NEW YORK	ACTUAL	0	Clear	DELETED
OHIO	ACTUAL	0	Clear	DELETED
OKLAHOMA	ACTUAL	0	Clear	DELETED
ONTARIO	ACTUAL	0	Clear	DELETED
OREGON	ACTUAL	0	Clear	DELETED
PENNSYLVANIA	ACTUAL	0	Clear	DELETED
PRINCE EDWARD ISLAND	ACTUAL	0	Clear	DELETED
PROVINCE OF QUEBEC	ACTUAL	0	Clear	DELETED
RHODE ISLAND	ACTUAL	0	Clear	DELETED
SOUTH CAROLINA	ACTUAL	0	Clear	DELETED
SOUTH DAKOTA	ACTUAL	0	Clear	DELETED
SASKATCHEWAN	ACTUAL	0	Clear	DELETED
TENNESSEE	ACTUAL	0	Clear	DELETED
TEXAS	ACTUAL	0	Clear	DELETED
UTAH	ACTUAL	0	Clear	DELETED
VIRGINIA	ACTUAL	0	Clear	DELETED
VERMONT	ACTUAL	0	Clear	DELETED
WASHINGTON	ACTUAL	0	Clear	DELETED
WISCONSIN	ACTUAL	0	Clear	DELETED
WEST VIRGINIA	ACTUAL	0	Clear	DELETED
WYOMING	ACTUAL	0	Clear	DELETED

Any jurisdiction you have miles in other than Florida you will need to click the clear button and then you will see a popup (as shown on the next page)

[Previous](#) [Save](#) [Cancel Changes](#) [IRP Main Menu](#) [Continue](#)

Click clear on the jurisdiction you have miles in and you will get this popup:



Click ok and the field will change from Clear to Delete:

Jurisdiction Code	MileageType	Jurisdiction Mileage	Delete	Status
ALBERTA	ACTUAL	0	Clear	DELETED
ALABAMA	ACTUAL	0	Delete	
ARKANSAS	ACTUAL	0	Clear	DELETED

After you are through entering mileage click the Continue button at the bottom of the screen:

TEXAS	ACTUAL	0	Clear	DELETED
UTAH	ACTUAL	0	Clear	DELETED
VIRGINIA	ACTUAL	0	Clear	DELETED
VERMONT	ACTUAL	0	Clear	DELETED
WASHINGTON	ACTUAL	0	Clear	
WISCONSIN	ACTUAL	0	Clear	
WEST VIRGINIA	ACTUAL	0	Clear	DELETED
WYOMING	ACTUAL	0	Clear	DELETED

Click Continue

Previous Save Cancel Changes IRP Main Menu Continue

You will then be directed to the IRP Vehicle Renewal Menu Screen:

[Log Out](#)

IRP Vehicle Renewal Menu

Customer Profile

Customer Name	JOHN'S HAULING SERVICE	FEI #	██████████
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262151	1	Oct	2016

⚠️ You must enter the number of axes for both your power units and trailers, if applicable, so the total number of axes will be reflected on your cab card. Travel in some Canadian Provinces may result in fines if you fail to accurately report your total axes.

Vehicle Profile

Show 5 entries Search:

Unit Number	VIN	Vehicle Type	Weight Group	Delete	Status
001	PHONENUMBERTEST01	TR	1-1-72000	Delete	
002	PHONENUMBERTEST02	TR	1-1-72000	Delete	
003	PHONENUMBERTEST03	TR	1-1-72000	Delete	
001	TESTNUMBERTEST001	TR	2-1-80000	Delete	

Showing 1 to 4 of 4 entries ◀ First Previous Next ▶ Last ▶

Total number of Units: 4

Apply USDOT and TIN Numbers to Vehicles
Add New Weight Group
Modify Existing Weight Group

(Once weight group details are complete, choose an action item below.)

Previous
Save
Cancel Changes
SaveAndCalculateBill
IRP Main Menu

This is where if you want to delete a vehicle from your fleet you would click here.

If you click the delete button beside one of the vehicles the status will show deleted:

Vehicle Profile

Show 5 entries Search:

Unit Number	VIN	Vehicle Type	Weight Group	Delete	Status
001	PHONENUMBERTEST01	TR	1-1-72000	Delete	
002	PHONENUMBERTEST02	TR	1-1-72000	Delete	
003	PHONENUMBERTEST03	TR	1-1-72000	Delete	
001	TESTNUMBERTEST001	TR	2-1-80000	Delete	DELETED

Showing 1 to 4 of 4 entries ◀ First Previous Next ▶ Last ▶

You can also add a new weight group by clicking Add New Weight Group:

Vehicle Profile

Show 5 entries Search:

Unit Number	VIN	Vehicle Type	Weight Group	Status
001	PHONENUMBERTEST01	TR	1-1-72000	Delete
002	PHONENUMBERTEST02	TR	1-1-72000	Delete
003	PHONENUMBERTEST03	TR	1-1-72000	Delete
001	TESTNUMBERTEST001	TR	2-1-80000	Delete

Showing 1 to 4 of 4 entries

Total number of Units: 4

Apply USDOT and TIN Numbers to Vehicles Add New Weight Group Modify Existing Weight Group

To add a new weight group click here.

You will get the following popup:

The page at <https://betaservices.flhsmv.gov> says:

Please enter in the Florida Weight:

OK Cancel

Enter weight group amount here & then click ok.

NOTE: If you need certain jurisdictions to have higher than an 80,000 pound limit you will need to modify the weight group.

Also, you can click on the Modify Existing Weight Group:

Vehicle Profile

Show 5 entries Search:

Unit Number	VIN	Vehicle Type	Weight Group	Status
001	PHONENUMBERTEST01	TR	1-1-72000	Delete
002	PHONENUMBERTEST02	TR	1-1-72000	Delete
003	PHONENUMBERTEST03	TR	1-1-72000	Delete
001	TESTNUMBERTEST001	TR	2-1-80000	Delete

Showing 1 to 4 of 4 entries

Total number of Units: 4

Apply USDOT and TIN Numbers to Vehicles Add New Weight Group Modify Existing Weight Group

Click Modify Existing Weight Group here to change weights on certain jurisdictions or delete a weight group. You will get the following popup when you do.

You will get the following popup:

The page at <https://betaservices.flhsmv.gov> says: x

Modifying a weight group will affect all vehicles in that group.

OK

Click ok to continue to the modify screen.

Then you will be brought to the IRP Weight Group Menu:

[Log Out](#)

IRP Weight Group Menu

Customer Profile
Customer Name JOHN'S HAULING SERVICE
Mailing Address 122010 PUPPY LN
TALLAHASSEE FL 32317-0000
FEI #
Physical Address

Account Profile

IRP Account Number	Fleet Number	Renewal Month
262151	1	Oct

Weight Group Profile
Show 5 entries Search:

Group Number	Sequence Number	Gross Weight	Edit Group	Delete Group	View Vehicles
1	1	72000	Edit Group	Delete Group	View Vehicles
2	1	80000	Edit Group	Delete Group	View Vehicles

Showing 1 to 2 of 2 entries

◀ First ◀ Previous Next ▶ Last ▶

(Once weight group details are complete, choose an action item below.)

[Previous](#) [IRP Main Menu](#) [Continue](#)

Click here to edit a weight group. Click here to delete a weight group.

After you select which group you would like to edit and click the Edit Group Button:

[Log Out](#)

IRP Weight Group Jurisdiction Menu

Customer Profile
Customer Name JOHN'S HAULING SERVICE
Mailing Address 122010 PUPPY LN
TALLAHASSEE FL 32317-0000
FEI #
Physical Address 2900 APALACHEE PKWY
TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262151	1	Oct	2016

Weight Group Profile
Group Number 1 Sequence Number 1 Gross Weight 72000
Show 5 entries Search:

Jurisdiction Code	Jurisdiction Weight
ALBERTA	72000
WYOMING	72000
ARKANSAS	72000
ARIZONA	72000
BRITISH COLUMBIA	72000

Showing 1 to 5 of 60 entries

◀ First ◀ Previous Next ▶ Last ▶

(Once weight group details are complete, choose an action item below.)

[Previous](#) [Continue](#)

Change weight here for each jurisdiction you want to increase or decrease. Then click continue.

NOTE: Be sure to send in a new 2290 if you are changing the weight group.

You will then be directed to the IRP Renewal Menu Screen:

[Log Out](#)

IRP Vehicle Renewal Menu

Customer Profile
Customer Name: JOHN'S HAULING SERVICE
Mailing Address: 122010 PUPPY LN, TALLAHASSEE FL 32317-0000
FEI #: [REDACTED]
Physical Address: 2900 APALACHEE PKWY, TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262151	1	Oct	2016

 You must enter the number of axles for both your power units and trailers, if applicable, so the total number of axles is reported accurately. Travel in some Canadian Provinces may result in fines if you fail to accurately report your total axles.

Vehicle Profile

Show 5 entries

Unit Number	VIN	Vehicle Type	Weight Group	Actions
001	PHONUMBERTEST01	TR	1-1-72000	Delete
002	PHONUMBERTEST02	TR	1-1-72000	Delete
003	PHONUMBERTEST03	TR	1-1-72000	Delete
004	TESTNUMBERTEST001	TR	2-1-80000	Delete

Showing 1 to 4 of 4 entries

Total number of Units: 4

Apply USDOT and TIN Numbers to Vehicles | Add New Weight Group | Modify Existing Weight Group

(Once weight group details are complete, choose an action item below.)

Previous | Save | Cancel Changes | SaveAndCalculateBill | IRP Main Menu

You will need to click the Apply USDOT and TIN Numbers to Vehicle Button. After you verify the DOT and TIN numbers you will click the Save and Calculate Bill Button.

Then you will see this screen:

[Log Out](#)

Update USDOT Number and Tax Identification Number

IRP Add Vehicle Menu

Customer Profile
Customer Name: JOHN'S HAULING SERVICE
Mailing Address: 122010 PUPPY LN, TALLAHASSEE FL 32317-0000
FEI #: [REDACTED]
Physical Address: 2900 APALACHEE PKWY, TALLAHASSEE FL 32399-0000

Account Profile

IRP Account Number	Fleet Number	Renewal Month	Registration Year
262151	1	Oct	2016

Please enter the USDOT Number and Tax Identification Number to apply to the vehicles

USDOT Number: [REDACTED]

Tax Identification Number: [REDACTED]

Previous | Continue

Verify USDOT & TIN Numbers and then click continue.

Once you click on Save and Calculate Bill you will get the following popup:

Changes to jurisdictions and mileage will not be allowed once a bill has been generated. Have you reviewed this information for accuracy?

If you are sure that you have entered everything correctly then click yes. If you need to make a change then click no.

Yes No

If you select No it will allow you to go to the previous screen to reenter your mileage.

If you select Yes you will be taken to the IRP Billing Notice Preview Screen:

IRP Billing Notice Preview

Customer Profile
Customer Name: JOHN'S HAULING SERVICE
Mailing Address: 122010 PUPPY LN, TALLAHASSEE FL 32317-0000
FEI #: [REDACTED]
Physical Address: [REDACTED]

Account Profile
IRP Account Number: 262151
Registration Year: 2016
Effective Date: Nov 1, 2015
Fleet Number: 1
Supplement Number: 0
Renewal Month: Oct
Fleet Created: May 26, 2015
Supplement Type: IRP RENEWAL
Months: 12

AL (14.2857 %) \$497.85 FL (57.1429 %) \$3,216.72 GA (28.5714 %) \$1,142.84

TOTAL PERCENTAGE: 100%

IRP fees due if paid on or before Nov 10, 2015: \$4,857.41 (**Certified Funds Only**)

AN ADDITIONAL SERVICE FEE MAY BE CHARGED WHEN PAYING BY CREDIT CARD AT THE WALK-IN SERVICE CENTERS.

Enforcement begins Nov 01, 2015
If payment not received before Nov 11, 2015, penalty will be the amount of: \$1,000.00

Please make all payments payable to: FLORIDA DIVISION OF MOTORIST SERVICES

Submit all payments to:
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
2900 APALACHEE PARKWAY, MS62
TALLAHASSEE, FL 32399-0625

Click Here to Print a Copy of the Bill.
Click Here to Submit for Approval.

Unit Number	VIN	Vehicle Type	Gross Weight	IRP Fee
001	PHONUMBERTEST01	TR	72,000	\$1,217.03
002	PHONUMBERTEST02	TR	72,000	\$1,217.03
003	PHONUMBERTEST03	TR	72,000	\$1,217.03
004	TESTNUMBERTEST001	TR	80,000	\$1,206.32

Showing 1 to 4 of 4 entries

PLEASE VERIFY THAT THE STATES LISTED ABOVE AND THE ATTACHED VEHICLE LISTING ARE CORRECT.

Previous Print IRP Main Menu Submit For Approval

After you submit for approval you will get a pop up of the Online IRP Checklist to print for your information: At this point you would need to fax your supporting documents to the Bureau of Commercial Vehicle and Driver Services at Fax number 850-617-3932 or email paperwork to cvdsefile@flhsmv.gov.



State of Florida
Division of Motorist Services
Bureau of Commercial Vehicle & Driver Services
<http://www.flhsmv.gov>

ONLINE IRP CHECKLIST

May 29, 2015

JOHN'S HAULING SERVICE
122010 PUPPY LN
TALLAHASSEE FL 32317-0000

Account #: 262151 Registration Year: 2016
FEID\SSN: ██████████ Fleet Number: 1 Supplement #: 0

Based on the information you have entered on our website, the following documentation was determined to be required. Upon examination by the Bureau of Commercial Vehicle & Driver Services, it is possible that additional information may be requested. If any of the requested documents have been previously submitted, you may disregard this notice.

If you have any questions, please call (850)617-3711. Please mail this notice along with the requested documents to:

**NEIL KIRKMAN BUILDING, ROOM A-110, MS62
TALLAHASSEE, FLORIDA 32399-0626**

HEAVY VEHICLE USE TAX REQUIREMENTS

Provide proof of payment of Federal Heavy Vehicle Use Tax (HVUT), if the vehicle weighs 55,000 pounds or more, as follows:

ORIGINAL Form 2290 - Schedule 1 stamped RECEIVED by IRS

OR

A COPY of Form 2290 - Schedule 1 stamped RECEIVED by IRS AND a copy of the cancelled check (front and back) showing payment was made to the IRS for Heavey Vehicle Use Tax.

HVUT is paid for the fiscal year, July 1 through June 30, beginning with the first month you use the vehicle. You may submit the previous year HVUT through August 31st.

VEHICLE REQUIREMENTS

A VIN verification form is required for out-of-state titled vehicles. A copy of the out-of-state title along with a letter from the lien holder must also be submitted.

SEE SECTION 6 – PAYMENTS – TO SEE HOW TO PAY FOR YOUR TRANSACTION.