



## 2019 OREGON IFTA RENEWAL INSTRUCTIONS (International Fuel Tax Agreement)

*Make sure your vehicles are legal to operate in 2019.*

*To allow time for processing and mailing, submit your Renewal to ODOT MCTD by **November 15, 2018.***

\*\*\* YOUR 2018 IFTA LICENSE EXPIRES DECEMBER 31, 2018 \*\*\*

### INCOMPLETE/UNPAID RENEWALS WILL BE RETURNED UNPROCESSED!

- ◆ **If you are not renewing your IFTA license:** Check the Do Not Renew for 2019 box, indicate the close effective date, then sign and return the Renewal form.
- ◆ **If there has been a change in ownership** (for example, an individual to a partnership): Check the Ownership Change box and the Do Not Renew for 2019 box. Indicate the close effective date, then sign and return the Renewal form. If you have NOT established a new Motor Carrier account, please contact our registration department at (503) 378-6699. *Now is the time to make changes without incurring additional licensing fees!*
- ◆ **To RENEW your IFTA license for 2019:** Indicate the number of IFTA qualified vehicles, sign and date the application, and enclose the required fee. A license and decals for 2019 will be issued if your license has not been revoked or canceled, and *ALL DEFICIENCIES* on account have been paid.
- ◆ **RENEW online! Free, secure, 24/7 access:** If you have a PIN, you can process your IFTA Renewal online. If you don't have a PIN, go to our web site at [www.oregontruckingonline.com](http://www.oregontruckingonline.com) and get registered to renew quickly and conveniently. IFTA license Renewal through Oregon Trucking Online will be available through February 28, 2019.
- ◆ **To update your address or telephone number:** Indicate corrections on the Renewal form or online.
- ◆ **If there are deficiencies on your IFTA account:** Your Renewal will be held for processing or returned. License fees included with the Renewal may be used to satisfy deficiencies if your account is revoked.

The annual license fee is determined by the number of IFTA qualified vehicles in your fleet. Vehicles with a gross weight of 26,000 pounds and under do not qualify for IFTA licensing unless they have three or more axles or are used in a combination that exceeds 26,000 pounds gross weight.

### THE NUMBER OF DECALS ISSUED WILL RECONCILE WITH THE NUMBER OF IFTA QUALIFIED VEHICLES REGISTERED!

NUMBER OF VEHICLES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16-20	21 & over
REGULAR FEE	\$280	\$295	\$310	\$325	\$340	\$355	\$370	\$385	\$400	\$415	\$430	\$445	\$460	\$475	\$490	\$525	\$575
FARM FEE	<b>\$50 FLAT FEE</b> Note – More than 50% of your IFTA qualified vehicles must be Farm plated																

- ◆ **To qualify for the farm rate:** MORE than half of the IFTA qualified vehicles you operate must have Oregon Farm plates. *Include your Farm Identification Number* on the Renewal. Your farm rate qualification may be verified at any time. If we find that you do not qualify for the farm rate, you will be charged additional licensing fees based on the number of vehicles you operate. Non-payment of additional fees may result in revocation of your IFTA license.
- ◆ **Annual filers:** If you are on an annual reporting basis and you traveled over 5,000 IFTA miles in 2018, your reporting period will be changed from annual filing, to quarterly filing. You will receive notification and a quarterly tax return form after your annual 2018 return has been filed.
- ◆ **To request additional decals throughout the year:** Submit Request for Additional Oregon IFTA Decals, Form 735-9744, or submit your request through Oregon Trucking Online. This may require an additional fee based on the number of IFTA qualified vehicles operating in your fleet.
- ◆ **Decal placement:** Each qualified motor vehicle will be issued two IFTA decals. One decal will be placed on the rear exterior portion of the cab's passenger side. The second decal will be placed in the same position on the driver's side.

**DO NOT DISPLAY 2019 DECALS BEFORE DECEMBER 1, 2018.**

**Oregon will issue one IFTA license.**  
 The IFTA license must be carried in each qualified motor vehicle.  
 You are required to make copies of the IFTA license if needed.

**\* \* \* NEW OPTION \* \* \***

**Effective January 1, 2019**, an electronic copy of the IFTA license may be carried in each qualified motor vehicle in place of a paper credential. An electronic credential is acceptable in all IFTA member jurisdictions.

If you process your Renewal online, an electronic credential will be issued and made available upon completion. If your Renewal is processed by mail or at a counter, log in to Oregon Trucking Online, enter your account number and click on the following:

- 🛒 Cart / Logout / Reprint / Batch
  - Documents Issued - Last 120 days via Phone Call, Fax Request, or MCTD-HQ
  - IFTA License
  - Get Document

More information about Oregon Trucking Online can be obtained on page four of the instructions. For more information about electronic credentials, see our Frequently Asked Questions website at [www.oregon.gov/ODOT/MCT/Pages/FrequentlyAskedQuestions.aspx](http://www.oregon.gov/ODOT/MCT/Pages/FrequentlyAskedQuestions.aspx).

**IFTA Credential DISPLAY Grace Period:** Motor carriers that submit their IFTA Renewal with full payment on or before December 31, 2018, are eligible for a two month grace period to display their 2019 IFTA license and decals. The display grace period is effective through February 28, 2019 and ***applies only to carriers who have renewed their IFTA license.***

**CAUTION!** IFTA jurisdictions may take enforcement action against a motor carrier operating during the grace period whose IFTA license has not yet been renewed.

**FINAL CHECKLIST – PLEASE USE TO ENSURE YOUR RENEWAL IS COMPLETE**

- Select Renewal option.
- Review/update address, telephone number and person to contact.
- Ensure the number of IFTA qualified vehicles registered is equal to the number of decal pairs required.
- Determine the license fee by using the fee chart.
- Designate farm rate if qualified and include Farm ID.
- Sign your application.
  - If using a reporting agency to sign your Renewal, you must have a **Power of Attorney** on file with MCTD or submit one with your Renewal.
- Include a check made payable to ODOT/MCTD**
  - Checks must be in US Funds only.
  - Postdated checks will NOT be accepted.
- Keep a copy of all documents for your records.*
- Mail your application and the required fee to:

**OREGON DEPARTMENT OF TRANSPORTATION  
3930 FAIRVIEW INDUSTRIAL DR SE  
SALEM OREGON 97302-1166**

- ◆ **To renew in person:** IFTA Renewals may be processed at one of the MCTD registration offices Monday through Friday, 8am to 5pm.

Salem Motor Carrier Services  
3930 Fairview Industrial Dr. SE  
Salem OR 97302  
Telephone: (503) 378-6699

Portland Bridge Registration at Jantzen Beach  
12348 N Center Ave  
Portland, OR 97217  
Telephone: (971) 673-5900

**All MCTD registration offices will be closed:**

- Thursday, November 22, 2018
- Friday, November 23, 2018
- Tuesday, December 25, 2018
- Tuesday, January 1, 2019

*For additional assistance contact the Oregon IFTA Unit at (503) 373-1634.*

**IFTA recordkeeping requirements may exceed the retention period of your electronic logging device (ELD). For IFTA audit requirements refer to the Recordkeeping booklet included with your vehicle registration renewal packet or select Recordkeeping under the Popular Links section at [www.oregontruckingonline.com](http://www.oregontruckingonline.com).**

The OREGON MOTOR CARRIER REGISTRATION & TAX MANUAL is now available on the internet at <http://www.odot.state.or.us/forms/motcarr/reg/9924.pdf>. Contact MCTD if you would like one sent to you.

# OREGON TRUCKING ONLINE



FREE, SECURE, 24/7

An easy way to maintain your IFTA account!

Tired of miscalculations? Always worried about the postmark date?  
Let Oregon Trucking Online take away the hassle.

Look how we've grown:

- ◆ **Renew Vehicle Credentials**
- ◆ **Check Renewal Status**
- ◆ **Obtain Electronic Credentials**
- ◆ Obtain Decals or Replacements
- ◆ Reprint IFTA License
- ◆ File a Quarterly Return
- ◆ View Previous Returns
- ◆ Update Contact Information
- ◆ Review Inspections & Scale Crossings
- ◆ View/Pay Balance
- ◆ **Sign up for Direct Pay – *No more credit card fees***
- ◆ And so much more!

Go to [www.oregontruckingonline.com](http://www.oregontruckingonline.com)

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Need assistance? Please call (503) 378-6699.