

# 2019 IRP Renewal Instructions Apportioned Vehicle Registration

OREGON DEPARTMENT OF TRANSPORTATION  
MOTOR CARRIER TRANSPORTATION DIVISION

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

(503) 378-6643

*Oregon's credential display grace period:*

*Only those motor carriers who have **paid** the renewal fees by December 31, 2018 are eligible.*

**Changes effective 2019:** Credentials may be displayed on electronic devices in place of paper credentials. Go to website above for more information.

**Renewing Online:** Most renewals can be completed online at website above.

- If you are signed up with Oregon Trucking Online (TOL), you may renew via internet from mid-October through early January.
- Carriers with TOL access may pay their renewal billings online whether the renewal was processed online or by MCTD.
- Carriers with vehicle types TW and MT must submit the paper renewal to MCTD.
- Carriers needing to amend registration weights will need to submit the paper renewal to MCTD (exception, vehicle type TR with 5 or less tax declared weights).

**To have MCTD process renewal:**

- **Return your completed 2019 renewal to MCTD by November 15, 2018.**
- **Only use blue or black ink and a yellow highlighter to complete the renewal.**

## PAGE 1 ACCOUNT INFORMATION & CERTIFICATION

- **Review Company Name and Ownership Information:**  
If you have a change in structure (i.e. LLC to Inc.), you must submit an Application for Motor Carrier Account, form 735-9075. Ownership structural changes require a new Motor Carrier Account. Now is the time to make changes without incurring extra costs.
- **Review Address and Contact Information:**  
Make all changes directly on the renewal form.
- **IFTA renewal will be included on billing (if this option is shown):**  
Selecting No will generate a separate IFTA renewal form sent to you.  
Selecting the Close IFTA Account box will discontinue your IFTA enrollment.

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Warning! 2018 Oregon Apportioned Registration expires December 31<sup>st</sup>.

ODOT will cancel all non-renewed registration credentials on January 10, 2019.

You will be subject to citation and a fine if you operate on expired credentials. Motor carriers who submit renewal payment on or before December 31, 2018 are eligible for Oregon's credential display grace period.

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- **If requested, fill in the name of your Drug and Alcohol Testing Consortium:**  
Additional information on testing requirements can be obtained by calling the MCTD Safety Section at (503) 378-6963.
- **Sign the renewal application:**  
An authorized company representative or *agent, with Power of Attorney on file*, must sign.

### PAGE 2 SCHEDULE B

- **Report all actual miles for the reporting period July 1, 2017 through June 30, 2018:**  
List all actual miles traveled in each jurisdiction for all vehicles that operated during the reporting period on this fleet. This includes vehicles that have been sold, vehicles out of service, and vehicles moved to another fleet. Total all actual miles.
- **No actual miles operated during reporting period.** Check indicated area. Leave Miles column blank. Oregon's Average Per-Vehicle Distance Chart will be used.

### PAGE 3 SCHEDULE C

- **Review vehicle information:**  
Correct any information that needs to be changed directly on the form. Remember that registration weights can only be decreased at renewal time.
- **Replacement plates** are available at no extra cost during renewal. Please note the request next to the desired vehicle if replacement is necessary.
- **To remove a vehicle** from your fleet, line through that vehicle and registration will expire December 31, 2018. If a deleted vehicle continues to operate in 2019, you will be responsible for all fees and penalties associated with its operation.  
  
*Plates for deleted vehicles MUST be returned to MCTD by January 10, 2019.*
- **If you added a vehicle** to your fleet after renewals were printed, you may renew the vehicle by writing in the vehicle information, including the registration weight.
- **To add a new vehicle for 2019 registration**, obtain and complete a separate Schedule C form and submit with renewal.

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## Apportioned Vehicle Registration

### MISCELLANEOUS INFORMATION

- **Proof of filing IRS Heavy Vehicle Use Tax (HVUT):**

HVUT is required for vehicles registered with a gross combined weight of 55,000 lbs. or more. Send a **receipted** copy of Schedule 1 Form 2290 for the current tax period of July 1, 2018 through June 30, 2019.

If filing Tax Suspended, a non-receipted copy of Schedule 1 will be accepted.

Previous owners HVUT is not acceptable. If renewal is submitted within 60 days of purchase, you may submit a Bill of Sale in lieu of Schedule 1.

If receipted HVUT is not available, a copy of the Schedule 1 and the front and back of the canceled check is acceptable.

For more information on HVUT and how to file, go to [www.irs.gov/trucker](http://www.irs.gov/trucker).

- **Forms and Manual:**

Registration forms referenced herein and the Oregon Motor Carrier Registration & Tax Manual are available on the internet at [www.oregontruckingonline.com](http://www.oregontruckingonline.com)

- **Unified Carrier Registration (UCR):**

All carriers, private or commercial with vehicles over 10,000 pounds who operate interstate must obtain UCR. For information go to [www.oregon.gov/ODOT/MCT/pages/news/ucra.aspx](http://www.oregon.gov/ODOT/MCT/pages/news/ucra.aspx)

- **Keep a copy of all documents for your records.**

- **Do NOT send payment at this time:**

You will receive a billing once your renewal has been processed. Remit payment upon receipt of billing.

**WARNING! In accordance with ORS 826.027 and OAR 740-200-0030, vehicles registered under the International Registration Plan (IRP) are not subject to refund. Verify all information on billing prior to payment.**

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- **To renew online:**

Log into [www.oregontruckingonline.com](http://www.oregontruckingonline.com). Some restrictions apply.

- **To renew by mail, send your renewal to:**

Apportioned Registration Unit  
Motor Carrier Transportation Division  
3930 Fairview Industrial Dr SE  
Salem, OR 97302

- **To renew in person:**

Renewals may be processed at the following MCTD registration offices Monday through Friday, 8am to 5pm.

Salem Motor Carrier Services  
3930 Fairview Industrial Dr. SE  
Salem, OR 97302-1166

Portland Bridge Registration Office  
12348 N Center Ave  
Portland, OR 97217  
Telephone: (971) 673-5900  
Fax: (971) 673-5893

For questions regarding the Apportioned Registration renewal call the Apportioned Registration unit at 503-378-6643.

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

**Thursday, November 22, 2018**

**Friday, November 23, 2018**

**Tuesday, December 25, 2018**

**Tuesday, January 1, 2019**

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