Motor Carrier Services Bureau (IRP)
Apportioned Registration Manual

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USE THIS WEBSITE FOR REFERENCES:

http://www.truckingks.org/

CLICK HERE TO READ THE KANSAS APPORTIONED MANUAL:
http://www.ksrevenue.org/pdf/forms/mcs74.pdf

General Information

Kansas is a member of the International Registration Plan referred to as the IRP. Members of the IRP include all of the United States as well as Canadian jurisdictions. IRP registration is a privilege offered to motor carriers based in Kansas, failure to maintain an adequate safety rating or failure to complete the registration process will result in suspension of your account.

Under the IRP an owner of a Kansas based vehicle or fleet shall make application for apportioned registration only to Kansas. Kansas will provide each IRP jurisdiction information contained in the application. Vehicles registered under the IRP shall be deemed fully registered in all jurisdictions for either inter-jurisdiction or intra-jurisdiction movement.

All Kansas IRP Account holders are encouraged to use the IRP Registration Application at www.truckingks.org. All forms used for Kansas IRP Registration are available at www.ksrevenue.org/forms-dmv.htm.

When you call the Motor Carrier Services Bureau (IRP), please have your Account Number and License Plate Number, or Vehicle Identification Number ready.

Motor Carrier Services Bureau:

Apportioned registration (IRP)

IRP Phone: 785-296-6541

IRP Fax: 785-296-6548

Federal Motor Carrier Safety Administration

Apply For A USDOT Number On-line. Motor carriers domiciled in the U.S. or Canada may apply for a USDOT number on-line and receive the number immediately!

http://safer.fmcsa.dot.gov/

To update your USDOT number, use the same website along with your PIN number to complete your annual update. If you do not remember your PIN number you can apply for a new one and request that it be mailed to you at this website also.

If you do not wish to complete your filing on-line you can print a copy of the MCS-150 and submit it through the mail to the FMCSA office or the Kansas MCSB (IRP) office will also accept this filing.

New Account Forms to be Completed

Schd. B	Schd. C	Schd. D	Record Retention	Title App. (If Needed_

Set up a New Account

To set up a new account you must be in the MCSB (IRP) office before 3:00 PM, if you arrive after this time you will not have the new account set up the same day.

If you operate a commercial vehicle that crosses state lines you are required to have a USDOT number.

Apply For A USDOT Number On-line

Motor carriers domiciled in the U.S. or Canada could apply for a USDOT number on-line and receive the number immediately! http://safer.fmcsa.dot.gov/

IRP Registration

To be an apportioned IRP registrant, you must have a vehicle(s) that will operate in Kansas and one or more member jurisdictions.

You may register a power or trailer fleet in Kansas if you have an established place of business in Kansas.

"Established Place of Business" means a physical structure located within the Base Jurisdiction that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure. Operational Records concerning the Fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of Section 1020). The Base Jurisdiction may accept information it deems pertinent to verify that an Applicant or Registrant has an Established Place of Business within the Base Jurisdiction.

Your fleet must accumulate mileage in Kansas and the operational records for your vehicles must be kept or made available for audit in Kansas.

"Mileage Reporting Period" means the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the Registration Year for which apportioned registration is sought.

"Apportionable Vehicle" means (except as provided below) any Power Unit that is used or intended for use in two or more Member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

(i) has two Axles and a gross Vehicle weight or registered gross Vehicle weight in excess of 26,000 pounds (11,793.401 kilograms), or
(ii) has three or more Axles, regardless of weight, or
(iii) is used in combination, when the gross Vehicle weight of such combination exceeds 26,000 pounds (11,793.401 kilograms).

A Recreational Vehicle, a Vehicle displaying Restricted Plates, a bus used in the transportation of chartered parties or a government-owned Vehicle, is not an Apportionable Vehicle; except that a Truck or Truck Tractor, or the Power Unit in a Combination of Vehicles having a gross Vehicle weight of 26,000 pounds (11,793.401 kilograms), or less, and a bus used in the transportation of chartered parties, nevertheless may be registered under the Plan at the option of the Registrant.

Registration Requirements

There are qualifications and compliance requirements that must be met in Kansas before an application for apportioned registration may be accepted or any registration issued. Some of the requirements may have already been met depending on the type of authority registered with the Kansas Corporation Commission and the Federal Highway Administration (FHWA).

An example of when "authority" may not be needed: In Kansas if you haul sand, rock and gravel you would be exempt from KCC. If you haul sand, rock and gravel across a state line, you would not be exempt from FHWA authority. It is the individual's responsibility to contact the state you are working in to verify if you would be exempt in that state.

All Kansas IRP registrants will:

- ✓ Agree to maintain mileage records for their vehicle(s) and report the miles for IRP registration and IFTA (if applicable).

- ✓ Estimated miles are used only in the initial year of operation when no prior mileage history exists. The estimate must be an accurate estimate of the future 12-month operation. An explanation is required supporting the estimated mileage figures. Motor Carrier Services may estimate mileage based on mileage other carriers reported the previous year unless you have documentation to show a proposed method of operation. If previous actual miles are available and business plan will remain the same for the upcoming registration period, then the actual miles will be used to complete the mileage portion of the account.
- ✓ Must register in at least one other IRP jurisdiction.
- ✓ Provide the required information to register all power units.
- ✓ Provide the required information to register all trailers.
- ✓ Determine if you want the Quarterly Payment Option of Kansas fees (only available each year before March 1). The privilege of paying quarterly installments is voided for 2 years if any payment is delinquent.
- ✓ Provide a copy of the MCS-150 that has been updated within the past 12 months.

Ownership

Kansas statute allows Kansas to register a vehicle in the name of a lessor or owner-operator. An owner-operator, who meets the required criteria, may obtain Kansas registration by opening an account with our office as the registrant and operate under the lessee's authority. If a vehicle is purchased after December 15 and before January 1 the next year, but will not be used before January 1, the owner-operator may register the vehicle at 16,000 lbs. for December and then register the vehicle at the declared combined gross weight effective January 1 on. This requires the lessor to provide a properly completed Affidavit to a Fact form (MCS-12) with vehicle non-use marked.

For purposes of registration in Kansas, the Owner is the person or company who has the right to control the operation of a vehicle. If the vehicle title is in a different name than the Registrant name the vehicle is considered to be a leased vehicle. The lessee is responsible for the operation of the vehicle and shall be considered the owner and not the owner of the legal title.

New IRP Account Checklist

Title requirements, please check to see which of these are applicable and provide the documents as indicated:

- ✓ Assigned Title or MSO, E-title, County title Receipt, Copy Front and Back of Title that has not been re-assigned
- ✓ Vehicle Identification Inspection (VIN Inspection – MVE-1) documentation is required on all out-of-state titles for Kansas registration and title inspections. When the inspection is performed the vehicle and title must be presented together at the time of the inspection.
- ✓ Provide a copy of the bill of sale unless this information is provided on the title: date of purchase and purchase price.
- ✓ Confirm that a notary is on the title for those states requiring one. (AZ, KY, LA, MT, NC, OH, OK, PA, WY).
- ✓ Confirm that all existing liens on the title for the previous owner(s) has been released and notarized as required by the title issuing states (WV, WY).

Sales Tax Requirements

- ✓ Proof of sales tax payment for newly purchased vehicles must be provided by private carrier or registrants without common carrier authority. Vehicles leasing on to a private carrier will need to pay sales tax, or provide sales tax receipt.
- ✓ Application for sales tax exemption. Vehicles purchased by an owner operator, with a lease in place at the time of the purchase with a registrant with interstate common carrier authority will need to provide: a copy of the full lease agreement, a properly completed CR-16 form, OR their current Kansas sales tax number, and a copy of the lessor's ST-28J Interstate Common Carrier Exemption Certificate OR USDOT number. For Hire Carriers will need to provide their USDOT number for verification of their interstate common carrier authority.

Other Requirements

- ✓ Leased vehicles: A lease agreement will be provided if the name on the title of the vehicle applying for registration is different from the registrant's name.

- ✓ Proof of prior registration: provide a copy of the county registration OR a copy of a cab card issued by another jurisdiction. This is not applicable for newly purchased vehicles.

- ✓ Proof of payment of the Heavy Road Use Tax (HUVT) for any vehicle that is to be registered for a gross weight over 54,000 lbs or more as required by the Internal Revenue Service (IRS). Provide a copy of the 2290 form with payment validation by the IRS. FOR A NEW OR USED VEHICLE PURCHASED: If a vehicle is registered within 60 days of purchase, the "bill of sale" may be used as proof of payment in lieu of a Form 2290. If a used vehicle is being registered past the 60-day period, a copy of the paid Schedule 1, form 2290 must be presented as proof.

- ✓ Provide Proof of Insurance: provide a copy of the certificate of insurance for Private carriers or no authority carriers. (Insurance identification cards are not valid unless the vehicle information is listed as well as the liability limits listed.)

- ✓ Provide proof of payment of personal property tax (obtain a copy of the Rendition from carrier if you were leased on, or from your local county treasurer's office).

- ✓ Provide a properly completed Schedule D form.

- ✓ Provide a properly completed Schedule C form.

- ✓ Provide a properly completed Aud-43 form.

- ✓ Provide a properly completed Schedule B form.

To establish Residence in a Member Jurisdiction, an Applicant must demonstrate to the satisfaction of the Member Jurisdiction at least three of the following:

- ✓ if the Applicant is an individual, that his or her driver's license is issued by that Jurisdiction,
- ✓ if the Applicant is a corporation, that it is incorporated or registered to conduct business as a foreign corporation in that Jurisdiction,
- ✓ if the Applicant is a corporation, that the principal owner is a resident of that Jurisdiction,
- ✓ that the Applicant's federal income tax returns have been filed from an address in that Jurisdiction,
- ✓ that the Applicant has paid personal income taxes to that Jurisdiction,
- ✓ that the Applicant has paid real estate or personal property taxes to that Jurisdiction,
- ✓ that the Applicant receives utility bills in that Jurisdiction in its name,
- ✓ that the Applicant has a Vehicle titled in that Jurisdiction in its name, or
- ✓ that other factors clearly evidence the Applicant's legal Residence in that Jurisdiction.

AGREEMENT TO MAINTAIN RECORDS
IN ACCORDANCE WITH THE
INTERNATIONAL REGISTRATION PLAN (IRP)

Under the provisions of Article XV Section 1500 of the International Registration Plan, each base jurisdiction (state) administrator may audit the supporting trip-mileage records of the registrants displaying apportion base plates from their jurisdiction. To qualify for apportionment, a registrant must operate interstate and must maintain accurate mileage records of the trip movement of his apportioned vehicles.

All records in support of an application must be retained for a period of three years following the year for which the application is made. These records must be maintained on each individual vehicle from July 1 – June 30 for each reporting period. A copy of the Department's recommended Individual Vehicle Mileage Record (MCS-121) can be found in the Kansas Apportioned Registration Instruction booklet.

Determination of Vehicle Trip Mileage:

1. State maps
2. Mileage chart
3. Odometer/hubodometer readings
4. Household good mileage
5. Mileage software program

Mileage Operated Each Day is to be Recorded on a Source Document Which Must Contain:

1. Registrant's name
2. Date (starting and ending)
3. Vehicle serial number or unit number
4. Vehicle license plate number
5. Vehicle fleet number
6. Trailer number
7. Trip origin and destination
8. Routes of travel
9. Total trip miles
10. Mileage by jurisdiction
11. Driver's name
12. The beginning and ending odometer/hubodometer reading of each trip

In recording the actual mileage of a vehicle, the carrier must record all trip movement (interstate and intrastate), including trip permit miles and loaded, empty, deadhead, and bob-tail miles. It is recommended that a monthly or quarterly recap by jurisdiction be maintained on all miles traveled. Computer printouts are acceptable if supported by an Individual Vehicle Mileage Record. Additional records such as fuel receipts, disbursement logs, repair tickets, receiving contracts (one-way rental), vehicle titles, driver's logs, dispatch logs or bills of lading should also be kept.

The Kansas Department of Revenue requires that records be made available to the department for audit upon request. If you have any questions contact a vehicle auditor at (785) 296-7719.

DECLARATION
I have read the above and agree to maintain all required records. I understand that if I fail to maintain proper mileage records for inspection by the Department, 100 percent Kansas registration fees can be assessed on all vehicles per Article XV, Section 1502 of the IRP, and Section A under "Audit Procedure" of the Uniform Operation Audit Procedure Guidelines.

Name of Carrier _____

Account Number _____

Address of Carrier _____

Signature of Owner _____

Date _____

KANSAS APPORTIONED REGISTRANT APPLICATION
MOTOR CARRIER SERVICES BUREAU - MILEAGE SCHEDULE B
Phone 785-296-6541 Fax 785-296-6548

Rec_____
Ent_____
Bld_____

License Year _____ FEIN or SSN _____ Fleet Number _____ **Account Number** _____

Name of Registrant _____ DBA Name _____

Business Address (No PO Boxes) _____ Phone Number _____

City _____ County _____ State _____ Zip _____ Fax Number _____

Mailing Address _____ City _____ State ____ Zip _____

Contact Person _____ Phone Number _____ **Optional Billing by vehicle?**

KCC Number _____ MC Number USDOT Number **Quarterly Payment?**

Enter a "X" in the box in front of each IRP jurisdiction for which you are applying for apportioned registration and have actual miles. *EST MILE- Place a "X" in this box if you want this jurisdiction on cab card and do not have actual miles. Do not enter miles.

I certify that the information is true and correct: X _____ **Date:** _____

"X"	JURISDICTION	EST MILE	ACTUAL MILEAGE	"X"	JURISDICTION	EST MILE	ACTUAL MILEAGE	"X"	JURISDICTION	EST MILE	ACTUAL MILEAGE
	AB- ALBERTA				MB-MANITOBA				OH-OHIO		
	AL-ALABAMA				MD-MARYLAND				OK-OKLAHOMA		
	AK-ALASKA				ME-MAINE				ON-ONTARIO		
	AR-ARKANSAS				MI-MICHIGAN				OR-OREGON		
	AZ-ARIZONA				MN-MINNESOTA				PA-PENNSYLVANIA		
	BC-BRIT. COLUMBIA				MO-MISSOURI				PE-PRINCE ED. IS.		
	CA-CALIFORNIA				MS-MISSISSIPPI				QC-QUEBEC		
	CO-COLORADO				MT-MONTANA				RI-RHODE ISLAND		
	CT-CONNECTICUT				MX-MEXICO				SC-SOUTH CAROLINA		
	DC-DIST.COLUMBIA				NB-NEW BRUNSWICK				SD-SOUTH DAKOTA		
	DE-DELAWARE				NC-NORTH CAROLINA				SK-SASKATCHEWAN		
	FL-FLORIDA				ND-NORTH DAKOTA				TN-TENNESSEE		
	GA-GEORGIA				NE-NEBRASKA				TX-TEXAS		
	IA-IOWA				NF-NEWFOUNDLAND				UT-UTAH		
	ID-IDAHO				NH-NEW HAMPSHIRE				VA-VIRGINIA		
	IL-ILLINOIS				NJ-NEW JERSEY				VT-VERMONT		
	IN-INDIANA				NM-NEW MEXICO				WA-WASHINGTON		
	KS-KANSAS				NS-NOVA SCOTIA				WI-WISCONSIN		
	KY-KENTUCKY				NT-N W TERRITORY				WV-WEST VIRGINIA		
	LA-LOUISIANA				NV-NEVADA				WY-WYOMING		
	MA-MASSACHUSETTS				NY-NEW YORK				YT-YUKON TERR		
									TOTAL MILES		

MOTOR CARRIER SERVICE BUREAU

SCHEDULE "D" FOR FIRST-YEAR APPLICANTS

Name_____ SS#/FEIN#_____
Address_____ Phone Number_____
_____ Account Number_____

1. Indicate by check mark (√) how your vehicle(s) were registered in the prior year:
   A.____Kansas base plate; Name and Plate No._____
   B.____Kansas IRP plate; Name and Plate No._____
   C.____Foreign base plate; Name and Plate No._____
   *If foreign base plate,indicate *Jurisdiction* of issuance_____
   D.____Other_____
2. Have you previously been denied registration? YES_____ NO_____
3. In the past have you had IRP registration in Kansas? YES_____ NO_____
   If yes, please indicate the name and account number of previous file_____
   _____
4. Has your registration ever been suspended or revoked? YES____ NO_____
5. Do you hold any type of operating authority? YES____ NO_____
   Describe briefly:_____
6. Are your vehicle(s) presently leased to any individual company? YES___ NO___
   If yes, list name and address of the lessee_____
   _____
7. Have you ever been audited by Kansas,
   or any other IRP jurisdiction? YES____ NO_____
8. Have your vehicle(s) been previously registered under any other name?
   YES____ NO_____
   If yes, list each name and address_____
   _____
9. Has any Licensing Service, Remittance Agency, Trucking Service Agency, Consultants, or other individual(s) assisted you in the preparation of your IRP application? YES____ NO_____
   List the individual(s), or Agent's name and address_____
   _____
10. How did you determine the jurisdictions you have chosen to apportion with?_____
   _____

I (We) hereby affirm that the information set forth herein is true and correct.

_____ _____
Authorized Signature Date Authorized Signature Date

_____ _____
Title Title

MCS – 50www

☐ Add Unit(s) ☐ Fleet to Fleet Transfer
☐ Weight Increase ☐ Correction
☐ Add Jurisdiction ☐ Transfer Vehicle
Pick One From List Above

STATE OF KANSAS
Motor Carrier Services Bureau
Phone 785-296-6541
Fax 785-296-6548

KS IRP Schedule C
Account #_____
Fleet #_____
Supplement #_____

☐ Request Temporary Credential Fax Temporary Credential to:

NAME ON ACCOUNT	USDOT NUMBER	
DOING BUSINESS AS (D/B/A)	TAXPAYER IDENTIFICATION NUMBER (TIN) or (EIN)	REGISTRANT ONLY? ☐ YES ☐ NO
PHYSICAL ADDRESS	CONTACT PERSON	MC NUMBER
MAILING ADDRESS	TELEPHONE NUMBER ( ) / CELL PHONE NUMBER ( )	REGISTRATION YEAR

MARK JURISDICTIONS TO ADD OR IF NEEDED ENTER VARIANT JURISDICTIONAL WEIGHTS - If Registered at Kansas Weight 85,500

AB	AL	AR	AZ	BC	CA	CO	CT	DC	DE	FL	GA	IA	ID
IL	IN	KS	KY	LA	MA	MB	MD	ME	MI	MN	MO	MS	MT
NB	NC	ND	NE	NH	NJ	NL	NM	NS	NV	NY	OH	OK	ON
OR	PA	PE	QC	RI	SC	SD	SK	TN	TX	UT	VA	VT	WA
WI	WV	WY											

VEHICLE INFORMATION

	UNIT NUMBER	MODEL YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER	*TYPE	AXLES	BUS SEATS	**FUEL	GROSS WEIGHT	UNLADEN WEIGHT	COLOR OF VEHICLE
1											

*TYPE
TT (tractor)
TK (truck)
ST (trailer)
BS (bus)

ORIGINAL PURCHASE PRICE REQUIRED	ORIGINAL PURCHASE DATE REQUIRED	LEASE DATE	TRANSFER VEHICLE INFORMATION: TRANSFER PLATE	TRANSFER UNIT NUMBER	TRANSFER REASON	REGISTRANT ONLY - CARRIER RESPONSIBLE FOR VEHICLE SAFETY: A copy of the lease agreement with the Carrier Responsible for Safety must accompany this form, unless the Carrier Responsible for Safety will change within the next 30 days.
						Completed Non Motor Carrier Declaration Form ☐ YES ☐ NO

	UNIT NUMBER	MODEL YEAR	MAKE	VEHICLE IDENTIFICATION NUMBER	*TYPE	AXLES	BUS SEATS	**FUEL	GROSS WEIGHT	UNLADEN WEIGHT	COLOR OF VEHICLE
2											

**FUEL
D
G
P

ORIGINAL PURCHASE PRICE REQUIRED	ORIGINAL PURCHASE DATE REQUIRED	LEASE DATE	TRANSFER VEHICLE INFORMATION: TRANSFER PLATE	TRANSFER UNIT NUMBER	TRANSFER REASON	REGISTRANT ONLY - CARRIER RESPONSIBLE FOR VEHICLE SAFETY: A copy of the lease agreement with the Carrier Responsible for Safety must accompany this form, unless the Carrier Responsible for Safety will change within the next 30 days.
						Completed Non Motor Carrier Declaration Form ☐ YES ☐ NO

The undersigned certifies that the information furnished in this application and any supporting documents are true and correct.

Date Signature Title

MCS-66 (4/11

APPLICATION FOR TITLE- APPPORTIONED REGISTRATION

Mail to: MOTOR CARRIER SERVICES BUREAU, 915 SW HARRISON RM 150, TOPEKA KS 66612

This Form Must Be Completed Before Submitting (Type or Print)

IRP Account Number **Fleet**

Vehicle ID Number (VIN)

Truck or Trailer

Year: **Make:**

Application Date: **Assignment Date:**

mm/dd/yyyy mm/dd/yyyy

Select Application Type

- ☐ Title Only - Leasing to Out-of-State Carrier
- ☐ Ownership Change - Staying on same IRP Account
- ☐ Original - Adding to IRP Account

Vehicle Ownership must be the same as on the assigned title.

And &	OR #	Lessor R	DBA D
And &	OR #	Lessee E	DBA D

Name:

Name:

Name:

Last First Middle Initial Suffix, Jr, Sr, etc

Address:

City: State: Zip:

Special Mail Out Name:

Address:

City: State: Zip:

1st Lienholder Name:

Address:

City: State: Zip:

2nd Lienholder Name **POWER UNITS ONLY**

Address:

City: State: Zip:

1st Beneficiary Name:

Address:

City: State: Zip:

2nd Beneficiary Name:

Address:

City: State: Zip:

I do certify that I have in effect and will maintain continuously throught the registration period financial security as required by law for the above described vehicle. I further certify that all liens and/or encumbrances, if any, are listed and the information this application is true and correct to the best of my knowledge and belief. **FALSE CERTIFICATION CAN RESULT IN CRIMINAL PROSECUTION. If "AND" option is selcted under the owner entries then all owners must provide their signatures below:**

Signature of Owners:

Sales Tax: ☐ Exempt ☐ Paid ☐ Tax Number on File ☐ App Sent to TAC

OFFICE USE ONLY

☐ New ☐ Used ☐ Assembled ☐ Salvage ☐ Formerly Non Highway

Type HT TR

Body Style TR CT

Motor Carrier Services Bureau
915 SW Harrison St. Room 150
Topeka, KS 66612

Kansas
Department of Revenue

phone: 785-296-6541
fax: 785-296-6548
www.truckingks.org

Nick Jordan, Secretary
Donna Shelite, Director

Sam Brownback, Governor

APPROVAL FOR IFTA MILEAGE DOWNLOAD ON IRP RENEWAL

Are the miles you report for the International Fuel Tax Agreement (IFTA) the same miles you use for your apportioned registration (IRP)?

We are able to electronically obtain the mileage filed on your Kansas IFTA returns in hopes of saving you time of writing down your mileage for each jurisdiction on our IRP Renewal Application. Please read the following paragraphs to completely understand and agree to this process.

If you agree, sign and return this form your next apportioned registration renewal form will contain your mileage information from the IFTA returns you filed during the IRP Mileage Reporting Period.

When you receive your IRP renewal report you will be able to make any changes necessary to the preprinted mileage information. You may also add jurisdictions if you did not have actual miles during the reporting period.

By signing this form you are allowing our agency to use the miles reported on your IFTA returns for IRP Renewals in subsequent years.

If you have any questions please call 785-296-6541.

I, _____, authorize the Division of Vehicles/ Motor Carrier
(Print Name)

Services to electronically obtain mileage I have reported on my IFTA returns to be printed on my IRP Renewal Reports. **I understand and agree that I am required to review the information and make any necessary changes. If I find any discrepancy of my mileage download, I will contact the IFTA Office (785) 368-8222 press option #5 and then option #6 to inquire about the information.**

Kansas IFTA ID# B_____ **FEIN** _____ (Federal Employer Identification Number)

Apportioned Account Number (IRP) _____

_____ _____
(Signature of Owner, Partner, Corporate Officer, or Person Authorized by Power of Attorney.) (Date)

If you change your IFTA Kansas ID# for any reason please let our office know, and submit a new approval form.

NON MOTOR CARRIER SAFETY DECLARATION

When the Entity Type on SAFER is a Registrant; the Kansas IRP Account holder is not the carrier responsible for safety. The Account Holder must complete this form to declare the Carrier Responsible for Safety of the vehicles registered on this account. A copy of the lease agreement with the Carrier Responsible for Safety must accompany this form, unless the Carrier Responsible for Safety will change within the next 30 days.

Kansas IRP Account Number _____

This is to certify that _____
name on IRP account

has the following vehicle(s):

List Vehicle(s) Below:

Plate / Unit Number	Year	Make	Last 6 of VIN

The Vehicle(s) list above are Leased to the following Carrier Responsible for Safety:

Name of Carrier Responsible for Safety:

_____

Carrier Responsible for Safety:

CHECK THIS BOX IF THE CARRIER RESPONSIBLE FOR SAFETY WILL CHANGE WITHIN THE NEXT 30 DAYS. ☐

USDOT _____ **MC #** _____ **FEIN** _____

Effective Date of Lease Agreement: _____

I certify the above information to be correct. All IRP Account holders that do no carry operating authority must complete this form each time they register a vehicle; or each time the carrier responsible for safety changes on any of the vehicles registered on their Kansas IRP Account.

Signature: _____ Date: _____