Commercial Motor Vehicle Office

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Kansas Commercial Motor Vehicle Intrastate and Interstate (IRP) Registration

General Information ***3***

Commercial MOTOR Vehicle Registration ***4***
Commercial Motor Vehicle Registration Requirements 4
Commercial Motor Carrier/ Non-Commercial Motor Carrier (IRP Only) Account Holders 4
PERFORMANCE REGISTRATION INFORMATION SYSTEM & mANAGEMENT (PRISM) 4
COMMERCIAL VEHICLE Ownership 5

IRP FLEET SPECIFIC DEFINITIONS **5**
Base Jurisdiction 5
"Established Place of Business" 5
"Mileage Reporting Period" 6
Full Reciprocity Plan (FRP) Simplification to IRP 6
FRP For Kansas Renewals and New Fleets beginning 1/1/2015 or later, the new rules apply. 6
Displaying IRP Credentials 6
IRP FLEET weight groups 7
IRP FLEET Variant Weights 7

Filing COMMERCIAL MOTOR VEHICLE Registration ***7***

USDOT – MCS 150 UPDATE - Federal Motor Carrier Safety Administration **7**

Account Options / Fees **8**

Registration Credentials **8**
Cab Cards and Plates 8
Temporary Registration 9
Deadline Dates 9

Registration Penalties **9**
Continuous Registration 9
Late Registration Penalty 10
Title Penalty 10
Failure to Complete Registration 10
Fraudulent Registration for irp 10

Quarterly Payments **10**

WHat DO I NEED TO APPLY? ***11***

Starting a Kansas Commercial Motor Vehicle (CMV) Account **11**

Acceptable Documentation DEFINITION **12**

Setting up a New Account **13**
New Commercial Motor Vehicle Account Checklist 13

Annual Commercial Motor Vehicle Account Renewal **14**

Add Vehicles **15**
Checklist for Added Vehicles 15

Transfer Vehicles **15**
Transfer Credit Qualification 15
Transfer Checklist 15

Delete Vehicles **16**

Withdraw Vehicle from Service **16**

Replacement Cab Card/Plate **16**

Request a Registered Weight Increase **16**

Request a Refund **16**

Title Services **17**
General Titling Information 17
Out of State Vehicle Inspection (MVE-1) 17

Kansas Department of Revenue

Title Application 18
Title Only/Special Title 18
Vehicle Ownership Change 18
Duplicate Title 18
Duplicate Title Summary 18
Secured Title Record 19
Reissue Title 19
Notice of Security Interests (NOSI) 19
Title Corrections 19
Repossessions 19

Leased Vehicles 19
Leasing Rules 19

Motor Bus Apportionment 21

IRP FLEET Audit Requirements 21

IRP FLEET Audit Records 21

IRP FLEET Retention of Records 22

COMMERCIAL MOTOR VEHICLE REGISTRATION SNAPSHOT 23

REGISTRATION FEES AND GROSS WEIGHT BRACKETS 26
Kansas Fee Charts 26

GENERAL INFORMATION

If your vehicles operate in the furtherance of commerce and meet the definition of a Commercial Motor Vehicle; or travel outside the State of Kansas this manual will provide instructions on Commercial Motor Vehicle Registration. Commercial Motor Vehicles pay registration fees and a commercial vehicle fee. There will be no additional property tax charged through the local County or through State Assessment.

All Kansas Commercial Motor Vehicle Account Holders are encouraged to use the Commercial Vehicle Registration Application at www.truckingks.org. All forms used for Kansas Commercial Motor Vehicle Registration are under the Commercial Motor Vehicle Resources link on the www.truckingks.org website.

If you have vehicles that travel outside the state of Kansas and vehicles that do not travel outside of Kansas, you may establish a single account and create separate fleets under this account for the commercial motor vehicles. Trailers may also be registered. For fleets that travel outside the state of Kansas, refer to the sections on **IRP registration**.

Your vehicles are operating in furtherance of commerce if any of the following apply to you:

(1) Money earned is declared as income from a business for tax purposes;
(2) Costs for the underlying activities are deducted as a business expense for tax purposes;
(3) Products and/or money is accepted for advertising a sponsor;
(4) The transport vehicle is being used in the furtherance of a commercial operation.

Commercial Motor Vehicle (CMV) means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if:

(1) the vehicle that has a gross vehicle weight rating or gross combination weight rating, or a gross vehicle weight or gross combination weight over 10,000 pounds; or
(2) the vehicle is designed or used to transport more than eight passengers, including the driver, for compensation; or
(3) the vehicle is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
(4) the vehicle is of any size and is used in the transportation of hazardous materials*.

*Material that has been designated as hazardous under 49 U.S.C. 5103 and is required to be placarded or any quantity of a material listed as a select agent or toxin.

You are required to have **IRP plates** if you operate in two or more jurisdictions and your vehicle(s) meet one or more of the following requirements:

- the power unit licensing weight is 26,001lbs., or higher;
- the power unit has more than two axles regardless of licensed weight;
- the power unit is used in combination and the said GVW combination is 26,001 lbs. or higher; or
- the power unit performs commercial **intrastate** movements in another jurisdiction other than Kansas, regardless of licensed weight.

To register Kansas IRP fleet, you must have a vehicle(s) that will operate in Kansas and one or more member jurisdictions; and Kansas is your base jurisdiction according the IRP Definition.

Kansas is a member of the International Registration Plan referred to as IRP. Members of the IRP include all of the continental United States, District of Columbia as well as most Canadian jurisdictions. IRP is a method of registering fleets of vehicles that travel in two or more member jurisdictions. Fees are calculated according to the miles that you travel in each jurisdiction and other variables. All fees are paid to your base jurisdiction, which then

distributes them to the other appropriate jurisdictions. Vehicles registered under IRP shall be deemed fully registered in all jurisdictions for either inter-jurisdiction or intra-jurisdiction movement. IRP registration is a privilege offered to commercial motor vehicle account holders based in Kansas, failure to maintain an adequate safety rating or failure to complete the registration process will result in suspension of your account.

COMMERCIAL MOTOR VEHICLE REGISTRATION

COMMERCIAL MOTOR VEHICLE REGISTRATION REQUIREMENTS

There are qualifications and compliance requirements that must be met in Kansas before an application for 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).

Each vehicle registered for intrastate operations (does not leave KS) must include the "Garage" address, the physical location in Kansas where the vehicles is based, this cannot be a PO Box. The Garage Address is used to distribute the Commercial Motor Vehicle Fee to the correct County.

COMMERCIAL MOTOR CARRIER/ NON-COMMERCIAL MOTOR CARRIER (IRP ONLY) ACCOUNT HOLDERS

- A Commercial Motor Vehicle Account holder (Intrastate or IRP) must have a USDOT number and Authority to operate in interstate or intrastate commerce before applying for Kansas Commercial Motor Vehicle Registration.
- A Non Motor Carrier does not have USDOT number but may apply for Kansas CMV Registration <u>if they are leased on to a Motor Carrier with authority</u>; they must complete a <u>Non Motor Carrier Declaration Form</u> and provide a copy of their lease agreement when they register, renew, or make any changes to their vehicles. This does not apply to an account holder who does not travel outside of Kansas.

PERFORMANCE REGISTRATION INFORMATION SYSTEM & MANAGEMENT (PRISM)

Kansas is a member of the Performance Registration Information Systems and Management Program (PRISM). All Kansas Commercial Motor Vehicle Accounts are required to provide the USDOT number of the Motor Carrier responsible for safety. The commercial motor vehicle account holder's safety fitness will be checked prior to issuing vehicle registrations. Unfit commercial motor vehicle account holders may be denied the ability to register vehicles. Commercial motor vehicle account holders must report, for each power unit, the USDOT number of the Motor Carrier responsible for the safe operation of the vehicle for the registration year. The Motor Carrier responsible for the safety is the entity that the USDOT ultimately holds accountable for hours-of-service, compliance, drug and alcohol testing, and vehicle maintenance. Commercial motor vehicle account holders are required to provide the USDOT number and the tax identification number (TIN) at the time the vehicle is to be registered so we can accurately identify responsibility for each vehicle. Under PRISM rules, commercial motor vehicle account holders must **update the information on the MCS150 form on an annual basis. MCS 150 Updates will be verified for each annual renewal.**

All Commercial Motor Vehicle Account Holders will:

- ✓ 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.

In addition to the above, All Kansas IRP Account Holders will:

- ✓ Agree to maintain mileage records for their vehicle(s) and report the miles for IRP registration.
- ✓ If previous actual miles are available and the type of operation 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.

COMMERCIAL VEHICLE OWNERSHIP

For purposes of registration in Kansas, the Owner is the Account Holder (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 Account holder 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, not the owner listed on title.

Each vehicle registered for intrastate operations (does not leave KS) must include the "Garage" address, the physical location in Kansas where the vehicles is based, this cannot be a PO Box. The Garage Address is used to distribute the Commercial Motor Vehicle Fee to the correct County.

IRP FLEET SPECIFIC DEFINITIONS

BASE JURISDICTION means the Member Jurisdiction, selected in accordance with Section 305, to which an Applicant applies for IRP registration under the Plan or the Member Jurisdiction that issues IRP registration to an account holder under the Plan.

305 SELECTION OF BASE JURISDICTION

(a) An Applicant may elect as its Base Jurisdiction any Member Jurisdiction

(i) where the Applicant has an Established Place of Business,

(ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and

(iii) where Operational Records of the Fleet are maintained or can be made available.

(b) An Applicant that does not have an Established Place of Business in any Jurisdiction may designate as a Base Jurisdiction any Member Jurisdiction (i) where the Applicant can demonstrate Residence, (ii) where the Fleet the Applicant seeks to register under the Plan accrues distance, and (iii) where Operational Records of the Fleet are maintained or can be made available.

"ESTABLISHED PLACE OF BUSINESS" means a physical structure located within the Base Jurisdiction that is owned or leased by the Account Holder and whose street address shall be specified by the Account Holder. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Account Holder on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Account Holder's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Account Holder 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 Account Holder has an Established Place of Business within the Base Jurisdiction.

Fleet Vehicles must accumulate mileage in Kansas and the operational records for the fleet 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 IRP registration is sought.

Example: Registration Year 2013 mileage reporting period is July 1, 2011 through June 30, 2012.

"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 Account holder.

FULL RECIPROCITY PLAN (FRP) SIMPLIFICATION TO IRP

Beginning in 2015, cab-cards will show all jurisdictions! No more "add state or province". No more "over 100 percent fees" for added jurisdictions. If you have IRP, no more registration trip permits. This is true IRP-wide. All states and provinces will be implementing this. This has been referred to as Full Reciprocity or the Full Reciprocity Plan, and was adopted by IRP by ballot in October 2013.

FRP FOR KANSAS RENEWALS AND NEW FLEETS BEGINNING 1/1/2015 OR LATER, THE NEW RULES APPLY.

You'll no longer need to select jurisdictions in which you intend to operate. Your IRP fees will be calculated based on your July to June "reporting period" distances. For your 2015 Kansas renewal you must report all actual miles you traveled in any jurisdiction for the reporting period. Renewing fleets will be granted full reciprocity in all jurisdictions, but pay fees based on actual distance traveled in IRP jurisdictions in the previous year.

If you are a new carrier without a reporting period history beginning on or after January 1, 2015 you will pay fees based on the Kansas estimated distance table.

Vehicles apportioned under the IRP FRP will be considered fully registered for both intra-jurisdictional and inter-jurisdictional travel. The cab card issued to apportioned registrants will still list the weight or number of axles for which it is registered in each jurisdiction. Under the FRP, estimated distance will no longer be used. Because an apportioned vehicle will be registered in all IRP jurisdictions, trip permits for IRP jurisdictions not listed on the cab card will no longer be required. It will also eliminate the need to add jurisdictions during a registration year.

DISPLAYING IRP CREDENTIALS

(a) A Plate issued by the Base Jurisdiction shall be affixed to the IRP Vehicle for which it has been issued in accordance with the law of the Base Jurisdiction.

(b) Except as provided in subsection (c), when an Account holder receives renewal Credentials for an IRP Vehicle prior to the commencement of the registration period for which they are issued, the Account holder may remove the previously issued Plate and display the renewal Plate prior to the commencement

of the new registration period. Both the Cab Card from the prior registration period and the Cab Card for the renewal period shall be carried in the Vehicle until the new registration period begins.

(c) When an Account holder moves an IRP Vehicle from one Base Jurisdiction to another near the end of a Registration Year, the Account holder must continue to carry in the Vehicle the previously-issued Cab Card until the new Registration Year begins, but may display both the new Base Jurisdiction's Plate and Cab Card as soon as they are issued.

IRP FLEET WEIGHT GROUPS

Kansas requires that you set up Weight Groups for the vehicles being registered. A weight group will default to the Kansas weight you choose. You may not vary by more than 10% from the Kansas weight for any other jurisdiction unless the Kansas weight group is at 85,500.

IRP FLEET VARIANT WEIGHTS

If your vehicle is registered at the Kansas weight of 85,500 there are options in other jurisdictions to list weights greater than this amount. These weights are referred to as IRP Variant Weights. A common example is a vehicle registered at 85,500 in Kansas but may opt to register at 90,000 in Oklahoma or 94,000 in Nebraska.

The list of available weights is available at IRP Online: http://www.irponline.org/?page=Reports

If you go to a Commercial Motor Vehicle Office, complete a schedule C or Fleet Vehicle Change Request, make sure you put the weight for each jurisdiction you wish to increase and attach a copy of the current cab card for the vehicle(s) you wish to increase. Proof of paid HVUT must be provided for vehicles over 54,000 lbs.

FILING COMMERCIAL MOTOR VEHICLE REGISTRATION

CONTACT YOUR LOCAL COMMERCIAL MOTOR VEHICLE REGISTRATION OFFICE FOR AVAILABILITY OF SERVICES AND INSTRUCTIONS.

YOU MUST COMPLETE YOUR TRANSACTION IN ONLY ONE OFFICE,
BE PREPARED TO COMPLETE THE TRANSACTION BEFORE COMING TO ANY OFFICE.

When you call an Office, please know your Account Number before calling.

USDOT – MCS 150 UPDATE - FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION

Apply for a USDOT Number On-line at http://safer.fmcsa.dot.gov/

To update your USDOT number, use the same website along with your PIN number to complete your annual MCS 150 update. If you do not remember your PIN number you can apply for a new one and request that it be mailed to you from this website.

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 a Kansas Commercial Motor Vehicle office.

ACCOUNT OPTIONS / FEES

The Kansas system allows one account to have multiple fleets. An account holder may choose to set up multiple fleets based on their business requirements.

An account holder in good standing has the option to pay Kansas registration and Commercial Vehicle fees on a quarterly basis**. When applying for quarterly payment, your invoice will include 3 vouchers for the 2nd, 3rd and 4th quarterly payments. NO FURTHER NOTICES WILL BE SENT.**

- ✓ The quarterly payment basis relates only to an alternate method of payment of the Kansas fees and only on a new account, renewal application, or supplemental application which adds vehicles before March 1.
- ✓ The amount of the Kansas annual fee shall exceed $300.
- ✓ The first quarterly payment of the Kansas fees, including Kansas administrative fees, and any supporting renewal documents for registration, must be received on or before **March 1** of the registration year.

The remaining quarterly payments are due and payable on or before:

- ✓ **Second quarter due** **April 1**
- ✓ **Third quarter due** **July 1**
- ✓ **Fourth quarter due** **October 1**

THERE IS NO GRACE PERIOD ON QUARTERLY PAYMENTS

The web interface for motor account holders provides real time access to process supplements, create invoices and pay the invoice in the same session. www.truckingks.org Accounts in good standing may be issued a user id and password for on line access to their account. Commercial Motor Vehicle Renewals and all supplements may be processed on line. The Vitalchek application is available to process on line payments of invoices using credit cards or electronic checks, there is a convenience fee for this service.

The first page of the invoice is the Payment Voucher which must be returned with any mail in payment to ensure that the payment is properly posted to the correct account. A breakdown of registration fees by vehicle is provided on more than one vehicle; do not check the Summary option to receive the breakdown.

For IRP registration, there is rarely an advantage to registering units in fewer states; all fees are calculated using 100% of reported mileage. Kansas shall determine the percentage of miles operated in Kansas and each Commercial Motor Vehicle jurisdiction to the total miles operated in all jurisdictions. The percentages applicable to the registration fee of each jurisdiction will be calculated and a billing invoice covering registration will be issued.

Failure to provide the requirements on or before March 1 of a registration year shall result in the Account Holder being required to pay the Kansas annual fleet IRP registration fee in full, including any registration penalties.

REGISTRATION CREDENTIALS

CAB CARDS AND PLATES

Kansas will issue a cab card describing each vehicle in the fleet and a license plate. If the vehicle has **IRP registration**, the cab card indicates each IRP jurisdiction(s) with which the Account Holder is registering and the weight(s) allowed in the jurisdiction(s).

Display your Commercial Motor Vehicle or IRP plates on:

- ✓ The front of tractors.
- ✓ The back of straight trucks
- ✓ The back of all trailers.

When you receive your credentials, check your cab cards for correct information. Your cab card describes your vehicle and the registered weight(s). If the information is not accurate you may be ticketed and fined.

TEMPORARY REGISTRATION

A 60 day temporary registration may be used in lieu of your permanent cab card and registration plate when you are adding/transferring a vehicle, adding a jurisdiction, increasing a registered weight or requesting a replacement credential. A temporary registration may be faxed. When a temporary registration is issued, all of the required documentation must be provided and the billing invoice must be paid within the 60 day period. **Failure to complete registration will result in the account being suspended.**

DEADLINE DATES

The registration year for Kansas CMV vehicles is January 1 through December 31 each year. Your registration expires on December 31 of each year.

We encourage renewal payment before February 15. Payments made after February 15 may not receive cab cards prior to the March 1 deadline.

No Temporary's and No Extensions are issued for Renewals.
Vehicles that do not have current cab cards on March 2 are subject to being stopped from operating.

The enforcement deadline for each renewal will begin **March 2** of each year. Any vehicle that has not registered shall be subject to a penalty of $2 for each vehicle and subject to ticketing for expired registration. **Any Vehicle that operates as part of a Commercial Motor Vehicle fleet on and after January 1 of a registration year is subject to full registration for that year.**

Quarterly payment may be an option if received and paid in our office on or before **March 1**. Full fees are assessed **March 2**.

REGISTRATION PENALTIES

CONTINUOUS REGISTRATION

Proof of continuous registration must be provided. Continuous registration fees will be billed when applicable. For example, vehicles purchased more than 60 days prior to registration will be billed for the applicable registration fees. Vehicles applying for a renewal will be billed full registration fees beginning on January 1 of the renewal year.

Example: A vehicle is registered on March 15; the purchase date is January 1 of the prior year. If no proof of registration can be provided registration, fees will be assessed from January 1 of the prior year. If proof of registration is provided for the following year but not the current year, registration fees will be assessed from January 1 of the current year.

LATE REGISTRATION PENALTY

Registration shall be renewed annually on January 1 of each year with such registration to be completed on or before March 1 of each year, and such registration shall expire on December 31 of each year. Fleet registration fees and other fee shall be due January 1 of each year and shall be payable on or before March 1 of each year. If such registration fees and any other fees are not paid by March 1 of each year, the owner of any vehicle for which such registration fees are delinquent shall be subject to a penalty fee of $2 for each fleet vehicle listed in an original or renewal application, but the sum of such penalty fee shall not exceed $100.

Example: If a vehicle is renewed on March 5; the registration penalty fees will be assessed.

TITLE PENALTY

A title fee penalty will be assessed whenever a title is applied for more than 60 days after the date of purchase of a vehicle, FAILURE TO REGISTER WITHIN 60 DAYS MAY REQUIRE SALES TAX PENALTY TO BE DUE.

Example: A vehicle purchased on March 15, the application for title and registration is not sent until May 20; the title penalty fee will be assessed.

FAILURE TO COMPLETE REGISTRATION

Failure to complete registration for any supplemental application will result in the following disciplinary steps being taken:

- ✓ Suspension Of The Entire Account
- ✓ Additional Fees And Penalties Assessed
- ✓ Notice Of Lien Filed
- ✓ Tax Warrant Issued

FRAUDULENT REGISTRATION FOR IRP

K.S.A. 8-1,117. Same; fraudulent registration; penalty. Any person or owner who willfully files, or knowingly presents a fraudulent proration fleet registration application for the purpose of obtaining or attempting to obtain or to assist any other person to obtain a credit or refund for reduction of liability of proration fleet registration fees applicable under this act shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not to exceed five hundred dollars ($500) or by imprisonment in the county jail for not less than thirty (30) days nor more than six (6) months or by both such fine and imprisonment.

QUARTERLY PAYMENTS

The remaining quarterly payments are due and payable on or before, **THERE IS NO GRACE PERIOD ON QUARTERLY PAYMENTS:**

Second quarter due	**April 1**
Third quarter due	**July 1**
Fourth quarter due	**October 1**

WHAT DO I NEED TO APPLY?

STARTING A KANSAS COMMERCIAL MOTOR VEHICLE (CMV) ACCOUNT

These instructions explain the requirements and what documents are needed to open a new CMV account for vehicles that do not leave Kansas.

You must have a USDOT number for intrastate operations	Apply for a USDOT Number 1-800-832-5660 If you already have a USDOT make sure you update the information before applying for a Kansas CMV Account. After applying for a USDOT number, print out the information to take to the CMV Office. Or wait at least 24 hours before applying for a CMV Account. After 24 hours the CMV computer system can verify the USDOT information automatically.
Where do I go?	There are several Commercial Motor Vehicle Registration offices in Kansas. To locate the closest office go to www.truckingks.org under the Commercial Motor Vehicle Resources section.
What Documents do I need to take to the CMV Office?	The CMV account must be set in the exact name as registered on the USDOT. A Kansas physical address must be provided to open the account; a PO Box may not be used. If you are applying for your account prior to March 1, you will have the option of making quarterly payments.
	The person applying for the account must be authorized to do so, or they must have a power of attorney to transact business.
	If the business is a corporation, it must be registered with the Kansas Secretary of State to conduct business in Kansas.
Vehicle Documents	Each vehicle registered for intrastate operations (does not leave KS) must include the "Garage" address, the physical location in Kansas where the vehicles is based, this cannot be a PO Box. The Garage Address is used to distribute the Commercial Motor Vehicle Fee to the correct County. Trailers used in conjunction with Commercial Vehicles may be registered on your account. For each currently owned vehicle being registered you must provide: ✓ E-title, County title Receipt, Copy Front and Back of Title that has not been reassigned. ✓ Proof of prior registration: provide a copy of the county registration ✓ 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. ✓ Copy of the certificate of insurance. (Insurance identification cards are not valid unless the vehicle information is listed as well as the liability limits listed. ✓ If the vehicle is not owned in the same name as the USDOT, a copy of the lease agreement between the owner and the Company must be provided.
	For newly purchased vehicles being registered you must provide: *Title requirements, please check to see which of these are applicable and provide the documents as indicated:* ✓ Signed tile application. Signed by owner or person with POA to sign. ✓ Assigned Title or MSO; ✓ 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 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). ✓ If a vehicle is being registered past the 60-day period, a copy of the paid Schedule 1, form 2290 must be presented as proof. ✓ Proof of sales tax payment for newly purchased vehicles must be provided. ✓ If the vehicle is not owned in the same name as the USDOT, a copy of the lease agreement between the owner and the Company must be provided.
At the CMV Office	✓ The USDOT information will be verified. ✓ Documentation for each vehicle being registered will be verified. ✓ The agent will set up the account and create an invoice, please verify all information on the invoice before continuing. ✓ The invoice includes all Registration Fees along with the new Commercial Vehicle Fee. ✓ Remember- Your vehicles will no longer be assessed by the County Appraiser or any taxes that were paid at time of County Registration. ✓ After paying your invoice, the agent will issue new plates and registration cab cards for your vehicles. Please verify all information is correct before placing the cab cards in your vehicles.

ACCEPTABLE DOCUMENTATION DEFINITION

Documentation	Definition
Applying for a Kansas Title	**Title requirements, please check to see which of these are applicable and provide the documents as indicated:** ✓ Assigned Title or MSO, ✓ See Buying/Selling with an Electronic Title Below ✓ Signed Title Application ✓ OUT OF STATE TITLES; Vehicle Identification Inspection (VIN Inspection – MVE-1) is required on all out-of-state titles when requesting issuance of a Kansas title. 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).
Buying/ Selling with an Electronic Title	If a lien release cannot be acquired prior to the sale to obtain a paper title, the seller should provide the buyer with the Kansas Title Summary or an Electronic Lien Receipt showing the lien holder's information. The seller and buyer should complete an Electronic Title Sales Agreement. The buyer may present the owner/sellers Title Summary, Kansas Electronic Title Receipt or verification with the completed Electronic Title Sales Agreement along with other qualifying documents to acquire a temporary permit. **The owner/seller must secure a lien release and provide a clear title to the buyer within 60 days to complete the buyer's application for title and/or registration.** A Power of Attorney and Odometer Disclosure for Electronic Title can be given to the buyer to allow the buyer to re-assign the title on behalf of the seller. The buyer must be an individual or business that is not a licensed dealer to use this form.
Lien Release	Notarized lien release; must include vehicle year, make and full VIN, name of lender, date of release, name of owner.
Bill of Sale	Name of buyer, date of sale, amount of sale, vehicle year, make and VIN. Must be signed by the seller.
Sales Tax Documentation	Proof of sales tax payment for newly purchased vehicles must be provided by account holders without exempt authority. Vehicles leasing on to a private account holder will need to pay sales tax, or provide sales tax payment receipt. Completed ST-28J Interstate Common Account holder Exemption Certificate or USDOT number. For Hire Motor Account holders will need to provide their USDOT number for verification of their interstate exempt common account holder authority. Non-Motor Account holders will have to provide copy of lease agreement with an exempt Motor Account holder.
Sales Tax Statute	***If a Commercial Motor Vehicle Office initiates the sales tax collection process, please complete the process only with that office.*** 8-153. PROOF OF PAYMENT OF SALES TAX REQUIRED. No certificate of registration or ownership of any motor vehicle or trailer shall hereafter be issued by the county treasurer of any county of this state or the division of vehicles, unless and until the applicant for such certificate shall produce evidence satisfactory to the county treasurer or division that the state sales tax, or, in the event the said motor vehicle was purchased outside this state, the tax provided for by the provisions of K.S.A. 79- 3701 to 79-3711, and acts amendatory thereto, has been paid by said applicant, or that said motor vehicle is exempt

	from the payment thereof: Provided, That no certificate of registration or ownership shall be issued for a vehicle, which was last titled or titled and registered in a foreign state or registered only if such foreign state has no title law, until satisfactory proof, by affidavit of the applicant has been made, that sales tax on such vehicle has been paid in a foreign state or compensating tax has been paid in Kansas, except in such instances where the applicant for registration or title shall prove by affidavit, that he or she was a bona fide resident of such foreign state at the time of the registration (effective May 1, 1955).
Proof of Vehicle Ownership	Copy Front and Back of Title that has not been re-assigned; if there is a lien on the vehicle an electronic Title Summary or Receipt
Lease Agreement	The Motor Carrier USDOT number must be provided. The lease agreement and the vehicle title must have exactly the same individual, partnership, or corporate name. Copies of pages in lease that include: • The complete and full names of the lessor and lessee. • A description of the lease or rented vehicle by year, make, and identification number. • The effective and expiration dates of the lease or rental agreement. • The signatures of the lessee and lessor or their duly authorized agents.
Prior Registration	Copy of the most current previous registration for the vehicle.
Insurance for Registration and Renewal	Certificate of Insurance from Insurance Company, not an insurance card, for vehicle(s) being registered.
MCS 150; Annual FMCSA Update of USDOT Information	FMCSA encourages all applicants to use online registration at http://www.fmcsa.dot.gov/online-registration and to determine all FMCSA registration requirements. For applicants without Internet access, FMCSA can mail instructions, forms, and other materials designed to assist in the off-line registration process; call FMCSA at 1-800-832-5660.
UCR Payment	Completion of UCR Registration and Payment http://www.kcc.state.ks.us/trans/ucr.htm
HVUT – Form 2290	Copy of stamped 2290 receipt from IRS OR, Receipt and list of E Filed HVUT OR, Completed 2290 form and payment made out to IRS for payment of HVUT
Record Retention AUD-43	New account acknowledgment of record keeping requirements.
Fleet Vehicle Request MCS FVR	Changes to a specific fleet vehicle, withdrawing a vehicle or to add a jurisdiction to the entire fleet.
Application for Duplicate / Secured / Reissue Title / Form TR 720b DUPLICATE, SECURED, REISSUE TITLES ARE ISSUED THROUGH THE TITLE AND REGISTRATION BUREAU.	*Duplicate Title: When the paper certificate has been lost, mutilated or become illegible.* *Duplicate Title Summary: When the Title Summary has been lost.* *Secured: When a collateral lien is added to the existing title record.* *Reissue: When a lien is to be removed from an electronic title. The form is optional; the lien release may be attached to the title summary.*
Refund Application	Return completed form and copy of the bill of sale to a CMV Office along with license plates and cab cards. ***The fees for a deleted vehicle may not be transferred.***

SETTING UP A NEW ACCOUNT

To set up a new account you must be in the CMV office before 2:00 PM, if you arrive after this time you will not have the new account set up the same day.

Determine if you are a Motor Carrier or Non-Motor Carrier and have the appropriate USDOT number and authority. Review checklist of have all required documents available.

NEW COMMERCIAL MOTOR VEHICLE ACCOUNT CHECKLIST

- ✓ **Applying for Kansas Title – Refer to "What Do I Need to Apply" Section Above**
- ✓ **Sales Tax Documentation - Refer to "What Do I Need to Apply" Section Above**
- ✓ **Proof of Vehicle Ownership – Refer to "What Do I Need to Apply" Section Above**

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 account holder'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, no proof of payment is required. If a vehicle is being registered past the 60-day period, proof of payment of 2290 must be presented.
- ✓ Provide Proof of Insurance: provide a copy of the certificate of insurance for Private account holders or no authority account holders. (Insurance identification cards are not valid unless the vehicle information is listed as well as the liability limits listed.)
- ✓ 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.
- ✓

CMV FLEETS: New Non-Motor Carrier Account

In addition to the requirements for a New IRP Account, the following are required.

- ✓ Provide your valid Kansas driver's license with current Kansas address.
- ✓ Provide proof of business or home address via copy of two of the following items: current utility bill, or rental receipt, or voter registration card, or school registration receipt.

IRP FLEETS: To Establish Residence (SEE DEFINITION OF ESTABLISHED PLACE OF BUSINESS) 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.

ANNUAL COMMERCIAL MOTOR VEHICLE ACCOUNT RENEWAL

December through March 1 is considered to be the Kansas Renewal Season.

IF YOUR RENEWAL IS NOT COMPLETED BY MARCH 1 YOU MAY NOT MAKE QUARTERLY PAYMENTS AND YOUR ACCOUNT WILL BE SUSPENDED.

THERE ARE NO EXCEPTIONS FOR NOT HAVING YOUR CAB CARD IN THE VEHICLE BY MARCH 1, NO TEMPORARY REGISTRATION WILL BE ISSUED; YOU VEHICLES WILL BE TICKETED FOR EXPIRED REGISTRATION.

There are several ways you can renew your account; you can go on-line at www.truckingks.org, or visit one of the CMV offices. Review all information in your renewal packet. It is your responsibility to make sure you are renewing the correct vehicles.

Going on-line is the quickest and easiest way to renew. To complete the renewal, contact your local CMV Office for availability and instructions.

Prior to receiving your credentials the CMV office must receive copies of the following:

- ✓ Paid Heavy Vehicle Use Tax (2290) for all units registered over 54,000
- ✓ Certificate of Insurance; or Proof of Payment of UCR
- ✓ Annually updated MCS 150 information
- ✓ Non-Motor Account holders must provide a copy of their current lease agreement.

IRP FLEETS: verify the mileage is for the mileage reporting period and if needed enter it on the renewal form, verify all vehicles printed on your renewal are correct. Enter all actual miles in every jurisdiction in which your fleet accrued miles.

Vehicles may not be added on the renewal, after the renewal has been processed you may process an add vehicle supplement.

ADD VEHICLES

You can go on the website www.truckingks.org to add vehicles, and receive a temporary registration. All supporting documents must be filed with your local CMV Office.

CHECKLIST FOR ADDED VEHICLES

- ✓ Completed and Signed Schedule C Application
- ✓ Applying for Kansas Title – Refer to "What Do I Need to Apply" Section
- ✓ Sales Tax Documentation - Refer to "What Do I Need to Apply" Section
- ✓ Proof of Vehicle Ownership – Refer to "What Do I Need to Apply" Section
- ✓ When the name on the title does not match the name on the account or when there is a lease/purchase agreement on the title ownership with a lessee and lessor, provide a copy of the lease purchase agreement AND a copy of the power of attorney granting authority to register said vehicle(s). When leasing on an owner operator provide a copy of the lease agreement. Refer to Leasing Rules for specific requirements.
- ✓ Heavy Vehicle Use Tax: Provide a copy of the 2290 form stamped paid by the IRS which provides the full vehicle identification number of the vehicle if the vehicle was purchased more than 60 days ago.

TRANSFER VEHICLES

TRANSFER CREDIT QUALIFICATION

A vehicle being transferred must have been disposed of on or before the unit being added was acquired. Registration fees not tags transfer on power units only. Trailers may not be transferred.

Paid registration fees for power units will be transferred if it meets the following criteria: is sold, repossessed, foreclosed by mechanic's lien, has had the title transferred by operation of law or cancellation or expiration of a lease agreement or is otherwise disposed of by the owner **on or before the date the added vehicle was in the possession of the account holder. Copies of supporting documents required.**

Example: *Transferred unit is disposed of on March 11; the vehicle being added was purchased on March 11. The registration fees can be transferred.*
Transferred unit is disposed of on March 11; the vehicle being added was purchased on March 1. The registration fees cannot be transferred.

Paid registration fees for power units will be transferred if it meets the following criteria: If the vehicle was properly disposed of and a bill of sale may be possessed, if a lease agreement has been cancelled, if the vehicle has been sold by the applicant, obtained a non-highway title, repossessed or foreclosed on or before the date the added vehicle was in the possession of the account holder.

TRANSFER CHECKLIST

- ✓ All items listed in the New Vehicle Checklist for the vehicle being added plus those below.
- ✓ List date of deletion and the reason it is being deleted.
- ✓ Complete the addition section on the Schedule C form with the new vehicle information as per the instructions under Additions. Follow the instructions for the Schedule C form to indicate that a transfer of fees is requested.
- ✓ The transferred plate does not need to be returned. Destroy or Scrap it out.

A Kansas transfer fee of $5 is required. Please do not send money prior to receiving a billing. Not all jurisdictions allow fee transfers. Several jurisdictions will charge fees on transfers for other reasons, i.e., model year, empty weight, and type of vehicle. These fees will be reflected on your invoice by jurisdiction.

Delete Vehicles

Complete a Schedule C and return to a CMV Office along with license plates and cab cards. ***A deleted vehicle may not be transferred.*** See Request a Refund for further information.

Withdraw Vehicle from Service

You may withdraw a vehicle from service at any time during the year. When a vehicle is withdrawn from service, the plate is no longer active; however you may transfer the fees to another vehicle at a future date. All transfer credits allowed will be calculated based on when the transfer is requested. The old plate does not need to be returned; destroy or scrap it out.

Replacement Cab Card/Plate

If your cab card or license plate is lost, destroyed or stolen a replacement may be issued upon receipt of the request.

Replacement credentials may be requested on line at www.truckingks.org.
Requests submitted in writing must include the following:

- ✓ Account number
- ✓ License plate number
- ✓ The entire VIN number
- ✓ Unit number
- ✓ Name of person making the request
- ✓ Fax number for the temporary registration

A voucher and billing will be issued; upon proper payment the new credential will be sent.

Request a Registered Weight Increase

To increase your Kansas weight, complete a schedule C or fleet vehicle change request form and/or attach a copy of the current cab card for the vehicle(s) you are requesting to change with the changes indicated on the cab card(s); and provide proof of payment for HVUT (2290) for increases over 54,000 lbs. You may receive a 60 day temporary permit, voucher and invoice.

Request a Refund

The amount of the refund will be applied as credit to your account; under certain circumstances you may request a refund check be issued. If the vehicle is on quarterly payment, future payments for the vehicle will be abated.

Kansas Statutes provide for the refund of Kansas IRP registration fees **IF** the vehicle has been sold, repossessed, foreclosed by mechanic's lien, title transferred by operation of law, or the owner is deceased, and the

deleted Vehicle is not going to be replaced by another vehicle. If the title owner name and the account name are different, the vehicle is considered a leased vehicle. A leased vehicle **may** qualify for a refund when the vehicle is sold and a copy of the bill of sale is provided by the account holder, not the vehicle owner.

Refunds Shall Not Apply Under The Following Conditions:

- ✓ Cancellation or expiration of a lease agreement or the motor vehicle was removed from the state.
- ✓ If the owner is delinquent in the payment of a quarterly payment.
- ✓ If the application for refund is not accompanied by supporting information or required documents (current cab card, bill of sale, etc.).

The amount of refund shall be determined utilizing the month following the receipt of the application and all supporting documents required to process a refund. Refunds of partial months are not possible. For example, if all of the following items were provided in January, the refund would be based on fees in February. Please submit the following items together in order to receive the maximum refund:

- ✓ .A copy of the Bill of Sale
- ✓ .Return the Cab card
- ✓ .Provide a properly completed, signed refund application form.

The account holder will need to submit a properly completed and signed Refund Application form to a CMV Office in order to stop the accrual of any quarterly payments after the sale of a vehicle that cannot transfer registration, or abatement of fees.

Title Services

The CMV Offices ONLY accepts title applications on vehicles that are applying for or have current IRP registration. There is a $2.00 title penalty fee for titles submitted for processing 60 days or more after the date of the assignment on the title.

Title Services:

- ✓ Change of title ownership only processing.
- ✓ Add/Remove Lienholder
- ✓ Process Special titles for a Kansas resident leasing on with an out-of-state account holder and lessor is purchasing tags.
- ✓ Original title processing.
- ✓ All other title transactions are conducted through local County offices or Title and Registration Bureau

GENERAL TITLING INFORMATION

As of January 1, 2003 paper titles are not issued on vehicles with a lien. The title record is held electronically. A Title Summary Receipt will be sent to the owner and this is to be kept in the place of the title. The lien holder will be sent a copy of the Title Summary Receipt to hold as proof of lien. Titles without lien will be issued a paper title and mailed to the owner, unless instructed differently. Applications without liens are held for 35 days from the date of purchase before they are printed.

Out of State Vehicle Inspection (MVE-1)

All out of state vehicles are required to have an inspection of the vehicle identification number done by the Highway Patrol or their designee. The pink copy of the inspection form MVE-1, Kansas Highway Patrol Vehicle Examination Certificate, provided by the Highway Patrol, is to be submitted with the application for title. If the vehicle is temporarily out of state, working on a short term basis, and needs an inspection refer to form Out of State

VIN Verification Procedures for the State of Kansas, for instructions to have an out of state inspection done. For locations of inspection stations visit the Website at http://www.kansashighwaypatrol.org/troops/mve.htm

Title Application

The name on the title application must reflect the name on the assignment area of the title. If the assignment is incorrect, an affidavit of correction must be submitted to change the name on the assignment. An Affidavit to a Fact may be used. If a lien is involved, lien holder consent will be required to make the name change. A Lien holder's Consent to Transfer Vehicle Ownership may be used.

Forms have been modified to allow a transfer on death without involving complications on leases and sale tax application filings.

Title Only/Special Title

A Kansas resident leased to an out of state carrier when the out of state carrier is purchasing the plates must submit the following documents to a Commercial Motor Vehicle office to apply for a Kansas title.

- ✓ Applying for Kansas Title – Refer to "What Do I Need to Apply" Section
- ✓ Sales Tax Documentation - Refer to "What Do I Need to Apply" Section
- ✓ Proof of Vehicle Ownership – Refer to "What Do I Need to Apply" Section
- ✓ Lease Agreement – Refer to "What Do I Need to Apply" Section
- ✓ Heavy Vehicle Use Tax: Provide a copy of the 2290 form stamped paid by the IRS which provides the full vehicle identification number of the vehicle if the vehicle was purchased more than 60 days ago.
- ✓ Payment of the title fee. If the application is received more than 60 days passed date of purchase an additional $2.00 penalty fee will be due. Payment should be submitted with the application in the form of a check or money order and made to the order of KDOR.

Vehicle Ownership Change

To transfer ownership on a paper title, the assignment must be completely filled out. On trucks, the empty weight of the vehicle is needed to process the title record. A bill of sale is required, if there is not a space on the assignment for the purchase date or sale price.

When the ownership of a vehicle is changing, but the vehicle will remain on the same Kansas IRP account, the following documents must be submitted before a new title can be issued.

- ✓ Provide a cover sheet stating the vehicle is to remain on the account and include the IRP account number.
- ✓ Applying for Kansas Title – Refer to "What Do I Need to Apply" Section
- ✓ Sales Tax Documentation - Refer to "What Do I Need to Apply" Section
- ✓ If the vehicle is not owned by the account holder; provide a current copy of the lease agreement with the lessor/applicable Motor Carrier. The lease must identify the lessor and lessee and the vehicle year, make, and entire VIN number must be included.

NOTE: The lease agreement and the vehicle title must have the same individual, partnership, or corporate name.

Duplicate Title

In the event a paper title is lost, application can be made for a duplicate title, provided there is no lien showing, by submitting TR-720 B and the fee. If the lien has been satisfied, a lien release will need to be submitted with the application. No change of ownership can be made on a duplicate title application.

Duplicate Title Summary

In the event a Title Summary is lost, application can be made for a duplicate title by submitting TR-720B and paying the fee. No change of ownership can be made on a duplicate title application.

Secured Title Record

A secured title record is generated when a previously issued Kansas Title or Electronic Title Record is having a new lien holder entered. A Title application form TR-720B must be completed and submitted with the fee along with the previous Kansas title or Kansas Electronic Title Receipt. A notarized lien release must be provided for any previous lien(s).

No change of ownership can be made on a secured title application.

Reissue Title

A reissue title is a title issued free of lien. On electronic title records, the notarized lien release and copy of the title summary may be sent to the Titles and Registrations at 915 SW Harrison, Topeka, KS, 66626. There is no additional title fee, as the fee was paid when the electronic title record was generated.

On paper titles with a lien, form TR-720 B must be completed, submitted with the fee, the paper title and the notarized lien release(s) must be provided. No change of ownership can be made on a reissue title application.

It is not required by statute to have a reissue title done on those vehicles with paper titles. However, it is advisable, as in the event the title and release would be lost a second release would need to be acquired from the lender. The second release can be difficult to acquire in some cases due to bank mergers.

Notice of Security Interests (NOSI)

NOSI cannot be processed by CMV Offices. Notice of Security Interests filed by the lien holder to perfect their lien must be sent to the Titles and Registrations at 915 SW Harrison, Topeka, KS, 66626 along with the fee.

Title Corrections

To make application to correct a Kansas Title or Kansas Electronic Title Receipt, submit the document along with a note stating the information in question.

There is no initial fee for a corrected title request. The information in question will be researched. If the information was a keying error by the state, there will be no charge. If the information printed on the Kansas title or Kansas Electronic Title Receipt matches the information on the assigned title and/or supporting documents used to issue the Kansas title or Kansas Electronic title Receipt.

Repossessions

Repossessions must be submitted by the lien holder through the County Motor Vehicle Department of the lender or debtor/owner. The applicant/lender is not a Commercial Motor Vehicle Account holder.

Leased Vehicles

LEASING RULES

Every commercial motor vehicle account holder shall place with each leased vehicle an authentic copy of the lease or rental agreement or a memorandum of lease or rental and such agreement or memorandum shall contain the following:

- ✓ The complete and full names of the lessor and lessee.
- ✓ A description of the lease or rented vehicle by year, make, and identification number.
- ✓ The effective and expiration dates of the lease or rental agreement.

- ✓ The signatures of the lessee and lessor or their duly authorized agents.
- ✓ The agreement or memorandum of lease or rental shall be carried in the cab of the vehicle unless such vehicle is a trailer, and in that case, in the cab of the vehicle supplying the motive power.

If two account holders each have a fleet of vehicles with current Kansas registration and are conducting trailer interchange operations under federal regulations, no further registration is required in Kansas.

If an IRP fleet account holder (based in Kansas or another IRP jurisdiction) leases or trip leases a truck or truck tractor that bears Kansas "regular" class of registration no further registration is required, if the operation is of an intrastate nature.

If an IRP account holder (based in Kansas or another IRP jurisdiction) leases, or trip leases a truck or truck tractor that is fully registered, but is not IRP in a jurisdiction other than Kansas, but meets the weight or axles eligibility for IRP registration, the account holder then may purchase a 72-hour truck registration for $26, if the operation is of an interstate nature. If the operation is of an intrastate nature a 30-day truck registration may be purchased.

Household Good Account holders as applicable in regulation, Section 165.2(b) (ex parte MC10) wherein the agent or service representative is the lessor and the account holder is the lessee shall file and register as dual applicants provided:

- ✓ Agent or service representative has a fleet of vehicles.
- ✓ If the agent or service representative does not operate sufficient vehicles to constitute a fleet, application for IRP registration shall be filed solely in the name of the lessee account holder.
- ✓ The application for IRP fleet registration shall be based upon the lessor's equipment and the total miles the lessor operates under his own authority and that of lessee

Lease shall mean a lease of 30 days or more. If an IRP fleet account holder, whether the account holder's fleet is based in Kansas or another jurisdiction, leases a vehicle for a period of more than 30 days and the vehicle has been IRP in the name of another account holder, the IRP registration shall be required in the name of the lessee account holder.

Trip Lease shall mean a short-term lease or rental of less than 30 days. When an IRP fleet account holder trip leases a truck or truck tractor for which the registration has been IRP with Kansas from another IRP account holder, whether such truck or truck tractor is based in Kansas or in a jurisdiction other than Kansas, no further registration is required, unless the truck is being operated with a combined gross weight greater than the registration of such vehicle.

When an IRP fleet owner trip leases a motor vehicle to another fleet owner the miles operated under such trip lease shall be retained by the lessor IRP fleet owner.

Rental equipment companies having fleets of motor vehicles for short term rentals (less than 30 days) and such motor vehicles operate interstate shall be required to secure IRP registration provided:

• The rental equipment company maintains adequate records for completion of an IRP application and/or audit.
• Daily rental equipment companies that do not maintain adequate records for completion of an IRP application shall be required to fully license the motor vehicles if based in Kansas. If such vehicles are registered in a jurisdiction other than Kansas, they shall be subject to a 72-hour truck registration fee.

MOTOR BUS APPORTIONMENT

"Chartered Party" means a group of Persons who, pursuant to a common purpose and under a single contract, have acquired the exclusive use of a passenger-carrying Motor Vehicle to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance or modified by the group after leaving the place of origin. This term includes services rendered to a number of passengers that a passenger account holder or its agent has assembled into a travel group through sales of a ticket to each individual passenger covering around trip from one or more points of origin to a single advertised destination.

IRP FLEET AUDIT REQUIREMENTS

As a member of the International Registration Plan, Kansas is required to audit licensee records to confirm the proper reporting and payment of fees. Operational records kept by the account holder must account for each individual vehicle's mileage in order to provide adequate mileage data for each IRP vehicle.

Examples of operational records are the individual vehicle distance records (IVDR) such as: Driver's Logs (by vehicle, jurisdiction and date); Driver's Trip Sheets; Receiving Contracts (rental one-way); any other records that contain the required information. Computer printouts are acceptable if supported by IVDR.

The IVDRs shall contain the following information:
(i) Date of trip (starting and ending);
(ii) Trip origin and destination;
(iii) Route of travel;
(iv) Beginning and ending odometer or hub odometer reading of the trip;
(v) Total Distance;
(vi) In-Jurisdiction Distance; and

Deadhead miles from the termination of the previous trip to the origin of the next trip should be included. This means, when the truck is operated for any reason including personal travel or without a load, the mileage must be documented with the use of an acceptable IVDR.

All registrants shall maintain individual vehicle mileage records for the period of July 1 through June 30 of the year immediately preceding the commencement of the registration year for which IRP registration is being sought. Records should be preserved for five years following the date of application to apportion.

IVDRs must be maintained for each vehicle used in interstate operation. Vehicles operated solely within the Base Jurisdiction are not eligible for IRP registration. The individual vehicle mileage record should be maintained at the central office of the account holder or where the apportionment records are kept.

IRP FLEET AUDIT RECORDS

The basis for determining the IRP registration fee for a fleet is by the percentage of miles traveled in each jurisdiction to the total fleet miles operated; multiplied by the applicable registration fee(s) for each IRP jurisdiction. The in-jurisdiction miles and total fleet miles listed on an application ***are to be the actual miles*** operated by the motor vehicles of a fleet during the mileage reporting period. Such mileage records shall consist of:

- ✓ The date a trip started and ended.
- ✓ The origin and destination of each trip.
- ✓ The route of travel (highways).
- ✓ The mileage traveled in each jurisdiction for each trip.

- ✓ The vehicle identification or unit number for each trip.
- ✓ The fleet number assigned.
- ✓ The mileage accounted for shall include all loaded and unloaded miles.
- ✓ Odometer readings for each fleet motor vehicle by monthly summary.
- ✓

A mileage summary by month for each motor vehicle should be maintained. (IRP does not do fuel audits)

The mileage records upon which an IRP application is based shall be subject to audit. A fleet owner who has filed an application that has been accepted for IRP registration shall, upon demand, provide the mileage records upon which such application was based. During normal business hours auditors may conduct an audit as to determine the accuracy of any computation, payments, and issue assessments for deficiencies or allowance for credit.

- ✓ When an audit is going to be conducted on the records of an account holder, Kansas shall provide the account holder with a notice by mail that an audit of their records will be conducted in the near future.
- ✓ If the Kansas Account holder's records are not maintained at the business address indicated on the application, the account holder shall within two weeks of receiving notice notify the Audit Services, Division of Taxation where the records are maintained.
- ✓ If the mileage records are maintained in a jurisdiction other than Kansas, the account holder will be advised to make such records available at the Kansas business address. If such records are not made available at the business address, the account holder may be assessed the costs of travel and per Diem to conduct such audit.
- ✓ If any account holder fails to make records available to the Audit Services, or fails to maintain records from which such Account holder's true liability may be determined, the auditor may:
  - Impose an arbitrary assessment of additional annual KS registration fees.

If money is due upon the conclusion of an audit, the fleet owner shall have 30 days to make payment. The audit may be appealed to the Office of Administrative Appeals for an informal hearing. Appeals must be in writing and list the reasons for the hearing and specific objections to the audit.

If payment is not provided within 30days of notice**,** the IRP fleet registration of such account holder shall be suspended and a Notice of Lien shall be filed with the County in which the fleet is based. The Notice of Lien shall cover the vehicles of the fleet and all real or personal property of such account holder. Any amount found to be due and payable upon audit shall be subject to a penalty of five percent of such additional moneys. ***A Tax Warrant shall be issued to the Sheriff.***

IRP FLEET Retention of Records

Kansas statutes and the IRP require that any fleet owner whose application for IRP registration has been accepted for a current registration year, shall preserve the records on which such application was based for three registration years (including the current registration year). For example a 2013 registration year miles are based on July 2011 through June 2012 mileage records. The retention of these records must be for three years after the 2013 registration year, or until 2016. Therefore, July 2011 records through June 2012 records must be kept until 2016.

The fleet owner shall retain proof of IRP registration in jurisdictions other than Kansas. Records would include the date registration was completed on a given vehicle or fleet, and the disposition of any vehicles removed from the fleet, plus copies of any canceled checks relating to IRP registration fees.

Mileage and other registration records that are required by statute and the IRP agreement to be preserved shall be retained in a place and condition that such records are dry, safe and in an orderly arrangement.

COMMERCIAL MOTOR VEHICLE REGISTRATION SNAPSHOT

Transaction Type	Schedule B	Schedule C	Schedule D	Record Retention	Fleet Unit Change Request	Title Application (If Needed)	Refund Application	**Additional Documentation (See Notes below for more Detail)**
New Account	**X**	**X**	**X**	**X**		**X**		**Proof** of KS Residency **Proof** of Vehicle Ownership **Proof** of Account holder Responsible for Safety **Non Motor Carrier** Safety Form if Account holder Type is Registrant Only; NO USDOT On Account
New Fleet	**X**	**X**	**X**	**X**		**X**		**Proof** of Vehicle Ownership **Proof** of Account holder Responsible for Safety **Non Motor Carrier** Safety Form if Account holder Type is Registrant Only; NO USDOT On Account
Add Vehicle		**X**				**X**		**Proof** of Vehicle Ownership **Proof** of Account holder Responsible for Safety **Non Motor Carrier** Safety Form if Account holder Type is Registrant Only; NO USDOT On Account
Transfer Vehicle		**X**				**X**		**Proof** of Vehicle Ownership **Proof** of Account holder Responsible for Safety **Non Motor Carrier** Safety Form if Account holder Type is Registrant Only; NO USDOT On Account
Fleet to Fleet Transfer		**X**						
Renewal	**Renewal Package**							**List** of changes for any vehicles being registered **List** of vehicle that will not be renewed **Paid** Heavy Vehicle Use Tax (2290) for all units registered over 54,000 **Certificate** of Insurance (for no authority account holders) **Annually** update MCS 150 information **Registrant** Only NO USDOT; must provide a copy of their current lease agreement. **Proof** of Payment of UCR fees **Non Motor Carrier** Safety Form if Account holder Type is Registrant Only; NO USDOT On Account
Weight Change / IRP IRP Variant Weight					**X**			**IRP Variant** Weights Only Allowed on Units Registered at 85,500 in KS **If** a weight change moves the KS weight to over 54,000 Proof of HVUT Payment is required.
Replacement Plate / Cab Card					**X**			**Proof** of Previous Registration.
Correction					**X**			**Documentation** Supporting Correction
Administrative Vehicle					**X**			**Proof** of Ownership if changing vehicle ownership **Unit** Number Change Request
Delete Vehicle					**X**		**X**	**Return** IRP Cab Card **Only Account Holder** Owner May Request a Refund

Proof of Kansas Residency *Required for New IRP FLEET Accounts* "Established Place of Business" means a physical structure located within the Base Jurisdiction that is owned or leased by the Account Holder and whose street address shall be specified by the Account Holder. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Account Holder on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Account Holder's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The Account Holder 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 Account Holder has an Established Place of Business within the Base Jurisdiction.	*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.
Proof of Account holder Responsible for Safety *Required any time a vehicle is being registered; or a new account or fleet is being established.*	**Establishing the Account holder Responsible for Safety includes showing the paper trail between the account holder and the owner of the vehicle.** *Account holder Type For Hire or Private* **If** the vehicle being added is in the same name as the account and the account holder type is For Hire or Private; the account holder responsible for safety will most likely be the same as the account. *Lease Agreement* **If** the vehicle is not owned by the account holder; a **lease agreement** between the vehicle owner and the account holder is required. *Lease Purchase Agreement* **If** the vehicle is subject to a lease purchase agreement; a copy of the lease purchase must be provided. The lease purchase agreement must be in the name of the account holder or the name of the person leasing the vehicle on to the account holder. **Registrant** Only accounts may NOT register leased vehicles on their fleets. **Registrant** Only accounts must complete the **Non Motor CarrierSafety Form** and provide a lease agreement with the USDOT number of the account holder responsible for safety. **Custom** Harvester account holders are the account holder responsible for safety on all vehicles on the account.
Proof of Vehicle Ownership *Required any time a new registration is being requested.*	
Newly Purchased Vehicles An application for Kansas title is being completed. *Sales Tax Payments* If the account holder type is Private; sales tax is always collected.	*Title requirements, please check to see which of these are applicable and provide the documents as indicated:* **Signed** tile application. Signed by owner or person with POA to sign. **Assigned** Title or MSO; **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.

If the account holder type is Custom Harvester sales tax is always collected. If the account holder type is For Hire sales tax is exempt if: • the title is assigned to the name of the account • the vehicle is leased and the owner has a sales tax number or has completed a sales tax application • otherwise sales tax must be collected	**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). **If** a vehicle is being registered past the 60-day period, a copy of the paid Schedule 1, form 2290 must be presented as proof. *Sales Tax Requirements* **Proof** of sales tax payment for newly purchased vehicles must be provided by vehicle owners if they are a Private or Custom Harvester account or **are not** currently leased to a For Fire account holder. **Sales** Tax Exemption. Vehicles purchased by a For Hire account holder and used in interstate commerce, or a vehicle leased to a For Hire and used in interstate commerce are exempt from sales tax.
Previously Owned Vehicles No New Kansas Title Is Being Issued.	**E-title**, County title Receipt, Copy Front and Back of Title that has not been re-assigned: **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. **Copy** of the certificate of insurance for Private account holders or no authority account holders. (Insurance identification cards are not valid unless the vehicle information is listed as well as the liability limits listed.)

REGISTRATION FEES AND GROSS WEIGHT BRACKETS

KANSAS FEE CHARTS

Kansas

Schedule of Registration Fees Effective January 1, 2015

NOTE: Gross weight or combined gross weight shall mean the weight of the truck and the cargo or payload transported or the weight of the truck or truck-tractor plus the weight of any trailer or semi-trailer together with the cargo or payload transported.

Gross Weight Bracket	Jan to Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 - 12000	$ 40.00	$ 30.00	$ 26.67	$ 23.33	$ 20.00	$ 16.67	$ 13.33	$ 10.00	$ 6.67	$ 3.33
12001 - 16000	$ 202.00	$ 151.50	$ 134.67	$ 117.83	$ 101.00	$ 84.17	$ 67.33	$ 50.50	$ 33.67	$ 16.83
16001 - 20000	$ 232.00	$ 174.00	$ 154.67	$ 135.33	$ 116.00	$ 96.67	$ 77.33	$ 58.00	$ 38.67	$ 19.33
20001 - 24000	$ 297.00	$ 222.75	$ 198.00	$ 173.25	$ 148.50	$ 123.75	$ 99.00	$ 74.25	$ 49.50	$ 24.75
24001 - 26000	$ 412.00	$ 309.00	$ 274.67	$ 240.33	$ 206.00	$ 171.67	$ 137.33	$ 103.00	$ 68.67	$ 34.33
26001 - 30000	$ 412.00	$ 309.00	$ 274.67	$ 240.33	$ 206.00	$ 171.67	$ 137.33	$ 103.00	$ 68.67	$ 34.33
30001 - 36000	$ 475.00	$ 356.25	$ 316.67	$ 277.08	$ 237.50	$ 197.92	$ 158.33	$ 118.75	$ 79.17	$ 39.58
36001 - 42000	$ 575.00	$ 431.25	$ 383.33	$ 335.42	$ 287.50	$ 239.58	$ 191.67	$ 143.75	$ 95.83	$ 47.92
42001 - 48000	$ 705.00	$ 528.75	$ 470.00	$ 411.25	$ 352.50	$ 293.75	$ 235.00	$ 176.25	$ 117.50	$ 58.75
48001 - 54000	$ 905.00	$ 678.75	$ 603.33	$ 527.92	$ 452.50	$ 377.08	$ 301.67	$ 226.25	$ 150.83	$ 75.42
54001 - 60000	$ 1,145.00	$ 858.75	$ 763.33	$ 667.92	$ 572.50	$ 477.08	$ 381.67	$ 286.25	$ 190.83	$ 95.42
60001 - 66000	$ 1,345.00	$ 1,008.75	$ 896.67	$ 784.58	$ 672.50	$ 560.42	$ 448.33	$ 336.25	$ 224.17	$ 112.08
66001 - 74000	$ 1,670.00	$ 1,252.50	$ 1,113.33	$ 974.17	$ 835.00	$ 695.83	$ 556.67	$ 417.50	$ 278.33	$ 139.17
74001 - 80000	$ 1,870.00	$ 1,402.50	$ 1,246.67	$ 1,090.83	$ 935.00	$ 779.17	$ 623.33	$ 467.50	$ 311.67	$ 155.83
80001 - 85500	$ 2,070.00	$ 1,552.50	$ 1,380.00	$ 1,207.50	$ 1,035.00	$ 862.50	$ 690.00	$ 517.50	$ 345.00	$ 172.50

Kansas Commercial Vehicle Fee Schedule

Schedule of Apportioned Registration Fees Effective January 1, 2015

NOTE: Gross weight or combined gross weight shall mean the weight of the truck and the cargo or payload transported or the weight of the truck or truck-tractor plus the weight of any trailer or semi-trailer together with the cargo or payload transported.

Gross Weight Bracket	Jan to Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1 to 3 model years old										
1 - 12000	$ 250.00	$ 187.50	$ 166.67	$ 145.83	$ 125.00	$ 104.17	$ 83.33	$ 62.50	$ 41.67	$ 20.83
4 to 6 model years old										
1 - 12000	$ 200.00	$ 150.00	$ 133.33	$ 116.67	$ 100.00	$ 83.33	$ 66.67	$ 50.00	$ 33.33	$ 16.67
7 and older model years										
1 - 12000	$ 150.00	$ 112.50	$ 100.00	$ 87.50	$ 75.00	$ 62.50	$ 50.00	$ 37.50	$ 25.00	$ 12.50
12001 - 16000	$ 250.00	$ 187.50	$ 166.67	$ 145.83	$ 125.00	$ 104.17	$ 83.33	$ 62.50	$ 41.67	$ 20.83
16001 - 20000	$ 250.00	$ 187.50	$ 166.67	$ 145.83	$ 125.00	$ 104.17	$ 83.33	$ 62.50	$ 41.67	$ 20.83
20001 - 24000	$ 250.00	$ 187.50	$ 166.67	$ 145.83	$ 125.00	$ 104.17	$ 83.33	$ 62.50	$ 41.67	$ 20.83
24001 - 26000	$ 300.00	$ 225.00	$ 200.00	$ 175.00	$ 150.00	$ 125.00	$ 100.00	$ 75.00	$ 50.00	$ 25.00
26001 - 30000	$ 300.00	$ 225.00	$ 200.00	$ 175.00	$ 150.00	$ 125.00	$ 100.00	$ 75.00	$ 50.00	$ 25.00
30001 - 36000	$ 300.00	$ 225.00	$ 200.00	$ 175.00	$ 150.00	$ 125.00	$ 100.00	$ 75.00	$ 50.00	$ 25.00
36001 - 42000	$ 350.00	$ 262.50	$ 233.33	$ 204.17	$ 175.00	$ 145.83	$ 116.67	$ 87.50	$ 58.33	$ 29.17
42001 - 48000	$ 350.00	$ 262.50	$ 233.33	$ 204.17	$ 175.00	$ 145.83	$ 116.67	$ 87.50	$ 58.33	$ 29.17
48001 - 54000	$ 350.00	$ 262.50	$ 233.33	$ 204.17	$ 175.00	$ 145.83	$ 116.67	$ 87.50	$ 58.33	$ 29.17
54001 - 60000	$ 400.00	$ 300.00	$ 266.67	$ 233.33	$ 200.00	$ 166.67	$ 133.33	$ 100.00	$ 66.67	$ 33.33
60001 - 66000	$ 400.00	$ 300.00	$ 266.67	$ 233.33	$ 200.00	$ 166.67	$ 133.33	$ 100.00	$ 66.67	$ 33.33
66001 - 74000	$ 400.00	$ 300.00	$ 266.67	$ 233.33	$ 200.00	$ 166.67	$ 133.33	$ 100.00	$ 66.67	$ 33.33
74001 - 80000	$ 400.00	$ 300.00	$ 266.67	$ 233.33	$ 200.00	$ 166.67	$ 133.33	$ 100.00	$ 66.67	$ 33.33
80001 - 85500	$ 400.00	$ 300.00	$ 266.67	$ 233.33	$ 200.00	$ 166.67	$ 133.33	$ 100.00	$ 66.67	$ 33.33