

# TRUCKING TIPS

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## IRP Unit

- Please review the "What's New at MCS" section of the Indiana Department of Revenue's Web site regarding the new IRP Plan Rewrite, which is available at [www.in.gov/dor/3407.htm](http://www.in.gov/dor/3407.htm)
- Go to [www.in.gov/dor/3406.htm](http://www.in.gov/dor/3406.htm) and click on the link for "Frequently Asked Questions" regarding the IRP Web site.
- Please note that changes regarding the IRP Plan Rewrite were effective July 1, 2008. These changes can also be found in the revised IRP Information Handbook located at [www.in.gov/dor/3406.htm](http://www.in.gov/dor/3406.htm)
- Please notify the IRP Unit of any entity or operational changes, such as changing from a sole proprietorship to a corporation. Important changes that are not reported prior to renewal could affect your current IRP account.

## Reminder

- For a plate refund, you must first process a delete-vehicle transaction for the paid vehicle prior to the first day of your staggered registration month. Or you can request a delete-vehicle transaction through the IRP office prior to the first day of the staggered month.
- In addition, license plates and cab cards, as well as a letter requesting the refund, must be returned to the IRP Unit with a postmark on or before the 17th day of your staggered month.
- For vehicles that are not renewed for the upcoming registration period, license plates and cab cards must be returned to the IRP Unit with a postmark date on or before the 17th day of the staggered month ***to avoid being charged full-year renewal fees.***

## Renewals

**March 2009** renewals are due on or before Dec. 15.

We encourage you to log on to [www.in.gov/dor/3406.htm](http://www.in.gov/dor/3406.htm) to complete your IRP Renewal, available 24 hours. This will allow you to avoid long drives, long lines and waiting on the mail.

## Insurance and Safety Unit

Interstate Renewals – 2009 UCR renewals were mailed in October 2008. If you did not receive your renewal, please visit [www.ucr.in.gov](http://www.ucr.in.gov) to register and pay online or print a form to pay by check, cash or money order. If you will be filing by mail, please submit your application on or before Nov. 30, 2008, to be in compliance by Jan. 1, 2009.

Intrastate Renewals – 2009 US DOT renewals were mailed in October 2008. If you did not receive your renewal, please visit [www.in.gov/dor/3408.htm](http://www.in.gov/dor/3408.htm) to obtain a BAS-1 form to renew your account. If you will be filing by mail, please submit your application on or before Nov. 30, 2008, to be in compliance by Jan. 1, 2009.

If you have any questions, please contact us at 317-615-7350.

## 2009 Fuel Tax Renewal Information

The Motor Carrier Fuel Tax section is currently processing 2009 IFTA and Motor Carrier Fuel Tax (MCFT-INTRA) Renewal Applications. This process involves validating all carriers applying for 2009 IFTA and MCFT renewal licenses and decals for compliance with applicable Motor Carrier Service accounts, such as IRP, UCR, and BAS, as well as Indiana Department of Revenue tax compliance.

If you receive a letter stating that your renewal application is being held, please respond immediately to ensure receipt of your 2009 license card and decals prior to Dec. 31, 2008.

2009 license cards and decals are scheduled to be mailed for your receipt by Dec. 1, 2008. When you receive your decals, please be sure to note the decal numbers you received and, if necessary, contact our office to request additional decals if you did not receive enough for your subject vehicle fleet.

If your business no longer requires an IFTA or MCFT license for 2009, you must request the closure of your fuel-tax account and return any IFTA or MCFT decals issued for 2008. Please contact our office at 317-615-7345 or via e-mail at [IndianaMotorFuel@dor.in.gov](mailto:IndianaMotorFuel@dor.in.gov) for detailed instructions on how to close your fuel-tax account.

## Fuel-Tax Decal and License Card Information

The Indiana Motor Carrier Services Division will issue one IFTA/Motor Carrier Fuel-Tax License Cab Card per carrier account. Please photocopy the license cab card for each of your vehicles and keep the original in a safe place.

You will also be issued one set of fuel tax decals per subject vehicle, as indicated on your 2009 IFTA/MCFT Renewal Application. These fuel-tax decals are valid from Jan. 1 through Dec. 31 of the calendar year and can be displayed one month prior to the effective date. If you choose to display renewal credentials between Dec. 1 and Dec. 31, your current-year license cab card must also remain in the vehicle until Jan. 1.



## Fuel-Tax Decal and License Card Information - continued

IFTA and MCFT Fuel Tax Compliance decals are assigned to the carrier and not to the subject vehicle, and as such, they are non-transferable. This means that if a vehicle is traded, sold or no longer leased to the company that was issued the fuel-tax decal, the decal should be removed because it cannot be transferred to the new carrier.

IFTA licensed carriers will receive a set of decals consisting of two identically numbered decals. These decals should be displayed on both sides of the power unit in a conspicuous place. They should be placed on the lower portion of the driver- and passenger-side doors, or as near as possible to these locations, for ease of visibility by enforcement officers.

MCFT licensed carriers (INTRA-State) will receive a set of decals consisting of one numbered decal. This decal should be displayed on the driver's side of the power unit in a conspicuous place. It should be placed on the lower portion of the driver's door, or as near as possible to this location, for ease of visibility by enforcement officers.

**Tips for best decal adherence:** Do not apply the decal(s) on top of a previous year's decal, or when temperatures are extremely cold (under 40 degrees Fahrenheit). Also, make sure the surface you are applying the decal to is clean, dry and free of any debris. Affix the decal to the subject vehicle and gently press out the air bubbles from under the material. For best adhesion, refrain from washing the vehicle for 24 hours after decal application and avoid using a pressure washer directly on the decal(s).

### Important Fuel Tax Dates

Oct. 31, 2008	IFTA-101	3rd Quarter 2008
	MCFT-101	3rd Quarter 2008
	MCS-1789	3rd Quarter 2008
Dec. 1, 2008	2009 IFTA and MCFT decals can be displayed (both 2008 and 2009 Fuel-Tax License/Cab Card must also be in the cab).	
Jan. 1, 2009	2009 IFTA and MCFT decals must be displayed to be compliant – 2009 Fuel-Tax License/Cab Card must be in the cab.	
Jan. 31, 2009	IFTA-101	4th Quarter 2008
	MCFT-101	4th Quarter 2008
	MCS-1789	4th Quarter 2008

To avoid penalties, all fuel-tax returns must be postmarked by the U.S. Postal Service or received by our office no later than the due date indicated for the period. Returns postmarked by the U.S. Postal Service after the due date will be subject to a late filing/late payment penalty equal to 10 percent of the tax due or \$50, whichever is greater.



## Important Fuel Tax System Update

We are working diligently on the completion of our much anticipated customer-focused online filing portal for all IFTA and Motor Carrier Fuel Tax Carriers.

This new online service will provide fuel-tax carriers access to their fuel-tax account 24 hours a day and will offer electronic services such as the ability to compute, file and pay their quarterly tax returns; submit and pay renewal applications; and manage their decal and license card requests.

This exciting new service for our motor carriers is anticipated to be ready by April 2009 in time to process the 1st Quarter 2009 Quarterly Tax Returns.

More information, which will include instructions on how to access this online service, will be released in the coming months.

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