



AGREEMENT TO PREPARE AND MAINTAIN RECORDS IN ACCORDANCE WITH INTERNATIONAL REGISTRATION PLAN AND CALIFORNIA APPORTIONMENT REQUIREMENTS

Any registrant filing an apportioned registration application with California must prepare and maintain operational records to support all distance, purchase price and purchase date information reported on the application. (**NOTE:** For vehicles operated at a gross or combined gross vehicle weight of 10,000 pounds or less, certified unladen weight certificates are also required.)

INTERJURISDICTIONAL TRAVEL: Apportioned registration is intended for commercial vehicles that travel in two or more jurisdictions. Vehicles traveling only in one jurisdiction are not eligible for apportionment and are subject to full registration fees.

DISTANCE RECORDS: Source records (i.e., driver's trip sheets, trip reports, trip envelopes, etc.) must be prepared for each trip made by an apportioned power unit. These documents are for recording trip and distance information of the individual apportioned vehicles and they must be maintained so the continuous movement of each apportioned vehicle can be audited. The source records must include:

- The beginning and ending dates of the trip
- Trip origin and destination points
- Routes of travel*
- The beginning and ending reading from the odometer*, hubodometer, engine control module (ECM), or any similar device for the trip
- The total distance of the trip
- The distance traveled in each jurisdiction
- The vehicle identification number or vehicle unit number

***California does not waive routes of travel and/or odometer readings.**

In addition to source records, the registrant must prepare the following summaries:

1. A **monthly summary** that recaps, by equipment number, jurisdiction and fleet, total distance traveled by each apportioned power unit in each jurisdiction during the calendar month, based on the information recorded on the source record.
2. A **quarterly summary** that recaps, by equipment number, jurisdiction and fleet, total distance traveled by the fleet in each jurisdiction during each calendar quarter. This summary cannot be used as a substitute for monthly summaries.
3. A **yearly summary** that recaps, by month/quarter, jurisdiction and fleet, total distance traveled by the fleet in each jurisdiction during the preceding year. The summary must readily support all actual distances reported on Schedule B.

Accountable distance includes interjurisdictional and intrajurisdictional distance, loaded and empty distance, deadhead and/or bobtail distance, and off-highway distance. All distance accumulated by the power units apportioned in the fleet within the preceding year (July 1 through June 30 preceding the registration year) must be reported on the application, regardless of changes in fleet vehicles, base jurisdictions, IRP account numbers, business names, business ownership, and/or business locations. Due to the implementation of Full Reciprocity Plan, distance must be reported for **all** jurisdictions in which the fleet vehicles were operated in the preceding year even if apportioned registration is not sought in all the jurisdictions.

COST RECORDS: Purchase invoices and other acceptable documentation are required to support the reported purchase prices and dates of vehicles apportioned in the fleet. These records must show the full purchase price of the vehicle, including the Federal Excise Tax, destination charge, and the value of any trade-in, additions and modifications.

RECORD RETENTION: Pursuant to *International Registration Plan (IRP) Section 1000* and *California Vehicle Code (CVC) §8057*, distance records must be retained to support the reported distance for the **current registration year and three previous registration years** and vehicle cost records must be retained for **four years** after the close of the registration year in which the vehicle was deleted. Failure to make records available or provide adequate records for audit within 30 calendar days of the request for records may result in the assessment of 20% of the apportioned fees paid by the registrant for the registration year to which records pertain. This assessment increases to 50% for the second offense and to 100% for the third offense.

For detailed recordkeeping and reporting information and requirements, please refer to the **California IRP Handbook**.

DECLARATION: The undersigned has read this document, and agrees to prepare and maintain records and report information in accordance with the IRP and specific California apportioned registration requirements.

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|-----------------------------------------------|-----------------------|----------------|------|
| REGISTRANT'S NAME | | ACCOUNT NUMBER | |
| AUTHORIZED REGISTRANT EMPLOYEE'S NAME (PRINT) | SIGNATURE X | TITLE | |
| CITY | STATE | ZIP CODE | DATE |

NOTE: This document must be signed by a corporate officer, owner, partner, or an authorized company employee, not a registration service agent.