

# IRP Original (Schedule A) and Supplemental (Schedule C) Application

**TC-852**

Rev. 12/20

Registrant fleet account number <b>UT -</b>		Application effective date	Federal ID (FEIN/EIN)	USDOT number	Name of registrant		DBA (if any)			
Registrant phone (must be a Utah no.)		Contact person regarding application		Contact's email (required)			Contact's phone		Contact's cell phone	
Registrant street address			City	County	State <b>UT</b>	ZIP code	Type of operation (check ONE) <input type="checkbox"/> For hire <input type="checkbox"/> Household goods <input type="checkbox"/> Exempt <input type="checkbox"/> Rental (only if rental is less than 45 days) <input type="checkbox"/> Private			
Fleet address (where records are kept - must be a physical Utah address)			City	County	State <b>UT</b>	ZIP code				
Mailing address			City	State	ZIP code					
Registration period (check ONE) <input type="checkbox"/> MAR 31 <input type="checkbox"/> JUNE 30 <input type="checkbox"/> SEPT 30 <input type="checkbox"/> DEC 31			Organization exempt from property tax? <input type="checkbox"/> Yes <input type="checkbox"/> No		Currently have Wyoming intrastate operating authority? <input type="checkbox"/> Yes <input type="checkbox"/> No					

## Registered Weights

List below only the units that will operate at the same weight in the IRP jurisdictions. If traveling in Quebec, list the total combined axles for power units/trailers and the gross weight for buses.

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

## Equipment Information

**Action codes:** **A** - Add vehicle; **R** - Renew vehicle; **W** - Weight change; **C** - Change vehicle (may not add units on a renewal)

**Type key:** **BS** - Bus; **C** - Cement pumper; **CG** - Converter gear; **CR** - Crane; **DB** - Double bottoms; **DT** - Dump truck; **FT** - Full trailer; **LG** - Log truck; **RT** - Road tractor; **ST** - Semi-trailer; **SW** - Sweeper; **TK** - Truck (single); **TR** - Tractor; **TT** - Truck/Tractor; **W** - Wellbore; **WK** - Wrecker/Tow truck

**Fuel key:** **D** - Diesel; **G** - Gasoline; **GH** - Gasohol; **N** - Natural; **P** - Propane; **F** - Flex fuel

Action code	Equipment number	VIN	Type	Make	Model	Color	Year	Fuel	Axles/Seats	Combined axles
Less than 10K miles?	Shipping weight (unladen)	Utah registered weight	Does vehicle carry hazardous materials? <input type="checkbox"/> Yes <input type="checkbox"/> No		Plate type <input type="checkbox"/> Arches <input type="checkbox"/> Skier	Plate (y or n)	Title (yes or no)	Temp. (y or n)	Purchase price	Purchase date
Primary owner's FEIN or DL no.	Primary owner's name		Primary owner's mailing address			City	State	ZIP code		
Situs address of vehicle			City	State	County	ZIP code				
FEIN/EIN of carrier responsible for vehicle safety	USDOT number	Will carrier safety change in 30 days? <input type="checkbox"/> Yes <input type="checkbox"/> No		Lease start date	Lease end date	Lessee FEIN	Lessee name			
Lien holder's name		Lien holder's mailing address			City	State	ZIP code			

► Equipment Information continued on next page

Registrant fleet account number <b>UT -</b>
Fleet number

**Equipment Information (continued)**

Action code	Equipment number	VIN	Type	Make	Model	Color	Year	Fuel	Axles/Seats	Combined axles
Less than 10K miles?	Shipping weight (unladen)	Utah registered weight	Does vehicle carry hazardous materials? <input type="checkbox"/> Yes <input type="checkbox"/> No		Plate type <input type="checkbox"/> Arches <input type="checkbox"/> Skier	Plate (y or n)	Title (yes or no)	Temp. (y or n)	Purchase price	Purchase date
Primary owner's FEIN or DL no.	Primary owner's name		Primary owner's mailing address			City		State	ZIP code	
Situs address of vehicle			City	State	County	ZIP code				
FEIN/EIN of carrier responsible for vehicle safety	USDOT number	Will carrier safety change in 30 days? <input type="checkbox"/> Yes <input type="checkbox"/> No		Lease start date	Lease end date	Lessee FEIN	Lessee name			
Lien holder's name		Lien holder's mailing address			City		State	ZIP code		
Action code	Equipment number	VIN	Type	Make	Model	Color	Year	Fuel	Axles/Seats	Combined axles
Less than 10K miles?	Shipping weight (unladen)	Utah registered weight	Does vehicle carry hazardous materials? <input type="checkbox"/> Yes <input type="checkbox"/> No		Plate type <input type="checkbox"/> Arches <input type="checkbox"/> Skier	Plate (y or n)	Title (yes or no)	Temp. (y or n)	Purchase price	Purchase date
Primary owner's FEIN or DL no.	Primary owner's name		Primary owner's mailing address			City		State	ZIP code	
Situs address of vehicle			City	State	County	ZIP code				
FEIN/EIN of carrier responsible for vehicle safety	USDOT number	Will carrier safety change in 30 days? <input type="checkbox"/> Yes <input type="checkbox"/> No		Lease start date	Lease end date	Lessee FEIN	Lessee name			
Lien holder's name		Lien holder's mailing address			City		State	ZIP code		

**Deletions**

The original cab card and license plate must be surrendered on all deleted units within 10 business days in order to transfer fee.

Equipment number	Plate	Vehicle identification number	Equipment number	Plate	Vehicle identification number
Equipment number	Plate	Vehicle identification number	Equipment number	Plate	Vehicle identification number
Equipment number	Plate	Vehicle identification number	Equipment number	Plate	Vehicle identification number

*The State has in effect a requirement that registrants of Commercial Motor Vehicles (CMV) declare their knowledge of the applicable Federal and State CMV safety laws and regulations. For more information, contact the Utah Department of Transportation (UDOT) at 801-965-4000, or visit their website at [udot.utah.gov](http://udot.utah.gov).*

*My signature below acknowledges that I understand and will comply with the reporting, payment, record-keeping, and license display requirements as specified in the International Registration Plan. I understand that failure to comply with the provisions shall be grounds for revocation of my registrations in all member jurisdictions. I have reviewed and verified all information for accuracy, and all corrections have been made. Under penalty of law, I certify, under the penalties of perjury, that the information herein is true, correct and complete.*

Signature of person completing application \_\_\_\_\_ Date \_\_\_\_\_

# IRP Original (Schedule A) and Supplemental (Schedule C) Instructions

TC-852\_i

This form is to be used to add a new account, add and/or delete vehicle(s) for Utah registration, change ownership of vehicle(s) on an existing fleet, and change equivalent weights to other IRP jurisdictions.

All vehicles must be categorized by the combined gross weight in the same equivalent weight for all jurisdictions and submitted on separate pages according to the different weights.

## References

**Registrant fleet account number:** Seven-character account number assigned by Utah Motor Carrier Services

**Fleet number:** Fleet number you want the vehicle(s) placed on

**Federal ID (FEIN/EIN):** Federal Employer Identification Number (cannot be a Social Security number)

**Name of registrant:** Full name of registrant

**Fleet (situs):** Physical address of fleet

**Contact person:** Individual who is responsible for answering questions regarding the application

**Type of operation:** Check ONE that applies to the type of operation you have

**Registration period:** Check the registration period you would like the fleet to expire in

**Registered weight:** List the weights for the jurisdictions you want listed on your cab card

**Action code:** A - Add vehicle; R - Renew vehicle; W - Weight change; C - Change vehicle (owner change)

**Equipment number:** Unit number assigned to the vehicle

**Vehicle identification number (VIN):** Enter all letters and numbers used to identify the vehicle

**Type:** Type of vehicle based on descriptions in the Type key

**Make:** Enter the first four characters of the vehicle manufacturer (e.g., "Dodg" for Dodge)

**Year:** Enter the two-digit model year the vehicle was manufactured (e.g., "16" for 2016)

**Fuel:** Type of fuel vehicle uses based on the Fuel key

**Axles/Seats:** Enter the number of axles under each vehicle listed OR number of passengers for a Bus

**Combined axles:** Enter the number of axles; truck and trailer combined

**Purchase date:** Date vehicle was purchased

**Name of titled owner/lessor:** Person listed on the title as the vehicle owner

**Shipping weight:** Actual weight of the vehicle, excluding the weight of the load

**Utah registered weight:** Declared gross vehicle weight, including the load

**Less than 10K miles?:** Does the vehicle run less than 10,000 miles annually (individual vehicle miles)?

**FEIN/EIN of carrier responsible for vehicle safety:** Federal Employer Identification Number of person(s) responsible for the safety of the vehicle

**USDOT number:** USDOT number for person(s) responsible for the safety of the vehicle

**Carrier safety changed?:** Will the USDOT and EIN of the person(s) responsible for the safety of the vehicle change during the registration period? All account holders (carriers) are required to notify their state IRP office within 10 calendar days if the motor carrier responsible for safety (MCRS) changes.

## Proof of Payment of Federal Heavy Vehicle Use Tax

Submit a paid Internal Revenue Service (IRS) form 2290 - Schedule 1, Schedule of Heavy Highway Vehicles for all power units with a registered weight over 54,000 lbs. There are many options for electronic filing online and at [irs.gov](http://irs.gov). There are also two IRS locations in Utah for obtaining and filing these forms by appointment only. Please call (844) 545-5640 to set an appointment.

Salt Lake Office, 178 S Rio Grande St, SLC, UT 84101 • Ogden Office, Federal Building, 324 25th St., Ogden, UT 84401

Generally, office hours are 8:30 AM to 4:30 PM, but vary at some locations. Check online or call for hours of service.

## Safety Inspection and Emission Certificate (if required)

Safety inspection certificates for vehicles with a registered weight less than 26,001 lbs. must be dated within the previous two months. For fleets of 101 vehicles or more, the certificate of safety must be dated within the previous 11 months. Emissions certificates must be dated within the previous 11 months. See [motorcarrier.utah.gov](http://motorcarrier.utah.gov) for more information.

## MCS-150

The Federal Motor Carrier Safety Administration (FMCSA) has mandated that by October 2015, all carriers must update their MCS-150 electronically through the FMCSA website.

The entry point for the MCS-150 is [safer.fmcsa.dot.gov](http://safer.fmcsa.dot.gov). Users are required to update the MCS-150 online at this website to facilitate the registration process. Failure to do so could result in the deactivation of your USDOT number, which could then result in revocation of your registration.

A PIN is required to update online. If you have misplaced the PIN, please click on the PIN request button. You should receive the new PIN in the mail within 5-7 days.

**Required to enter mileage in carrier mileage field.**

## New Account or Fleet

FEIN/EIN is required (cannot use SSN).

Have established place of business in Utah.

- “Established place of business” means a physical structure owned, leased or rented by the fleet registrant.
- Street address in Utah.
- Open during business hours and have one or more persons employed on a permanent basis for trucking-related business.
- Operational records maintained.

Performance Registration Information Systems Management:

- Must have a USDOT number associated with each fleet registrant and power unit.
- The Federal Motor Carrier Safety Administration (FMCSA) has mandated that by October 2015, all carriers must update their MCS-150 electronically through the FMCSA website. The entry point for the MCS-150 is **safer.fmcsa.dot.gov**. Users are required to update the MCS-150 online at this website to facilitate the registration process. Failure to do so could result in the deactivation of your USDOT number, which could then result in revocation of your registration. A PIN is required to update online. If you have misplaced the PIN, please click on the PIN request button. You should receive the new PIN in the mail within 5-7 days.
- All account holders (carriers) are required to notify their state IRP office within 10 calendar days if the motor carrier responsible for safety (MCRS) changes.

- **Required to enter mileage in carrier mileage field.**

Have you registered with Dept. of Commerce?

Complete TC-69MC.

Complete IRP Application, TC-852.

Complete IRP, TC-899B (original mileage sch.)

To title an IRP vehicle:

- Complete Application for Utah Title, TC-656.
- Submit original title or MSO.
- Out-of-state title or MSO must have VIN inspection.
- Complete Sales Tax Affidavit, TC-719, if above 26,001 lbs.

To “register only” an IRP vehicle:

- Complete Application for Utah Title, TC-656 marked “Registration only” at the top.
- Copy of front and back of current title or current registration.
- Out-of-state title or registration must have VIN inspection.

Lease agreement if vehicle is not owned by registrant.

Safety inspection required if vehicle is registered under 26,001 lbs.

Emissions for vehicles in emissions counties.

- MSO, no safety or emissions required.

IRS form 2290 for vehicles registered at 55,000 lbs. or over.

## Fleet-to-Fleet Transfer

Complete IRP Application, TC-852 for vehicle to be added (list fleet vehicle has moved from).

Lease agreement if leased vehicle.

Original cab card.

## Adding Vehicles to Existing Fleet and Deleting Vehicles, Transfer Fees

Complete IRP Application, TC-852.

To title an IRP vehicle:

- Complete Application for Utah Title, TC-656.
- Submit original title or MSO.
- Out-of-state title or MSO must have VIN inspection.
- Complete Sales Tax Affidavit, TC-719, if above 26,001 lbs.

To “register only” an IRP vehicle:

- Complete Application for Utah Title, TC-656 marked “Registration only” at the top.
- Copy of front and back of current title or current registration.
- Out-of-state title or registration must have VIN inspection.

Lease agreement if vehicle is not owned by registrant.

Safety inspection required if vehicle is registered under 26,001 lbs.

Emissions for vehicles in emissions counties.

- MSO, no safety or emissions required.

IRS form 2290 for vehicles registered at 55,000 lbs. or over.

Deleted vehicles must surrender cab card and plates within 10 business days to transfer fees.

## Replace Cab Card

Submit IRP Application, TC-852 with the unit information.

## Replace Plate

Submit IRP Application, TC-852 with the unit information.

Check plate field.

## Change Vehicle Owner or Currently Registered IRP Vehicle

Complete IRP Application, TC-852.

Complete Application for Utah Title, TC-656.

Submit original title.

- Out-of-state title must have VIN inspection.

Complete Sales Tax Affidavit, TC 719.

Lease agreement if vehicle is not owned by registrant.

## Weight Group Change

Complete IRP Application, TC-852.

List new weights for each jurisdiction in boxes and units included in that weight group.

- Submit a separate application for each new weight group.

## Renew Existing Fleet

Have established place of business in Utah.

- “Established place of business” means a physical structure owned, leased or rented by the fleet registrant.
- Street address in Utah.
- Open during business hours and have one or more persons employed on a permanent basis for trucking-related business.
- Operational records maintained.

Review and verify all information on preprinted renewal packet that was mailed to you.

- Verify FEIN, USDOT, VIN, Unit #, owner’s name, purchase price, vehicle value and weight group for each unit on Schedule A.

Delete units not being renewed.

Enter total fleet miles from reporting period on original mileage Schedule B (TC-899B). For each jurisdiction in which you accrued miles, enter the miles in the column “Actual distance/miles” adjacent to the jurisdiction you accrued the miles.

Performance Registration Information Systems Management:

- Must have a USDOT number associated with each fleet registrant and power unit.
- The Federal Motor Carrier Safety Administration (FMCSA) has mandated that by October 2015, all carriers must update their MCS-150 electronically through the FMCSA website. The entry point for the MCS-150 is **safer.fmcsa.dot.gov**. Users are required to update the MCS-150 online at this website to facilitate the registration process. Failure to do so could result in the deactivation of your USDOT number, which could then result in revocation of your registration. A PIN is required to update online. If you have misplaced the PIN, please click on the PIN request button. You should receive the new PIN in the mail within 5-7 days.
- All account holders (carriers) are required to notify their state IRP office within 10 calendar days if the motor carrier responsible for safety (MCRS) changes.

- **Required to enter mileage in carrier mileage field.**

Submit emissions for vehicles in emissions counties.

Submit safety inspections for vehicles registered under 26,001 lbs.

Submit IRS form 2290 (HVUT) showing received by IRS for vehicles registered at 55,000 lbs. or more.

Sign and date renewal paperwork and return to Motor Carrier Services.

Corrections must be made prior to final payment.

**After submitting your payment and required documents, allow 7-10 business days for processing.**

**It will not be possible to wait for renewal credentials at the counter. Documents are processed in the order in which they are received.**