



**INSTRUCTIONS FOR COMPLETING YOUR
TEXAS APPORTIONED RENEWAL APPLICATION**

PLEASE READ CAREFULLY!



*Texas Department of Transportation • Vehicle Titles and Registration Division
International Registration Plan Branch • P.O. Box 26440 • Austin, Texas 78755-0440
(512) 374-5250 • Fax (512) 374-5265
www.dot.state.tx.us/vtr/irp/inside.htm*

Important Apportioned Registration Renewal Information

The expiration month for your account is **OCTOBER** for processing under the staggered apportioned registration program. Your current apportioned registration credentials expire 5 working days after **OCTOBER 31, 2005**.

Please check the **EXPIRATION** date labeled on the upper right corner of the Schedule A (Renewal Printout). This date should read "10/2006". Upon renewal, your credential(s) will expire 5 working days after **OCTOBER 31, 2006**.

Vehicle Changes

You will be able to show vehicles previously added and/or delete vehicles on your renewal this year. Please use **BLACK INK** when showing additions or deleting vehicles. **DO NOT USE WHITE-OUT ON YOUR RENEWAL FORMS.**

REMEMBER, FAILURE TO SUBMIT YOUR RENEWAL APPLICATION TO OUR OFFICE BY SEPTEMBER 23, 2005, AND COMPLETED IN ACCORDANCE WITH THE ENCLOSED INSTRUCTIONS MAY RESULT IN SIGNIFICANT DELAYS IN PROCESSING YOUR ACCOUNT.

Texas Apportioned Registration Cab Cards

Upon renewal, your cab card(s) will serve as the validating credential(s) for the registration of your vehicle(s).

IMPORTANT: Verify the states shown on the billing **BEFORE** picking up your apportioned cab cards.

Apportioned Registration Instruction Manual & Fee Book

The Texas Apportioned Registration Instruction Manual and Fee Book were not included with this renewal packet. You may obtain copies of these materials from this office or your nearest VTR regional office.

Texas Department of Transportation Apportioned Registration Forms

Texas Apportioned Registration Application - Schedule A.

This is a computer generated printout of all vehicles currently registered in the fleet as of **AUGUST 26, 2005**.

The vehicle printout has been enhanced to show additional information. One of the following codes may appear to the left of the Texas Title Number:

C—indicates the plate shown is canceled in the Motor Vehicle file

N—indicates a newer title has been issued in the Motor Vehicle file

O—indicates the vehicle appears to be out of service in the Motor Vehicle file

The presence of any of the above codes may mean the vehicle is no longer active in your account and should be deleted.

PLEASE DRAW A LINE THROUGH ANY DELETIONS.

Please make any **WEIGHT CHANGES** in **RED INK**.

List on the additions page of the printout (Schedule A), any vehicles which were added to your account **AFTER** the date shown on the upper right corner of the printout and **BEFORE** the renewal is mailed to IRP Branch.

Texas Department of Transportation Renewal Application - Schedule B.

Partial instructions for completing the mileage schedule are located on the reverse side of the Schedule B.

In addition, a mileage chart (see page 8) showing average miles for Texas based carriers for each jurisdiction has been developed. These mileage figures should be used any time you are estimating unless you feel the figures on the mileage chart do not reflect a reasonable estimation of your operations. **In this case**, you may use your own figures, which must be approved by the Texas IRP section. **THE SCHEDULE G (SEE PAGE 9) SHOULD BE USED ONLY WHEN USING YOUR OWN FIGURES FOR ESTIMATION.**

The base jurisdiction may adjust the estimates if the base jurisdiction is not satisfied with their correctness. **Large mileage estimates in states having low fee rates will cause the application to be questioned and proof of operations will be required.**

Proof of Heavy Vehicle Use Tax (HVUT), IRS Form 2290

Include the Schedule I (if required). Due to Federal law, proof of payment of the **FEDERAL HEAVY VEHICLE USE TAX (HVUT)** is required when licensing vehicles at 55,000 pounds or more gross weight or combined gross weight. Proof is not required on new or used units being titled and registered within sixty (60) days of the date shown on the receipt for application of Texas title.

Acceptable proof of payment is a copy of a **RECEIPT STAMPED** Internal Revenue Service (IRS) Schedule I (Form 2290) for the tax period **JULY 1, 2005 THROUGH JUNE 30, 2006**. The Schedule I (Form 2290) requires a listing of your vehicle identification number for up to twenty-one (21) units. If your fleet exceeds 21 units, vehicle identification numbers are not required. However, the total number of units listed on LINE A, PART III, must be equal to, or more than, the number of registrations.

- ✓ In lieu of a **RECEIPT STAMPED** Schedule I (Form 2290), a copy of your Form 2290 (with Schedule I) **AND** copies of both sides of the canceled check will be acceptable proof of payment.
- ✓ If you use owner/operators, copies of their **RECEIPT STAMPED** Schedule I (Form 2290) or copies of their Form 2290 (with Schedule I) **AND** copies of both sides of their canceled check **MUST BE INCLUDED**.
- ✓ **THIS INFORMATION MUST ACCOMPANY YOUR APPLICATION OR THE APPLICATION WILL BE RETURNED TO YOU FOR CORRECTION.**
- ✓ Questions regarding this tax should be directed to the **INTERNAL REVENUE OFFICE** at 1-800-829-1040 or to a local IRS office.

PHYSICAL ADDRESS: ENTER THE ADDRESS WHERE THE REGISTRANT HAS AN ESTABLISHED PLACE OF BUSINESS. THE PHYSICAL ADDRESS MUST BE IN THE STATE OF TEXAS AND CANNOT BE A POST OFFICE BOX.

Proof of Financial Responsibility

The Texas Department of Transportation has a mandatory financial responsibility law. **IF YOU ARE REGISTERED AS A MOTOR CARRIER WITH THE TEXAS DEPARTMENT OF TRANSPORTATION, YOU MAY SUBMIT A COPY OF YOUR MOTOR CARRIER REGISTRATION CERTIFICATE (FORM 1899).**

THE MOST COMMON EVIDENCE OF FINANCIAL RESPONSIBILITY IS A LIABILITY INSURANCE CARD ISSUED TO THE POLICY-HOLDER BY THE INSURANCE COMPANY. Examples of other types of acceptable proof include insurance poli-

cies and binders, pool coverage documents and certificates of self-insurance, bond, etc.

CURRENT PROOF OF FINANCIAL RESPONSIBILITY MUST BE SUBMITTED WITH YOUR RENEWAL APPLICATION.

LEASES: WHEN THE LESSOR PROVIDES THE INSURANCE AND THE INSURANCE DOCUMENTS REFLECT THEIR NAME, A COPY OF THE LEASE AGREEMENT WITH THAT COMPANY MUST BE INCLUDED WITH YOUR APPORTIONED RENEWAL APPLICATION. The original or a photocopy of the evidence satisfies the requirement of proof of financial responsibility. **ALL ORIGINAL DOCUMENTATION IS RETURNED TO THE APPLICANT.**

QUESTIONS ABOUT PROPER EVIDENCE OF FINANCIAL RESPONSIBILITY SHOULD BE DIRECTED TO YOUR INSURANCE COMPANY, OR YOUR LOCAL VTR REGIONAL OFFICE.

International Registration Plan Cab Card Weight Schedule

If weights are to remain the same as the previous year, there is no need to submit a cab card weight schedule on renewal applications. If there are changes, make them in red directly on the Schedule A (vehicle printout). Also, fill out weight schedule (Form WT-2) and return.

When and Where to File Your Application

To ensure that your application is processed in a timely manner and that you receive your renewal credentials prior to expiration, return all forms **BY SEPTEMBER 23, 2005**, to the address shown below for processing.

Renewals should be **MAILED** to the following address:

**Texas Department of Transportation
IRP Branch
PO Box 26440
Austin, TX 78755-0440**

THE IRP BRANCH WILL NOT ACCEPT ANY RENEWALS SUBMITTED IN PERSON. ALL RENEWALS MUST BE MAILED TO THE ABOVE ADDRESS IN ORDER TO BE PROCESSED. NEW ACCOUNTS ARE PROCESSED BY YOUR LOCAL REGIONAL OFFICE.

Overnight Mail Address:
Texas Department of Transportation
IRP Branch
4000 Jackson Ave.
Austin, TX 78731

YOUR LOCAL REGIONAL OFFICE IS UNABLE TO PROCESS RENEWALS UNTIL THE 16TH DAY OF THE MONTH FOLLOWING EXPIRATION.

IRS News Release

Media Relations Office

Washington, D.C.

Media Contact: 202.622.4000

www.IRS.gov/newsroom

Public Contact: 800.829.1040

New Law Changes Highway Use Tax Rules: Installment Payment Option Eliminated

IR-2005-68, June 23, 2005

WASHINGTON — The Internal Revenue Service today reminded truckers and other owners of heavy highway vehicles that the installment option for paying the federal highway use tax will no longer be available.

This change was included in the American Jobs Creation Act of 2004 and applies to filers of Form 2290, Heavy Highway Vehicle Use Tax Return.

Beginning with the Form 2290 for the tax year that begins on July 1, 2005 and ends on June 30, 2006, the balance due shown on the form must be paid in full by the due date of the return. In most cases, the deadline for filing the return and paying any tax due is August 31, 2005. Payment can be made by check, money order or electronically through the Electronic Federal Tax Payment System (EFTPS).

In previous years, taxpayers who timely filed Form 2290 could choose to pay the tax in up to four equal installments. Ordinarily, these installment payments were due on the last day of August, December, March and June. About 148,000 taxpayers chose this option last year, the IRS said.

In general, the highway use tax applies to trucks, truck tractors and buses with a gross taxable weight of 55,000 pounds or more. Ordinarily, vans, pick-ups and panel trucks are not taxable because they fall below the 55,000-pound threshold.

For trucks and other taxable vehicles in use during July, the Form 2290 and payment are due on August 31. The tax is based on weight and normally ranges from \$100 to \$550 per vehicle. A variety of special rules, discussed in the instructions for Form 2290, apply to vehicles with minimal road use, logging or agricultural vehicles, vehicles transferred during the year and those first used on the road after July.

State governments are required to receive proof of payment of the federal highway use tax as a condition of vehicle registration. Schedule 1 of the Form 2290 is stamped and returned to filers for this purpose. This process remains unchanged.

The Jobs Act also eliminated reduced tax rates for vehicles registered in Canada and Mexico. For vehicles with a base registration in either country, the tax rate was 25% below the regular rate.

In addition, the Jobs Act made electronic filing mandatory for taxpayers who file highway use tax returns for 25 or more vehicles. The availability of electronic filing for Forms 2290 is pending. Taxpayers should continue to file paper returns. The IRS will notify taxpayers when the electronic filing program is available.

The electronic payment option continues to be available, and the IRS urges taxpayers to enroll in EFTPS and pay their tax obligations this way.

The new Form 2290 and its instructions are now available on irs.gov, the tax agency's Web site. The form and instructions will be mailed automatically to taxpayers who filed last year.

The form and instructions are available in Spanish and, for the first time this year, in French.

Links:

Form 2290 (English) <http://www.irs.gov/pub/irs-pdf/f2290.pdf>

Form 2290 (Spanish) <http://www.irs.gov/pub/irs-pdf/f2290sp.pdf>

Instructions for Form 2290 (English) <http://www.irs.gov/pub/irs-pdf/i2290.pdf>

Instructions for Form 2290 (Spanish) <http://www.irs.gov/pub/irs-pdf/i2290sp.pdf>

Electronic Federal Tax Payment System
<http://www.irs.gov/efile/article/0,,id=98005,00.html>

== IMPORTANT NOTICE ==

FOR CARRIERS OPERATING IN IDAHO

Registrants renewing through the base jurisdiction or apportioning a new fleet to operate in Idaho after October 1, 2000 may request a refund from Idaho if the average miles per vehicle in a fleet is less than 50,001 miles.

To determine if a refund may be due, divide the total fleet miles by the number of vehicles in the fleet. If the average is less than 50,001 miles per vehicle, request a refund form from the Revenue Operations Unit, Idaho Transportation Department, at (208) 334-8770.

A copy of IRP Schedule A and B or a summary of these schedules from the records of the IRP Administration in the base jurisdiction is required with all refund requests.

FOR CARRIERS OPERATING IN QUEBEC

Apportioned account holders who will show the Canadian Province of QUEBEC on their apportioned cab card(s) please note the following:

Fees for the Province of Quebec are based on the total number of axles on the vehicle or combination of vehicles. Therefore, the assumed number of total axles has been printed on the renewal printout to the left of the number of seats.

If this number is incorrect, please make corrections in red directly on the printout.

If you do not plan to show Quebec on your cab card, please disregard this notice.

COUNTIES IMPOSING COUNTY ROAD AND BRIDGE ADD-ON FEE

Anderson	10.00	Dimmit	11.50	Karnes	10.00	Red River	10.00
Andrews	5.00	Donley	10.00	Kaufman	10.00	Reeves	5.00
Angelina	10.00	Duval	10.00	Kendall	11.00	Refugio	10.00
Aransas	10.00	Eastland	10.00	Kerr	10.00	Roberts	5.00
Archer	10.00	Ector	10.00	Kimble	10.00	Robertson	11.50
Armstrong	10.00	Edwards	10.00	Kinney	10.00	Rockwall	10.00
Atascosa	10.00	Ellis	10.00	Kleberg	10.00	Runnels	10.00
Austin	10.00	El Paso	10.00	Knox	10.00	Rusk	10.00
Bailey	10.00	Erath	10.00	Lamar	10.00	Sabine	10.00
Bandera	10.00	Falls	10.00	Lamb	10.00	San Augustine	10.00
Bastrop	10.00	Fannin	10.00	Lampasas	10.00	San Jacinto	11.50
Baylor	10.00	Fayette	10.00	La Salle	10.00	San Patricio	10.00
Bee	10.00	Fisher	10.00	Lavaca	10.00	San Saba	10.00
Bell	11.50	Floyd	10.00	Lee	10.00	Schleicher	10.00
Bexar	11.50	Foard	10.00	Leon	10.00	Scurry	10.00
Blanco	11.50	Fort Bend	10.00	Liberty	10.00	Shackelford	10.00
Bosque	10.00	Franklin	10.00	Limestone	10.00	Shelby	10.00
Bowie	10.00	Freestone	10.00	Lipscomb	10.00	Sherman	10.00
Brazoria	10.00	Frio	11.50	Live Oak	10.00	Smith	10.00
Brazos	11.50	Galveston	10.00	Llano	10.75	Somervell	5.00
Brewster	10.00	Garza	7.50	Lubbock	10.00	Starr	10.00
Briscoe	10.00	Gillespie	11.50	Lynn	10.00	Stephens	10.00
Brooks	10.00	Goliad	10.00	Madison	10.00	Stonewall	10.00
Brown	10.00	Gonzales	10.00	Marion	10.00	Sutton	10.00
Burleson	10.00	Gray	10.00	Martin	5.00	Swisher	10.00
Burnet	10.00	Grayson	10.00	Mason	10.00	Tarrant	10.00
Caldwell	10.00	Gregg	10.00	Matagorda	10.00	Taylor	10.00
Calhoun	8.00	Grimes	10.00	Maverick	11.50	Terrell	5.00
Callahan	10.00	Guadalupe	10.00	McCulloch	10.00	Terry	10.00
Cameron	10.00	Hale	10.00	McLennan	10.00	Throckmorton	5.00
Camp	10.00	Hall	10.00	Medina	10.00	Titus	10.00
Carson	5.00	Hamilton	10.00	Menard	10.00	Tom Green	11.50
Cass	10.00	Hansford	10.00	Midland	10.00	Travis	11.50
Castro	10.00	Hardeman	10.00	Milam	10.00	Trinity	11.50
Chambers	10.00	Hardin	10.00	Mills	10.00	Tyler	10.00
Cherokee	10.00	Harris	11.50	Mitchell	10.00	Upshur	10.00
Childress	10.00	Harrison	10.00	Montague	10.00	Upton	5.00
Clay	10.00	Hartley	10.00	Montgomery	10.00	Uvalde	10.00
Cochran	10.00	Haskell	10.00	Moore	10.00	Val Verde	10.00
Coke	10.00	Hays	10.00	Morris	10.00	Van Zandt	10.00
Coleman	10.00	Henderson	10.00	Motley	10.00	Victoria	10.00
Collin	11.50	Hidalgo	10.00	Nacogdoches	10.00	Walker	10.00
Collingsworth	10.00	Hill	10.00	Navarro	10.00	Waller	10.00
Colorado	10.00	Hockley	10.00	Newton	5.00	Washington	10.00
Comal	11.50	Hood	10.00	Nolan	10.00	Webb	10.00
Comanche	10.00	Hopkins	10.00	Nueces	10.00	Wharton	10.00
Concho	10.00	Houston	10.00	Ochiltree	10.00	Wheeler	5.00
Cooke	10.00	Howard	10.00	Oldham	10.00	Wichita	10.00
Coryell	10.00	Hunt	10.00	Orange	10.00	Wilbarger	10.00
Cottle	10.00	Hutchinson	5.00	Palo Pinto	10.00	Willacy	10.00
Crockett	5.00	Irion	7.50	Parker	10.00	Williamson	11.50
Crosby	10.00	Jack	10.00	Parmer	10.00	Wilson	10.00
Culberson	10.00	Jackson	10.00	Pecos	10.00	Winkler	7.50
Dallam	10.00	Jasper	10.00	Polk	11.50	Wise	10.00
Dallas	10.00	Jeff Davis	10.00	Potter	10.00	Wood	10.00
Dawson	10.00	Jefferson	10.00	Presidio	10.00	Yoakum	10.00
Deaf Smith	10.00	Jim Hogg	10.00	Rains	10.00	Young	10.00
Delta	10.00	Jim Wells	11.50	Randall	10.00	Zapata	5.00
Denton	11.50	Johnson	10.00	Reagan	10.00	Zavala	11.50
DeWitt	10.00	Jones	10.00	Real	10.00		

Revised 11/01/04

VEHICLE TITLES AND REGISTRATION DIVISION REGIONAL OFFICE LOCATIONS MAILING ADDRESSES AND PHONE NUMBERS

ABILENE	4250 N. Clack Abilene, Texas 79601-1141	LOCAL 915 734-5120 FAX 915 734-5122
AMARILLO	5715 I-27 South, Building H Amarillo, Texas 79110	LOCAL 806 467-8902 FAX 806 467-8940
AUSTIN	1001 E. Parmer Lane, Suite A Austin, Texas 78753	LOCAL 512 837-4416 FAX 512 837-7703
BEAUMONT	4245 Cardinal Drive Beaumont, Texas 77705-4407	LOCAL 409 842-5875 FAX 409 840-6813
CORPUS CHRISTI	1701 South Padre Island Drive, Building 2 Corpus Christi, Texas 78416	LOCAL 361 808-2600 FAX 361 808-2610
DALLAS-CARROLLTON	1925 E. Beltline Road, Suite 100 Carrollton, Texas 75006	LOCAL 972 417-0884 FAX 972 416-4296
EL PASO	1227 Lee Trevino, Suite B-100 El Paso, Texas 79907	LOCAL 915 591-8149 FAX 915 591-8058
FORT WORTH-ARLINGTON	910 North Watson Road Arlington, Texas 76011-5260 Mailing Address: P. O. Box 90601 Arlington, Texas 76006-9998	LOCAL 817 649-5937 FAX 817 649-1046
HOUSTON	10000 Northwest Freeway, Suite 105 Houston, Texas 77092 Mailing Address: P. O. Box 926109 Houston, Texas 77292-6109	LOCAL 713 681-6637 FAX 713 681-7229
LONGVIEW	1301 Karnes Road Longview, Texas 75604	LOCAL 903 753-6279 FAX 903 753-0879
LUBBOCK	135 Slaton Road Lubbock, Texas 79404	LOCAL 806 745-8888 FAX 806 748-0325
MIDLAND-ODESSA	3901 E. Highway 80 Odessa, Texas 79761	LOCAL 915 498-4674 FAX 915 498-4673
PHARR	600 West Expressway 83 Pharr, Texas 78577	LOCAL 956 781-3291 FAX 956 782-0695
SAN ANGELO	4502 Knickerbocker Road, Building 5A San Angelo, Texas 76904	LOCAL 915 947-9330 FAX 915 947-9336
SAN ANTONIO	4611 N.W. Loop 410 San Antonio, Texas 78229-5126	LOCAL 210 615-1776 FAX 210 615-5845
WACO	2203 Austin Avenue Waco, Texas 76701-1624	LOCAL 254 752-1152 FAX 254 752-7656
WICHITA FALLS	1601-A Southwest Parkway Wichita Falls, Texas 76302-4906	LOCAL 940 720-7754 FAX 940 720-7849

TEXAS IRP MILEAGE REPORT CHART

JURISDICTION	ABBREVIATION	AVERAGE MILES
Texas	TX	44,627
Alberta	AB	100
Alabama	AL	2,206
Alaska	AK	000
Arizona	AZ	4,336
Arkansas	AR	3,584
British Columbia	BC	100
California	CA	4,593
Colorado	CO	1,441
Connecticut	CT	238
Delaware	DE	100
District of Columbia	DC	006
Florida	FL	1,620
Georgia	GA	1,665
Idaho	ID	527
Illinois	IL	2,637
Indiana	IN	1,559
Iowa	IA	694
Kansas	KS	1,262
Kentucky	KY	1,185
Louisiana	LA	4,405
Maine	ME	100
Manitoba	MB	100
Maryland	MD	351
Massachusetts	MA	203
Mexico	MX	000
Michigan	MI	675
Minnesota	MN	184
Mississippi	MS	1,946
Missouri	MO	2,292
Montana	MT	250
Nebraska	NE	562
Nevada	NV	452
New Brunswick	NB	100
New Hampshire	NH	100
New Jersey	NJ	511
New Mexico	NM	4,305
New York	NY	627
Newfoundland	NF	100
North Carolina	NC	987
North Dakota	ND	100
Northwest Territory	NT	000
Nova Scotia	NS	100
Ohio	OH	1,761
Oklahoma	OK	3,851
Ontario	ON	263
Oregon	OR	660
Pennsylvania	PA	1,694
Prince Edward Island	PE	100
Quebec	QC	100
Rhode Island	RI	100
Saskatchewan	SK	100
South Carolina	SC	816
South Dakota	SD	105
Tennessee	TN	2,647
Utah	UT	784
Vermont	VT	100
Virginia	VA	1,702
Washington	WA	430
West Virginia	WV	491
Wisconsin	WI	392
Wyoming	WY	899

RENEWAL SCHEDULE G

This form should be used only if you do not wish to use the estimated mileage guide on page 8 of these instructions. If you are estimating mileages in any jurisdiction and you do not wish to use the estimated mileage guide on page 8, you may justify estimated miles using this Schedule G and you must show how those mileage estimates were determined. You **must** complete this form **only** when using your own estimates. In accordance with the International Registration Plan, we may adjust your estimate(s).

Instructions: For each trip, list the new jurisdiction(s) through which you plan to travel, the estimated miles you plan to travel within that jurisdiction, and the estimated number of trips and vehicles. This should yield the total estimated miles that you are reporting on the mileage Schedule B. Detach & return.

EXAMPLE

Estimated Jurisdiction: OKLAHOMA							
City	State	City	State	Mileage	X Trips	X Vehicles	= Total Estimated Mileage
Oklahoma City	to:	Tulsa		104	10	1	1040
Tulsa	to:	Oklahoma City		104	10	1	1040
Total Estimated Miles:							2080

Estimated Jurisdiction:							
City	State	City	State	Mileage	X Trips	X Vehicles	= Total Estimated Mileage
_____	to:	_____		_____	_____	_____	_____
_____	to:	_____		_____	_____	_____	_____
Total Estimated Miles:							_____

Estimated Jurisdiction:							
City	State	City	State	Mileage	X Trips	X Vehicles	= Total Estimated Mileage
_____	to:	_____		_____	_____	_____	_____
_____	to:	_____		_____	_____	_____	_____
Total Estimated Miles:							_____

Estimated Jurisdiction:							
City	State	City	State	Mileage	X Trips	X Vehicles	= Total Estimated Mileage
_____	to:	_____		_____	_____	_____	_____
_____	to:	_____		_____	_____	_____	_____
Total Estimated Miles:							_____

Attach additional sheets if necessary

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete.

Signature of Owner or Corporate Office

Date

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IMPORTANT

APPORTIONED REGISTRATION RENEWAL APPLICATION CHECKLIST

To prevent processing delays, please take the time to carefully check your application. Did you:

- _____ 1. List the correct **IRP ACCOUNT NUMBER AND FLEET NUMBER** at the top of the application?
- _____ 2. Indicate the **REGISTRATION YEAR (2005)** in the appropriate box?
- _____ 3. Check the **“TYPE OF OPERATION”** on the application?
- _____ 4. Provide proof of payment of the **FEDERAL HEAVY VEHICLE USE TAX** (Form 2290 Schedule I) for vehicles registered for 55,000 pounds or more?
- _____ 5. Provide **PROOF OF FINANCIAL RESPONSIBILITY** (liability insurance)?
- _____ 6. Provide a **CONTACT PERSON** and **TELEPHONE NUMBER**?
- _____ 7. Show the **PHYSICAL TEXAS ADDRESS OF THE REGISTRANT** on the application?
- _____ 8. Make sure that all vehicle information is **ACCURATE** and **LEGIBLE** and the complete **VEHICLE IDENTIFICATION NUMBER (VIN)** is provided?
- _____ 9. List any additions made after **AUGUST 26TH** and before the renewal is mailed to the IRP Branch on the **“ADDITIONS”** page of the printout?
- _____ 10. Make any **WEIGHT CHANGES** on the **RENEWAL SCHEDULE A** (computer printout) in **RED INK**?
- _____ 11. Line out any **DELETED VEHICLES** on the **RENEWAL SCHEDULE A**?
- _____ 12. Mark any **ESTIMATED MILES WITH A #2** on the mileage schedule?
- _____ 13. Write **ALL ACTUAL MILES** next to jurisdictions and check the box if you want to continue to operate in that jurisdiction or **MARK #3** next to the mileage if you want to drop that jurisdiction from your apportioned cab card?
- _____ 14. **SIGN THE APPLICATION** where indicated?
- _____ 15. **KEEP COPIES** for your records?
- _____ 16. Return your renewal application to the IRP Branch by **SEPTEMBER 23, 2005**.

PLEASE REMEMBER THAT THE IRP BRANCH WILL NOT ACCEPT ANY RENEWALS SUBMITTED IN PERSON.

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*****IMPORTANT*****

MAKE SURE YOU HAVE INCLUDED:

- **SCHEDULE A – COMPUTERIZED EQUIPMENT LIST**
- **SCHEDULE B – DISTANCE TOTALS PER JURISDICTION**
 - **WEIGHT SCHEDULE (FORM WT-2) – IF
CHANGING WEIGHTS**
- **FORM 2290, INCLUDING SCHEDULE I – FEDERAL
HIGHWAY USE TAX FOR
VEHICLES 55,000 LBS. OR MORE**
- **PROOF OF FINANCIAL RESPONSIBILITY – LIABILITY
INSURANCE**