

Prorate Services

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Calgary, AB  
Canada T2E 7M8

Telephone (403) 297-2920  
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**Prior to travelling in any jurisdiction ensure you have all the requirements of that jurisdiction.**

*Prorate only covers the registration of vehicles. For additional jurisdictional requirements, please contact the respective jurisdiction. Phone numbers are in the Prorate Guide.*

<b>Canada</b>	International Fuel Tax Agreement (IFTA) license or Fuel Permit required. IFTA: (780) 427-3044
<b>Other requirements:</b>	
<b>AB</b>	Vehicles weighing in excess of 4500 kgs; or vehicles with a seating capacity originally designed for 11 or more persons are required to have a Safety Fitness Certificate (SFC) with a "Federal" operating status. Clients must complete and submit an application for a Safety Fitness Certificate at <a href="http://www.transportation.alberta.ca/638.htm">http://www.transportation.alberta.ca/638.htm</a> or Call Carrier Services at (403) 340-5444 for more information. Passenger carrying vehicles may also require an operating authority certificate. For more information contact Carrier Services.
<b>BC</b>	Financial Responsibility Number required for vehicles with a weight of 8200 kg or more.
<b>ON</b>	Buses may require an operating authority. Contact the Ontario Highway Transport Board at (416) 326-6732.
<b>QC</b>	Clients doing business in Quebec need to register with Registraire des Entreprises Quebec at (877) 644-4545.
<b>NB</b>	Trucks are required to have proof of \$1 million in public liability and damage insurance. (\$2 million required if carrying dangerous goods.)
<b>US</b>	IRP Cross Border Requirements: <a href="http://www.irponline.org/?page=CrossBorderReq">http://www.irponline.org/?page=CrossBorderReq</a>
	Department of Transportation (USDOT) number is mandatory when travelling into the U.S. Contact the Federal Motor Carrier Safety Administration (FMCSA) at (207) 624-9000 or <a href="http://www.fmcsa.dot.gov">www.fmcsa.dot.gov</a> .
	Unified Carrier Registration is required (UCR). If you have any questions contact Montana IRP office at (406) 444-2998 or <a href="http://www.ucr.in.gov">www.ucr.in.gov</a>
	U.S. Federal Heavy Vehicle Use Tax – applicable on vehicles with a gross vehicle weight of 24,948 kgs/55,000 lbs and greater. Form 2290 may be obtained online at <a href="http://www.irs.gov/trucker">www.irs.gov/trucker</a> .

**NOTE:** A *Fee Estimator* to help estimate prorate fees is available at <http://www.irponline.org/InfoExchange/FeeEstimator/>.

**New Client Applications** – The following is required for first time applicants:

**1. Agreement to Maintain Records**

The Agreement to Maintain Records form outlines record requirements. For more information see Audit Requirements in the Prorate Information Guide. Must be signed by the applicant not by a service provider

**2. Established Place of Business Questionnaire**

This is used to determine if the client qualifies for Prorate in Alberta. Clients can either demonstrate they have an office in Alberta (established place of business) or that they live in Alberta (residence). Prorate requires 3 backup documents showing the address; as outlined on the Questionnaire. Must be signed by the applicant, not by a service provider. Proper backup documents must accompany applications, see the questionnaire for examples.

**3. IRP - Form 1**

This form shows address, contact info, operation type and distance. The operation type can either be For Hire, Private, or Daily Rental. Refer to the Prorate Guide for details on Operation Type. To also be used for Address and Name changes

All of the above forms are on the Prorate website <https://www.alberta.ca/alberta-prorate-services.aspx>

Contact Prorate Services for assistance during business hours. 8:15am - 12:00pm and 1:00pm - 4:30pm Monday thru Friday except for Holidays.

To call toll-free in Alberta dial 310-0000 then (403) 297-2920.

***\* To ensure timely processing make sure to send all emails to  
[prorate@gov.ab.ca](mailto:prorate@gov.ab.ca)***

***(Please do not send to clerk's individual email)***



### AGREEMENT TO MAINTAIN RECORDS

#### IN ACCORDANCE WITH PRORATED REGISTRATION RECORD-KEEPING REQUIREMENTS

Any client filing an application for prorated registration must maintain records to support the information reported on the application. The International Registration Plan (IRP) (*Article X – Records and Audits*) requires that distance records (*July 1 to June 30*) and other documents be retained for four years. IRP requires that records be made available to auditors upon request. In the event the registrant fails to provide adequate records Alberta will impose an assessment of twenty percent (20%) for the first offense. For second offence, fifty percent (50%), and third offense, one hundred percent (100%). For a description see the Alberta Prorate Information Guide or the IRP Agreement Article X - Section 1015 - Inadequate Records Assessment. (effective July 1, 2013)

*For Canada Customs and Revenue Agency (CCRA) Income Tax purposes all records must be retained for six years.*

#### DOCUMENTS TO BE MAINTAINED

Detailed record-keeping information, requirements and sample forms are included in the Prorate Information Guide. This information is subject to change. For updated information please visit our web site. <http://www.transportation.alberta.ca/> A training video that instructs carriers on the importance of record keeping can be found on the IRP web site <http://www.irponline.org/Education/TrainingVideo/> .

The following paragraphs *briefly* describe the documents required:

**Distance Documentation:** Each trip must be supported by vehicle records (a driver's trip sheet, driver's log or a tracking system such as one based on GPS) that contains the following information:

For manual and other records - 1) Date of trip (beginning and ending), 2) Trip origin and destination, 3) Routes (highway numbers) traveled, 4) Odometer/hubometer readings, 5) Distance in each jurisdiction, 6) Total trip kilometres, 7) Vehicle equipment number or identification number (for power unit and trailer).

For a vehicle tracking system – 1) GPS or location data reading at trip origin, 2) Date and time of each reading, 3) Location of each reading, 4) Trip start and ending odometer/hubometer or engine control module readings, 5) Calculated distance between each reading, 6) Route of travel, 7) Distance traveled in each jurisdiction, 8) Total trip kilometres, 9) Vehicle equipment number or identification number (for power unit and trailer).

Monthly, quarterly and annual distance summaries must also be maintained. A summary of Fleet’s operations for each month will include the distance traveled in total by each vehicle and the distance traveled in each jurisdiction by each vehicle. A summary of the Fleet’s operation for each calendar quarter will include both the full distance traveled and the distance traveled in each jurisdiction by the vehicles in the Fleet for that quarter. An annual distance summary will summarize the quarterly summaries.

**Vehicle Cost Documentation:** Purchase invoice, bill of sale and/or master lease agreement which itemize the full purchase price, capitalized cost (including accessories and destination charges) of each vehicle.

**DECLARATION: The undersigned acknowledges the requirements under the IRP to maintain records supporting their prorated application.**

NOTICE: an authorized company employee, not a licensing agent, must sign this Declaration.

COMPANY NAME		PHONE	ACCOUNT NUMBER / or MVID
CITY	PROV / STATE		DATE
AUTHORIZED COMPANY EMPLOYEE NAME ( <i>PRINT</i> )	SIGNATURE		TITLE

**ESTABLISHED PLACE OF BUSINESS QUESTIONNAIRE**

The following requirements must be met in order to qualify for apportioned registration in Alberta:

1. The Applicant has an **Established Place of Business** or can demonstrate **Residence** in Alberta.
2. The fleet will accumulate distance in Alberta.
3. The IRP records are kept or made available at the Alberta physical location. **(Street or legal address. Not a box number)**

Name of Company/Applicant: \_\_\_\_\_

Contact Individual: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Are everyday operations conducted from this location? **Yes**  **No**

• If no, where? \_\_\_\_\_

Are the Operational Records (Including NSC requirements) kept at this location? **Yes**  **No**

• If no, where are the records maintained? \_\_\_\_\_

• SFC number: \_\_\_\_\_ • SFC Expiry Date \_\_\_\_\_

Have you previously been prorated? **Yes**  **No**

• If yes, where? \_\_\_\_\_ If yes, when? \_\_\_\_\_

**Choose one option below, Established Place of Business or Residence, and provide appropriate documentation.**

**Established Place of Business**

A physical structure located within Alberta that is occupied by the Applicant. This physical structure shall be open and staffed during regular business hours by at least one person employed by the Applicant on a permanent basis for the purpose of the Applicant's trucking-related business.

What are your business hours? \_\_\_\_\_

Are trucks dispatched from this location? **Yes**  **No**

• If no, where? \_\_\_\_\_

Does your company employ Albertans? **Yes**  **No**

• If yes, how many? \_\_\_\_\_

**You must include the following backup document; Note: Additional documents may be required.**

- A copy of the lease, mortgage or current property tax notice for the physical business address used in Alberta.
- A copy of a current utility bill for the physical business address used in Alberta.
- A copy of the business income tax returns that have been filed from an address in Alberta.
- If the applicant is a corporation, that it is incorporated in Alberta.

**Residence**

An Applicant that does not have an Established Place of Business may demonstrate **Residence** by providing at least **three** of the following: Note: Additional documentation may be required.

- A copy of the applicants Alberta Driver's Licence.
- A copy of the lease, mortgage or current property tax notice for the physical business address used in Alberta.
- That the applicant's federal income tax returns have been filed from an address in Alberta.
- That the applicant has paid personal income taxes to Alberta.
- A copy of a current utility bill for the physical business address used in Alberta.
- If the applicant is a corporation, that it is incorporated in Alberta.

**A SITE VISIT MAY BE CONDUCTED TO VERIFY COMPLIANCE**

I/we, the undersigned, do hereby certify, that the statements made herein are true and correct.

Signature

Print name

Date

# REQUIRED OWNERSHIP DOCUMENTS

Please see option 1 or 2 for required backup documents.

## 1) PRORATED CARRIER'S VEHICLES

### Carrier Owns Vehicle Outright

#### Bill of Sale

- Must be dated and signed by all parties (electronic signatures of any kind are not acceptable).
- Has a complete vehicle description (year, make, serial #).

### Carrier Co-Owns Vehicle

#### Bill of Sale

- Must be dated and signed by all parties (electronic signatures of any kind are not acceptable).
- Has a complete vehicle description (year, make, serial #).

#### Authorization for Vehicle Services Form

- PART 1 must name all listed owners.
- PART 5 must have a signature on behalf of each owner as well as the prorated carrier.
- See form instructions for additional information.

### Carrier Leases Vehicle

#### *a) Carrier as the Only Lessee*

#### Lease Agreement

- Require the complete lease. Must be dated and signed by all parties (electronic signatures of any kind are not acceptable).
- Has a complete vehicle description (year, make, serial #).
- Require a capitalized cost for the vehicle. It may be on the bill of sale to the lessor, on the lease itself, or stated in a letter from the lessor.

#### *b) Carrier as Co-Lessee*

#### Lease Agreement

- Require the complete lease. Must be dated and signed by all parties (electronic signatures of any kind are not acceptable).
- Has a complete vehicle description (year, make, serial #).
- Require a capitalized cost for the vehicle. It may be on the bill of sale to the lessor, on the lease itself, or stated in a letter from the lessor.

**Plating Letter**

- Must be valid in Alberta, list the vehicle lessee(s) and explicitly state the prorated carrier as the sole plateholder.

**Authorization for Vehicle Services Form**

- PART 1 must name all lessees.
- PART 5 must have a signature on behalf of each lessee as well as the prorated carrier.
- See form instructions for additional information.

**2) OWNER/OPERATOR'S VEHICLES****Owned Vehicle****Bill of Sale**

- Must be dated and signed by all parties (electronic signatures of any kind are not acceptable).
- Has a complete vehicle description (year, make, serial #).

**Authorization for Vehicle Services Form**

- PART 1 must name all listed owners.
- PART 5 must have a signature on behalf of each owner as well as the prorated carrier.
- See form instructions for additional information.

**Leased Vehicle****Lease Agreement**

- Require the complete lease. Must be dated and signed by all parties (electronic signatures of any kind are not acceptable).
- Has a complete vehicle description (year, make, serial #).
- Require a capitalized cost for the vehicle. It may be on the bill of sale to the lessor, on the lease itself, or stated in a letter from the lessor.

**Plating Letter**

- Must be valid in Alberta, list vehicle lessee(s) and explicitly state the prorated carrier as the sole plateholder.

**Authorization for Vehicle Services Form**

- PART 1 must name all lessees.
- PART 5 must have a signature on behalf of each lessee as well as the prorated carrier.
- See form instructions for additional information.

❖ INSTRUCTIONS FOR COMPLETING IRP FORM 1 ❖

*For more information see related topics in the Prorate Information Guide or call Prorate Services*

**Client Name** – Name of the individual(s) or a company that is registered with Alberta Corporate Registry.

**Mailing Address** – where correspondence could be mailed.

**Physical Address** – must be located in Alberta. Post office box numbers are not accepted.

**Trade Name, Operating As (O/A), or Doing Business As (DBA)** - Enter only if applicable

**Contact Information** – Person responsible for completion of the forms.

*Name, Phone, Fax and Email*

**IRP Account** – New clients leave blank. Number is assigned by Prorate Services.

**Fleet No.** – Identifies the fleet that is to be registered. Fleets are numeric starting at 1.

**Fleet Year** – New clients leave blank.

**Supp. No.** – Supplements are numeric starting at 1. If unknown, leave blank.

**Effective Date** – Provide the date you want the application to take effect.

**Expiry Date** – For office use only.

**MVID – Motor Vehicle Identification number.** If unknown leave blank.

**Type of Requested Service** – Check one type of service:

**New Fleet**

**Address and/or Name Change**

**Operation Type** – Check one type of operation:

**For Hire** – Transporting someone else’s goods and/or property.

**Private** – Transporting own goods and/or property.

**Daily Rental** – Using vehicles on a daily rental basis.

**Insurance**

**Company Name** – Not the agent/broker.

**Policy No.** – Third party liability.

**Expiry Date** – Must be after the effective date of application.

**Declaration** - Signature and date required.

***Backup Documents Required for Application***

**Agreement to Maintain Records** – New clients only.

**Established Place of Business Questionnaire** – New clients only.

**License Agent Contract** – Submit a contract if a service provider has been hired to complete and submit your Prorate applications.

**Client Name** \_\_\_\_\_

Mailing Address \_\_\_\_\_ Physical Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Trade Name, Operating As (O/A), or Doing Business As (DBA) \_\_\_\_\_

**Contact Information**

Name \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

IRP Account **AB** \_\_\_\_\_

Fleet No. \_\_\_\_\_

Fleet Year \_\_\_\_\_

Supp. No. \_\_\_\_\_

Effective Date \_\_\_\_\_

Expiry Date \_\_\_\_\_

MVID (Motor Vehicle ID) \_\_\_\_\_

**Type of requested service - Check one**

- New Fleet
- Address Change
- Name Change

**Operation Type - Check one**

- For Hire
- Private
- Daily Rental

**Insurance:** Company Name \_\_\_\_\_

Policy No. \_\_\_\_\_

Expiry Date (YYYY/MM/DD) \_\_\_\_\_

**Declaration:** The undersigned declares that the information on this form and the attached is true and correct.

Signature \_\_\_\_\_



## How to complete the Authorization for Vehicle Services Form.

Use these instructions and match them up with the Authorization for Vehicle Services Form. Please read both documents carefully. All items listed below should be completed on the Authorization for Vehicle Services Form. \*\*\*Link to form below\*\*\*

### PART 1 - OWNER/LESSEE INFORMATION

I/We, \_\_\_\_\_ --- *Owner/Operator (Lessee)* --- \_\_\_\_\_ , \_\_\_\_\_ *Drivers license Number or MVID* \_\_\_\_\_  
and, \_\_\_\_\_ --- *Second Owner/Operator (Co-Lessee)* --- \_\_\_\_\_ , \_\_\_\_\_ *Drivers license Number or MVID* \_\_\_\_\_  
give consent to, \_\_\_\_\_ --- *Prorated Carrier* --- \_\_\_\_\_ , \_\_\_\_\_ *Drivers license Number or MVID* \_\_\_\_\_

### PART 2 - VEHICLE INFORMATION

Vehicle Information - Complete with the details of the vehicle.

### PART 3 - SERVICE TYPE REQUEST

Select Service Type - Check one box.

### PART 4 – REGISTRATION PARTICULARS

- a) Check the box beside - *"Register the vehicle in the name(s) as shown below:"*
- b) Enter the Prorated Carrier --- and the MVID: example 0000-00000

### PART 5 - SIGNATURES

Must have signatures of each Owner/Lessee/Registrant from PART 1 (including the Prorated Carrier)  
*\*\*Needs to be the same number of signatures as there are parties from PART 1 even if someone is signing for more than one party.*

### Important Information

**\*\* Leasing Companies authorize registration in Plating Letters and should never appear on this form.**

The Authorization for Vehicles Services Form is required for the vehicles of owner/operators as well as those co-owned by the prorated carrier.

The owner/operator retains ownership, possession and exclusive use of the vehicle. They want to register their vehicle in the name of the prorated carrier in order to use their Safety Fitness Certificate (SFC) and insurance.

**\*\*\* Please note: Click on the link below to open the Authorization for Vehicle Services Form.**

<http://www.servicealberta.gov.ab.ca/pdf/mv/REG0169.pdf>

## Plating Letter Instructions - Leased Vehicles

Plating Letters are provided by a Lessor authorizing vehicle registration in the name of a specific company.

**Plating Letters are required when:**

- a) An owner/operator is coming onto a carrier's fleet with a leased vehicle.
- b) The lease agreement has multiple parties listed as co-lessees. (If the carrier is the only lessee we do not require the letter.)

These letters must identify the vehicle, name all lessees on the original lease agreement and consent to the prorated carrier as the sole plateholder. The only signature necessary on this letter is one on behalf of the leasing company.

Please find a sample Plating Letter attached.

**Needs to be on leasing company's letter head.**

Date:

## LETTER OF AUTHORIZATION/PLATING INSTRUCTIONS

To Whom It May Concern:

*THIS LETTER OF AUTHORIZATION/PLATE INSTRUCTION IS ONLY VALID FOR THE PURPOSE OF LICENSING/REGISTRATION OF SAID VEHICLE AND MAY BE ACTED UPON ONLY IN THE PROVINCE OF ALBERTA.*

### Vehicle Information

**MAKE & MODEL:**

**YEAR:**

**VIN:**

**Lessee Names** (all names on the lease must appear):

**LESSOR** Name: \_\_\_\_\_ agrees that the above described vehicle will be plated under the following

**Registrant/plate holder** name (*prorate client*): \_\_\_\_\_

\_\_\_\_\_  
Lessor Signature

\_\_\_\_\_  
Printed Name & Title