



**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 kg; 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. First time registrants for vehicles with a weight of 11,794 kg or greater may obtain a sixty (60) day temporary SFC from a registry office. Clients registering a vehicle 4,501 - 11,793 kg must first contact Carrier Services at (403) 340-5444 to obtain the required application form. For more information contact Carrier Services or visit <a href="http://www.transportation.alberta.ca/499.htm">http://www.transportation.alberta.ca/499.htm</a> .
<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/?page=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.

**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.

**3. Distance - 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. Distance is used to apportion the percentage of fees paid to each jurisdiction. Instructions provided.

**4. Vehicle - Form 2**

Vehicle information from sections A, B and C are used to calculate fees. Prorate requires ownership documents, see Backup sheet. Instructions provided.

**5. Weight - Form 3**

This form shows the registered weight in each jurisdiction. Weight Group Number on the top right corner is assigned by the client, which is used to assign the group of weights to vehicles. For example, if Weight Group No. is 1 any vehicle assigned to weight group 1 will have the weights shown on that Weight-Form 3. The fleet may have as many weight groups as required. Instructions provided.

All of the above forms are on the Prorate website <http://www.transportation.alberta.ca/3182.htm>.

Prorate application training is available in Calgary free of charge to clients. Contact Prorate Services to arrange for an appointment. Assistance is always available over the phone 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) or fax to 403-297-2917***

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

## ❖ INSTRUCTIONS FOR COMPLETING DISTANCE – 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** – Applying to prorate as a new client or adding an additional fleet.

**Renewal** – Renewing an existing fleet.

**Address and/or Name Change** – Complete top section only.

**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.

**Distance Information**

New Clients are not required to fill out distance unless they have actual distance.

*NT, NU, YT and AK record actual distances only. MX leave blank.*

**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 consultant has been hired to complete and submit your Prorate applications.

**❖ INSTRUCTIONS FOR COMPLETING VEHICLE – FORM 2 ❖**

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

*For Client Name, Contact Information, IRP Account, Fleet No., Fleet Year, Supp No., Effective Date and MVID see Distance - Form 1 instructions.*

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**All Sections (A, B, C & D)**

**Line No.** – Each section has a corresponding line with the next section. i.e. The vehicle on the first line of Section A would also be the vehicle on the first line of Sections B and C. Delete vehicle requests use Section D only.

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**Section A**

**Service Request** <sup>(1)</sup> – Use one of the codes found at the top of the Vehicle - Form 2 to identify which service you require. When service is a transfer (TR) or exchange (EX), indicate the vehicle being removed on the corresponding line in Section D.

**Vehicle Identification Number** –VIN (Serial Number).

**Colour** – Primary colour of power unit.

**Vehicle Year** – Model year of the vehicle.

**Make** - Vehicle make (i.e. Kenworth, Ford, Peterbilt, etc.).

**Unit Number** – All vehicles must have a unit number assigned by the client (maximum 8 digits).

**Fuel Type** –Diesel, gas, propane, multi-fuel or other.

**Vehicle Type** <sup>(2)</sup> – Use one of the codes found at the bottom of the Vehicle - Form 2.

**Bus Seats** – For bus use only. The factory rated seating capacity.

**Odometer Reading** – Optional.

**Regulation Code** <sup>(3)</sup> – If applicable, use one of the codes found at the bottom of the Vehicle - Form 2.

- For code 12, it is necessary to describe the type of mounted equipment.

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**Section B**

**Lease Company Name** – If the vehicle is being leased record the name of the leasing company.

**MVID of Lease Company** – MVID of Leasing Company (if unknown leave blank).

**Vehicle Owner Name (or names if owned jointly)** –Individual and/or company other than the registrant. Record all names if owned by more than one person.

**MVID or Date of Birth** –MVID of the owner/operator if known.

- For an individual provide date of birth if MVID is not known.
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### **Section C**

**Date of Purchase/Lease** – In the format YYYY/MM/DD

#### **Purchase or Capitalized Cost**

- CDN \$ - Total purchase price including the cost of Permanently Mounted Equipment (do not include GST, sales tax or tire tax). For leased vehicles this is the capitalized cost or value of vehicle at the time of signing legal documents.
- US \$ - Convert the CDN \$ to US \$ using the exchange rate on the date of purchase.

**Exchange Rate** – Exchange rate on the date of purchase/lease (optional).

**Tare Weight** – Empty, unladen or shipping weight of power unit.

**Axles** – Total number of axles on power unit (steering and drive).

**Plate Number** – Do you currently have a plate for the power unit?

- If yes, provide the plate number.
- If no, enter “NEW”.

**Commodity Code**<sup>(4)</sup> – Use one of the codes found at the bottom of the Vehicle - Form 2.

**Weight Group** – Indicate the weight group number that is to be associated with the unit.

(See Weight – Form 3 instructions.)

**Is Insurance the same as on Distance – Form 1?**

- If yes, indicate on form.
- If no, indicate on form and provide a valid copy of insurance to your Registry Agent.

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### **Section D – Delete Vehicle Information**

When deleting or transferring a vehicle out of the fleet, provide the following information in Section D:

- Vehicle Identification Number
- Plate Number
- Unit Number
- Vehicle Year
- Weight Group

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#### **\*Describe Mounted Equipment**

If using Regulation Code 12 provide a description of the permanently mounted equipment. Photos of side and rear of vehicle may be required. (See Permanently Mounted Equipment and Glossary in the Prorate Information Guide.)

**NOTE: For backup documents required see table last page of Prorate Application Instructions.**

**❖ INSTRUCTIONS FOR COMPLETING WEIGHT – FORM 3 ❖**

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

*For Client Name, IRP Account, Fleet No., Fleet Year and MVID see Distance - Form 1 instructions.*

**Weight Group No.** – Located at the top right hand corner of Weight Form 3

This is a client-assigned number to classify groupings of vehicles that will operate with the same gross vehicle weights within the same jurisdictions (starting with 1, 2, or 3 etc.)

- Put this assigned number on Vehicle Form 2 in section C for each vehicle it applies to.
- You may set up as many different weight groups as needed.

*Sample below from Weight form 3*

Enter number in the box below on form 3

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

Weight Group No.

**A weight group shows the maximum Gross Vehicle Weight (GVW) for all jurisdictions.**

- (1) A GVW **must** be provided for **all** jurisdictions listed below,
- (2) Quebec - Enter the total amount of axles for the vehicle including any trailer(s).
- (3) See the Prorate Information Guide for a jurisdiction's maximum GVW.
- (4) Assign a weight group number (top right) and use more than one form if there are units requiring different weight groups.

IRP Account **AB** \_\_\_\_\_  
 Fleet No. \_\_\_\_\_  
 Fleet Year \_\_\_\_\_  
 MVID (Motor Vehicle ID) \_\_\_\_\_

*Sample below from Vehicle form 2*

Match number above to the vehicle on form 2

Section C									
Line No.	Date of Purchase/Lease	Purchase or Capitalized Cost		Exchange Rate	Tare Weight	Axles	Plate Number	Commodity Code <sup>(4)</sup>	Weight Group
		CDN \$	US \$						

**GVW (Gross Vehicle Weight)** - See points (1), (2), (3) and (4) on Weight – Form 3. Weight of the power unit and trailer (if applicable) fully loaded.

- **Canada - Kilograms (kg).**
  - Quebec – Axles (steering, drive, and trailer).
- **United States – Pounds (lb).**

**Please review your application carefully prior to submitting.**

- **Email:** [prorate@gov.ab.ca](mailto:prorate@gov.ab.ca)
- **Fax:** (403) 297-2917

**NOTE:** For required backup documents see the last page of the Prorate Application Instructions.

## Backup Documents

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

*Not all backup documents are required for every transaction.*

*To know what documents will be required use the chart below.*

Is your vehicle?	Backup document(s) required.
<b>OWNERSHIP</b>	
<input type="checkbox"/> Previously prorated	<ul style="list-style-type: none"> <li>• Previous cab card.</li> </ul>
<input type="checkbox"/> Owned	<ul style="list-style-type: none"> <li>• Signed bill of sale.</li> <li>• New Vehicle Information Statement – NVIS (if new).</li> </ul>
<input type="checkbox"/> Leased	<ul style="list-style-type: none"> <li>• Signed lease agreement (if no capital cost then bill of sale is also required).</li> <li>• NVIS (if new).</li> </ul>
<input type="checkbox"/> Owned/Operated by someone other than the client	<ul style="list-style-type: none"> <li>• Signed Authorization Letter; <a href="http://www.servicealberta.gov.ab.ca/596.cfm">http://www.servicealberta.gov.ab.ca/596.cfm</a></li> <li>• Signed bill of sale or lease agreement</li> <li>• NVIS (if new).</li> </ul>
<b>ADDITIONAL DOCUMENTS</b>	
<input type="checkbox"/> Last registered out of province	<ul style="list-style-type: none"> <li>• Valid Canadian inspection.</li> </ul>
<input type="checkbox"/> Imported from another country	<ul style="list-style-type: none"> <li>• Certificate of Title/ Certificate of Origin (front and back).</li> <li>• Import form.</li> <li>• Valid Canadian inspection.</li> </ul>
<input type="checkbox"/> Bus	<ul style="list-style-type: none"> <li>• Valid bus inspection.</li> </ul>
<input type="checkbox"/> Mounted equipment	<ul style="list-style-type: none"> <li>• Document showing cost of mounted equipment.</li> <li>• Photo (may be required).</li> </ul>
<p><b>Please Note: Applicable documents must be signed by all parties.</b>  <b>To ensure timely processing make sure to send all emails to <a href="mailto:prorate@gov.ab.ca">prorate@gov.ab.ca</a> or fax to 403-297-2917 (Do not send to clerk's individual email)</b></p>	

***Backup document chart is provided for your reference only.***