



INTERNATIONAL REGISTRATION PLAN, INC.

MEMORANDUM

TO: IRP Jurisdictions
FROM: Joan Kalvaitis, Technical Products and Services Manager, IRP, Inc.
DATE: August 26, 2002
SUBJECT: Fee Schedule Standard Format

The passing of ballot 1.7.251 has modified the language of section 306 of the Plan, which becomes effective October 1, 2002.

**ARTICLE III
FEES FOR APPORTIONED REGISTRATION**

306 FEE CHANGE NOTIFICATION

Each member jurisdiction shall notify IRP, Inc. of any proposed fee changes regarding apportioned registration by that member jurisdiction at least 120 days prior to the effective date. Upon timely notification of proposed fee changes, each member jurisdiction shall implement and collect proper fees due by the effective date. Any member jurisdiction failing to implement the proposed fee changes within the 120-day time frame will be responsible for any re-bill or credit adjustment resulting from the time delay. If the proposed fee change notification is not received by IRP, Inc. or the member jurisdictions prior to the 120-day effective date, the member jurisdictions must implement the fee changes within 120 days of notification, and no re-billing or credit adjustment may be initiated for fees incurred during the initial 120-day time frame.

All member jurisdictions shall submit fee changes in a standard format as established by IRP, Inc. and approved by the IRP, Inc. Board of Directors.

During the August 15, 2002 Board of Directors meeting, the Board approved the attached instructions and fee chart example to be used for all fee changes. Beginning October 1, 2002 you must follow these established procedures when submitting any and all fee changes or updates to IRP, Inc.

Also, to help assist the jurisdictions we are asking for your consideration by providing to IRP, Inc. the date you have implemented the fee changes into your system. The list of implementation dates will be available from the fee schedules page on the IRP web site. The web site also displays the new fee schedules to be implemented, with their effective date, along with the fee schedule(s) that is still in effect.

Your cooperation is greatly appreciated. If you have questions please feel free to contact me at 703-908-5849 or via email at jkalvaitis@aamva.org.

Guideline Procedures for Sending Fee Schedule Updates to IRP, Inc. and Foreign Jurisdictions

As outlined in Section 306 of the Plan, each jurisdiction is to notify the Repository of fee changes.

Section 306 Fee Change Notification

Each member jurisdiction shall notify the IRP Repository of any proposed fee changes regarding apportioned registration by that member jurisdiction at least 120 days prior to the effective date. Upon timely notification of proposed fee changes, each member jurisdiction shall implement and collect proper fees due by the effective date. Any member jurisdiction failing to implement the proposed fee changes within the 120-day time frame will be responsible for any re-bill or credit adjustment resulting from the time delay. If the proposed fee change notification is not received by the IRP Repository or the member jurisdictions prior to the 120-day effective date, the member jurisdictions must implement the fee changes within 120 days of notification, and no re-billing or credit adjustment may be initiated for fees incurred during the initial 120-day time frame.

Updates are to be sent electronically to IRP, Inc. in the following format. (These updates can be faxed but they will not be updated on the web site until they are sent electronically.) Each update will consist of the following sections.

Section I. - Memo

Section I will be a memo from the jurisdiction stating there are changes to their fee schedule. This memo should be sent electronically to IRP, Inc. in word format.

Submit only fees related to apportionable vehicles (IRP only). Do not include non-IRP fees or administrative fees or fees collected for your own jurisdictions use.

The memo should include:

1. The updates – provide a memo that gives an explanation of the fee change(s), i.e. did this fee ever exist, is it a replacement fee, is it a change or a correction. Please be specific.
2. Pinpoint the specific fee that is changing, the page number where it can be located in the actual fee table, if applicable.
3. The date the fee change becomes effective.
4. A contact person (name, number, email) if other jurisdictions have questions.

Section II. - Fee Schedule

Section II will be the actual fee schedule. When there is a change, the entire fee schedule needs to be sent electronically with the change already included. IRP, Inc. will no longer make any changes to fee schedules. The file should be sent in excel format. If excel

format is not applicable a word document may be submitted. Sending it as a wordperfect or other format will delay distribution to the member jurisdictions. Extenuating circumstances will be addressed on an individual basis.

A) Apportionable fees –

If the fee schedule consists of more than one chart/table each chart/table will be labeled clearly and displayed separately with its appropriate label.

The actual fee schedule should be in the following format:

1. Jurisdiction name displayed at the top of the first page
2. A clear label for each section, i.e. tractor fees, bus fees, private carrier, trip permits, etc.
3. The top of each page should have an effective date
4. Each weight range will be clearly labeled as pounds and/or kilograms.
5. Each dollar amount will be clearly labeled as US dollars or Canadian dollars.
6. There should be a page number on each page of the fee schedule.
7. If your jurisdiction does not use weight for fees, clearly identify as not applicable.

B) Other Apportionable Fees –

Other fees will consist of fees that do not fit into A). i.e. ad velorum, weight based fees that require a formula, sales tax, age, etc.

These fees should be displayed within a table as much as possible or the formula for the calculation should be included.

See attached for examples.

Section III.

Section III will include instructions on how each jurisdiction calculates the fees. This would also include any examples or special instructions. Ex: is the fee transferable?

Sending Changes

Each section should be sent as a separate attachment in the same email. All updated fee schedules will be distributed to the member jurisdictions within 48 hours as long as all sections are received together. The memo, fee schedule(s), and instructions (section I, IIA, IIB, and III) will each be available for download as separate documents.

JURISDICTION OF XX

Effective: MM/DD/YYYY
 Weight in lbs/kgs
 Dollars shown are US dollars/Canadian dollars

Schedule of Vehicle Registration Fees

Trucks/Truck-Tractors/Road Tractors and Tractors

Gross Weight Ranges pounds	Gross Weight Ranges kilograms	Fees											
		12 Months	11 Months	10 Months	9 Months	8 Months	7 Months	6 Months	5 Months	4 Months	3 Months	2 Months	1 Months
0-8000	0-3628												
8001-12000	3629-5443												
12001-18000	5444-8164												
18001-26000	8165-11793												
26001-33000	11794-14968												
33001-42000	14969-19050												
42001-55000	19051-24947												
55001-64000	24948-29029												
64001-74000	29031-33565												
74001-80000	33566-36287												
over 80,000	over 36288												

Buses

Seats Weight	Cab Card Weight	12 Months	11 Months	10 Months	9 Months	8 Months	7 Months	6 Months	5 Months	4 Months	3 Months	2 Months	1 Months
5	Qual												
10	Qual												
15	Qual												
20	Qual												
40	Qual												
Over 40	Qual												