

Government of Alberta

Prorate Services

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To: New Prorate Clients

New Client applications – the following is required for first time applicants:

1. Agreement to Maintain Records
2. Established Place of Business Questionnaire
3. Estimated Distance Methods
4. Distance - Form 1
5. Vehicle - Form 2
6. Weight - Form 3

All of the above forms are on our web site <http://www.transportation.alberta.ca/3182.htm>.

Prorate application training is available free of charge to clients. Contact Prorate Services to arrange for an appointment. To call toll-free in Alberta dial 310-0000 then (403) 297-2920.

It is the responsibility of the client to consult the Legislation for the exact requirements prior to conducting operations. Below is a chart showing some common requirements:

Canada	International Fuel Tax Agreement (IFTA) license or Fuel Permit required for the following jurisdictions: BC, MB, ON, QC, NL, NS, NB and PEI.
Other requirements:	
AB	All prorated clients are required to have a Safety Fitness Certificate (SFC) with a “Federal” operating status. Contact (403) 340-5444 for more information or go to http://www.transportation.alberta.ca/499.htm . 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 to obtain the required application form and information submitted.
BC	Financial Responsibility Number.
ON	Buses may require an operating authority. Contact the Ontario Highway Transport Board at (416) 326-6732.
QC	Clients doing business in Quebec need to register with Registraire des Entreprises Quebec at (877) 644-4545.
NB	Trucks are required to have proof of \$1 million in public liability and damage insurance. (\$2 million required if carrying dangerous goods.)
USA	Clients are required to contact the Federal Motor Carrier Safety Administration (FMCSA) at (207) 624-9000 or www.fmcsa.dot.gov . A federal United States Department of Transportation (USDOT) number is mandatory when traveling into the USA.
	Clients traveling into the USA require Unified Carrier Registration (UCR). www.ucr.in.gov . If you have any questions contact Montana IRP office at (406) 444-2998.
	US 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 www.irs.gov/trucker .

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

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 – Operational Records and Audits*) requires that distance records (*July 1 to June 30*) and other documents be retained for four years. Alberta Finance audits the records on behalf of Alberta Transportation, Prorate Services. The IRP requires that records be made available to auditors upon request. The records may be paper or in electronic format, as long as they are presented in a format and manner that they may be audited, otherwise they may be deemed inadequate. In the event the registrant fails to provide adequate records **Prorate Services may assess full (100%) Alberta fees and penalties** on the entire fleet for any application year under audit. In addition, prorated registration privileges may be suspended or cancelled. *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

Section 305 of the International Registration Plan (IRP) requires Applicants to maintain an **Established Place of Business**⁽¹⁾ or **Residence**⁽²⁾ in the jurisdiction where they base plate <http://www.irponline.org/publications/theplan>.

Name of Company/Applicant: _____

Contact Individual: _____ Phone Number: _____

Address: _____

(Must be a street address or legal land location, not a box number.)

Are the day to day 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? _____

Have you previously been prorated? Yes ☐ No ☐

- If yes, where? _____

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

1. The Applicant has an **Established Place of Business**⁽¹⁾ **OR** can demonstrate **Residence**⁽²⁾ in Alberta.
2. The fleet will accumulate distance in Alberta.
3. The IRP records are kept or made available at the Alberta physical location.

Established Place of Business⁽¹⁾

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:

☐ A copy of the lease, mortgage or current property tax notice for the physical business address used in Alberta.

OR

Residence⁽²⁾

An Applicant that does not have an Established Place of Business may demonstrate **Residence** by providing at least **three** of the following: (Section 305)

- ☐ if the Applicant is an individual, an Alberta driver's licence
- ☐ if the Applicant is a corporation, that it is incorporated 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
- ☐ that the Applicant has paid real estate or personal property taxes to Alberta
- ☐ that the Applicant receives utility bills in Alberta in its name

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

Date

❖ 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)

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.

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

Expiry Date – For office use only.

MVID – **M**otor **V**ehicle **I**dentification Number. If unknown leave blank.

Type of Requested Service – Check one type of service:

- New – *Applying to prorate as a new client or if adding an additional fleet.*
- Renewal – *Renewing an existing fleet.*
- Add Jurisdiction – *Adding jurisdictions that are not currently listed on the valid cab card.
Only record kilometers for added jurisdictions.*
- Address and/or Name Change – *Any changes since the previous application.*

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

- See points (1), (2) and (3) on Distance – Form 1. Applications with non-bordering jurisdictions will be questioned. *For more information see Estimated Distance Methods 1 and 2.*
- For 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 required.

❖ Backup Documents Required for Application ❖
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Agreement to Maintain Records – New clients only.

Established Place of Business Questionnaire – New clients only.

Estimated Distance – Only required if using Method 1 for distance calculation.

- *Not required if using Method 2.*

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

Client Name _____		Contact Information		IRP Account AB
Mailing Address	Physical Address	Name _____	Fleet No. _____	
_____	_____	Phone _____	Fleet Year _____	
_____	_____	Fax _____	Supp. No. _____	
_____	_____	Email _____	Effective Date _____	
Trade Name, Operating As (O/A), or Doing Business As (DBA) _____			Expiry Date _____	
			MVID (Motor Vehicle ID) _____	

Type of Requested Service - Check One			
New	<input type="checkbox"/>	Add Jurisdiction	<input type="checkbox"/>
Renewal	<input type="checkbox"/>	Address and/or Name Change	<input type="checkbox"/>

Operation Type - Check One			
For Hire	<input type="checkbox"/>	Daily Rental	<input type="checkbox"/>
Private	<input type="checkbox"/>		

- (1) Enter actual distance in the KMs column from **July 1**, _____ to **June 30**, _____. Zero "0" distance is not allowed. If estimating see (3)
- (2) Enter "P" in the **P** column only for jurisdictions that you are applying for Prorated registration. All others leave blank.
- (3) Enter estimated distance only if you do not have actual distance in the KMs column, and enter "E" in the **E** column. To calculate estimated distance use one of the "Estimated Distance Methods" and submit as backup.

Jurisdiction	KMs	P	E	Jurisdiction	KMs	P	E	Jurisdiction	KMs	P	E	Jurisdiction	KMs	P	E
AB Alberta		P		CA California				MI Michigan				RI Rhode Island			
BC British Columbia				CO Colorado				MN Minnesota				SC South Carolina			
MB Manitoba				CT Connecticut				MO Missouri				SD South Dakota			
NB New Brunswick				DC Dist of Columbia				MS Mississippi				TN Tennessee			
NL Newfoundland				DE Delaware				MT Montana				TX Texas			
NS Nova Scotia				FL Florida				NC North Carolina				UT Utah			
ON Ontario				GA Georgia				ND North Dakota				VA Virginia			
PE Prince Edward Is.				IA Iowa				NE Nebraska				VT Vermont			
QC Quebec				ID Idaho				NH New Hampshire				WA Washington			
SK Saskatchewan				IL Illinois				NJ New Jersey				WI Wisconsin			
NT Northwest Terr		X	A	IN Indiana				NM New Mexico				WV West Virginia			
NU Nunavut		X	A	KS Kansas				NV Nevada				WY Wyoming			
YT Yukon		X	A	KY Kentucky				NY New York							
AK Alaska		X	A	LA Louisiana				OH Ohio							
AL Alabama				MA Massachusetts				OK Oklahoma							
AR Arkansas				MD Maryland				OR Oregon							
AZ Arizona				ME Maine				PA Pennsylvania							

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 _____


- *Method 1. Using your own calculations - distance software, business plan (known contracts). Submit as backup documentation.*
- *Method 2. Using Alberta's Estimated Distance Chart*

If you know the proposed route of travel, you must provide the entry and destination and the total annual kilometres for each jurisdiction you are estimating:

Revised: March 2012

- *Method 1. Using your own calculations - distance software, business plan (known contracts). Submit as backup documentation.*
- *Method 2. Using Alberta's Estimated Distance Chart*

If you know the proposed route of travel, you must provide the entry and destination and the total annual kilometres for each jurisdiction you are estimating:



ESTIMATED DISTANCE

METHOD 2

If you do not know the route of travel but will require prorate, use the figures indicated below. **NOTE:** The chart distances are for one motor vehicle. If multiple vehicles are being prorated, adjust the estimate accordingly.

JURISDICTION			KM	JURISDICTION			KM
AB	Alberta		34794	MI	Michigan		1087
BC	British Columbia		11515	MN	Minnesota		1658
MB	Manitoba		3488	MO	Missouri		951
NB	New Brunswick		594	MS	Mississippi		138
NL	Newfoundland / Labrador		109	MT	Montana		5636
NS	Nova Scotia		342	NC	North Carolina		180
ON	Ontario		13098	ND	North Dakota		2070
PE	Prince Edward Island		9	NE	Nebraska		1060
QC	Quebec		2529	NH	New Hampshire		34
SK	Saskatchewan		8812	NJ	New Jersey		127
AL	Alabama		146	NM	New Mexico		258
AR	Arkansas		197	NV	Nevada		2266
AZ	Arizona		679	NY	New York		1142
CA	California		3599	OH	Ohio		783
CO	Colorado		1122	OK	Oklahoma		718
CT	Connecticut		57	OR	Oregon		1160
DC	District of Columbia		2	PA	Pennsylvania		697
DE	Delaware		10	RI	Rhode Island		5
FL	Florida		1829	SC	South Carolina		203
GA	Georgia		746	SD	South Dakota		1142
IA	Iowa		1226	TN	Tennessee		481
ID	Idaho		3072	TX	Texas		3376
IL	Illinois		1298	UT	Utah		1787
IN	Indiana		767	VA	Virginia		206
KS	Kansas		877	VT	Vermont		80
KY	Kentucky		418	WA	Washington		2472
LA	Louisiana		245	WI	Wisconsin		1527
MA	Massachusetts		83	WV	West Virginia		123
MD	Maryland		93	WY	Wyoming		1752
ME	Maine		73				

The above figures are an average based on the actual kilometres traveled by Alberta-based vehicles in 2010.

***Transfer the total kilometres per year for each jurisdiction to the Distance Form - 1.**

❖ 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.

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.

Section A

Service Request ⁽¹⁾ – Use one of the codes found at the top of the form to identify which service you require. When service request 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 ⁽²⁾ – Use one of the codes found at the bottom of the form.

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

Odometer Reading – Optional.

Regulation Code ⁽³⁾ – If applicable, use one of the codes found at the bottom of the form.

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

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).

Owner and/or Operator Name(s) –Individual or company other than the client applying for prorate enter their name. If there is more than one owner/lessee list all names.

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

- For an individual provide date of birth if MVID is not known.

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 \$ - If there are US jurisdictions being prorated, convert the CDN \$ to US \$ using the exchange rate on the date of purchase.

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⁽⁴⁾ – Use one of the codes found at the bottom of the form.

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.

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

***Describe Mounted Equipment**

If using Regulation Code 12 provide a description of the permanently mounted equipment.
(See Permanently Mounted Equipment and Glossary in the Prorate Information Guide.)

Client Name _____

Service Request Codes⁽¹⁾

IRP Account **AB** _____

Contact Information

Name _____
Phone _____
Fax _____
Email _____

AV Add Vehicle
TR Transfer Vehicle (same plate)
EX Transfer Vehicle (change plate)
CV Change Vehicle Information (colour, unit #, lessor)
PR Plate Replacement only
WC Weight Change
RD Replace Documents
AJ Add Jurisdiction

Fleet No. _____
Fleet Year _____
Supp. No. _____
Effective Date _____
MVID (Motor Vehicle ID) _____

Section A

Line No.	Service Request ⁽¹⁾	Vehicle Identification Number VIN (Serial Number)	Colour	Vehicle Year	Make	Unit Number	Fuel Type	Vehicle Type ⁽²⁾	Bus Seats	Odometer Reading	Regulation Code ⁽³⁾

Section B

Line No.	Lease Company Name (only if vehicle is being leased)	MVID of Lease Company	Owner and/or Operator Name(s) (Other than Client) (If there are multiple owners/lessees provide all names)	MVID or Date of Birth

Section C

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

Is Insurance the same as on Distance-Form 1?

Yes	No

Section D

Delete Vehicle Information

Line No.	Vehicle Identification Number VIN (Serial Number)	Plate Number	Unit Number	Vehicle Year	Weight Group

Vehicle Type Codes⁽²⁾

BS = Bus
TR = Truck
TT = Truck & Trailer

Commodity Codes⁽⁴⁾

A = All
H = Household

Regulation Codes⁽³⁾

*12 = Mounted Equipment
13 = Bed Truck
14 = Fire Truck

*Describe Mounted Equipment:

See Prorate Information Guide for more information.

Date _____

Signature _____

❖ **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. – A number assigned by the client to the combination of weights on this form.

- Weight group number is entered on Vehicle-Form 2 in Section C.

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
- **Fax:** (403) 297-2917

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

Personal information is collected for the purpose of administering the International Registration Plan and is collected under the authority of Freedom of Information and Protection of Privacy Act section 33(c). Questions regarding the collection may be directed to the Prorate Office at (403) 297-2920.

Client Name _____

Weight Group No.

A GVW (axles for Quebec) is required if a jurisdiction is prorated ("P" indicated on Distance - Form 1)

IRP Account **AB** _____

(1) A weight group represents units travelling in the same jurisdictions at the same designated weights.

Fleet No. _____

(2) Use more than one form if you have units requiring different weight groups.

Fleet Year _____

(3) This form is required when adding one or more jurisdictions.

MVID (Motor Vehicle ID) _____

(4) See Prorate Information Guide for jurisdiction's maximum GVW.

Canada	GVW (kg)
AB Alberta	
BC British Columbia	
MB Manitoba	
NB New Brunswick	
NL Newfoundland	
NS Nova Scotia	
ON Ontario	
PE Prince Edward Is.	
QC Quebec	Ax.
SK Saskatchewan	

United States	GVW (lb)
AL Alabama	
AR Arkansas	
AZ Arizona	
CA California	
CO Colorado	
CT Connecticut	
DC Dist. Of Columbia	
DE Delaware	
FL Florida	
GA Georgia	
IA Iowa	
ID Idaho	
IL Illinois	
IN Indiana	
KS Kansas	
KY Kentucky	
LA Louisiana	
MA Massachusetts	
MD Maryland	
ME Maine	
MI Michigan	
MN Minnesota	
MO Missouri	
MS Mississippi	
MT Montana	

United States	GVW (lb)
NC North Carolina	
ND North Dakota	
NE Nebraska	
NH New Hampshire	
NJ New Jersey	
NM New Mexico	
NV Nevada	
NY New York	
OH Ohio	
OK Oklahoma	
OR Oregon	
PA Pennsylvania	
RI Rhode Island	
SC South Carolina	
SD South Dakota	
TN Tennessee	
TX Texas	
UT Utah	
VA Virginia	
VT Vermont	
WA Washington	
WI Wisconsin	
WV West Virginia	
WY Wyoming	

Explanation:

Required in the case of a variance of more than 10% in the GVW's between jurisdictions

Backup Document Table

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 consult the table below.*

Is your vehicle?		Backup document(s) required.
OWNERSHIP		
<input type="checkbox"/>	Previously prorated	<ul style="list-style-type: none"> • Previous Alberta cab card.
<input type="checkbox"/>	Owned	<ul style="list-style-type: none"> • Signed bill of sale. • New Vehicle Information Statement – NVIS (if new).
<input type="checkbox"/>	Leased	<ul style="list-style-type: none"> • Signed lease agreement (if no capital cost then bill of sale is also required). • NVIS (if new).
<input type="checkbox"/>	Owned/Operated by someone other than the client	<ul style="list-style-type: none"> • Signed hauling contract. • Signed bill of sale or lease agreement • NVIS (if new).
ADDITIONAL DOCUMENTS		
<input type="checkbox"/>	Last registered out of province	<ul style="list-style-type: none"> • Valid Canadian inspection.
<input type="checkbox"/>	Imported from another country	<ul style="list-style-type: none"> • Certificate of Title/ Certificate of Origin (front and back). • Import form. • Valid Canadian inspection.
<input type="checkbox"/>	Bus	<ul style="list-style-type: none"> • Valid bus inspection.
<input type="checkbox"/>	Mounted equipment	<ul style="list-style-type: none"> • Document showing cost of mounted equipment. • Photo (may be required).
Note: Applicable documents must be signed by all parties.		

Backup document table is provided for your reference only.

MONTHLY SUMMARY
INDIVIDUAL VEHICLE DISTANCE RECORD
(IVDR)

Client Name: _____
Unit Number: _____
Year: _____
Make: _____
Serial Number: _____
Fleet Number: _____
Prorate Account Number: _____
Prorate Plate Number: _____

Month of _____, 20____

Driver's Name

ODOMETER READINGS:

Begin of Month:

End of Month: _____

MONTH TOTAL:

[illegible]

MONTHLY SUMMARY INDIVIDUAL VEHICLE DISTANCE RECORD (IVDR)

Client Name: There It Goes Inc
 Unit Number: 24
 Year: 2011
 Make: Ford
 Serial Number: 1FUY5841234567890
 Fleet Number: 6
 Prorate Account Number: 4962
 Prorate Plate Number: 123456

Month of November 14, 2011

Driver's Name John Driver

ODOMETER READINGS:

Begin of Month: 32000
 End of Month: 39372

MONTH TOTAL: 71372

DATE	TRIP	ODOMETER		DISTANCE						FUEL					
	ORIGIN DESTINATION	Begin	End	BC	AB	SK	Other (Specify)	Total		BC	AB	SK	Other (Specify)	Total	
1-Oct	Calgary, AB - Lethbridge, AB - Great Falls, MT	32000	32479		302		MT	177	479		142		MT	83	225
2-Oct	Great Falls, MT - Calgary, AB	32479	32958		302		MT	177	479		142		MT	83	225
3-Oct	Calgary, AB - Revelstoke, BC (return)	32958	33784	454	372				826	213	175				388
4-Oct	Prince George, BC	33784	34856	351	721				1072	165	339				504
5-Oct	AB	34856	35928	351	721				1072	165	339				504
Oct 6 - 10	NOT WORKING ACCIDENT - towed to shop	35928	35928												
Oct 11 - 12	Truck repaired on site	35928	35928												
Oct 13 - 14	WEEKEND	35928	35928												
15-Oct-11	Truck repaired on site	35928	35928												
16-Oct-11	Truck repaired on site	35928	35928												
17-Oct-11	Home terminal to east End (local)	35928	35948		20				20		9				9
18-Oct-11	East End to 19th Ave SW (local)	35948	35963		15				15		7				7
19-Oct-11	19th Ave SW - Terminal (local)	35963	35985		22				22		10				10
20-Oct-11	Terminal - Airdrie, AB	35985	36042		57				57		27				27
21-Oct-11	Airdrie, AB - Calgary, AB	36042	36099		57				57		27				27
22-Oct-11	Calgary, AB - Edmonton, AB - return	36099	36705		606				606		285				285
Oct 23 - 25	Calgary, AB - Vancouver, BC - Return	36705	38809	1732	372				2104	814	175				989
Oct 26 - 29	Calgary, AB - Great Falls, MT - Lethbridge, AB	38809	39372		386		MT	177	563		182		MT	83	265
				2888	3953			531	7372	1357	1859			249	3465
				TOTALS	KM	KM	KM	KM	KM	LITRES	LITRES	LITRES	LITRES	LITRES	LITRES

MONTHLY SUMMARY
EXAMPLE

ANNUAL SUMMARY INDIVIDUAL VEHICLE DISTANCE RECORD (IVDR)

Client Name: _____
 Unit Number: _____
 Year: _____
 Make: _____
 Serial Number: _____
 Fleet Number: _____
 Prorate Account Number: _____
 Prorate Plate Number: _____

July 1, 20 to June 30, 20

This form is to be completed by adding
MONTHLY SUMMARY

	CANADIAN JURISDICTIONS <i>(Specify)</i>					U.S. JURISDICTIONS <i>(Specify)</i>					MONTHLY TOTAL
Jurisdiction	AB										
July											
Aug											
Sept											
Oct											
Nov											
Dec											
Jan											
Feb											
Mar											
Apr											
May											
June											
TOTAL											
% of TOTAL											

ANNUAL SUMMARY INDIVIDUAL VEHICLE DISTANCE RECORD (IVDR)

Client Name: There It Goes Inc
Unit Number: 24
Year: 2011
Make: Ford
Serial Number: 1FUY5841234567890
Fleet Number: 6
Prorate Account Number: 4962
Prorate Plate Number: 123456

July 1, 20 10 to June 30, 20 11.

This form is to be completed by adding
MONTHLY SUMMARY

	CANADIAN JURISDICTIONS (Specify)					U.S. JURISDICTIONS (Specify)					MONTHLY TOTAL
Jurisdiction	AB	BC				MT	ID				
July	1500										1500
Aug	2884	845			845						4574
Sept	4551	2358	2514	1200	2358	3649	2500				19130
Oct	1300							Annual Summary Sample			1300
Nov	3953	2888			2888	531					10260
Dec	985	1213	15648		1213						19059
Jan	4158										4158
Feb	256	4512			4512	7500	1500				18280
Mar	1548										1548
Apr	1359										1359
May	1233		125								1358
June	4583										4583
TOTAL	28310	11816	18287	1200	11816	11680	4000				87109
% of TOTAL	32%	14%	21%	1%	14%	13%	5%				100%