

Filing Your 2010 Kansas IRP Renewal

IF YOU ARE SICK DO NOT COME TO OUR OFFICE!

Read this Entire Document Before Beginning the Renewal Process

Begin your renewal on-line at www.truckingks.org

IRP Renewal Instructions are found under the “Useful Resources” section on www.truckingks.org ; along with the IRP Registration Manual.

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| <p>Haskell County Regional IRP Office Office Hours 9 AM – 4 PM</p> <p>Haskell County Courthouse 300 S. Inman Sublette, KS</p> <p>Walk in customers only, review check list below and be prepared with all documents required.</p> <p>You may enter your renewal online and take all supporting documents to Haskell County to complete the renewal process and receive your cab cards.</p> | <p>KTC Office Hours 10 AM - 4 PM January 1 - March 1, 2010</p> <p>Renewals must be completed on line or mailed in to the KTC office; faxed copies of the renewal or supporting documentation MAY NOT be faxed. Any documents without the account number will be discarded.</p> <p>If you opt to come in to the KTC office, be prepared to wait in long lines.</p> |
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Before beginning the IRP Renewal Process you must have the following:

- **Annual update of MCS 150 information at**
 - https://li-public.fmcsa.dot.gov/LIVIEW/PKG_REGISTRATION.prc_option
- **Completion of UCR Registration and Payment**
 - <http://www.kcc.state.ks.us/trans/ucr.htm>

The Following Documents must be marked with the IRP account number and be submitted together, these documents MAY NOT BE FAXED:

- ✓ **Paid Heavy Vehicle Use Tax (2290) for all units registered over 54,000**
- ✓ **Proof of paid Personal Property tax either to the County or to KDOR for all vehicles being registered.**
- ✓ **Certificate of Insurance (for no authority carriers)**

All IRP Accounts must provide the required documents listed above before any credentials may be issued.

Phone Renewals

You may call the KTC Office between 8 AM and 10 AM; the agent will take your renewal information and return your renewal invoice via Fax. (Phone 785-271-3145 option 1)

Be sure to have the following information before calling the KTC Office:

- Your IRP Account Number
- Your actual miles for jurisdiction traveled during the renewal reporting period. Also, have any additional jurisdictions identified to be added as estimated mileage.
- The vehicle information for any units to be deleted from the renewal.
- The vehicle information for any corrections to be made on the renewal.

Manual Renewals

To manually complete your renewal, complete the schedules A & B and attach copies of the above mentioned documents. To make any changes to vehicles, provide a TYPE WRITTEN list including the complete VIN, Unit Number and Plate Number and clearly state the changes to be made. If you have actual miles in a jurisdiction and want to continue to apportion that jurisdiction, place an X in the box for actual miles. If you do not have actual miles and your business plan will take you to that jurisdiction in the next 12 months, place an X in the box marked “added jurisdiction.”

If you mail your paperwork in, it will be worked in the order in which it was received. If you opt to come in to the office, be prepared to wait in long lines.

Correct credentials are your responsibility. Always review your invoice for accuracy of vehicles, weights and the jurisdictions that will be displayed on the cab cards.

IRP On-Line Renewal Instructions

Please read all instructions and pay attention to the Required Document Section.

Logging On

- Go to www.truckingks.org, and then to IRP registrations and press go.
 - Enter Your User ID: (as printed on your renewal i.e. KSIRPxxxxxx) and Password: xxxxxxxx; OR If you are a regular web user; use your normal userid and password
 - After logging on the screen looks blank, but on the left side look for supplements, supplement history, etc.
- **Click the Reports Menu Option – REVIEW VEHICLES TO BE RENEWED**

The screenshot shows the TruckingKS website interface. At the top, there is a blue header with the text "KANSAS.gov" and the "TruckingKS" logo. Below the header is a navigation bar with links for "Home", "About KDOR", "Contact", "Help", and "Logout". The main content area is divided into two columns. The left column contains a menu with the following items: "Supplements", "Supplement History", "Reports", "User Management", "Change Password", "KS Dept. of Revenue", and "Kansas.gov". The right column is titled "Reports" and contains the following links: "Fee Statistical Summary", "Fleet Mileage Inquiry", "Fleet Vehicle Inquiry", "Quarterly Payment Summary", "Supplement Summary", and "Vehicle Statistical".

- Select the Fleet Vehicle Inquiry
- Click Search; A list of vehicle reports will be displayed by year, select the fleet and year that is being renewed.

- Supplements
- Supplement History
- Reports
- User Management
- Change Password
- KS Dept. of Revenue
- Kansas.gov

Fleet Vehicle Report

Fleet Vehicle Inquiry Search

Account #: Fleet #:

Date: Plate Status:

Vehicle Status: Title #:

- Supplements
- Supplement History
- Reports
- User Management
- Change Password
- KS Dept. of Revenue
- Kansas.gov

Fleet Vehicle Report

Active Filters: Motor Carrier Account #: 3600, Date: 10/22/2009

| Fleet # | Unit # | Registration Year | VIN | Year | Make | Owner Name | Plate # | Vehicle Status | Kansas Weight | Title # | Title Issue Date | Juris |
|---------|--------|-------------------|-------------------|------|--------------|------------|---------|----------------|---------------|---------|------------------|-------|
| 1 | 26400 | 2009 | 1FVHCYCS14HN26400 | 2004 | Freightliner | TEST ACNT | 109402 | Active | 54000 | | | |
| 1 | 598167 | 2009 | 1NKWL69X7PS598167 | 1993 | Kenworth | TEST ACNT | 086547 | Active | 54000 | | | KS |

- Print the list of vehicles that will be renewed, the plate number will be displayed and vehicle status will show Active for the vehicles that will be renewed.
- To process your Renewal Click the Supplements Menu Option choose Renew Fleet
- Be sure to enter the fleet number and click continue
 - The next screen shows your Name, etc, verify and click Next
- The next Screen has check boxes for Quarterly Payment and Summary Payment

- Check Quarterly Payments if you wish, quarterly payments is only for Kansas Fees
- DO NOT CHECK Summary Payment, this is only if you want a 1 page invoice with no details

➤ Next You will enter your Mileage Records

- Only states that are checked on the left will be included on your renewal.
- If the miles are pre entered (IFTA Miles), make sure the mileage type flag is set to Actual.
- If you are entering Actual miles, make sure the mileage type flag is set to Actual.
- If you are entering Actual Miles but do not wish the jurisdiction to be on your cab card, set the mileage type flag to No Travel Intended.
- If you are Estimating miles, leave the miles at 0 and set the mileage type flag to Estimated. **SECOND YEAR ESTIMATED MILES BILL AT OVER 100%**

| | | | | |
|-------------------------------------|---------------------------|----------|-----------|--|
| <input type="checkbox"/> | CT - Connecticut | | Estimated | |
| <input type="checkbox"/> | DC - District of Columbia | | Estimated | |
| <input type="checkbox"/> | DE - Delaware | | Estimated | |
| <input type="checkbox"/> | FL - Florida | | Estimated | |
| <input type="checkbox"/> | GA - Georgia | | Estimated | |
| <input type="checkbox"/> | HI - Hawaii | | Estimated | |
| <input checked="" type="checkbox"/> | IA - Iowa | 25634 | Actual | |
| <input type="checkbox"/> | ID - Idaho | | Estimated | |
| <input checked="" type="checkbox"/> | IL - Illinois | 10695 | Estimated | |
| <input checked="" type="checkbox"/> | IN - Indiana | 5679 | Estimated | |
| <input checked="" type="checkbox"/> | KS - Kansas | 35649789 | Actual | |
| <input type="checkbox"/> | KY - Kentucky | | Estimated | |
| <input checked="" type="checkbox"/> | LA - Louisiana | 2028 | Estimated | |
| <input type="checkbox"/> | MA - Massachusetts | | Estimated | |
| <input type="checkbox"/> | MB - Manitoba | | Estimated | |
| <input type="checkbox"/> | MD - Maryland | | Estimated | |

Review the Jurisdiction List

These are the jurisdictions that will be on your invoice and Cab Cards.

Review Jurisdictions

| Jurisdiction | Mileage | Percentage |
|----------------|----------|------------|
| AR - Arkansas | 4431 | 0.00074% |
| IA - Iowa | 25634 | 0.00426% |
| IL - Illinois | 10695 | 0.00178% |
| KS - Kansas | 35649789 | 5.92853% |
| MN - Minnesota | 2181 | 0.00036% |
| MO - Missouri | 21696 | 0.00361% |
| NE - Nebraska | 7329 | 0.00122% |
| OK - Oklahoma | 987546 | 0.16423% |
| IN - Indiana | 5679 | 0.00094% |
| LA - Louisiana | 2028 | 0.00034% |

NOTE:

If a jurisdiction has been on your IRP fleet previously and you add it with estimated mileage; the fees will be billed in addition to the 100% fees calculated for the renewal.

Estimated miles are determined by IRP mandate and can only be changed if you have a contract showing the actual miles that will be traveled in a jurisdiction.

Next, DELETE any units not being renewed

- Click the Search button, your list of vehicles will be displayed, place a check next to ones that should be deleted and Click Next.

Delete Vehicle Search

Fleet Vehicle Search

VIN:

| Delete | VIN | Unit # | Kansas Desired Weight | Plate # |
|-------------------------------------|--------------------|--------|-----------------------|---------|
| <input checked="" type="checkbox"/> | 1FUVDSEB8VP831492 | AJ-6 | 80000 | 082479 |
| <input type="checkbox"/> | 1FUVDSEB9YPF29135 | AJ-4 | 85500 | 083788 |
| <input type="checkbox"/> | 1FUVD SZB9WP963429 | AJ-5 | 80000 | 083789 |
| <input type="checkbox"/> | 1W91033205W172197 | AJ-8 | 0 | 472718 |

- Click the Continue button, verify that the lists of unit are the ones you wish to delete and click Next.

Delete Vehicle Summary

| Remove | VIN | Make | Vehicle Type | Year | Unit # | Safety USDOT # |
|------------------------|-------------------|--------------|---------------|------|--------|----------------|
| Remove | 1FUVDSEB8VP831492 | Freightliner | Truck Tractor | 1997 | AJ-6 | 1433367 |

If needed. Change the Kansas Weights

- Click the Search button, your list of vehicles will be displayed, place a check next to ones that should be deleted and click Next.

Edit Fleet Vehicle Weight Search

Fleet Vehicle Search

VIN:

| Select | VIN | Unit # | Kansas Desired Weight | Plate # |
|-------------------------------------|-------------------|--------|-----------------------|---------|
| <input checked="" type="checkbox"/> | 1FUYDSEB9YPF29135 | AJ-4 | 85500 | 083788 |
| <input checked="" type="checkbox"/> | 1FUYDSZB9WP963429 | AJ-5 | 80000 | 083789 |
| <input type="checkbox"/> | 1W91033205W172197 | AJ-8 | 0 | 472718 |

- Change the Kansas Weight to the needed weight category and click Next.

Edit Vehicle Weights

| VIN | Unit # | Plate # | Corrected Weight |
|-------------------|--------|---------|------------------|
| 1FUYDSEB9YPF29135 | AJ-4 | 083788 | 85500 ▾ |
| 1FUYDSZB9WP963429 | AJ-5 | 083789 | 80000 ▾ |

Edit Vehicle Weights

| VIN | Unit # | Plate # | Corrected Weight |
|-------------------|--------|---------|------------------|
| 1FUYDSEB9YPF29135 | AJ-4 | 083788 | 16000 ▾ |
| 1FUYDSZB9WP963429 | AJ-5 | 083789 | 16000 ▾ |

- Verify the changed weights and click Finish – **Only Click FINISH ONCE; it will take a few minutes to process the renewal.**

Correct Vehicle Summary

| VIN | Unit # | Plate # | Corrected Weight |
|-------------------|--------|---------|------------------|
| 1FUYDSEB9YPF29135 | AJ-4 | 083788 | 16000 ▾ |
| 1FUYDSZB9WP963429 | AJ-5 | 083789 | 16000 ▾ |

Click the Invoice Button to Generate Your Invoice

Invoice and Pay

| Supplement Summary | |
|------------------------|------------------------|
| Account #: | 3900 |
| Fleet # | 1 |
| Supplement Type: | Renew Fleet |
| Supplement Status: | In Process |
| Supplement Fee Amount: | Applied Credit Amount: |
| | Total Fee: |



After the invoice is generated; click the blue “View Invoice” link to view and print your invoice.

- After you create an Invoice for your renewal; **please view the invoice and review it CAREFULLY before you make any payment; changes will not be made after the invoice is paid.**

Invoice and Pay

| Supplement Summary | |
|------------------------|-------------|
| Account #: | 3900 |
| Fleet # | 1 |
| Supplement Type: | Renew Fleet |
| Supplement Status: | Invoiced |
| Supplement Fee Amount: | \$1,833.74 |
| Applied Credit Amount: | \$0.00 |
| Total Fee: | \$1,833.74 |



[View Invoice](#) [Supplement Correspondence](#)

FLEET TYPE: IRP

SUPP TYPE: RENEW FLEET

OF TRAILERS: 1

OF POWER UNITS: 2

ADMINISTRATIVE FEES

| | | | |
|--------------------|---|------------------------|------|
| KS TRUCK PLATES: | 0 | KS TRUCK PLATE FEES: | 0.00 |
| KS TRAILER PLATES: | 0 | KS TRAILER PLATE FEES: | 0.00 |
| TITLES: | 0 | TITLE FEES: | 0.00 |
| TITLE PENALTIES: | 0 | TITLE PENALTY FEES: | 0.00 |
| TRANSFERS: | 0 | TRANSFER FEES: | 0.00 |
| REG. PENALTIES: | 0 | REG. PENALTY FEES: | 0.00 |
| CAB CARDS: | 0 | CAB CARD FEES: | 0.00 |

TOTAL ADMINISTRATIVE FEES: 0.00
KANSAS IRP FEES: 252.58
KANSAS SUB-TOTAL: 252.58
OTHER JURISDICTION IRP FEES: 1,581.16
CREDITS: 0.00
TOTAL FEES DUE: 1,833.74

You can pay your Invoice On-Line by Credit Card or ACH (electronic check).

- Click the Pay by Credit Card or Pay by ACH button to make an online payment.

Invoice and Pay

| Supplement Summary | |
|------------------------|-------------|
| Account #: | 3900 |
| Fleet # | 1 |
| Supplement Type: | Renew Fleet |
| Supplement Status: | Invoiced |
| Supplement Fee Amount: | \$1,833.74 |
| Applied Credit Amount: | \$0.00 |
| Total Fee: | \$1,833.74 |

[Invoice](#) [Pay By Credit Card](#) [Pay By ACH](#) [Cancel](#)

[View Invoice](#) [Supplement Correspondence](#)

After You Have Completed Your Renewal

- **Print your invoice and review for accuracy**
- **Changes cannot be made after the invoice is paid**
- **If there are any discrepancies contact the KTC office at 785-271-3145 option 1.**
- **If there are no discrepancies you must mail the following documentation (and payment if needed) to the KTC office to complete the renewal process.**

Required Documents Section

You must have the following documents before your renewal can be completed and you can receive your cab cards.

- Paid Heavy Vehicle Use Tax (2290) for all units registered over 54,000
- Proof of paid Personal Property tax either to the county or to KDOR
- Certificate of Insurance (for no authority carriers)
- Annually update MCS 150 information