

IRP

REGISTRANT'S GUIDE



2024 EDITION

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COURTESY TRANSLATION

The Société de l'assurance automobile du Québec has chosen to provide a courtesy translation of this guide for information purposes only.

Original text in French



INTRODUCTION

In 2001, Québec followed the example of other Canadian and U.S. Jurisdictions by joining the International Registration Plan (IRP).

The fundamental principle of the Plan is to promote the best possible use of the highway system by authorizing the apportioned registration of fleets of apportionable vehicles, thus contributing to the economic and social development of the member Jurisdictions.

The terms of the Plan are set out in the IRP agreement, which is administered by IRP, Inc. For more information, consult www.irponline.org/page/ThePlan.

Who is the IRP intended for?

The IRP Plan is a cooperation agreement for the registration of vehicles that travel within the territory of two or more member Jurisdictions.

Under the Plan's apportioned registration fee system, registration fees for each Jurisdiction are calculated according to the distance travelled in each Jurisdiction during the reporting period. For more information and for sample calculations, consult the "Invoice" section on page 9.

Concept of one licence plate per vehicle

IRP registrants pay registration fees for their vehicles only once a year, to their base Jurisdiction.

The Société de l'assurance automobile du Québec (SAAQ) is responsible for processing requests from IRP registrants that have an established place of business in Québec.

Even though apportionable fees are paid to the various Jurisdictions in which the vehicles of a fleet travel, each vehicle is issued only one plate and IRP cab card.

The IRP agreement allows properly registered vehicles to travel from one Jurisdiction to another. This concept is called reciprocity.



IRP member Jurisdictions

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



The Plan only applies to apportionable fees

An IRP cab card issued by the SAAQ gives registrants the right to travel within the other Jurisdictions, but does NOT:

- allow registrants to exceed the maximum gross vehicle weight authorized by a Jurisdiction (see Appendix A for a list of all jurisdictional limitations);
- OR
- replace any other permits or authorizations, whether commercial, border or other.

Below are some common requirements for Québec registrants:

QC – NEQ	Your business must obtain a Québec enterprise number (NEQ) by registering with the Registraire des entreprises (www.registreentreprises.gouv.qc.ca).
QC – RIN (CANADA)	Under the <i>Act Respecting Owners, Operators and Drivers of Heavy Vehicles</i> , you must obtain a Register Identification Number (RIN) from the Commission des transports du Québec. Your registration will be valid in any Canadian Jurisdiction to which your vehicles travel (www.ctq.gouv.qc.ca).
IFTA	The International Fuel Tax Agreement (IFTA) allows you to lighten your administrative burden by dealing exclusively with your base Jurisdiction to pay fuel taxes to all Jurisdictions in which you have travelled. Contact Revenu Québec for more information (www.revenuquebec.ca , “Businesses” section).
USA – USDOT	<p>If you travel in the United States, you may be required to obtain:</p> <ul style="list-style-type: none"> - A USDOT (United States Department of Transportation) number from the Federal Motor Carrier Safety Administration (FMCSA). For more information: www.fmcsa.dot.gov; - A UCR (Unified Carrier Registration) number. For more information: www.plan.ucr.gov. <p>You may also be required to pay the U.S. federal heavy vehicle use tax on the use of a heavy vehicle. You must complete form 2290, available at www.irs.gov.</p>

Other requirements apply in certain Canadian and U.S. Jurisdictions. As an IRP registrant, you are responsible for obtaining information from the different Jurisdictions concerning their specific requirements. In certain cases, you may be required to obtain:

- an operating authorization needed to transport dangerous substances or to cross a bridge, for example;
- additional permits for bus transportation or transporting bulk. For more information, visit www.ctq.gouv.qc.ca.

IRP registration does not exempt you from proof of liability coverage requirements in any province or state.



REGISTRATION RENEWAL CYCLE



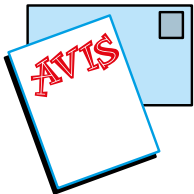
IRP registration year:
April 1 to March 31



FROM SEPTEMBER THROUGH DECEMBER

Distance reporting

Reporting period:
July 1 to June 30 of the year preceding the registration year



FROM FEBRUARY THROUGH MARCH

Early February: Fee invoicing



March 1 to March 31
Payment and issue of IRP cab cards



FROM JANUARY THROUGH DECEMBER

Auditing of carriers' operating records by Revenu Québec
(3% of fleets)



APPLICATION FOR THE IRP

WHO IS ELIGIBLE FOR IRP REGISTRATION?

All applicants and registrants must own or lease an established place of business in the jurisdiction of Québec or must prove their residence.

APPORTIONABLE VEHICLES UNDER THE IRP

Any power unit that is used or intended for use in two or more member Jurisdictions is apportionable under the IRP.

Types of operations to which IRP registration applies

- Common carriers (transport of goods or passengers for a fee);
- Private transport (transport of goods or passengers on one's account);
- Household goods carriers;
- The truck rental industry.

Types of vehicles to which IRP registration applies

- Buses used to carry passengers for a fee, **including charter buses**;
- Trucks and truck tractors (road tractors) that:
 - have two-axle power units and a gross vehicle weight above 11,793 kg (26,000 lbs);
 - have a power unit with three or more axles, regardless of weight; **OR**
 - are used in combination, when the gross vehicle weight of such a combination exceeds 11,793 kg (26,000 lbs).

Vehicles exempt from IRP registration

- Recreational vehicles;
- Urban delivery and pick-up vehicles;
- Vehicles belonging to a government;
- Trucks, truck tractors and combinations of vehicles with a gross vehicle weight under 11,794 kg (26,000 lbs).

Some Jurisdictions may have special rules concerning exemptions. It is therefore your responsibility to obtain information from the different Jurisdictions concerning their requirements.



TYPES OF DOCUMENTS

DISTANCE REPORTING

The IRP distance reporting form is used to determine the amount you must pay to register your vehicles on a proportional basis. This amount is calculated on the basis of the actual distance you declare or on the average distance per vehicle.

When must the form be used?

- When renewing your IRP registration
- When applying for IRP registration for the first time (optional)

You must complete the form by indicating the actual distance travelled during the reporting period. If your vehicles did not accrue any distance during the reporting period, the average distance per vehicle will be used.

During the renewal period, you can complete the Déclaration des distances – Immatriculation IRP form (in French only) online in the online services for businesses section of the SAAQ website at saaq.gouv.qc.ca/services-en-ligne/entreprises. The distance reporting form is also available in the “Formulaires” section of the website (in French only).

What is actual distance?

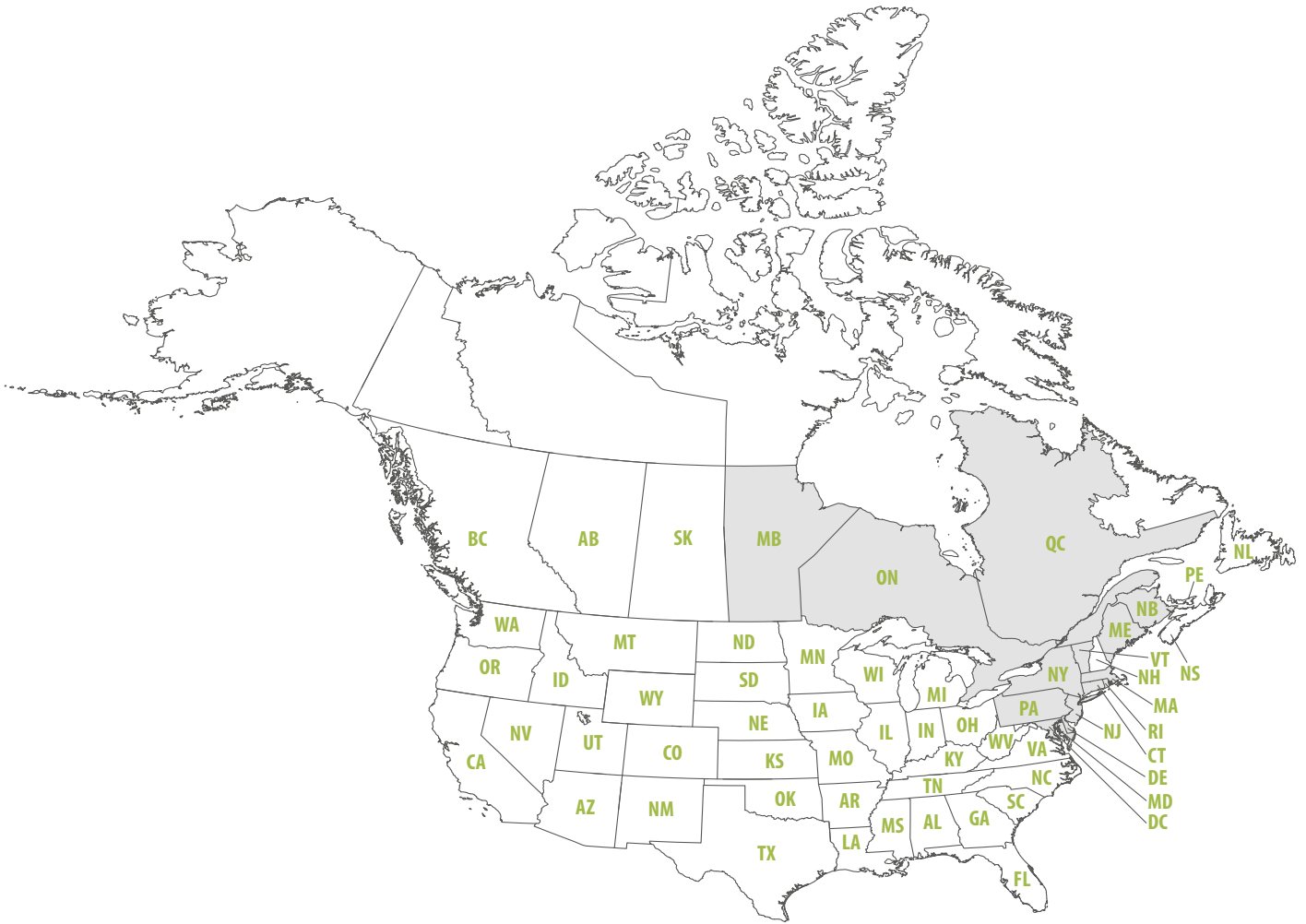
Actual distance is the distance accrued by your IRP-registered vehicles during the reporting period, which is July 1 to June 30 of the year preceding the registration year. You must indicate the exact distance and not an approximate or rounded number.

Average per-vehicle distance

When a fleet of vehicles does not accrue any distance during the reporting period, the SAAQ shall collect registration fees for the fleet based on the average distance accrued per vehicle in each member Jurisdiction. In calculating average per-vehicle distance, the SAAQ uses data from Québec registrants and applies the method prescribed in Section 320(d) of the IRP agreement.

IRP JURISDICTION

Examples of Contiguous Jurisdictions



In order for your distance reporting form to be valid, the Jurisdictions recorded as having been travelled in by your fleet must border one another. This verification is done using the actual distance accrued during the reporting period.



INVOICE

The invoice is used to show the amount payable or the amount to be refunded or credited based on completed IRP transactions. You are responsible for checking the accuracy of information entered on the invoice, ensuring that any necessary corrections are made and signing the invoice. The amount shown on the invoice includes registration fees, insurance contributions, taxes and administrative charges.

Your three-part fee invoice

The detailed fee invoice contains all the information we have received concerning your vehicles, their gross vehicle weights and the type of transaction being carried out. If you wish to make changes to the information concerning the vehicles in your fleet or their gross vehicle weights, you must use the *Demande de transaction* form (in French only).

Summary 1 of the fee invoice displays the calculation for each of the Jurisdictions your vehicles travelled in. These calculations are carried out using a prorated calculation method (see below).

Summary 2 of the fee invoice presents instalment payment options. See the “Payment Terms” section on page 11.

What is prorating?

The registration fees for each Jurisdiction are determined using a prorated calculation method. This method establishes the distance travelled by a fleet in a given Jurisdiction as a percentage of the total kilometres travelled by the fleet. The distances provided in the distance reporting form for the reporting period are used as the basis for this calculation.

For example, if your fleet travelled:

Jurisdictions	Distance (km)	Percentage
Ontario	8,812	18%
Québec	34,794	71%
New Brunswick	5,636	11%
Total	49,242	100%

Your registration fees would be equal to:

- 71% of the cost of registration in Québec;
- 18% of the cost of registration in Ontario; and
- 11% of the cost of registration in New Brunswick.

In the case of a fleet that did not accrue any distance during the reporting period, fees will be calculated on the basis of average per-vehicle distance.

IMPORTANT

The total of the percentages recorded for each Jurisdiction travelled in by a fleet is always equal to 100%, whether based on:

- actual distance; or
- average distance.



TRANSACTION REQUEST

The *Demande de transaction* form (in French only) is used to register the vehicle and its gross vehicle weight in all Jurisdictions.

When must this form be used?

- When first applying for IRP registration (if the applicant requests a gross vehicle weight that is different from the comparable weight);
- When renewing your registration (for the purposes of requesting a correction or changing information on the fee invoice you received);
- When adding or removing a vehicle;
- In order to request an increase or decrease in gross vehicle weight for a Jurisdiction.

NOTE: A decrease in the number of axles is permitted only at the time of renewal.

OTHER DOCUMENTS

Copy of the sales contract or lease agreement

This document is used to establish the amount you must pay in taxes to certain Jurisdictions, based on the value of your vehicle.

When must this document be submitted to the SAAQ?

- When adding a vehicle or making changes to a vehicle description;
- When renewing your registration for the purposes of changing the reported value of a vehicle that is already registered for the IRP.

Note that if you wish to change the reported value of your vehicle in the course of a registration year, certain Jurisdictions will demand full payment of the recalculated tax. In order to obtain a refund, you must submit a request to the department or ministry of finance of the Jurisdiction in question.

Power of attorney

This document is used when another party is acting on behalf of the owner of a fleet or the person mandated by the owner to be responsible for registration matters.

When must it be submitted to the SAAQ?

Whenever the owner of a fleet or his or her representative cannot be present, regardless of the type of transaction being carried out.



PAYMENT TERMS

How to send us your payment:

- **By mail (renewal only)** at the following address:
Service aux entreprises (IRP)
Société de l'assurance automobile du Québec
333, boul. Jean-Lesage, C-3-33
Case postale 19600, succursale Terminus
Québec (Québec) G1K 8J6
- **In person at one of nine SAAQ service centres offering IRP registration services, by appointment only.** You must bring the required documents with you to your appointment. To find the service centre nearest you, consult the list on the final page of this guide.

What are the payment options?

- Cheque to the order of the Société de l'assurance automobile du Québec;
- Postal money order;
- Cash;
- Debit card (in service centres only);
- Pre-authorized debits.

Payment by pre-authorized debits

All IRP registrants, with the exception of those with a cash payment requirement on their file and those who owe amounts to the SAAQ, may pay by pre-authorized debits.

You may pay in instalments only for your Québec fees (including registration fees, the insurance contribution and administrative charges). IRP registration fees for Jurisdictions outside Québec must be paid in full with the first pre-authorized debit.

You can use pre-authorized debits to pay for the registration of your vehicles and for other transactions throughout the year. You have the option of paying in 1, 6 or 12 instalments.

Do you wish to pay using pre-authorized debits?

Fill out, sign and return summary 2 of the fee invoice if you wish to continue pre-authorized debit payments or if you wish to use this payment method from now on.

If you are using pre-authorized debits, please notify the SAAQ of any changes in your banking information by enclosing a cheque specimen.

You will receive confirmation for your pre-authorized debits following the renewal of the registration of your vehicles.

Do you wish to stop using pre-authorized debits?

Verify that the information on summary 1 of your fee invoice is correct, then sign it and return it to the SAAQ along with a cheque providing full payment. Make sure that the cheque is dated no later than **March 31 of the current year.**



SPECIAL CIRCUMSTANCES

Post-dated cheque (renewal)

You may choose to pay to renew your registration by post-dated cheque, either by mail or in a service centre that offers IRP registration services. If you do so, the SAAQ will process your renewal upon receipt of the cheque and will send you your cab cards without delay. Please note that the cheque must be dated no later than the due date for payment, that is, **March 31 of the current year**.

Pay by mail and save

You can save on service charges by paying for your renewal by mail. Consult the schedule of administrative charges in Appendix F.



REFUNDS AND CREDITS

In Québec, registration fees of \$20 or over and the insurance contribution are refundable. However, retroactive refunds will not be awarded. The amount of a refund is determined according to the date on which your request is processed by the SAAQ. The current month is never considered in a refund.

The SAAQ applies the credit policy set forth by each Jurisdiction according to rules that are specific to each type of transaction. Additional information can be obtained from the Jurisdictions. Contact information is provided in Appendices C and D.

Canadian Jurisdictions

For information concerning refund amounts and wait times, please contact the Jurisdiction in question directly. To request a refund for applicable sales tax, contact the department or ministry of finance of the Jurisdiction.

Obtaining a refund following the removal of a vehicle with a paid IRP registration

If you cancel a vehicle's IRP registration renewal and have already paid the vehicle's yearly registration fee, the SAAQ must receive the original copy of the vehicle's IRP cab card **before 4:00 p.m. on March 31 of the current year** in order to issue you a refund for the IRP registration fee, the insurance contribution and the taxes paid.

Retroactive refunds are not granted for cab cards received after March 31.

Administrative charges are non-refundable.



OBLIGATIONS OF CARRIERS

Are there audit and monitoring mechanisms?

The SAAQ is required to audit the operational records of 3% of the fleets of IRP registrants each year. This work is entrusted to Revenu Québec auditors. You will be notified of an audit **at least 30 days in advance**. Afterward, the SAAQ will send you a copy of its findings and notify you if you have an amount due, or if an amount is to be credited to you. A copy of the findings will also be sent to all the Jurisdictions in which your vehicles have travelled.

The Commission d'accès à l'information du Québec has issued a favourable opinion concerning the exchange of such information between Revenu Québec and the SAAQ.

What do you need to know about operational records?

The operational records of IRP-registered vehicle fleets are subject to audit by Revenu Québec. You must therefore:

- **retain these records for five full years** following the reporting period (July 1 through June 30) in your established place of business; and
- make them available to an auditor upon request.

The operational records must be complete and well kept.

Should an auditor be required to go outside Québec to consult the records, you must cover the auditor's travel and lodging expenses.



What happens if your operational records are incomplete?

If your operating records are incomplete, or if they are not made available to the person authorized by the Minister of Revenue within 30 days of the reception of a written request, the SAAQ shall impose:

- an additional fee in the amount of 20% of the registration fees paid for the registration of your fleet in the registration year to which the records pertain;
- an additional fee in the amount of 50% of the registration fees paid for the registration of your fleet (for a second offence);
- an additional fee in the amount of 100% of the registration fees paid for the registration of your fleet (for a third or subsequent offence).

What must operational records contain?

Under the *Regulation respecting road vehicle registration*, operational records must contain the following information, regardless of format:

1) Information produced with a vehicle-tracking system, including a system based on a global positioning system (GPS):

- a) The original GPS or other location data for the vehicle to which the information pertains;
- b) The date and time of each GPS or other system reading;
- c) The location of each GPS or other system reading;

- d) The beginning and ending distance readings from the odometer, hubodometer, engine control module (ECM) or any similar device for the period to which the information pertains;
- e) The distance calculated between each GPS or other system reading;
- f) The route of the vehicle's travel;
- g) The total distance travelled by the vehicle;
- h) The distance travelled in the territory of each administrative authority;
- i) The vehicle identification number or the vehicle's unit number.

2) Information produced by a means other than by a vehicle-tracking system:

- a) The beginning and ending dates of the trip to which the information pertains;
- b) The origin and destination of the trip;
- c) The route of travel;
- d) The beginning and ending readings from the odometer, hubodometer, engine control module (ECM) or any similar device for the trip;
- e) The total distance of the trip;
- f) The distance travelled in the territory of each administrative authority;
- g) The vehicle identification number, except for trailers, or, when referring to a combination of vehicles, the power unit identification number;
- h) The IRP registrant's name;
- i) The driver's name and identity code.



3) The following summaries:

- a) A summary of the fleet's operations for each month, which includes the total distance travelled by each apportioned vehicle in the fleet during the month and the distance travelled by each vehicle in the territory of each administrative authority during the month;
- b) A summary of the fleet's operations for each quarter, which includes the total distance travelled by vehicles in the fleet during the quarter and the distance travelled by vehicles in the fleet in the territory of each administrative authority during the quarter;
- c) A summary of the quarterly summaries.

The following types of documents may be requested during an audit:

- a) Fuel reports;
- b) Trip sheets;
- c) Driver's daily logs;
- d) Any invoices for the calendar year to which the records pertain;
- e) Trip documents such as fuel purchase receipts, delivery slips and bills of lading, trip permits and any other document showing actual distance covered within a Jurisdiction;
- f) The detailed register of distance travelled by a vehicle;
- g) Any findings from previous audits.

What you should know if you are using an on-board electronic data recorder

You are permitted to use an electronic data recorder. However, you must obtain a document from the manufacturer attesting that the system (and any other manual or computerized recording systems used with it) complies with the regulatory requirements in effect. The system must therefore:

- Prevent the alteration of data recorded;
- Record and store original and revised data;
- Be equipped with a visual or auditory alarm to let the driver know when a recording breakdown has occurred;
- Log the date and time of all data recorded;
- Prevent the recorder from being reset before data has been extracted and have a visual or auditory signal to warn the driver when the memory capacity has been reached;
- Update the odometer data automatically upon vehicle movement or, when the driver plugs in the on-board recorder, allow entry of the current odometer reading;
- Allow the driver to confirm the accuracy of data entered.

APPENDIX A

MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED PER JURISDICTION

The tables below are for reference purposes only. The maximum gross vehicle weights (GVW) authorized may change without prior notice. Maximum gross vehicle weights are indicated in kilograms for Canadian Jurisdictions and in pounds for U.S. Jurisdictions. To convert pounds to kilograms, divide the number of pounds by 2.2046 (xx lbs ÷ 2.2046 = xx kg).

Certain U.S. Jurisdictions require that a vehicle's cab card indicate the maximum gross vehicle weight authorized by the special travel permit. This table does not provide that information for all Jurisdictions.

Contact the member Jurisdictions for more information regarding maximum authorized gross vehicle weights and the conditions and regulations for obtaining a special travel permit. Contact information for member Jurisdictions is available in Appendices C and D. (Source of information: www.irponline.org, Jurisdiction Directory).

CANADIAN JURISDICTION	TRUCK AND TRUCK TRACTOR (ROAD TRACTOR)			BUS
Canadian Jurisdiction	Code	Maximum authorized GVW	Special travel permit	Authorized GVW
Alberta	AB	63,500 kg	N/A	63,500 kg
British Columbia	BC	63,500 kg	N/A	63,500 kg
Manitoba	MB	63,500 kg	N/A	63,500 kg
New Brunswick	NB	62,500 kg	N/A	62,500 kg
Newfoundland and Labrador	NL	62,500 kg	N/A	62,500 kg
Nova Scotia	NS	62,500 kg	N/A	58,500 kg
Ontario	ON	63,500 kg	N/A	40,000 kg School bus 20,000 kg
Prince Edward Island	PE	62,500 kg	N/A	62,500 kg
Québec	QC	62,500 kg (6 or more axles)	N/A	None
Saskatchewan	SK	63,500 kg	N/A	63,500 kg

U.S. JURISDICTION	TRUCK AND TRUCK TRACTOR (ROAD TRACTOR)		
U.S. Jurisdiction	Code	Maximum authorized GVW	Special travel permit
Alabama	AL	80,000 lbs	Special travel permit required if over 80,000 lbs
Arizona	AZ	80,000 lbs	Special travel permit required if over 80,000 lbs
Arkansas	AR	80,000 lbs	N/A
California	CA	80,000 lbs	Special travel permit required if over 80,000 lbs
Colorado	CO	80,000 lbs 82,000 lbs if the vehicle operates on alternative fuel (fuel other than diesel or gasoline)	Special travel permit required if over 80,000 lbs
Connecticut	CT	None	N/A
Delaware	DE	80,000 lbs	Special travel permit required if over 80,000 lbs
District of Columbia	DC	80,000 lbs	N/A
Florida	FL	80,000 lbs	Special travel permit required if over 80,000 lbs
Georgia	GA	80,000 lbs	Special travel permit required if over 80,000 lbs
Idaho	ID	129,000 lbs	Special travel permit required if over 80,000 lbs
Illinois	IL	80,000 lbs	Special travel permit required if over 80,000 lbs
Indiana	IN	80,000 lbs	N/A
Iowa	IA	None	N/A
Kansas	KS	85,500 lbs	Special travel permit required if over 85,000 lbs
Kentucky	KY	80,000 lbs	Special travel permit required if over 80,000 lbs
Louisiana	LA	88,000 lbs	Special travel permit required if over 83,400 lbs (on federal highways) if over 88,000 lbs (on state highways)
Maine	ME	100,000 lbs	N/A
Maryland	MD	80,000 lbs	N/A
Massachusetts	MA	None	Special travel permit required if over 80,000 lbs

U.S. JURISDICTION	TRUCK AND TRUCK TRACTOR (ROAD TRACTOR)		
U.S. Jurisdiction	Code	Maximum authorized GVW	Special travel permit
Michigan	MI	160,001 lbs	N/A
Minnesota	MN	None	Special travel permit required if over 80,000 lbs
Mississippi	MS	80,000 lbs	N/A
Missouri	MO	80,000 lbs	Special travel permit required if over 80,000 lbs
Montana	MT	138,000 lbs	N/A
Nebraska	NE	94,000 lbs	N/A
Nevada	NV	129,000 lbs	N/A
New Hampshire	NH	80,000 lbs	Special travel permit required if over 80,000 lbs
New Jersey	NJ	80,000 lbs	N/A
New Mexico	NM	80,000 lbs	N/A
New York	NY	None	Special travel permit required if over 80,000 lbs
North Carolina	NC	80,000 lbs	Special travel permit required if over 80,000 lbs
North Dakota	ND	105,500 lbs	N/A
Ohio	OH	80,000 lbs	N/A
Oklahoma	OK	90,000 lbs	Special travel permit required if over 90,000 lbs
Oregon	OR	105,500 lbs	N/A
Pennsylvania	PA	80,000 lbs	N/A
Rhode Island	RI	80,000 lbs	Special travel permit required if over 80,000 lbs
South Carolina	SC	80,000 lbs	N/A
South Dakota	SD	None	Special travel permit required if over 80,000 lbs
Tennessee	TN	80,000 lbs	N/A
Texas	TX	80,000 lbs	N/A








U.S. JURISDICTION	TRUCK AND TRUCK TRACTOR (ROAD TRACTOR)		
U.S. Jurisdiction	Code	Maximum authorized GVW	Special travel permit
Utah	UT	80,000 lbs	Special travel permit required if over 80,000 lbs
Vermont	VT	80,000 lbs	N/A
Virginia	VA	80,000 lbs	N/A
Washington	WA	105,500 lbs	N/A
West Virginia	WV	80,000 lbs	N/A
Wisconsin	WI	80,000 lbs	Special travel permit required if over 80,000 lbs
Wyoming	WY	117,000 lbs	Special travel permit required if over 117,000 lbs

The SAAQ may ask for supporting documents for each vehicle in a fleet if there is a difference of over 10% between the maximum gross vehicle weight and the minimum weight of a vehicle travelling from one Jurisdiction to another (e.g. if the weight of the vehicle travelling from New Brunswick to Prince Edward Island increases from 35,000 kg to 45,000 kg).

The SAAQ may also refuse to register a vehicle if it is shown, after an audit, that the reported difference between the maximum and minimum gross vehicle weights does not reflect reality.

APPENDIX B

GROSS VEHICLE WEIGHT AUTHORIZED IN QUÉBEC (BY VEHICLE TYPE)

COMMON VEHICLE TYPES	MAXIMUM GROSS VEHICLE WEIGHT AUTHORIZED BY REGULATION
Trucks	
	Truck with 2 axles 10,001 to 17,250 kg
	Truck with 3 axles 17,251 to 23,500 kg
	Truck with 4 axles 25,501 to 32,000 kg
Truck tractors (road tractors) with a semi-trailer	
	Tractor with a semi-trailer (3 axles) 17,251 to 25,500 kg
	Tractor with a semi-trailer (4 axles) 32,001 to 35,500 kg
	Three-axle tractor with a semi-trailer (5 axles) 35,501 to 43,500 kg
	Three-axle tractor with a semi-trailer (6 axles) 41,500 to 47,500 kg

Truck tractors with a semi-trailer and trailer (combination of vehicles)



Double train (5 axles)
44,500 to 58,500 kg



Road train (6 or more axles)
52,000 to 62,500 kg

Note: The information in this table is for informational purposes only. It comes from the *Vehicle Load and Size Limits Guide*, available on the website of the Ministère des Transports, (www.transports.gouv.qc.ca).

APPENDIX C

CANADIAN JURISDICTIONS

IRP		Fuel tax	Travel permit	Size permit	Website
Alberta	403-297-2920	780-427-3044	403-340-5444	1-800-662-7138	www.alberta.ca
British Columbia	604-443-4450	250-387-0635	1-800-559-9688	1-800-559-9688	www.icbc.com
Manitoba	204-985-7775 1-866-798-1185	1-800-564-9789	204-945-3961	204-945-3961	www.mpi.mb.ca
New Brunswick	506-453-2215	506-444-5758	506-453-2215	506-453-2982	www2.snb.ca
Newfoundland and Labrador	709-729-4921	709-729-2935	1-877-636-6867	1-877-636-6867	www.gov.nl.ca
Nova Scotia	902-424-3912	902-424-6300	902-424-5851	902-424-5851	www.novascotia.ca
Ontario	416-235-3923 French: 613-731-2803	1-866-668-8297	1-800-463-4822 1-800-361-5757 1-800-663-1394	1-800-387-7736, ext. 6307 416-246-7166, ext. 6307	www.ontario.ca
Prince Edward Island	902-368-5202	902-368-4161	902-368-5200	902-368-5200	www.princeedwardisland.ca
Québec	418-528-4343 1-800-837-6030	418-659-4692 1-800-567-4692	1-800-837-6030	418-644-5593	www.saaq.gouv.qc.ca
Saskatchewan	306-751-1250	306-787-7749	306-775-6969	306-775-6969	www.sgi.sk.ca

APPENDIX D

U.S. JURISDICTIONS

IRP		Fuel tax	Travel permit	Size permit	Website
Alabama	334-242-2999	334-353-7839	334-242-5176	334-834-1092	www.revenue.alabama.gov
Arizona	602-712-6775	602-712-6775	602-712-6775	602-712-6775	www.azdot.gov
Arkansas	501-682-4630	501-682-4800	1-800-451-2782	501-569-2381	www.ahtd.state.ar.us
California	916-657-7971	1-800-400-7115	916-322-1297	916-322-1297	www.dmv.ca.gov
Colorado	303-205-5608	303-205-8205	720-963-3130	720-963-3130	www.colorado.gov
Connecticut	860-263-5281	860-297-5962	860-594-2000	860-594-2000	www.portal.ct.gov
Delaware	302-744-2701	302-744-2702	302-326-4679	302-744-2700	www.dmv.de.gov
District of Columbia	202-729-7079		202-729-7083	202-442-4670	www.dmv.dc.gov
Florida	850-617-2909	850-617-2910	850-410-5777	850-410-5777	www.flhsmv.gov
Georgia	855-406-5221	855-406-5222	404-656-9717	404-635-8176	www.dor.georgia.gov
Idaho	208-334-8611	208-334-7806	208-334-8611	208-334-8420	www.trucking.idaho.gov
Illinois	217-785-3000	217-785-1397	217-785-1800	217-785-6271	www.ilsos.gov
Indiana	317-615-7340	317-615-7345	317-615-7200	317-615-7320	www.in.gov
Iowa	1-800-925-6469	1-800-925-6469	515-237-3264	515-237-3264	www.iowadot.gov
Kansas	785-296-6541	785-296-4041	785-296-3621	785-296-3621	www.ksrevenue.gov
Kentucky	502-564-9900	502-564-1257	502-564-1257	502-564-1257	www.transportation.ky.gov
Louisiana	1-877-905-3854	225-219-7656	225-343-2345	225-343-2345	www.la-trucks-online.org
Maine	207-624-9000	207-624-9062	207 624-9000	207 624-9000	www.maine.gov
Maryland	410-768-7000	1-800-638-2937	410-787-2971	410-582-5734	www.mva.maryland.gov
Massachusetts	857-368-8120	617-887-5054	781-431-5148	781-431-5148	www.mass.gov
Michigan	517-322-1097	517-636-4580	517-241-8999	517-241-8999	www.michigan.gov

IRP		Fuel tax	Travel permit	Size permit	Website
Minnesota	651-296-2001	651-282-6555	651-296-6000	651-296-6000	www.dps.mn.gov
Mississippi	601-923-7142	601-923-7150	601-359-1717	601-359-1717	www.dor.ms.gov
Missouri	573-751-6433	1-866-831-6277	1-866-831-6277	1-866-831-6277	www.modot.org
Montana	406-444-6130	406-444-2998	406-444-7262	406-444-7262	www.mdt.mt.gov
Nebraska	402-471-4435	402-471-4435	402-471-4435	402-471-0034	www.dmv.ne.gov
Nevada	775-684-4711	775-684-4711	775-684-4711	775-888-7410	www.dmv.nv.gov
New Hampshire	603-227-4110	603-230-5000	603-271-2691	603-271-2691	www.dmv.nh.gov
New Jersey	609-292-4570	609-633-9400	609-633-9400	609-633-9402	www.state.nj.us
New Mexico	888-683-2821	505-827-0392	505-476-2475	505-827-5540	www.mvd.newmexico.gov
New York	518-402-2180	518-457-5735	888-783-1685	888-783-1685	www.dmv.ny.gov
North Carolina	919-861-3720	919-733-3409	919-733-7154	1-888-221-8166	www.ncdot.gov
North Dakota	701-328-2581	701-328-2928	701-328-2621	701-328-2621	www.dot.nd.gov
Ohio	614-777-8400	855-466-3921	614-351-2300	614-351-2300	www.ohio.gov
Oklahoma	405-521-3036	405-522-8772	405-521-3036	877-425-2390	www.oklahoma.gov
Oregon	503-378-6699	503-373-1634	503-373-0000	503-373-0000	www.oregon.gov
Pennsylvania	717-346-0608	717-783-1563	717-787-4680	717-787-4680	www.dmv.pa.gov
Rhode Island	401-946-0090	401-574-8788	401-462-5747	401-462-5747	www.dmv.ri.gov
South Carolina	803-896-3870	803-896-3870	1-877-349-7190	1-877-349-7190	www.scdmvonline.com
South Dakota	605-773-3314	605-773-5335	605-773-4578	605-773-4578	www.sdtruckinfo.sd.gov
Tennessee	615-399-4265	615-399-4267	615-741-3821	615-741-3821	www.tn.gov
Texas	800-299-1700	512-463-6056	512-465-4032	512-465-4032	www.txdmv.gov
Utah	801-297-7500	801-297-6890	801-965-4508	801-965-4508	www.dmv.utah.gov
Vermont	802-828-2071	802-828-2070	802-828-2064	802-828-2064	www.dmv.vermont.gov

IRP		Fuel tax	Travel permit	Size permit	Website
Virginia	804-249-5140	804-249-5130	804-878-2582	804-497-7135	www.dmv.virginia.gov
Washington	360-664-1822	360-664-1868	360-704-6340	360-704-6340	www.dol.wa.gov
West Virginia	304-926-0799	1-800-542-1902	304-340-0320	304-558-0384	www.transportation.wv.gov
Wisconsin	608-266-9900	608-264-7239	608-266-7320	608-266-7320	www.dot.wisconsin.gov
Wyoming	307-777-4375	307-777-4827	307-777-4376	307-777-4376	www.dot.state.wy.us

We remind you that heavy vehicle drivers that hold a Class 1, 2, 3, or 4B licence and who suffer from certain health problems or whose licence bearing any of those classes was issued under the discretionary power of the SAAQ cannot drive in the United States. For further information, consult www.saaq.gouv.qc.ca/en/transportation-goods/transportation-outside-quebec/driving-united-states.

APPENDIX E

DEFINITIONS

Actual distance — the actual distance accrued by IRP-registered vehicles in a fleet during the reporting period (July 1 to June 30).

Applicant — person in whose name an application is filed for registration under the Plan.

Apportionable fee — any periodic recurring fee or tax required for registering vehicles, such as registration, licence or weight fees.

Apportionable vehicle — any power unit that is used or intended for use in two or more member Jurisdictions and that is used for the transportation of persons for hire or designed, used, or maintained primarily for the transportation of property, and:

- has two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds (11,793.401 kilograms); or
- has three or more axles, regardless of weight; or
- is used in combination, when the gross vehicle weight of such a combination exceeds 26,000 pounds (11,793.401 kilograms).

Apportioned registration — registration that allows commercial vehicles to comply with the registration requirements of more than one Jurisdiction, and to pay registration fees that correspond to the percentage of their operations that take place in each Jurisdiction.

Audit — the examination of a registrant's records, including source documents, to verify the distances reported in the registrant's application for apportioned registration and evaluate the accuracy of the distance-accounting system for the registrant's distance-accounting system for its fleet. Such an examination may be of multiple fleets for multiple years.

Auxiliary axle — an auxiliary undercarriage assembly with a fifth wheel and tow-bar used to convert a semi-trailer to a trailer.

Axle — an assembly of a vehicle, consisting of two or more wheels whose centres are in one horizontal plane, by means of which a portion of the weight of a vehicle and its load, if any, is continually transmitted to the roadway. For purposes of registration under the Plan, "axle" is any such assembly, regardless of whether it is load-bearing only part of the time.

Base Jurisdiction — the member Jurisdiction, selected in accordance with section 305, to which an applicant applies for apportioned registration under the Plan or the member Jurisdiction that issues apportioned registration to a registrant under the Plan.

Bus — a vehicle designed to carry 10 or more passengers on an established route according to a fixed schedule.

Common carrier — advertises to the general public to engage in the transportation by motor vehicle of goods or persons.

Chartered bus — a vehicle used to carry 10 or more people with a common purpose or specific route, when not used to provide regular bus service.

Combination of vehicles — a power unit used in combination with one or more of road vehicles that comprises one power unit and at least one trailer, semi-trailer or auxiliary axles.

Established place of business — physical structure located within the base Jurisdiction that is owned or leased by the applicant or registrant and whose street address shall be specified by the applicant or registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the applicant or registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the applicant's or registrant's trucking-related business (i.e. not limited to credentialing, distance and fuel reporting, and answering telephone inquiries). The applicant or registrant need not have land line telephone service at the physical structure. Records concerning the fleet shall be maintained at this physical structure (unless such records are to be made available in accordance with the provisions of section 1035 of the IRP agreement). The base Jurisdiction may accept information it deems pertinent to verify that an applicant or registrant has an established place of business within the base Jurisdiction.

Factory list price — the manufacturer's retail price, excluding sales tax but including modifications and accessories attached to the vehicle.

Federal heavy vehicle use tax — tax paid to the U.S. federal government by all interstate carriers with vehicles having a gross weight of 24,947 kg (55,000 lbs) or more.

Fleet — one or more apportionable vehicles designated by a registrant for distance reporting under the Plan.

Gross vehicle weight — the number of kilograms (Canada) or pounds (U.S.) corresponding to a vehicle's net weight plus the weight of its load.

Household goods carrying — 1) the transportation of personal effects and property that is used or meant to be used in a dwelling; 2) the transportation of furniture, fixtures, equipment, and the property of stores, offices, museums, institutions, hospitals or other establishments, when a part of the stock, equipment or supply (including objects or art, displays, and exhibits) of such stores, offices, museums or other establishments, requires the specialized handling and equipment commonly employed in moving household goods because of its unusual nature or value.

Hunter permit — a permit, valid for 30 days, that authorizes a vehicle or a combination of vehicles to travel empty in other Jurisdictions with a view to obtaining a new contract from a carrier. The vehicle(s) must bear valid Québec licence plates.

Interjurisdiction movement — a vehicle movement between or through two or more Jurisdictions.

Intrajurisdiction movement — a vehicle movement from one point within a Jurisdiction to another point within the same Jurisdiction.

IRP cab card — an evidence of registration, other than a plate, issued for an apportioned vehicle registered under the Plan by the base Jurisdiction, and carried in or on the identified vehicle. The two parts of the card must not be separated and the card must not be damaged or altered.

During a verification carried out by a peace officer, you can present your IRP cab card in electronic format. For example, it can take the form of a PDF file presented on a smartphone or tablet. However, it is strongly recommended that you always have a printed copy in your vehicle.

IRP registrant — a person in whose name a properly registered vehicle is registered, regardless of whether or not that person is the owner of the vehicle.

Jurisdiction — a country or a state, province, territory, possession, or federal district of a country.

Lease — a transaction evidenced by a written document in which a lessor vests exclusive possession, control, and responsibility for the operation of a vehicle in a lessee for a specific term.

- **Short-term lease** — a lease of less than 30 calendar days.
- **Long-term lease** — a lease of 30 calendar days or longer.

Lessee — a person who is authorized to have exclusive possession and control of a vehicle owned by another under the terms of a lease agreement.

Lessor — a person that, under the terms of a lease agreement, authorizes another person to have exclusive possession, control of, and responsibility for the operation of a vehicle.

Net weight — the weight of the vehicle, including all accessories but excluding the weight of any load.

Owner-operator — a lessor (owner) who leases the vehicle (with driver) to a carrier. The carrier is responsible for IRP licensing, even if there is a contractual agreement between the two parties. The SAAQ displays both the carrier's name and that of the owner-operator on the cab card. In the case of a rented vehicle, the name of the rental company is also displayed.

Private transport — the transport of goods or people on one's account.

Reciprocity agreement — an agreement, arrangement or understanding between two or more Jurisdictions under which each of the participating Jurisdictions grants rights or privileges to vehicles that are properly registered under the laws of another participating Jurisdiction.

Records — information that has been recorded in any format and that is received and kept as evidence by a person or organization for the purposes of running a business or due to a legal obligation.

Registration year — the twelve-month period during which, under the laws of the base Jurisdiction, the registration issued to a registrant by the base Jurisdiction is valid.

Rental fleet — vehicles the rental owner designates as a rental fleet and which are offered for rent with or without drivers.

Reporting period — the period of twelve consecutive months immediately prior to July 1 of the calendar year immediately preceding the beginning of the registration year for which apportioned registration is sought. In Québec, the IRP registration year runs from April 1 to March 31.

Residence — the status of an applicant or a registrant as a resident of a member Jurisdiction.

Restricted plate — 1) A plate that has a time, geographic area, distance, or commodity restriction; 2) a mass transit or other special plate issued for a bus leased or owned by a municipal government, a state or provincial transportation authority or a private party, and operated as part of an urban mass transit system, as defined by the Jurisdiction that issues the plate.

Semi-trailer — a vehicle without motor power that is designed to be drawn by a motor vehicle and is constructed so that a part of its weight rests upon or is carried by the towing vehicle.

Total distance — all distance operated by a fleet of apportioned vehicles. Total distance includes the full distance travelled in all vehicle movements, both interjurisdictional and intrajurisdictional, and including loaded, empty, deadhead, and bobtail distance. Distance travelled by a vehicle while under a trip lease shall be considered to have been travelled by the lessor's fleet.

Trailer — a vehicle without motor power, designed to be drawn by a motor vehicle and so constructed that no part of its weight or that of its load rests upon or is carried by the towing vehicle.

Trip permit — this permit is no longer issued to IRP-registered vehicles as of January 1, 2015 due to the coming into effect of the Full Reciprocity Plan. It will continue to be issued to non-IRP-registered commercial vehicles.

Truck — a motor vehicle with a net weight over 3,000 kg designed and used for the transportation of goods or permanently fixed equipment.

Truck tractor (road tractor) — a power unit, permanently equipped with a fifth wheel, designed primarily for pulling a trailer or semi-trailer.

Type of fleet operation — common carrier, private transport, household goods carrier, rental vehicles.

Vehicle taxable value (VTV) — the value used in some Jurisdictions for calculating sales tax. This value is determined as follows:

- In the case of a vehicle bought from a dealer, the VTV is equal to the purchase price, before taxes, of the vehicle (including accessories and any modifications), as shown on the sales invoice. The possible trade-in value cannot be used to reduce the taxable purchase price.
- In the case of a vehicle bought from an individual, the VTV is equal to the higher of the amount shown on the sales contract or the Vehicle Default Purchase Price, in force in Canada.
- In the case of buy-back of a leased vehicle, the VTV is the initial value of the vehicle as stated in the lease agreement.

APPENDIX F

TABLE OF ADMINISTRATIVE CHARGES ON IRP TRANSACTIONS

<i>Charged on a per-vehicle basis</i>		
Situation	Fleet	
	Current year	Renewal
	2024	2024
Adding a vehicle		
- by mail	N/A	\$50.75
- at a service centre	\$50.75	\$57.75
Renewing a registration		
- by mail	N/A	\$50.75
- at a service centre	N/A	\$57.75
Transferring a vehicle from one fleet to another fleet with the same registrant		
- by mail	N/A	\$0.00
- at a service centre	\$50.75	\$0.00
Making changes to:		
- the gross vehicle weight	\$50.75	\$0.00
- the vehicle description	\$50.75	\$0.00
- the address of the fleet	\$0.00	\$0.00
Replacing a lost, stolen or damaged cab card	\$25.40	\$0.00
Replacing a lost, stolen or damaged plate (including cab card and stickers)	\$25.40	\$0.00
Replacing a cab card due to a change of address	\$0.00	\$0.00
Removing a vehicle	\$0.00	\$0.00

Charged on a per-vehicle basis

Situation	Fleet	
	Current year	Renewal
	2024	2024
Changing a unit number (without issuing a new cab card)	\$0.00	\$0.00
Ending a long-term lease with purchase	\$50.75	\$50.75
Adding a lessor to an already-registered vehicle	\$50.75	\$50.75
Change of lessor	\$0.00	\$0.00



TO CONTACT US

SOCIÉTÉ DE L'ASSURANCE AUTOMOBILE DU QUÉBEC

Service aux entreprises (IRP)

333, boul. Jean-Lesage, C-3-33
Case postale 19600, succursale Terminus
Québec (Québec) G1K 8J6
Telephone: 1-800-361-7620
Fax: 418-646-5677 or 1-855-868-0153
Website: saaq.gouv.qc.ca

The nine SAAQ service centres
can also provide help.

**However, you must make an
appointment before visiting.**

DRUMMONDVILLE

CENTRE DE SERVICES DE DRUMMONDVILLE
Société de l'assurance automobile du Québec
80, rue Belleville
Drummondville (Québec) J2C 5T1
Telephone: 819-475-8473

GATINEAU

CENTRE DE SERVICES DE GATINEAU
Société de l'assurance automobile du Québec
1040, boul. Saint-Joseph, local 109
Gatineau (Québec) J8Z 1T3
Telephone: 819-772-3993

LAVAL

CENTRE DE SERVICES DE LAVAL
Société de l'assurance automobile du Québec
1545, boul. Le Corbusier, bureau 75
Laval (Québec) H7S 2K6
Telephone: 450-682-6196

LONGUEUIL

CENTRE DE SERVICES DE LONGUEUIL
Société de l'assurance automobile du Québec
Place Désormeaux
2877, chemin de Chambly, local 50
Longueuil (Québec) J4L 1M8
Telephone: 450-468-6588

MONTRÉAL

CENTRE DE SERVICES HENRI-BOURASSA
Société de l'assurance automobile du Québec
855, boul. Henri-Bourassa Ouest, bureau 100
Montréal (Québec) H3L 1P3
Telephone: 514-873-3047
Fax: 514-864-4013

QUÉBEC

CENTRE DE SERVICES LEBOURGNEUF
Société de l'assurance automobile du Québec
787, boul. Lebourgneuf
Québec (Québec) G2J 1C3
Telephone: 418-528-1407
Fax: 418-644-9942

RIMOUSKI

CENTRE DE SERVICES DE RIMOUSKI
Société de l'assurance automobile du Québec
195B, avenue Léonidas Sud
Rimouski (Québec) G5L 2T5
Telephone: 418-727-3683

ROUYN-NORANDA

CENTRE DE SERVICES DE ROUYN-NORANDA
Société de l'assurance automobile du Québec
32, avenue Québec
Rouyn-Noranda (Québec) J9X 6P9
Telephone: 819-763-3400

SAGUENAY

CENTRE DE SERVICES DE SAGUENAY
Société de l'assurance automobile du Québec
2655, boul. du Royaume
Jonquière (Québec) G7S 4S9
Telephone: 418-548-0864 or 1-866-867-8137