



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

IRP RENEWAL INSTRUCTIONS

The IRP Fleet Renewal Application consists of three unique forms (BMV 4879, BMV 4833, and BMV4832), that must be submitted together with all required support documentation to calculate the renewal registration fees due for your IRP Fleet.

An IRP Fleet Renewal Application, and any IRP Invoice, can be completed and paid electronically at www.ohcors.com by selecting the IRP Transactions button and logging into the IRP System, or via a limited IRP Service Deputy Registrar location. **A list of limited IRP Service Deputy Registrar locations that can process an IRP Fleet Renewal Application, and accept payment for any IRP Invoice, can be found at www.ohcors.com by selecting the IRP Contact Info menu link.**

IRP Fleet Renewal Applications submitted will be reviewed for completeness, including all required support documents, and may be denied if incomplete. Any IRP Fleet Renewal applications completed, and/or IRP Invoices paid, greater than 30 days after expiration will be subject to a \$10.00 late fee per vehicle.

Any IRP Fleet Renewal Application submitted directly to the IRP Processing Center via fax, mail, or e-mail, will be processed in the order they were received. Due to the volume of applications received by the IRP Processing center there is no guarantee that a Fleet Renewal application submitted to the IRP Processing Center will be processed and invoiced prior to your registration expiration.

CHANGES EFFECTIVE 7/1/2019 – IRP Fleet Renewal Supplements will NO LONGER include adding vehicles, or transferring registrations to new vehicles. *Adding vehicles (new or by registration transfer) are separate supplements that must be completed during the current registration year before the Fleet Renewal Supplement is completed; or in the next registration year as either 12-15 month supplement after the Fleet Renewal Supplement is completed.*

INFORMATION REQUIRED TO COMPLETE FLEET RENEWAL

To prepare for an electronic or manual submission of your Fleet Renewal Application you should:

Gather your data to determine the actual distance traveled by the fleet in each jurisdiction during the “Reporting Period” that is identified in the Instructions of the included BMV 4832, Schedule B Distance/Mileage, or online on the Distance Page. More information about “Reporting Period” and completing the BMV 4832, Schedule B Distance/Mileage, can be found below, or in the online Fleet Renewal OHCORS User Guide.

Review the list of vehicles on the included BMV 4833(s), Schedule A/E Vehicle List by Weight Groups, or online by completing a Vehicle Inquiry for Active Registrations in the current registration year. To delete vehicles, or make changes to Unit #, Weight Group and/or Vehicle Safety USDOT#, assignment follow the online Fleet Renewal OHCORS User Guide, or the instructions below for BMV 4833, Schedule A/E Vehicle List by Weight Groups.

Gather all stamped copies of IRS Forms 2290, Heavy Highway Vehicle Use Tax, for all vehicles you will be renewing with registration weights in Ohio and/or any other jurisdiction at 55,000# or greater. The stamped copy of the current tax years Form 2290 for each vehicle meeting its filing requirements must accompany the Renewal Application or be uploaded with the online Fleet Renewal transaction to avoid registration suspension or denial.

Review your Business Name, Addresses, and Fleet Contact Information printed on BMV 4879, IRP Renewal Application for accuracy. Make corrections online as you complete a Fleet Renewal transaction or follow the instructions below for BMV 4879, IRP Renewal Application if changes are required. Changes to the Ohio Business Address cannot be completed online.

OHIO BMV IRP PROCESSING CENTER CONTACT INFORMATION

You can get more information about apportioned IRP Registration and any support form mentioned in these instructions:

Online

Go to the Ohio BMV Web site at www.bmv.ohio.gov and navigate to the IRP Section by selecting the link for Vehicle Registration and then International Registration Plan, or go directly to the IRP Section at www.ohcors.com. Select Forms, Documents, and Manuals for support forms.

Via Phone

Call (800) IRP-0007 or (614) 777-8400 Monday – Friday 8:30 a.m. to 3:30 p.m.

INSTRUCTIONS FOR BMV 4879, IRP RENEWAL APPLICATION

Ohio Revised Code (R.C.) Chapter 4509: Financial Responsibility and Ohio Administrative Code (O.A.C.) Chapter 4501:1-2 Financial Responsibility describe the financial responsibility requirements for all Motor Vehicles operating in Ohio. In part R.C. indicates that:

In Ohio, it is illegal to drive any motor vehicle without insurance, and it is illegal for a vehicle owner to allow anyone else to drive his or her motor vehicle without insurance.

- Proof of insurance must be presented at traffic stops, accident scenes and vehicle inspections.
- Minimum insurance requirements are \$25,000 for injury/death of one person, \$50,000 for injury/death of two or more people, and \$25,000 for property damage in an accident.

Note: Other motor carrier regulatory organizations may have additional Financial Responsibility requirements for the operation of Commercial Motor Vehicle(s) in Ohio, or interstate, it is your responsibility to ensure compliance with all Financial Responsibility requirements.

If you have DO NOT have changes to the information printed on the form Sign and Date the form to certify the information is correct and that you are compliant with the information listed there.

If you DO have changes to the information printed on the form cross out the incorrect information and write in the correct.

Note: Changes to Ohio Business Address can only be made to another Ohio Business Address and requires that support documents as described in BMV 4846, IRP Establishing Base Jurisdiction and Proof of Residency, accompany the Renewal Application.

To have you Fleet Renewal Application e-mailed in the future place an "X" in the box indicated.

Sign and Date the form to certify the information is correct and that you are compliant with the information listed there.

Failure to sign and date the BMV4879 will prevent the fleet renewal application from being processed.

INSTRUCTIONS FOR BMV 4833, SCHEDULE A/E VEHICLE LIST BY WEIGHT GROUPS

You must indicate a Vehicle Renewal Transaction Code for each vehicle listed on the BMV4833. Failure to indicate a Vehicle Renewal Transaction Code will result in ALL VEHICLES included in the renewal fee calculation.

Note: Any requests for refund of vehicles renewed in error may be denied, or less than the full fees paid, if no Vehicle Renewal Transaction Codes were indicated on the BMV 4833.

Delete a vehicle from your renewal application by entering a "D" in the Vehicle Renewal Transaction Code column as needed for each vehicle you would like to delete from your fleet.

Note: Adding a vehicle to a fleet after it has been deleted on the fleet renewal application will result in a full year registration fee calculation and late fees if applicable.

Renew a vehicle with no changes by entering an "R" in the Vehicle Renewal Transaction Code column for each vehicle you wish to renew with no changes.

Renew a vehicle and request a replacement plate by entering a "P" in the Vehicle Renewal Transaction Code column , and the appropriate Replacement Plate Reason Code of "L" for Lost, "S" for Stolen, or "D" for Destroyed as needed by vehicle.

Renew a vehicle and request changes to its UNIT#, Vehicle Safety USDOT#, and/or Weight Group Assigned by entering an "M" in the Vehicle Renewal Transaction Code, crossing out the incorrect information and writing in the new information including the Vehicle Safety USOT# entities Taxpayer Identification Number, as needed by vehicle.

Note: Changing the Vehicle Safety USDOT# to a USDOT# that is not the same entity as the IRP Registrant requires the support document BMV 4885, Motor Carrier Responsible for Safety Statement, (or its equivalent information in a Lease Document) accompany the Renewal Application.

INSTRUCTIONS FOR BMV 4832, SCHEDULE B DISTANCE / MILEAGE

“Reporting Periods” or “Lookback Periods” used for Schedule B are defined by the IRP Plan and means, except as provided in the last sentence (sic), 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. If the Registration Year begins on any date in July, August, or September, the Reporting Period shall be the previous such twelve month period.

As an example in Ohio:

If your renewal Registration Year runs:			The Reporting Period for reporting fleet distance on Schedule B is:
January 1, 2020	thru	December 31, 2020	7/1/2018 – 6/30/2019
February 1, 2020	thru	January 31, 2021	7/1/2018 – 6/30/2019
March 1, 2020	thru	February 28, 2021	7/1/2018 – 6/30/2019
April 1, 2020	thru	March 31, 2021	7/1/2018 – 6/30/2019
May 1, 2020	thru	April 30, 2021	7/1/2018 – 6/30/2019
June 1, 2020	thru	May 31, 2021	7/1/2018 – 6/30/2019
July 1, 2020	thru	June 30, 2021	7/1/2018 – 6/30/2019
August 1, 2020	thru	July 31, 2021	7/1/2018 – 6/30/2019
September 1, 2020	thru	August 31, 2021	7/1/2018 – 6/30/2019
October 1, 2020	thru	September 30, 2021	7/1/2019 – 6/30/2020
November 1, 2020	thru	October 31, 2021	7/1/2019 – 6/30/2020
December 1, 2020	thru	November 30, 2021	7/1/2019 – 6/30/2020
January 1, 2021	thru	December 31, 2021	7/1/2019 – 6/30/2020

If your fleet DID NOT operate and accrue actual mileage during the Reporting Period write “None” in the Total Distance box, and Sign and Date the Schedule B, to certify the information provided is accurate.

Note: If vehicles in you fleet were registered during the Reporting Period and you are indicating “None” in the Total Distance box, support document BMV 4842, Affidavit of Non-Use, is required to accompany the Renewal Application.

If your fleet operated and accrued actual mileage during the Reporting Period enter the actual mileage in each jurisdiction as applicable.

Enter the actual mileage accrued including any mileage traveled under a Registration Trip Permit – Do not round mileage to even hundreds, thousands, etc.

Do not list estimated distance.

Do not include decimals or tenths of miles.

Do not put zeros in jurisdictions were no actual miles were accrued during the Reporting Period.

Total all jurisdiction entries and include this total in the Total Distance box.

Sign and Date the Schedule B, to certify the information provided is accurate. Failure to sign and date the BMV 4832 will prevent your fleet renewal application from being processed.

Note: If you have questions about recordkeeping requirements for IRP apportioned registration read the IRP Plan found at IRP Inc.’s Web site at www.irponline.org or visit the Ohio Department of Taxation’s Web site – Excise Tax section at www.tax.ohio.gov/excise/international_fuel_tax_agreement_ifa/IFTAIRPAuditInformation.aspx.