

MISCELLANEOUS DOCUMENTS (As Needed)

Various other documents may be required depending on each individual situation. These proofs are used to reduce fee liability when applicable. Examples: Power of Attorney, Non Use Affidavit, Lease Agreement, previous registration, etc.

PAYMENTS

Payment for Alabama IRP tags should be made by a certified or cashier's check, money order, or via wire service instrument. Online credit card or ACH debit payments are also accepted. **Personal or company checks will not be accepted.** Payments due of \$750 or more must be submitted electronically.

Additionally, cash and credit cards are acceptable as payment if presented in person with proper identification. It is necessary to submit only one payment for the net registration fees due for all jurisdictions. Payments should match the amount billed. Overpayments will be posted as a credit to the registrant's account. Credits may be applied to future transactions, or a refund may be requested. All certified checks or money orders should be made payable to the ALABAMA DEPARTMENT OF REVENUE and mailed to the MCS office.

IRP REFUNDS

Applicants seeking refund of license fees paid for motor vehicle license plates must submit the required petition for refund form (MVR 40-12-23(1)), decal, license plate, or both, tag/tax receipt, and any supporting documents that substantiate the reason for requesting a refund. Refunds of IRP license fees may be made under the following conditions:

- Audit (audits resulting in an overpayment of less than \$10 will not be refunded);
- billing error by the Department of Revenue;
- full fee license (partial refund);
- duplicate license.

License fees paid for motor vehicle license plates are NOT refundable by the Department of Revenue under the following conditions:

- vehicle operated after the previous license has expired;
- sale of vehicle;
- cancellation of lease;
- wrecked vehicle;
- stolen vehicle;
- firm out of business.

The unused portion of the license fees paid, where permitted by statute, may be refunded by each jurisdiction. Jurisdictional refund information is also located on the IRP website at www.irponline.org.

TEMPORARY REGISTRATION

Temporary Evidence of Apportioned Registration (TEAR) may be issued if requested. A temporary registration is issued to a specific vehicle and cannot be transferred to another vehicle. Temporary registrations may not be issued to accounts that are not in good standing. Temporary registrations may not be issued to renewal vehicles.

Fax or mail a completed application to the MCS office. Applications may also be completed online. It is important to provide accurate contact information (telephone number, email address, etc.) so that you can be notified of the bill amount or if any additional information is required. If necessary information is missing from submitted applications, the application may be rejected. Applications rejected as incomplete will not be considered as received until corrected.

Temporary Registrations must be paid prior to issuance. A method of paying for and receiving the Temporary Registration is determined after the application is processed and the carrier is notified regarding the bill amount. Upon verification of payment a Temporary Registration may be faxed or emailed to a convenient location. Often the carrier may desire to pay for and pick up the Temporary Registration from one of the Department's Taxpayer Service Centers.

If you have not received your credentials within ten (10) days prior to the expiration of the Temporary Registration, please contact the MCS office. **Temporary Registration extensions are not available.**

TEMPORARY TAG OR (HUNTERS PERMIT)

The IRP provides a means of registration for owner-operators when hunting for a carrier with whom they can lease. The Hunter's Permit authorizes the operation of a vehicle for 20 days at the empty weight of the vehicle. An owner-operator may secure this 20-day temporary registration from the License Plate Issuing Official of the county in which the owner-operator is based.

TRIP PERMITS

Vehicles subject to the provisions of the International Registration Plan (IRP) and the International Fuel Tax Agreement (IFTA), but not licensed as such, will be required to purchase a 7-day trip and/or fuel permit before entering the State of Alabama.

Alabama trip permits are available 24/7 through the Department of Revenue website (www.revenue.alabama.gov). Trip permits allow both interjurisdictional and intrajurisdictional movement.

Trip permits are also available, with an additional service charge, through trip/fuel permitting agencies.

Please contact the MCS office for additional information concerning trip permits.

OWNER-OPERATORS LEASED TO CARRIERS

Owner-operators who lease their vehicles to motor carriers on a long-term basis (30 days or longer) may register one of two ways.

1. If the owner-operator (lessor) is an Alabama resident, the owner-operator may be the registrant with the vehicle being registered in the name of the owner-operator.
 - A. Apportionment of fees will be based on the distance records of the owner-operator (who also has the responsibility for maintaining the records); and
 - B. The license plates and cab cards shall be the property of the owner-operator.

OR

2. The Alabama motor carrier may be the registrant with the vehicle being registered in the name of the motor carrier, but also listing the owner-operator as the owner/lessor.
 - A. The apportionment of fees will be based on the distance records of the carrier; and
 - B. The license plates and cab cards will be the property of the carrier; and
 - C. A lease agreement between the carrier and owner-operator is required to be submitted.

TRIP LEASING

The lessee (except for service representatives of Household Goods Carriers as noted below) is responsible for the proper registration of a vehicle. However, an IRP fleet operator may trip lease equipment to another IRP fleet operator; and the lessor under the lease, shall be responsible for accruing and reporting on their registration application (Schedule B) the miles traveled by the leased equipment.