

**DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
MOTOR CARRIER SERVICES**

**TAXPAYER SERVICE CENTER INSTRUCTIONS
FOR
IRP/IFTA TRANSACTIONS**

July 2014



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INTRODUCTION

This manual includes step-by-step instructions to assist Taxpayer Service Center (TPSC) staff with limited IRP and IFTA transactions.

The Alabama Motor Carrier (AMC) system is utilized to process all IRP and IFTA transactions. The AMC system may be accessed using the following instructions:

1. Go to the Alabama Department of Revenue website at: www.revenue.alabama.gov.
2. Select **Divisions**.
3. Select **Motor Vehicle**.
4. Select **E-Services**.
5. Select **IRP & IFTA E-file**.
6. Enter your **User ID**.
7. Enter your **Password**.
8. Click on the **Sign On** button

Users may click on the **Help** button in the AMC system at any time for detailed instructions. The AMC system may also be accessed through the Motor Vehicle Title, Registration and Insurance Portal (MVTRIP).

The Motor Vehicle Division's Motor Carrier Services (MCS) office is solely responsible for processing IRP and IFTA transactions. TPSCs may assist taxpayers with the following:

- Faxing/emailing license applications and documents to the MCS office
- Looking up the taxpayer's IRP/IFTA account information
- Posting IRP/IFTA payments to the AMC system
- Printing or reprinting the following documents from the AMC system:
 - 30-Day IFTA Temporary Decal Permit
 - IRP Cab Card
 - IRP Temporary Evidence of Apportioned Registration (TEAR)
 - IRP/IFTA billing invoice
 - Document Shortage Notice
 - IFTA Tax Return
 - Renewal Notice

All IRP/IFTA transactions are processed in the order they are received; normally 3-5 working days. Documents and license applications submitted by taxpayers through TPSCs will not receive preferential treatment. The taxpayer will be contacted by the MCS office when the IRP/IFTA transaction has been processed and a billing invoice has been issued. Taxpayers are encouraged to utilize the online AMC system to apply for their IRP and IFTA license credentials electronically. TPSC staff may contact the MCS Unit at (334) 242-9880, for assistance with any IRP or IFTA transaction; however, this number should not be provided to taxpayers. Taxpayers may contact the MCS office using the contact information provided below:

Mailing Address: Alabama Department of Revenue
Motor Vehicle Division
Motor Carrier Services
P.O. Box 327620
Montgomery, AL 36132-7620

Office Address: Motor Carrier Services
2545 Taylor Road
Montgomery, AL 36117

Note: Priority packages should be sent to the office address.

Telephone: (334) 242-2999
Fax: (334) 242-9073
Email: mcs@revenue.alabama.gov

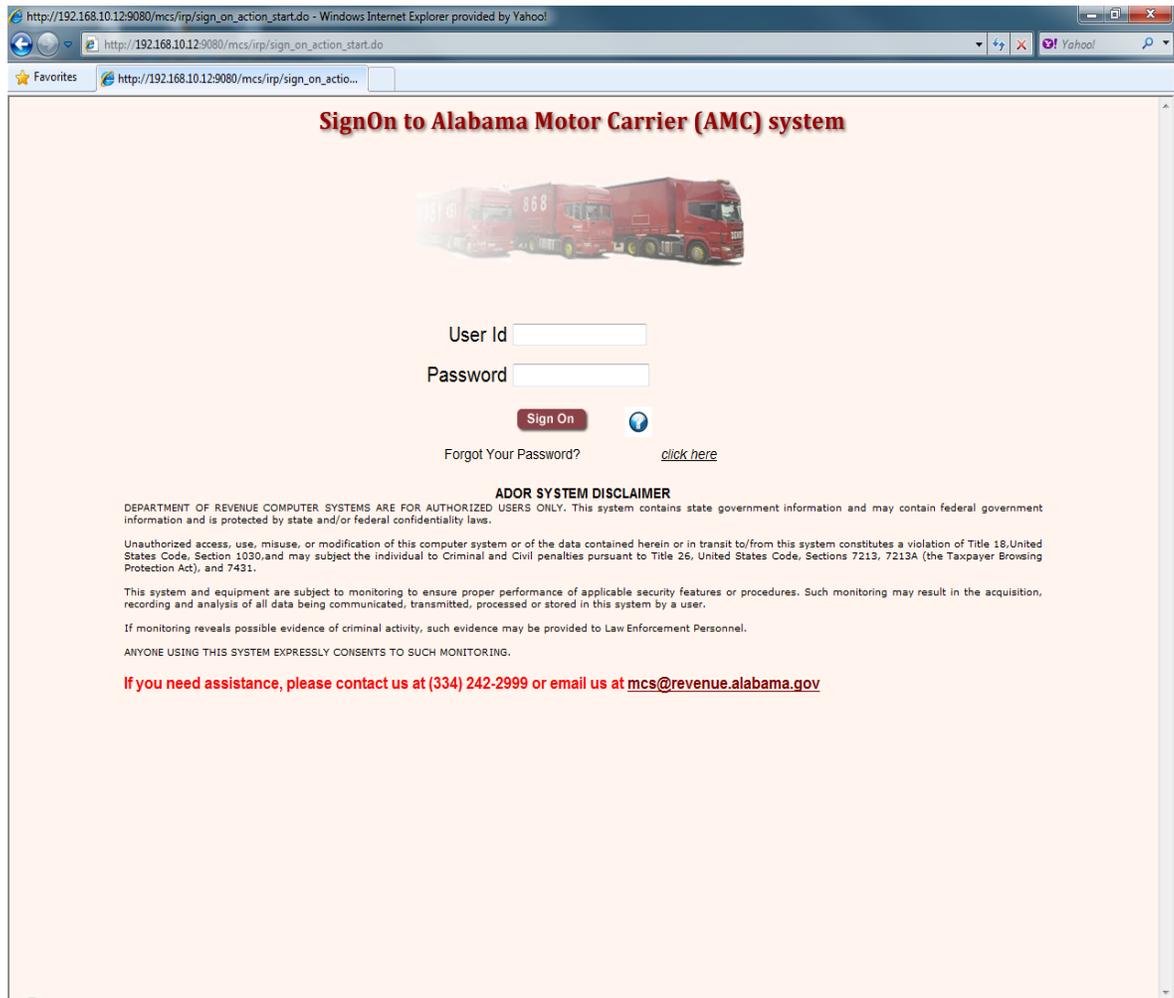
The MCS office will assist walk-in customers Monday through Friday, 8:00 AM to 5:00 PM. Taxpayers are encouraged to arrive by 4:00 PM to ensure that their transaction is processed by close of business. The MCS office is closed on all official State holidays.

Additional information is available in the MCS Manual which is available on the Motor Vehicle Division website at: <http://revenue.alabama.gov/motorvehicle/>.

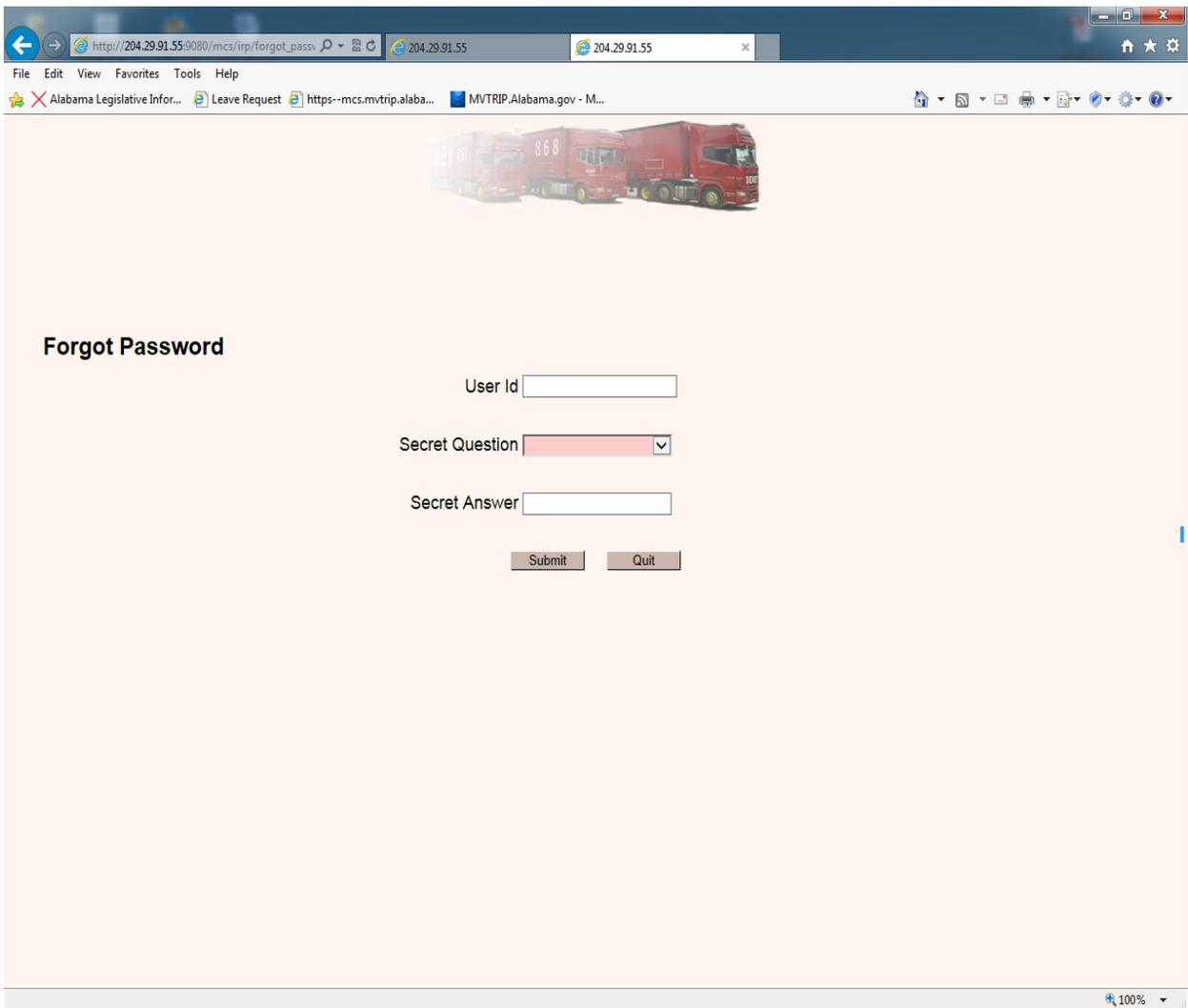
IRP/IFTA Forms, rules and frequently asked questions (FAQs) are also available on the Motor Vehicle Division website and may be provided to taxpayers upon request.

SYSTEM SIGN-ON

All new IRP and IFTA customers and DOR system users are issued an AMC system user id and password that allows them to electronically request IRP/IFTA credentials, file IFTA tax returns and remit payments through the AMC system. The taxpayer's AMC user id is their nine (9) digit taxpayer identification number (FEIN or SSN) used to establish the account. Upon submission of the Motor Vehicle data access request form to the computer security office, all Department of Revenue employees, including TPSC employees will be issued an AMC system user id and password.



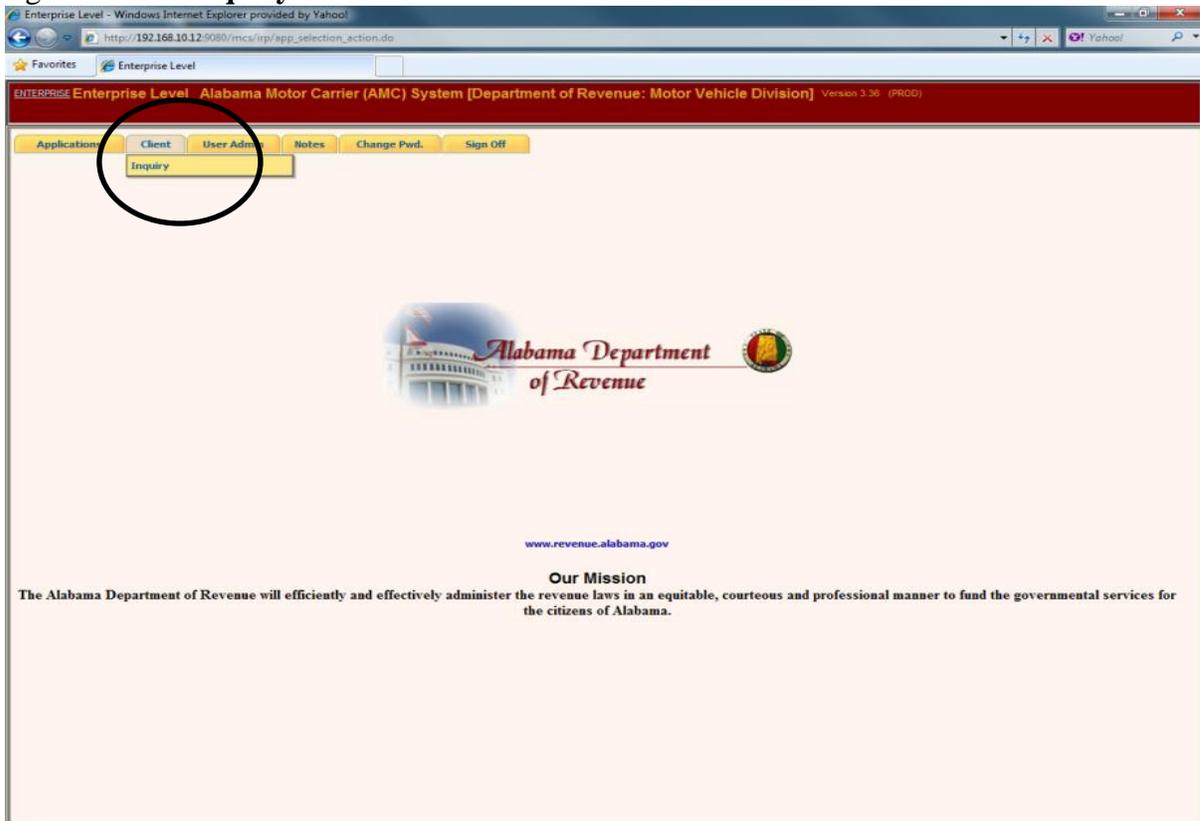
The above sign-on screen allows users to login to the AMC system. The user will be prompted for their user id and password. If the user has forgotten their password, the user can use forgot your password feature. This feature only can be used if user knows the select secret question and answer. If the user has forgotten their forgot password information, DOR system users must reset the password (see page 9 for instruction on how to reset the user password).



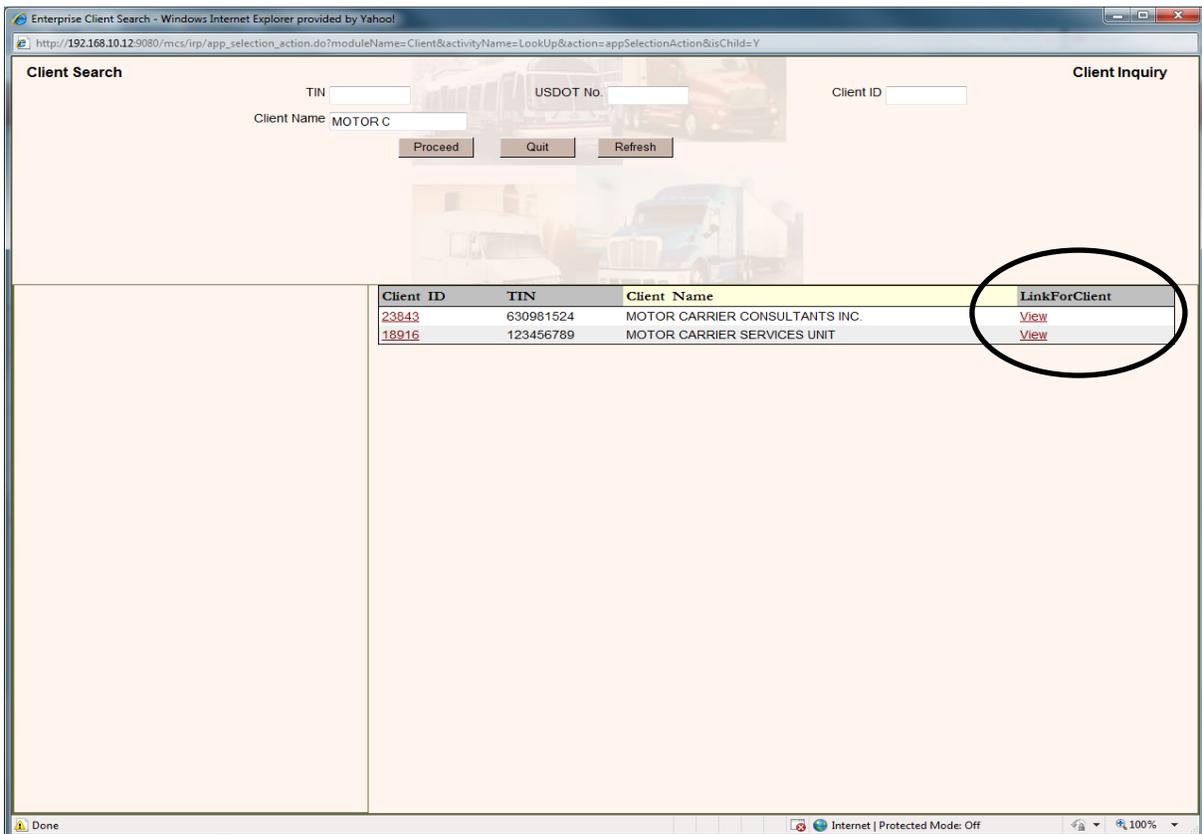
The above **Forgot Password** screen will appear. The user will be prompted to enter User Id, Secret Question, and Secret Answer then click **Submit** button. Once that is done the user will receive an email to the email address on their account with the password that is assigned to this account.

CLIENT FUNCTION

If a taxpayer has an IRP and/or IFTA account but does not know the client id number, the information can be found using the **Client Inquiry** function.



In order to search for a client account, click the **client** tab & Select **Inquiry** on the above screen.



The above **Client Search** Screen will appear. Use one of the four search options to look up the taxpayer's account. A Partial name may be entered and will return a list of possible matches. Click **view** to review the selected account details.

Ent Client View Form - Windows Internet Explorer provided by Yahoo!

http://192.168.10.12:9080/mcs/irp/ent_client_action_start.do?can=18916&node=TYIES FLEETING&parent=18916&isChild=Y

Client ID : 18916 TIN : 123456789 TIN Type : EIN
 Client Type : Business Application Type : IRP IFTA Status : Active
 USDOT No. : 001000001 Escrow allowed: Y Refund To Escrow: Y Carrier Type: Carrier
 Last Upd Ts : 2012-07-02 13:37:03.942 Last Upd UserID: TFLEEREV

Business Client Details

Business Name: MOTOR CARRIER SERVICES UNIT Business Type: Corporation Contact Name: TYIES FLEETING
 E-mail Address: tyies.fleeting@revenue.alabama.gov Phone No.: 334 - 242 - 2999 Ext: Fax No.: 334 - 242 - 9073
 Efiler:
 Reporting Service:

Place of Business:

Street1: 50 N. RIPLEY STREET, ROOM 1239 Street2:
 Jurisdiction: AL - ALABAMA Country: US ZIP Code: 36104
 City: 010 MONTGOMERY County: 51 MONTGOMERY COUNTY

Mailing Address

Street1: P. O. BOX 327620 Street2:
 Jurisdiction: AL - ALABAMA Country: US ZIP Code: 36132
 City: 010 MONTGOMERY County: 51 MONTGOMERY COUNTY
 Comment:

Customer citizenship verification information

Last Name	Document Type	Document Number	Document Exp. Date	Verification Code	Verified Status	Verify By	Verified Date	Last Upd UserID	Last Upd Date & Time	Comment
All partners verified:				Verify By:	Verified Date:					
Last Upd UserID:				Last Upd Date & Time:	Verify By:	Verified Date:				
Create Date & Time:										

IRP IFTA

IFTA Detail

Business Type : Corporation IFTA Account Status : Active Status Effective : 01-01-2012
 Previous IFTA Lic. : Year :
 Previous Suspension/Revocation : Jurisdiction : Year :

Owner - 1 Mailing Address

Name: TYIES FLEETING Title: PRESIDENT SSN: 0
 Phone: 334 - 242 - 2999 Ext.: Email: TYIES.FLEETING@REVENUE.ALABAMA.GOV
 Street1: 50 N. RIPLEY STREET, ROOM 1239 Street2:
 ZIP Code: 36104 Jurisdiction: AL Country: US
 City: MONTGOMERY County: MONTGOMERY COUNTY

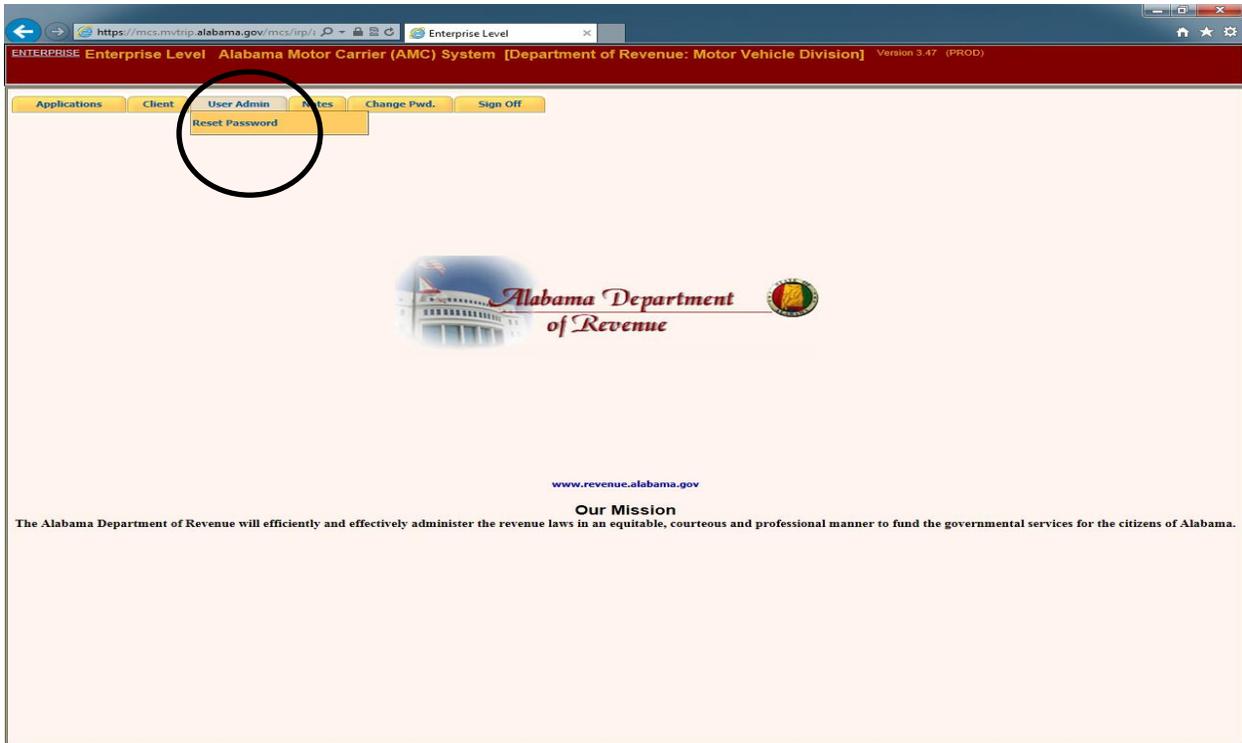
Back Close

Internet | Protected Mode: Off 90%

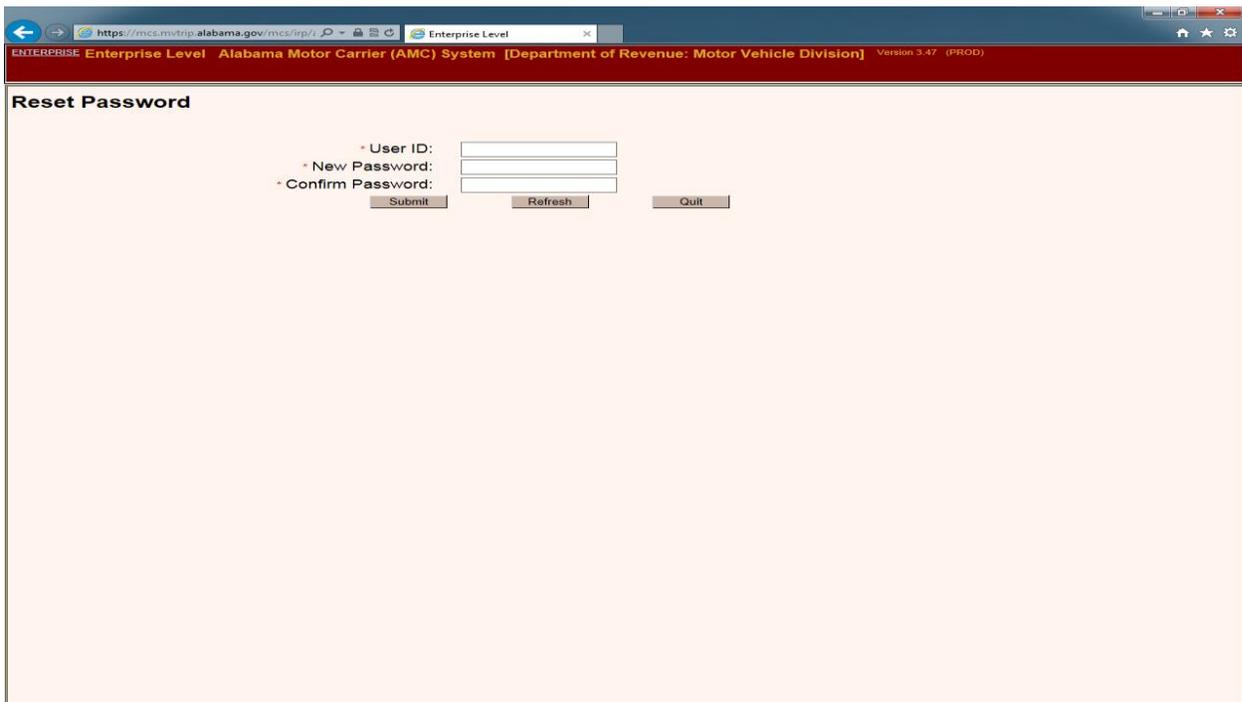
The above client detail screen will be displayed. **IRP and IFTA** tabs located in the lower left-hand side of the screen displays the taxpayer's IFTA and IRP account information. Please be sure to review this information to ensure this is the correct taxpayer.

RESET PASSWORD

The **User Admin** menu will allow DOR system users to reset the taxpayer's password.



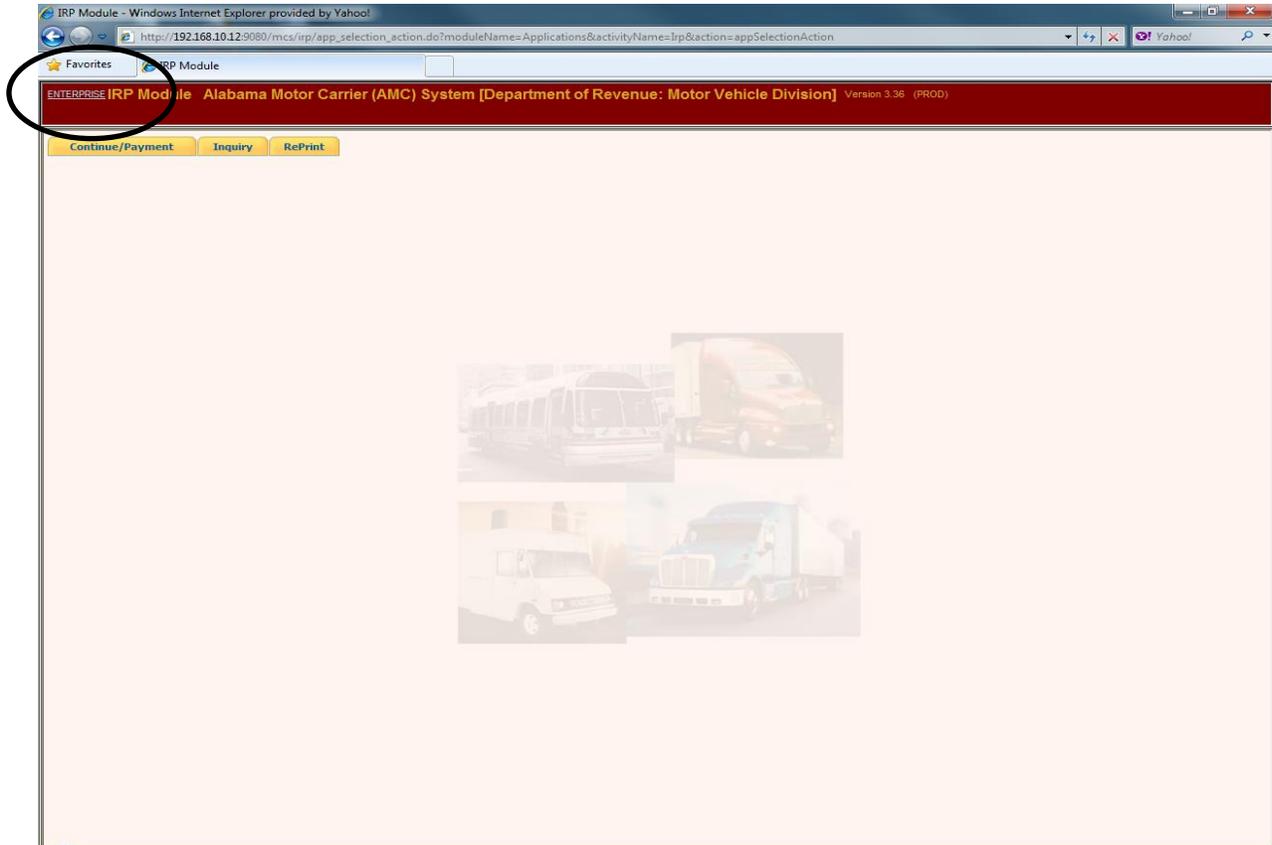
On the above screen, click the **User Admin** tab & Select **Reset Password**.



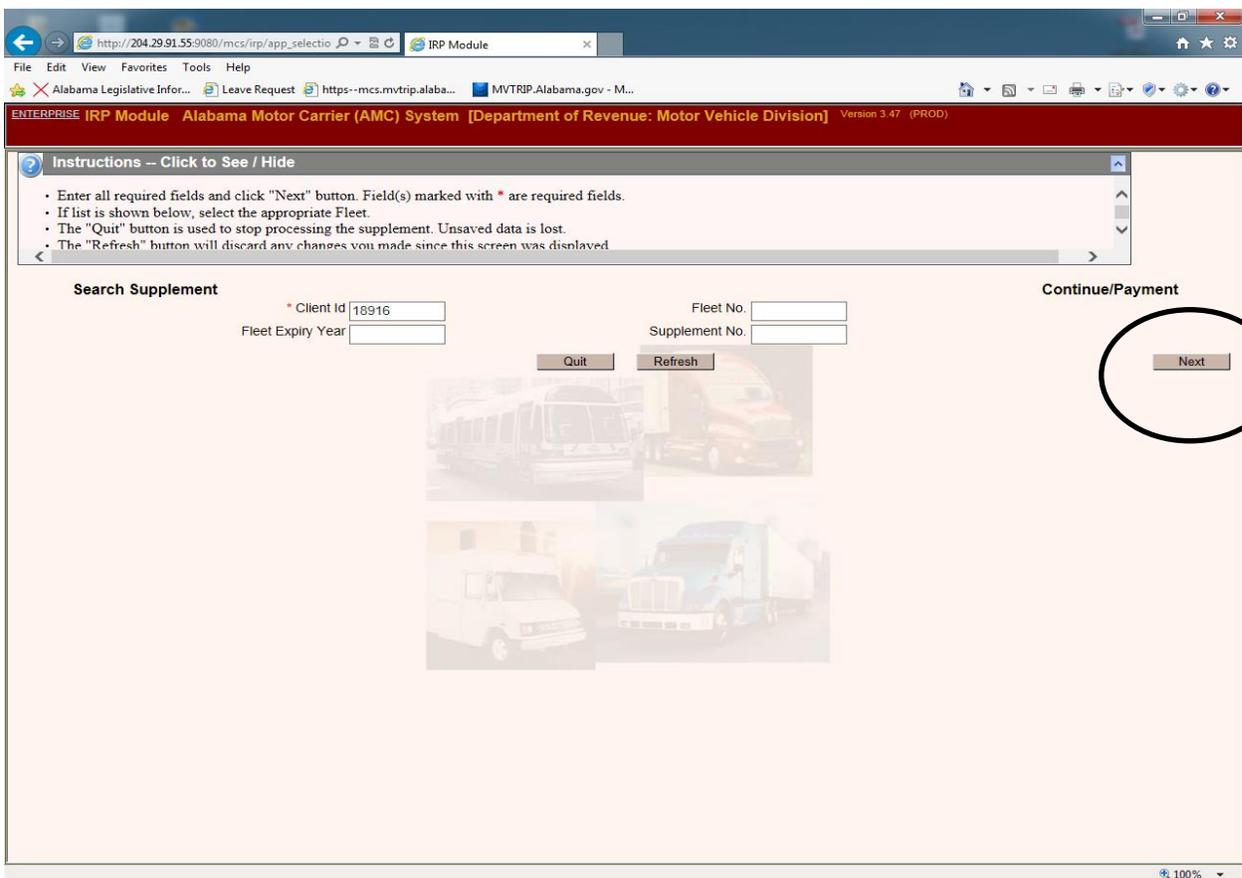
The above **Reset Password** screen will appear. Enter the taxpayer's user id and enter "password" as the new and confirm password. See page 7 for instructions on how to query the user id. Once the user accesses the system the user will be directed to change their password. If the TPSC has a computer that is available to taxpayers, the taxpayer can use the machine to continue the transaction.

POSTING PAYMENTS

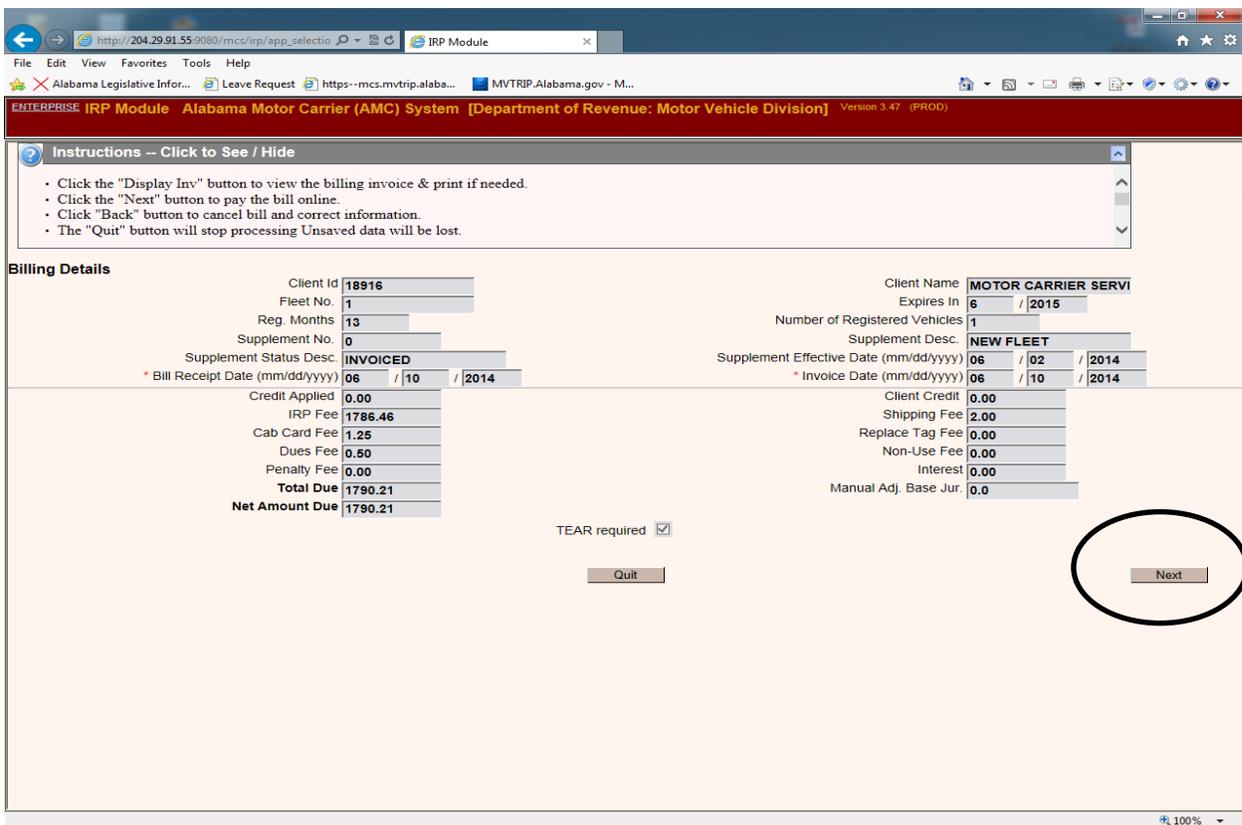
The IRP/IFTA menus are accessed through the **Application** Tab. At any point users may go back to the main menu by clicking on the word **Enterprise** in the top left hand corner of the screen.



Under the **IRP Module** select **Continue/Payment**. The taxpayer should have an IRP or IFTA billing invoice in order to make a payment. If the taxpayer doesn't have an invoice, the invoice can be accessed with the taxpayer's client id number. If the taxpayer doesn't know his/her client id number, refer to the Inquiry function section for instructions on how to query the client id number.



Enter the taxpayer's account number, fleet number, fleet Expiry year and supplement number (this information is reflected on the billing invoice) and click the **Next** button.



The above **Billing Detail** screen will appear. Follow the instructions at the top of the screen. Click the **Next** button to proceed to the **Payment Collection** screen.

If you receive the above warning message about a payment, **STOP** and call the MCS unit to confirm the status of the electronic payment attempt. Do not attempt to post another payment.

Select **payment type** from the drop down menu, enter the **payment amount**, **remittance number** and click **Next**. The system will not allow the user to post a payment amount other than the amount reflected.

After a payment is posted, if required documents are outstanding, the following document shortage notice will be displayed as a PDF document. The document shortage notice will reflect any items that are required to be submitted to the MCS office before credentials can be issued. If the taxpayer provided all required documents, a Temporary Evidence of Apportioned Registration (TEAR) or cab card will be displayed as a PDF document.



ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
INTERNATIONAL REGISTRATION PLAN

P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
(www.revenue.alabama.gov)

DOCUMENTATION TRACKING NOTICE

To: MOTOR CARRIER SERVICES UNIT
DBA:
Address: P. O. BOX 327620
MONTGOMERY, AL 36132

FEIN # : 123456789
CLIENT ID : 18916
FLEET # : 1
FLEET EXP Mo./Yr. : 6/2015
SUPPLEMENT # : 0



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DOCUMENTATION TRACKING NOTICE

To: MOTOR CARRIER SERVICES UNIT
DBA:
Address: P. O. BOX 327620
MONTGOMERY, AL 36132

FEIN # : 123456789
CLIENT ID : 18916
FLEET # : 1
FLEET EXP Mo./Yr. : 6/2015
SUPPLEMENT # : 0

***** UNITS REQUIRING DOCUMENTATION *****

SUPPLEMENT TRANSACTION TYPE : NEW FLEET

YOUR CREDENTIALS CANNOT BE ISSUED UNTIL THE FOLLOWING ITEMS CHECKED BELOW ARE RECEIVED:

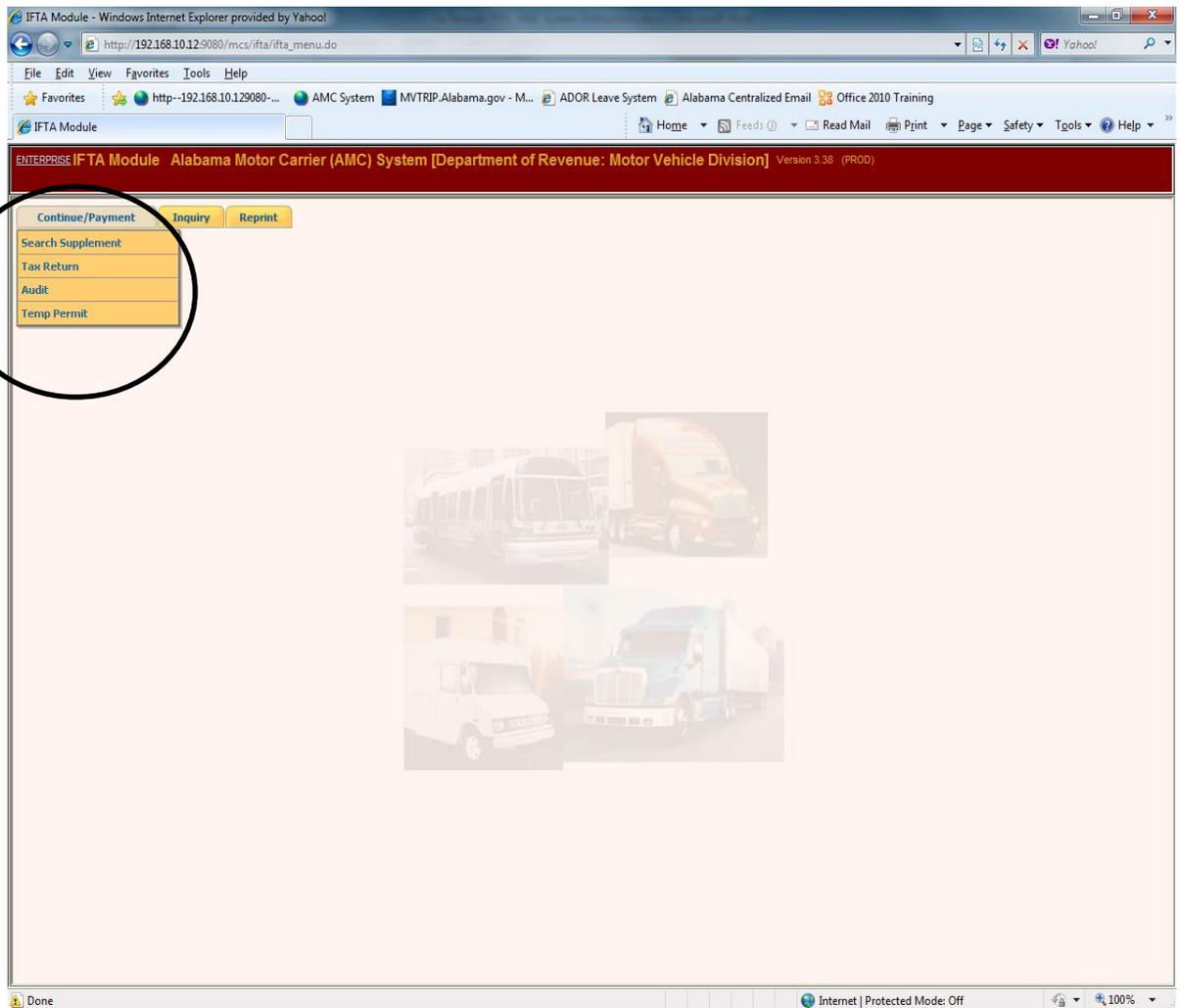
- XX TITLE DOCUMENTATION
- XX HEAVY VEHICLE USE TAX FORM 2290
- XX PROPERTY TAX DOCUMENTATION(advalorem)
- XX SALES/USE TAX DOCUMENTATION
- ___ NONUSE AFFIDAVIT
- ___ COUNTY TAG/IRP TAG/AFFIDAVIT
- ___ LEASE AGREEMENT
- ___ OTHER

ALL DOCUMENTS PROOFED : -----,
OFFICE HOURS: 8:00 A.M. TO 5:00 P.M.

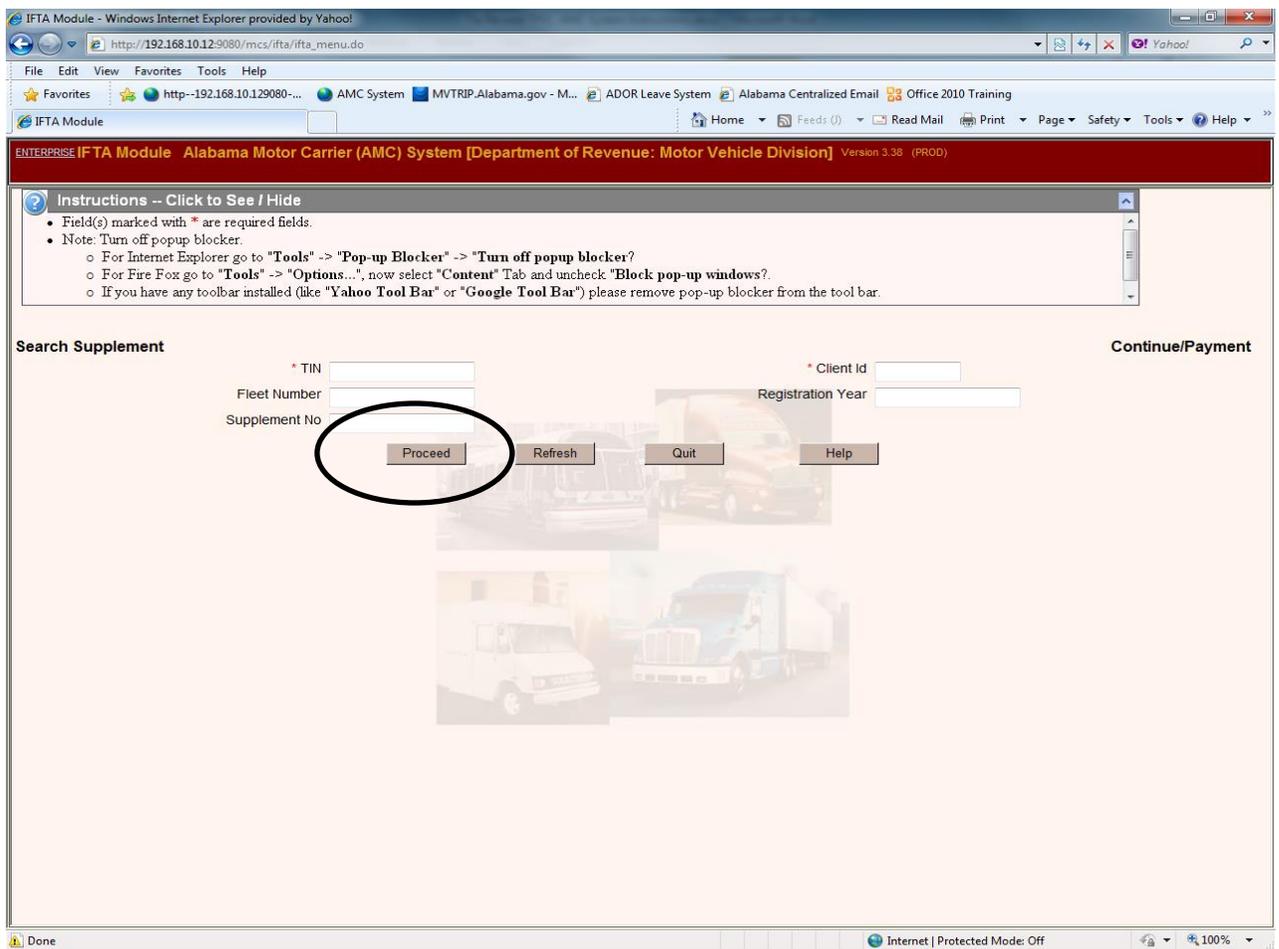
UNIT #	VIN	TITLE	FRONT	AD VALOREM	SALES/USE	NON USE	COUNTY TAG/IRP TAG/AFFIDAVIT	LEASE AGREEMENT	OTHER
2	1FUVDWB3VL866134	0	0	0	0	N	N	N	N

Legend: 'C' = Collected, 'O' = Outstanding, 'N' = Not Required

Please note any documents required to complete the transaction will be marked with an XX in the list of documents above.



Under the **IFTA Module** select **Continue/Payment**, then **Search Supplement**. The taxpayer should have an IFTA billing invoice in order to make a payment. If the taxpayer doesn't have an invoice, the invoice can be accessed with the taxpayer's client id number. If the taxpayer doesn't know his/her client id number, refer to the Inquiry function section for instructions on how to look up the client id number.



The above **Search Supplement** screen will appear. Enter the required information. The boxes with the asterisk”*” are required fields, but the other fields may be entered to refine the search (this information is reflected on the billing invoice) and click the **Proceed** button.

IFTA Module - Windows Internet Explorer provided by Yahoo!

http://192.168.10.12:9080/mcs/ifta/ifta_menu.do

ENTERPRISE IFTA Module Alabama Motor Carrier (AMC) System [Department of Revenue: Motor Vehicle Division] Version 3.38 (PROD)

Instructions -- Click to See / Hide

- Field(s) marked with * are required fields.
- Note: Turn off popup blocker.
 - For Internet Explorer go to "Tools" -> "Pop-up Blocker" -> "Turn off popup blocker"
 - For Fire Fox go to "Tools" -> "Options...", now select "Content" Tab and uncheck "Block pop-up windows?"
 - If you have any toolbar installed (like "Yahoo Toolbar" or "Google Toolbar") please remove pop-up blocker from the toolbar.

Fleet Jurisdiction **Billing** Payment Permit Credentials Main Menu

IFTA Payment Details

TPID : AL12345678901 Registrant's Name : MOTOR CARRIER SER
 Fleet No. : 1 Exp. Year : 2012
 Client Id : 18916 Supplement Desc. : NEW FLEET
 Supplement No. : 0 Supplement Status Desc. : INVOICED
 Invoice No. : 450472 Receipt Date : 09 / 25 / 2012

Fees Section

License Fee : 0.00 Decals Fee : 17.00
 Total Due : 17.00

Credential Assignment Type

Electronic Delivery Type : D-PDF Shipping Type : Mail
 Credentials Issued on : 09 / 25 / 2012

Proceed Quit Refresh

The above payment **Billing Detail** screen will appear. Follow the instructions at the top of the screen. Click the **Proceed** button to proceed to the **Payment Collection** screen.

https://amcprod.celtic.bz/mcs/ifta/ifta_menu.do

ENTERPRISE IFTA Module Alabama Motor Carrier (AMC) System [Department of Revenue: Motor Vehicle Division] Version 3.39 (PROD)

- Select "Credit Card" or "E-Check" for payment of bill by clicking on the circle next to the payment type you wish to use.
- Once payment type selected, click "Next".
- After successful payment, you will be redirected to the payment confirmation page. Please proceed from this page to collect your credentials online.
- Field(s) marked with * are required fields.

Our records indicate that an electronic payment was attempted for this supplement. Before attempting an additional payment, please call (334) 242-2999 to confirm that the previous electronic payment attempt was unsuccessful

Payment Collection

Client ID : 18916 Business Name : MOTOR CARRIER SER
 Payment ID : 291761 Payment Date : 11 / 02 / 2012

Fees Section

Total Due : 17.00 Applied Escrow Credit : 0.00
 Escrow Credit Balance : 0.00

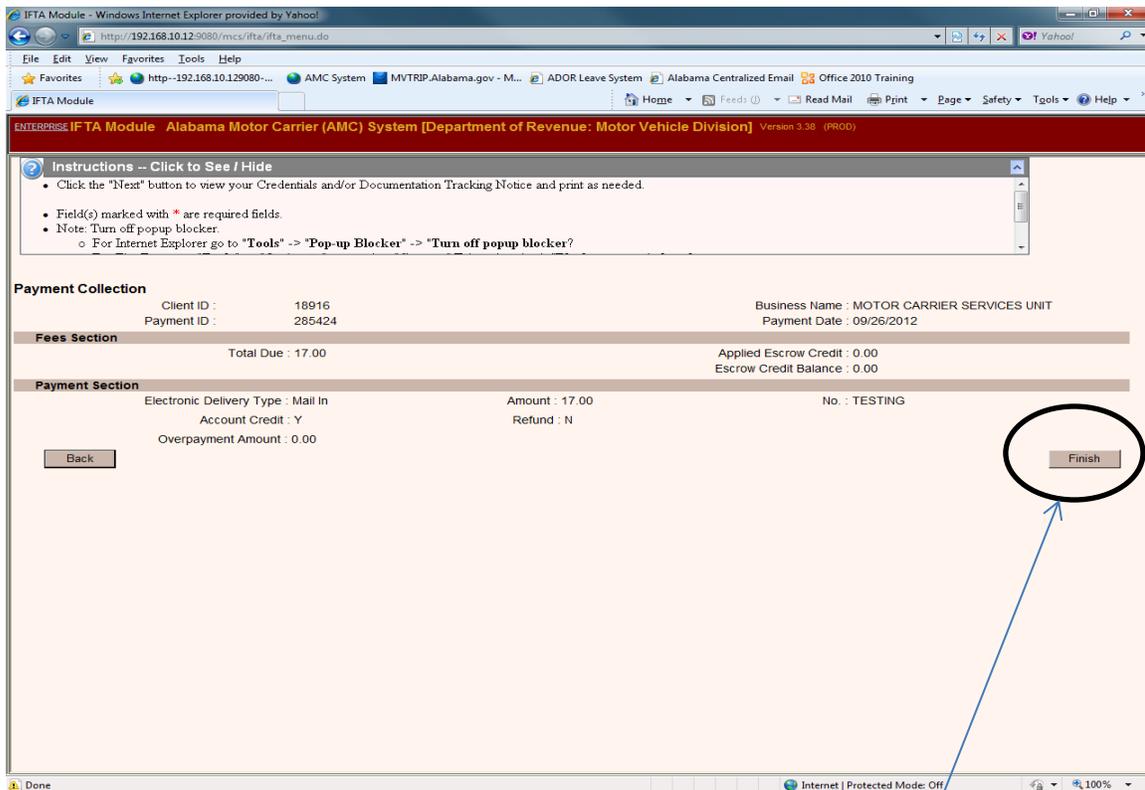
Payment Section

Payment Type : Mail In Payment Amount : Remittance Number : Add Payment Type Delete Checked Payment

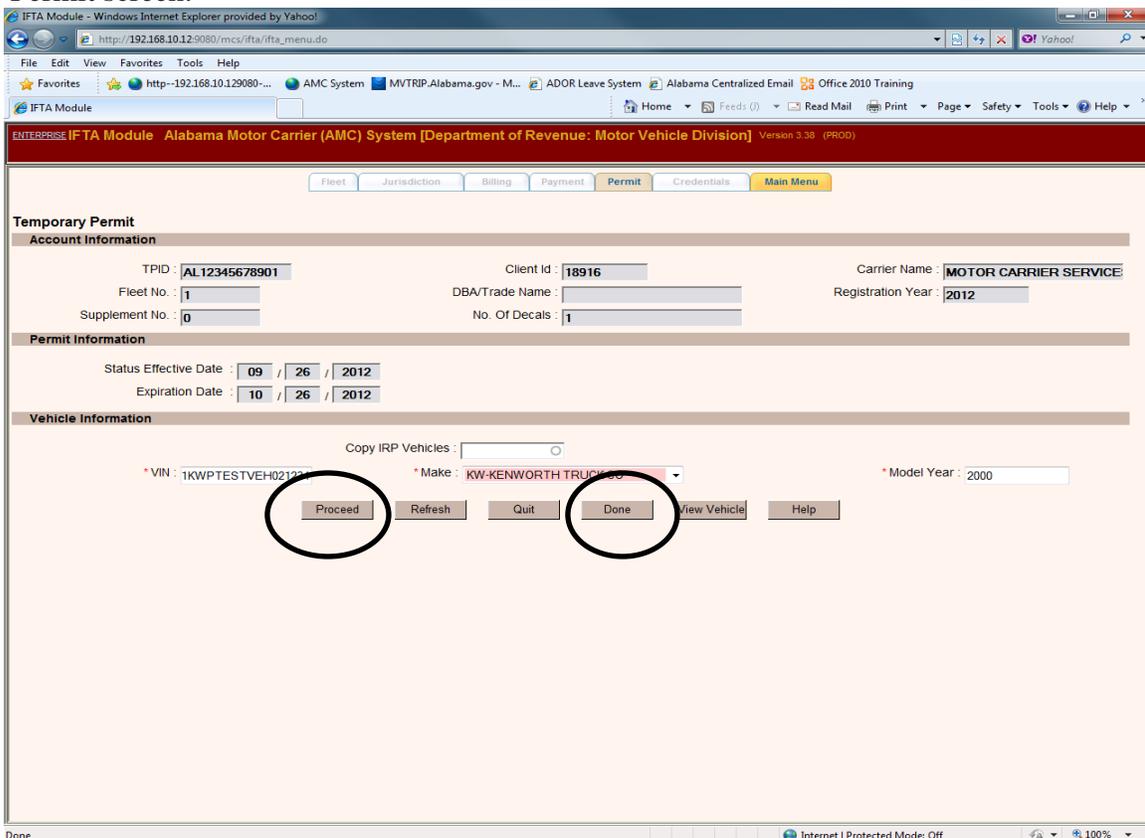
Account Credit : Refund :
 Overpayment Amount : Quit Refresh Next

If you receive the above warning message about a payment, **STOP** and call the MCS unit to confirm the status of electronic payment attempt. Do not attempt to post another payment.

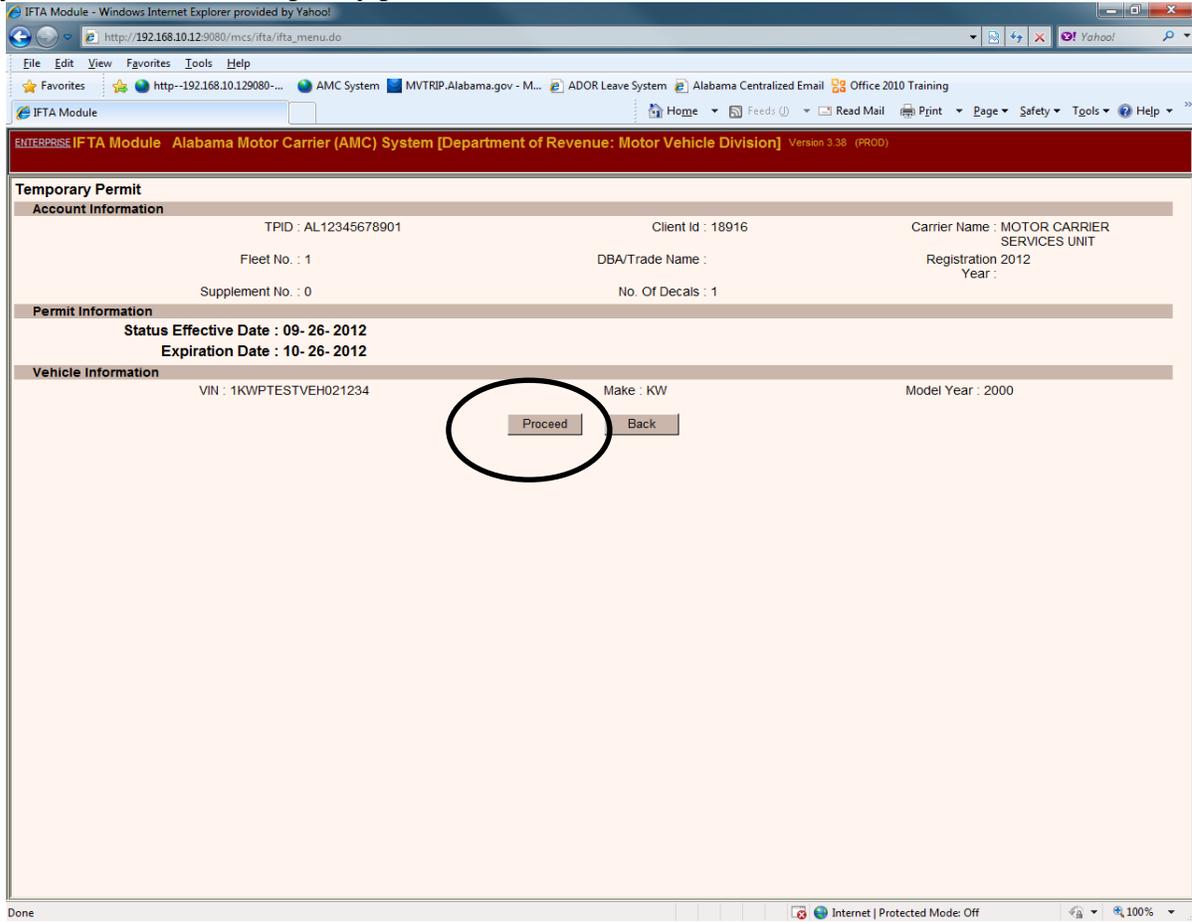
Select **payment type** from the drop down menu, enter the **payment amount**, **remittance number** and click **Next**. The system will not allow the user to post a payment amount other than the amount reflected.



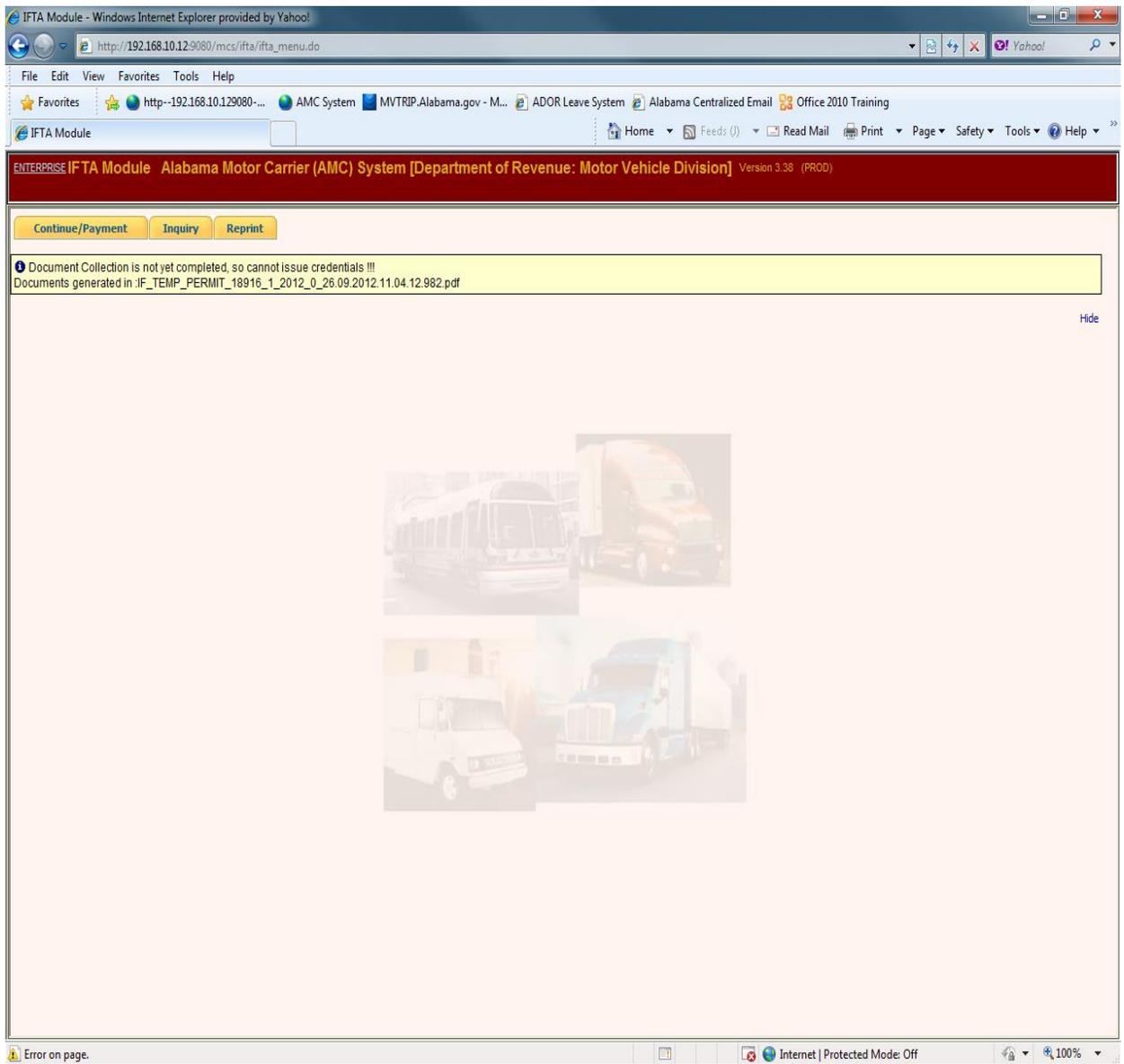
The above **Payment Collection** confirmation screen will appear. Click the **Finish** button to proceed to the Temporary Permit screen.



Enter the IRP vehicle number (if applicable) or VIN, Make, and Model Year and click the **Proceed** button. If the taxpayer doesn't want a temporary permit then click the **Done** button.



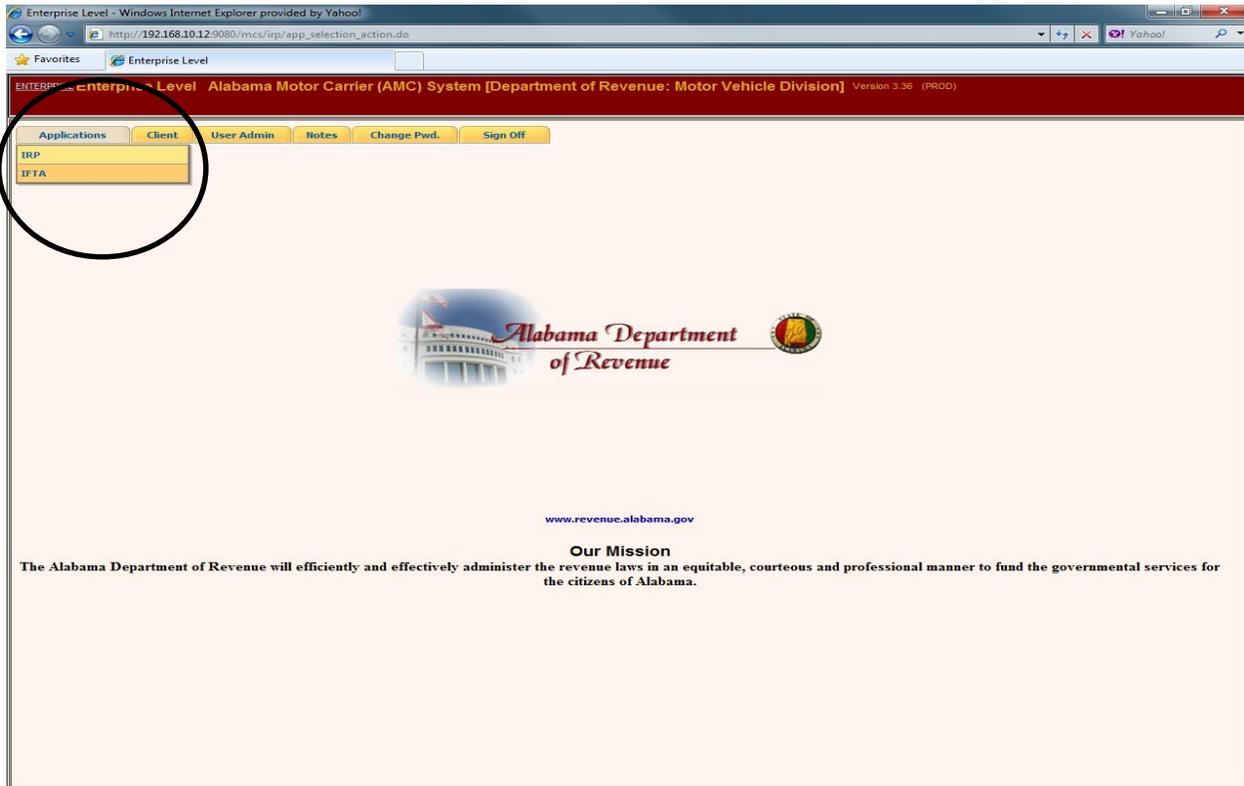
The above **Temporary Permit** screen will appear. Verify the vehicle information and click **Proceed**.



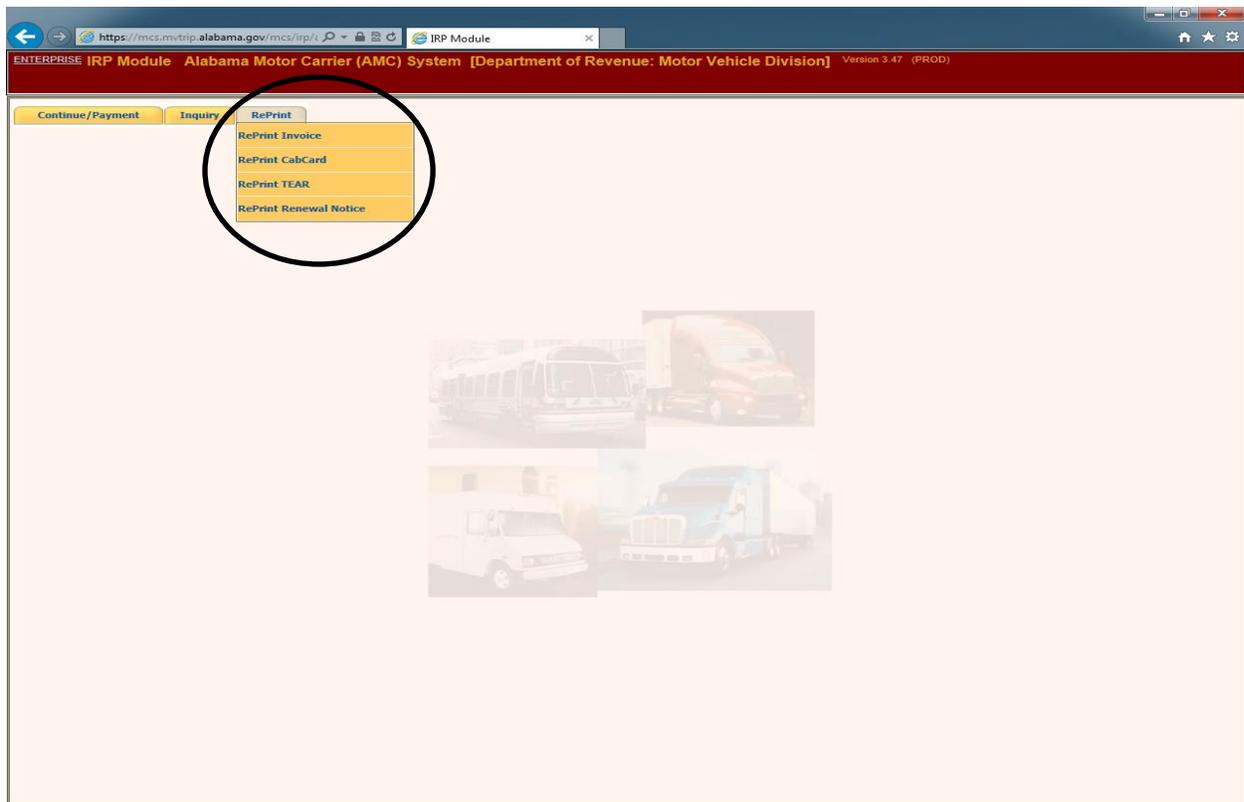
You should receive the above message stating that the 30-Day IFTA Temporary Decal permit has been generated. The permit will be displayed as a PDF document.

REPRINTING DOCUMENTS

Prior to displaying or printing any PDF Documents (invoice, cab card, TEAR, etc.) the pop-up blocker must be turned-off. To turn off pop-up blocker: select **Tools** from the Internet Explorer menu bar, select **Pop-Up Blocker** and **Turn off Pop-up blocker**. All documents should print on the Windows default printer.



Select the appropriate **Application**.



Four (4) options are located under the **Reprint** menu for IRP: Invoice, Cab card, TEAR and Renewal Notice.

IRP Invoice

The screenshot shows a web browser window with the URL http://204.29.91.55:9080/mcs/irp/app_selectio. The browser title is "IRP Module". The page header is "ENTERPRISE IRP Module Alabama Motor Carrier (AMC) System [Department of Revenue: Motor Vehicle Division] Version 3.47 (PROD)". The main content area is titled "RePrint Module" and "Invoice". The form contains the following fields and controls:

- * Client Id
- * Fleet Expiry Year
- Fleet Expiry Month
- Electronic Delivery Type
- * Fleet No.
- Supplement No.
- Invoice Report Type
- Buttons: Proceed, Refresh, Quit, Help

When **IRP Invoice** is selected, the above Reprint Module screen should appear. Enter the required information. The boxes with the asterisk “*” are required fields; but other fields may be entered to refine the search. The system is defaulted to “Fees by Jur with Mileage %” but if the taxpayer wants the invoice select **Invoice Report Type** from the drop down box and pick Fees by Unit, or Fees by Unit and Jurisdiction. Click **Proceed** and the PDF billing invoice will be displayed on the screen. Click the **Windows print icon** to print the invoice.

A sample invoice is reflected below: The IRP billing invoice reflects fees in all jurisdictions for which registration is sought.



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IRP BILLING INVOICE

To : MOTOR CARRIER SERVICES UNIT
DBA :
Address : P. O. BOX 327620
MONTGOMERY, AL 36132

Invoice # : 564887
Invoice Date : 06/10/2014
Client Id : 18916
Fleet # : 1
Supplement # : 0
Registration Mo./Yr. : 6/2015
Supplement Type : NEW FLEET
Number Reg Months : 13
Invoiced Vehicles : 1
Exchange Rate : 0.9207
Exchange Rate Date : 05/27/2014

FEE TYPES	AMOUNT	TOTAL
Shipping Fees	\$2.00	
Cab Card Fees	\$1.25	
Replacement Plate	\$0.00	
IRP Dues	\$0.50	
Non Use Fees	\$0.00	
Citation Fees	\$0.00	
Penalty	\$0.00	
Interest	\$0.00	
Total Administration Fees Due		\$3.75
Registration Due Base Jurisdiction	\$16.29	
Base Jurisdiction Credit Amount	\$0.00	
Total Net Due Base Jurisdiction		\$16.29
Amount Due Foreign Jurisdictions	\$1770.17	
Foreign Jurisdiction Credit Amount	\$0.00	
Total Net Due Foreign Jurisdiction		\$1770.17
Total Supplement Amount	\$1790.21	
Client Credit Consumed	\$0.00	
Total Supplement Due		\$1790.21

ANY PAYMENT OF \$750 OR MORE MUST BE REMITTED ELECTRONICALLY. PAYMENTS LESS THAN \$750 MAY BE MADE BY CERTIFIED CHECK, CASHIERS CHECK, OR MONEY ORDER. PAYMENTS MADE IN PERSON MAY INCLUDE CASH AND CREDIT CARDS. **DO NOT SEND CASH IN THE MAIL.** PLEASE MAKE CHECKS PAYABLE TO: ALABAMA DEPARTMENT OF REVENUE. PAYMENT MUST BE RECEIVED BY 06/25/2014 OR PENALTY AND INTEREST WILL BE DUE. YOUR CREDENTIALS WILL BE ISSUED ONLY IF THE PAYMENT IS ACCOMPANIED BY THE ITEMS CHECKED BELOW:

- XX TITLE DOCUMENTATION
- XX HEAVY VEHICLE USE TAX FORM 2290
- XX PROPERTY TAX DOCUMENTATION(ad valorem)
- XX SALES/USE TAX DOCUMENTATION
- ___ NONUSE AFFIDAVIT
- ___ COUNTY TAG/IRP TAG/AFFIDAVIT
- ___ LEASE AGREEMENT
- ___ OTHER

The required documents may be submitted via email at mcs@revenue.alabama.gov or fax at 334-242-9073.

Please go to our website at <https://mcs.mvtrip.alabama.gov/mcs> to electronically pay for your transaction and print your credentials.



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P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
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IRP JURISDICTION FEES DUE

To : MOTOR CARRIER SERVICES UNIT
DBA :
Address : P. O. BOX 327620
MONTGOMERY, AL 36132

Invoice # : 564887
Invoice Date : 06/10/2014
Client Id : 18916
Fleet # : 1
Supplement # : 0
Registration Mo./Yr. : 6/2015
Number Reg Months : 13
Invoiced Vehicles : 1

Jurisdiction	Apportion%	Charge	Credit	Net Due
AR	1.69500%	\$28.51	\$0.00	\$28.51
AZ	1.69500%	\$72.94	\$0.00	\$72.94
CA	1.69500%	\$43.00	\$0.00	\$43.00
CO	1.69500%	\$44.75	\$0.00	\$44.75
CT	1.69500%	\$0.49	\$0.00	\$0.49
DC	1.69500%	\$42.70	\$0.00	\$42.70
DE	1.69500%	\$25.52	\$0.00	\$25.52
FL	1.69500%	\$24.28	\$0.00	\$24.28
GA	1.69500%	\$18.36	\$0.00	\$18.36
IA	1.69500%	\$32.49	\$0.00	\$32.49
ID	1.69500%	\$63.53	\$0.00	\$63.53
IL	1.69500%	\$67.77	\$0.00	\$67.77
IN	1.69500%	\$35.60	\$0.00	\$35.60
KS	1.69500%	\$45.36	\$0.00	\$45.36
KY	1.69500%	\$25.89	\$0.00	\$25.89
LA	1.69500%	\$9.64	\$0.00	\$9.64
MA	1.69500%	\$29.75	\$0.00	\$29.75
MD	1.69500%	\$38.14	\$0.00	\$38.14
ME	1.69500%	\$17.45	\$0.00	\$17.45
MI	1.69500%	\$32.92	\$0.00	\$32.92
MN	1.69500%	\$25.15	\$0.00	\$25.15
MO	1.69500%	\$36.43	\$0.00	\$36.43
MS	1.69500%	\$28.68	\$0.00	\$28.68
MT	1.69500%	\$17.89	\$0.00	\$17.89
NC	1.69500%	\$22.67	\$0.00	\$22.67
ND	1.69500%	\$13.95	\$0.00	\$13.95
NE	1.69500%	\$24.09	\$0.00	\$24.09
NH	1.69500%	\$14.72	\$0.00	\$14.72
NJ	1.69500%	\$22.46	\$0.00	\$22.46
NM	1.69500%	\$3.64	\$0.00	\$3.64

Please note any documents required to complete the transaction will be marked with an XX in the list of documents above.

IRP Cab Card

RePrint Module Cab Card

* Client Id * Fleet No.
* Fleet Expiry Year Supplement No.
Fleet Expiry Month VIN
Tag Unit No.
Electronic Delivery Type
RePrint All Vehicle

Unit No.	VIN	Tag	Sup No.
730096	2HSC4APR18C640200	1065757	0
730095	2HSC4APR98C640199	1065756	0

When IRP cab card is selected, the above **Reprint Module** screen should appear. Enter the required information and click Proceed in order to view a list of the taxpayer's vehicles. Click on the selected unit and click Proceed. If a copy of the cab card is needed for all vehicles in the fleet enter the **Supplement number**, select the **reprint all vehicle** box and click **Proceed**. The PDF cab card will now appear on the screen. Click the Windows **print icon** to print the document.

A sample Tear is reflected below: TEAR is generated only after payment has been received. TEAR is not generated for renewal license applications. A Tear is issued in lieu of a cab card and license plate to allow the taxpayer to operate for 60 days.



ALABAMA DEPARTMENT OF REVENUE
 MOTOR VEHICLE DIVISION
 INTERNATIONAL REGISTRATION PLAN
 P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
 (www.revenue.alabama.gov)

TEMPORARY EVIDENCE OF APPORTIONED REGISTRATION

REGISTRANT : MOTOR CARRIER SERVICES UNIT
 DBA :
 ADDRESS : 50 N. RIPLEY STREET, ROOM 1239
 MONTGOMERY, AL 36104

ACCOUNT : 18916
 FLEET : 1
 SUPPLEMENT : 0
 EXP Mo./Yr. : 8/2013
 TEAR : 136-18-0915-000624
 TEAR Seq : 39675

MOTOR CARRIER : K W TRUCKING INC
 USDOT : 1000001
 ADDRESS : 683 CHARLOTTE PLACE
 ATLANTA, GA 30318

DATE ISSUED : 09/12/2012 DATE BEGINS : 09/12/2012 DATE EXPIRES : 11/11/2012

THE ABOVE REGISTRANT IS AUTHORIZED TO OPERATE THE FOLLOWING VEHICLE IN THE JURISDICTIONS AT THE WEIGHT LISTED BELOW PENDING ISSUANCE OF PERMANENT ALABAMA REGISTRATION CREDENTIALS. ANY ALTERATION VOIDS THIS TEMPORARY AUTHORIZATION

UNIT	MODEL	MAKE	VIN						
LA	2000	KW	1KWPTSTVEH021234						
JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT
AL	80000	AR	80000	AZ	80000	CA	80000	CO	80000
CT	80000	DC	80000	DE	80000	FL	80000	GA	80000
IA	80000	ID	80000	IL	80000	IN	80000	KS	80000
KY	80000	LA	80000	MA	80000	MD	80000	ME	80000
MI	80000	MN	80000	MO	80000	MS	80000	MT	80000
NC	80000	ND	80000	NE	80000	NH	80000	NJ	80000
NM	80000	NV	80000	NY	80000	OH	80000	OK	80000
OR	80000	PA	80000	RI	80000	SC	80000	SD	80000
TN	80000	TX	80000	UT	80000	VA	80000	VT	80000
WA	80000	WI	80000	WV	80000	WY	80000	AB	36287
BC	36287	MB	36287	NE	36287	NL	36287	NS	36287
ON	36287	PE	36287	QC	6 AXL	SK	36287		



IF YOU HAVE NOT RECEIVED YOUR LICENSE PLATE AND/OR CAB CARD 10 DAYS PRIOR TO THE EXPIRATION DATE PLEASE CONTACT THE MOTOR CARRIER SERVICES OFFICE AT (334) 242-2999

IRP Renewal Notice

When IRP Renewal Notice is selected, the above **Reprint Module** screen should appear. Enter the required information and click **Proceed**. The PDF renewal notice will now appear on the screen. Click the Windows **print icon** to print the document.

A sample Renewal Notice is reflected below:

Date:- 05/22/2014

ALABAMA DEPARTMENT OF REVENUE
INTERNATIONAL REGISTRATION PLAN
RENEWAL MILEAGE SCHEDULE

CLIENT ID : 1929
FLEET NBR : 1
LICENSE Mo./Yr. : 5/2015
REGISTRANT : SIMS BARK CO INC
DOING BUSINESS AS :

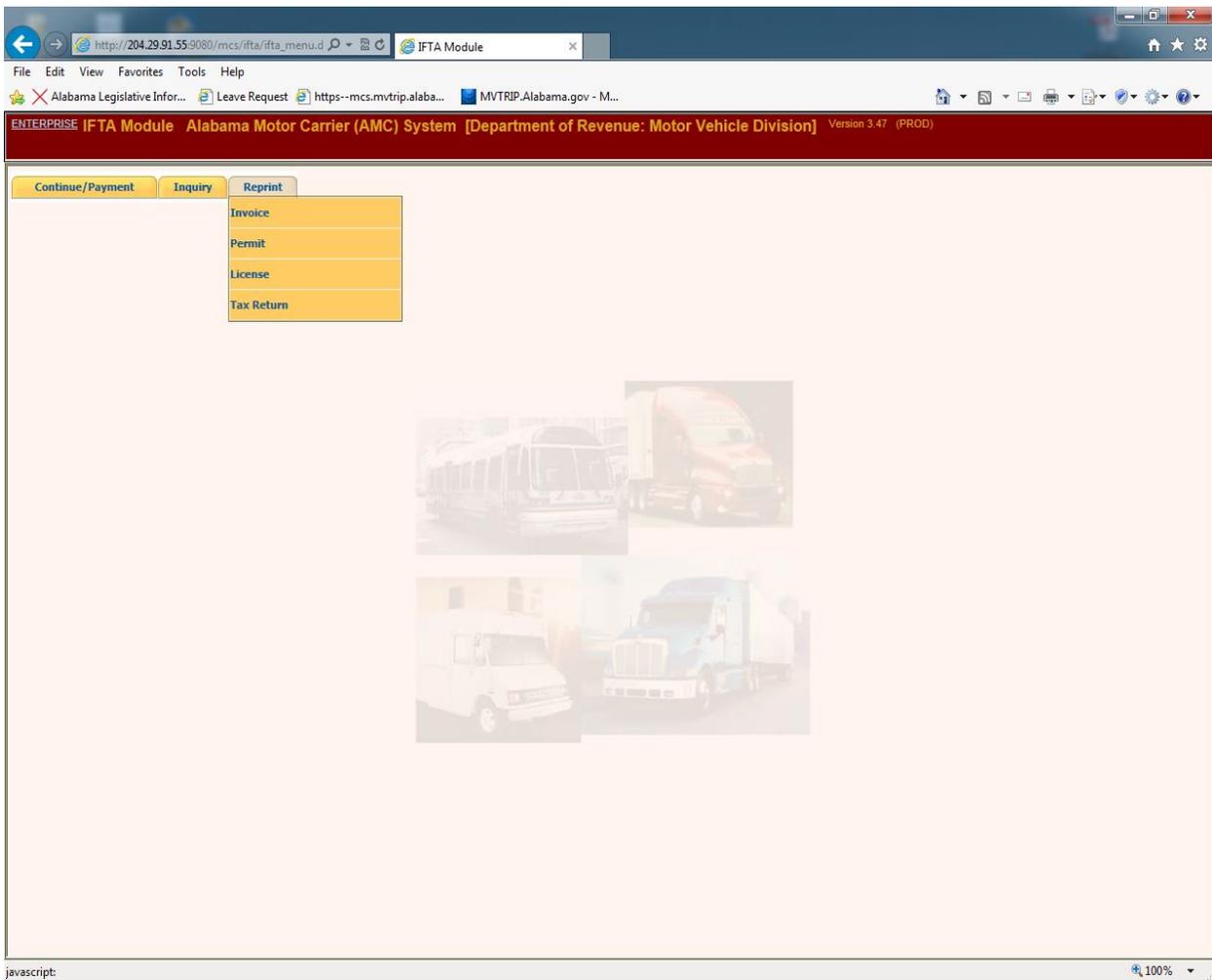
- 1) VERIFY/LIST MILEAGE ACCRUED IN EACH JURISDICTION IN WHICH THE FLEET TRAVELED DURING THE PERIOD 07/01/2012 THROUGH 06/30/2013.
- 2) MARK THE APPORTION COLUMN WITH AN 'E' FOR ESTIMATED MILES OR 'A' FOR ACTUAL MILEAGE.
- 3) MARK THE APPORTION COLUMN WITH AN 'N' FOR JURISDICTIONS IN WHICH MILEAGE WAS ACCRUED, BUT REGISTRATION IS NOT DESIRED.

JUR	APPOR	MILEAGE										
	TION			TION			TION			TION		
AL	___	1097364	MA	___	_____	OK	___	_____	MB	___	_____	JURS USE
AR	___	7120	MD	___	_____	OR	___	_____	NB	___	_____	RCVD DATE : _____
AZ	___	_____	ME	___	_____	PA	___	_____	NL	___	_____	CLERK : _____
CA	___	_____	MI	___	_____	RI	___	_____	NS	___	_____	NOTES : _____
CO	___	_____	MN	___	_____	SC	___	1649	ON	___	_____	
CT	___	_____	MO	___	_____	SD	___	_____	PE	___	_____	
DC	___	_____	MS	___	135747	TN	___	138990	QC	___	_____	
DE	___	_____	MT	___	_____	TX	___	_____	SK	___	_____	
FL	___	286	NC	___	_____	UT	___	_____	AK	___	_____	
GA	___	7899	ND	___	_____	VA	___	_____	NT	___	_____	
IA	___	_____	NE	___	_____	VT	___	_____	YT	___	_____	
ID	___	_____	NH	___	_____	WA	___	_____	MX	___	_____	
IL	___	_____	NJ	___	_____	WI	___	_____				
IN	___	_____	NM	___	_____	WV	___	_____				TOTAL FLEET MILEAGE: _____
KS	___	_____	NV	___	_____	WY	___	_____				
KY	___	17227	NY	___	_____	AB	___	_____				SIMS BARK CO INC
LA	___	_____	OH	___	_____	BC	___	_____				P O BOX 4049
												MUSCLE SHOALS, AL 35662

I AFFIRM UNDER OATH THAT THE INFORMATION IS TRUE AND ALL VEHICLES ARE INSURED AS REQUIRED BY ALABAMA LAW.

BY: _____ TITLE: _____ DATE: _____

* MUST BE AN OWNER, PARTNER, CORPORATE OFFICER, OR HOLD POWER OF ATTORNEY FOR THE COMPANY.



Four (4) options are located under the Reprint menu for IFTA: Invoice, Permit, License, and Tax Return.

IFTA Invoice

IFTA Module - Windows Internet Explorer provided by Yahoo!
http://192.168.10.12:9080/mcs/ifta/ifta_menu.do

ENTERPRISE IFTA Module Alabama Motor Carrier (AMC) System [Department of Revenue: Motor Vehicle Division] Version 3.37 (PROD)

Instructions -- Click to See / Hide

- Field(s) marked with * are required fields.
- Note: Turn off popup blocker.
 - For Internet Explorer go to "Tools" -> "Pop-up Blocker" -> "Turn off popup blocker?"
 - For Fire Fox go to "Tools" -> "Options...", now select "Content" Tab and uncheck "Block pop-up windows?"
 - If you have any toolbar installed (like "Yahoo Tool Bar" or "Google Tool Bar") please remove pop-up blocker from the tool bar.

Search Supplement

* TIN

Fleet Number

Supplement No

Electronic Delivery Type

* Client Id

Registration Year

Reprint-Invoice

When **Reprint Invoice** is selected, the above **Search Supplement** screen should appear. Enter the required information. The boxes with the asterisk "*" are required fields; other fields may be entered to refine the search. Click **Proceed** and the PDF invoice will be displayed on the screen. Click the Windows **print icon** to print the invoice.

Below is a sample IFTA Invoice. The IFTA billing invoice reflects the cost of the decal(s) and any required documents that are needed to issue the license and decals.



ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
INTERNATIONAL FUEL TAX AGREEMENT

P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
(www.revenue.alabama.gov)

IFTA BILLING INVOICE

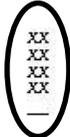
To : MOTOR CARRIER SERVICES UNIT
DEA :
Address : P. O. BOX 327620
MONTGOMERY, AL 36132

Invoice # : 450472
Invoice Date : 09/12/2012
License # : AL12345678901
Client # : 18916
Fleet # : 1
Supplement # : 0
Registration Year : 2012
Supplement Type : NEW FLEET
Number of Decals : 1

FEE TYPES	AMOUNT	TOTAL
Decal Fees	\$ 17.00	
Total Supplement Amount		\$ 17.00
Client Credit Consumed	\$ 0.00	
Total Supplement Due		\$ 17.00

ANY PAYMENT OF \$750 OR MORE MUST BE REMITTED ELECTRONICALLY. PAYMENTS LESS THAN \$750 MAY BE MADE BY PERSONAL CHECK, CERTIFIED CHECK, CASHIERS CHECK, OR MONEY ORDER. PAYMENTS MADE IN PERSON MAY INCLUDE CASH AND CREDIT CARDS. DO NOT SEND CASH IN THE MAIL. PLEASE MAKE CHECKS PAYABLE TO: ALABAMA DEPARTMENT OF REVENUE.

MISSING/INCORRECT INFORMATION

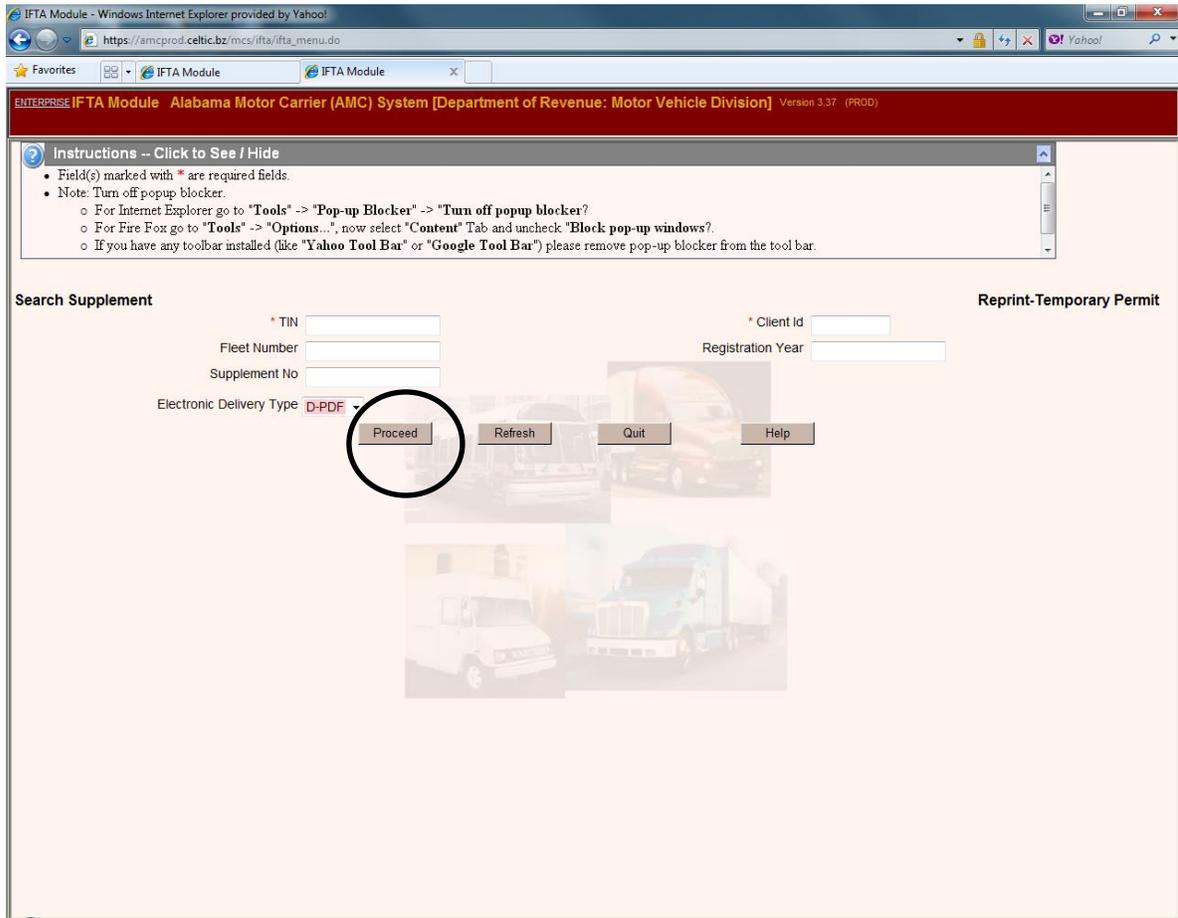


- XX OUTSTANDING LIABILITY.
- XX DELINQUENT IFTA QUARTERLY FUEL USE TAX RETURN(S).
- XX INCOMPLETE APPLICATION FORM. PLEASE COMPLETE HIGHLIGHTED AREAS ON THE FORM.
- XX POWER OF ATTORNEY FORM WAS NOT SUBMITTED.
- OTHER - SEE ATTACHED.

Please go to our website at <https://amcprod.celtic.bz/mcs> to electronically pay for your transaction and print your credentials..

Please note any documents required to complete the transaction will be marked with an XX in the list of documents above.

Below is a Sample 30-Day IFTA Temporary Decal Permit. The 30-Day IFTA Temporary Decal Permits are generated only after payment has been received for non-renewal license applications. A 30-Day IFTA temporary decal permit is generated in lieu of decals, is valid for all member jurisdictions, is vehicle specific and must be carried in the vehicle with a copy of the IFTA license. Upon issuance of the permit, the decals and license will be mailed to the taxpayer.



When **Reprint Permit** is selected, the above Search Supplement screen should appear. Enter the required information. The boxes with the asterisk "*" are required fields; other fields may be entered to refine the search. A list of supplements will appear, if applicable. Click the Client ID for the desired supplement and click **Proceed** and the PDF permit will be displayed on the screen. Click the Windows **print icon** to print the permit.



ALABAMA DEPARTMENT OF REVENUE
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INTERNATIONAL FUEL TAX AGREEMENT

P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
(www.revenue.alabama.gov)

30-DAY IFTA TEMPORARY DECAL PERMIT

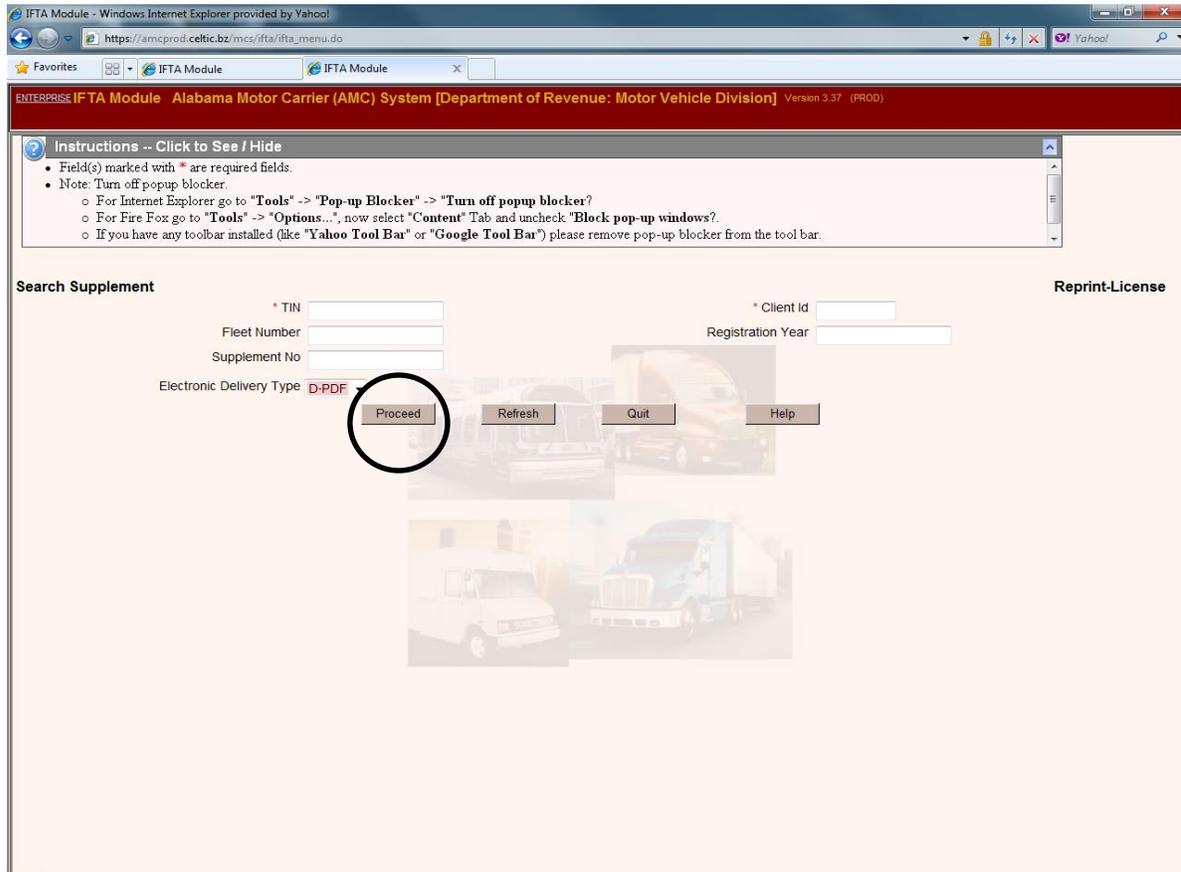
LICENSE :	MOTOR CARRIER SERVICES UNIT	LICENSE # :	AL12345678901
Address :	50 N. RIPLEY STREET, ROOM 1239 MONTGOMERY, AL 36104	CLIENT # :	18916
		FLEET # :	1
		EXPIRE YEAR :	2012
PERMIT # :	125-63-1644-540561	ISSUE CLERK :	SPORT IS
ISSUE DATE :	06/29/2012	EXPIRE DATE :	07/29/2012

THE ABOVE LICENSEE HAS AUTHORITY TO OPERATE THE FOLLOWING:

YEAR : 2000
MAKE : KW
VIN : 1KWETESTVEH021254

THIS PERMIT IS ISSUED UNDER THE TERMS OF THE INTERNATIONAL FUEL TAX AGREEMENT AND IS VALID FOR VEHICLES OPERATED BY THE LICENSEE IN ALL IFTA JURISDICTIONS. THIS PERMIT MUST BE ACCOMPANIED BY AN IFTA LICENSE AND CARRIED IN THE VEHICLE IDENTIFIED ABOVE.

THIS PERMIT IS NOT TRANSFERABLE.



When **Reprint License** is selected, the above **Search Supplement** screen should appear. Enter the required information. The boxes with the asterisk "*" are required fields; other fields may be entered to refine the search. A list of supplements will appear, if applicable. Click the Client ID for the desired supplement and click **Proceed** and the PDF license will be displayed on the screen. Click the Windows **print icon** to print the permit. Reprint is only available if outstanding payments, tax returns and all required documents have been received by the MCS office.

Below is a Sample IFTA License – A copy of the license must be carried in each vehicle. The license period is a calendar year (January 1st through December 31st). The IFTA license is not vehicle specific. The IFTA license is only available to be printed after outstanding payments, tax returns and all required documents have been received by the MCS office. The IFTA license is also issued when a 30-Day IFTA Temporary Decal Permit is generated.



ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
INTERNATIONAL FUEL TAX AGREEMENT

P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
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IFTA LICENSE

IFTA License #	Effective Date	Expiration Date
AL12345678901	06/29/2012	12/31/2012

Licensee : MOTOR CARRIER SERVICES UNIT
DEA :
Address : 50 N. RIPLEY STREET, ROOM 1239
MONTGOMERY, AL 36104

This license is issued under the terms of the INTERNATIONAL FUEL TAX AGREEMENT (IFTA) and is valid for vehicles operated by the licensee in all IFTA jurisdictions.

The Alabama IFTA license and decals serve as proof that you have registered under the IFTA provisions with the State of Alabama. Please make legible copies of this license and place one in each IFTA qualified vehicle. This license is not transferable between carriers. Each qualified motor vehicle will be issued two (2) fuel decals. One decal must be placed on the exterior portion of both the passenger and driver side of each vehicle. Failure to display the fuel decals in the required location may result in the issuance of a citation and/or additional fuel purchase requirements.

In accordance with Alabama Department of Revenue Administrative Rule 810-5-9-.10, IFTA Quarterly Fuel Tax Returns, you are required to electronically file an International Fuel Tax Agreement (IFTA) quarterly fuel use tax return. A tax return must be filed even if you do not operate during the reporting period.

You are required to maintain mileage, fuel, and bulk storage records to support the information reported. You must retain these records and copies of the tax returns for a period of four (4) years from the due date of the return or the date the return was filed, whichever is later.

You may cancel the IFTA account by submitting a written request for cancellation. The department will cancel the account provided no liabilities or delinquent returns are outstanding. Please include your account number on all correspondence forwarded to the Motor Vehicle Division office.

Carriers renewing their IFTA license and decals have a two-month grace period (January and February) to display the renewal IFTA license and decals. To operate in IFTA jurisdictions during this grace period, carriers must display either valid current or prior year IFTA license and decals from the jurisdiction in which they were operating or a valid single trip permit from the IFTA jurisdiction in which they are operating.

Should you have any questions regarding IFTA requirements, please contact motor carrier services at (334) 242-2999.