

AGREEMENT TO PREPARE AND MAINTAIN RECORDS IN ACCORDANCE WITH INTERNATIONAL REGISTRATION PLAN (IRP) AND MICHIGAN APPORTIONEMENT REQUIREMENTS

Michigan IRP registrants must complete this document with ALL new applications and renewals. Failure to do so may result in a delay of processing.

All registrants are responsible for keeping distance records. If you are leased on with a company, you must keep your own copies of trip reports. If the company is no longer in business, you remain responsible for your records.

Retention: You must retain the records for five (5) years.

When to create a record: Daily for each vehicle in the fleet. The daily records must then be used to create monthly, quarterly, and yearly summaries.

What miles to record: All distance traveled by all vehicles in the IRP fleet for both interstate and intrastate travel. Reported distances equal all vehicle movement including miles driven loaded, empty, dead-head, and/or bobtail; those driven on toll roads; and any off-highway miles such as between the driver’s home and the terminal/yard.

What information must be maintained for the records to be considered adequate:

Paper (manual) Records

- Date of Trip (beginning and ending)
- Trip origins and destinations (to include all stops during trip and noted as city/state)
- Route(s) of travel
- Beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for the trip
- Total trip miles
- Miles by jurisdiction
- Vehicle Identification Number or vehicle unit number

Vehicle Tracking System (including GPS) Records

- Original GPS or other location data for the vehicle to which the records pertain
- Date and time of each GPS or other system reading
- Location of each GPS or other system reading
- Beginning and ending reading from the odometer, hub odometer, engine control module (ECM), or any similar device for the period to which the records pertain
- Calculated miles between each GPS or other system reading
- Route(s) of travel
- Total trip miles
- Miles by jurisdiction
- Vehicle Identification Number or the vehicle unit number

For further information about IRP audits and record-keeping requirements, please refer to the **Michigan IRP Registration Handbook** available at www.michigan.gov/sos by clicking on Business Services and then International Registration Plan.

Declaration: The undersigned has read this document and agrees to prepare and maintain records and report information in accordance with IRP and Michigan apportioned registration requirements.

Note: This document must be signed by a corporate officer, owner, partner or authorized company employee, not a registration service agent.

Registrant's Name		IRP Account Number	
Authorized Registrant Employee's Name (Print)		Signature X	
Title		Date	