

West Virginia Department of Transportation

# Division of Motor Vehicles

## IRP Mileage Audit Record Information



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### IMPORTANT NOTICE ABOUT MILEAGE AUDIT RECORD INFORMATION

**THE INTERNATIONAL REGISTRATION PLAN (IRP)** is a multi-jursdictional agreement that allows registrants to prorate registration fees by mileage.

**YOU ARE HEREBY NOTIFIED** that you must maintain mileage records for each vehicle and for each registration period that you participate in the IRP Program. Failure to do so could cause the payment of full West Virginia fees and/or termination of IRP privileges. In addition, any jurisdiction in which you operate may, at their discretion, assess full registration fees.

**REGISTRANTS MUST KEEP RECORDS** on five (5) previous registrations at all times (if not in the program that long, all records must be kept). These records are to be made available for audit during normal business hours upon request. Mileage to be recorded includes all miles operated by the vehicles registered in the program, no minimum requirements exist. See your IRP booklet for information on record keeping and audits, including the six (6) mandatory categories of data. For additional information, you may call the IRP Office at 304-926-0799.

**FAILURE TO MAINTAIN RECORDS CAN RESULT IN A FULL FEE ASSESSMENT AND/OR TERMINATION OF IRP PRIVILEGES.**

#### **Registrant Information - Print Only**

**AFTER READING THIS DOCUMENT**, complete and sign the following section and return the **top copy** to the IRP office in an enclosed self-addressed envelope. The **bottom copy** is for your files.

IRP Account Number \_\_\_\_\_ Date    /    /   

Name of Registrant \_\_\_\_\_ Daytime Phone (    )    -   

Address \_\_\_\_\_  
STREET ADDRESS

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**(X)** \_\_\_\_\_  
SIGNATURE OF REGISTRANT

\_\_\_\_\_  
TITLE

