

WI IRP Application Schedule A Instructions

Account Information:

1. **Account No.** - The assigned WI number for your existing IRP account. This can be located on the top middle of your Cab Card for reference.
2. **Account Name** - The exact full legal name on your IRP account.
3. **Fleet No.** - The fleet in which the vehicle is currently in or will be added to.
4. **Supplement Start Date** - The date in which you want the vehicle requests to begin. Replacement Plates and Cab Cards will be effective immediately. This date can be a current or future date. We cannot back date these requests.
5. **Account Level FEIN** - Enter your own Federal Employer ID Number.
6. **US DOT No.** - Enter your own US DOT Number if you have your own authority or are a private carrier. If you are leased to another carrier's authority, leave blank. You will need to provide this information in Section C on the vehicle level. All owner operators are required to submit a Wisconsin Lease Verification, Form MV2852.
7. **Contact Person** - The person completing the application who can answer any follow up questions for additional or missing information.
8. **Contact Phone No.** - The best phone number to reach the contact person.
9. **Contact Email/Fax No.** - Upon completion of the application, the bill and Temp will be sent to the information provided.

Section A: Fill out Section A for each vehicle.

10. **Add Vehicle** - Complete Section A and Section C. Add vehicle is to add a unit into your fleet. This can also include adding a unit that was previously left off the renewal which allows the vehicle to be reinstated back into the fleet. Back dated fees could apply with a reinstated unit. All add vehicles will get a plate and cab card.
11. **Transfer Vehicle** - Complete Section A, B and C. Allows you to transfer the registration from an existing unit in your fleet to another unit. All transfers automatically get a new cab card.

Need new plate - Mark Yes if you need a new plate for the new unit being transferred in. Mark No if you wish to use the previously assigned plate from the old unit.

12. **License Plate & Cab Card (\$6)** - Allows you to order a replacement plate for an active unit within your fleet. With a new plate comes a new cab card to reflect the new plate information.
13. **Cab Card Only (\$3)** - If a current cab card is lost or destroyed this allows for you to order a replacement.

Section B:

Fill out Section B if you are completing a transfer or need replacement credentials (plate and cab card or just a cab card). Also, complete this section if you are asking for a safety carrier change on an existing vehicle in your fleet. The new safety carrier US DOT number and FEIN will be listed in Section C. A copy of the Wisconsin Lease Verification, Form MV2852, will need to be submitted at the same time.

14. **Unit Equip. No** - Unit number on existing vehicle in fleet.
15. **VIN** - Vehicle ID Number of the existing vehicle in fleet.
16. **Apportioned Plate No** - The current IRP Plate number assigned to the VIN.

Section C:

Fill out Section C if you are completing a transfer or adding a new unit to your fleet.

17. **New Unit Equip No** - Unit number that will be associated with this new vehicle.
18. **New VIN** - Vehicle ID Number of the new vehicle.
19. **Year** - Year of the new vehicle. Some newly manufactured vehicles may require a copy of the MSO/Certificate of Origin.
20. **Make** - Make of the new vehicle.
21. **Vehicle Type Code:** TT = Tractor Trailer; TK = Straight Truck; WR =Wrecker; RT = Road Tractor (hauls mobile homes, is not designed to carry any load independently); BS = Bus.
22. **Trailer** - If a TK, indicate if this vehicle is pulling a full trailer.
23. **Axles** - Number of axles on power unit only. Do not include axles from trailer.
24. **Seats (Buses only)** - Only enter the number of seats if your vehicle type is BS (Bus).
25. **Fuel Type** - Diesel, Gasoline, Propane, CNG, LNG, Hybrid.
26. **Unladen Wt.** - Empty weight of the power unit.

27. **Gross Wt.** - Truck Tractor is the weight of the power unit axles only with the loaded semi-trailer attached. Straight Truck is the weight of the vehicle. This weight must be a valid Wisconsin weight classification.
28. **Combined GWT** - Truck Tractor and semi-trailer combined weight (WI maximum weight is 80,000). Straight Truck (loaded) and full trailer loaded weight (for jurisdictions other than WI).
29. **Title Owner Name** - Name showing on the Wisconsin title or title application. If the title is out of state or a lease to purchase, provide the name of the current title holder.
30. **Purchase Date (Month/Year)** - Provide the month and year in which this unit was acquired.
31. **Owner Purchase Price** - Price that you paid for the vehicle.
32. **Factory List Price** - Price for the vehicle new.
33. **US DOT No. (Vehicle level)** - Enter your own US DOT Number if you have your own authority or are a private carrier. If you are leased to another carrier's authority, you will need to provide their US DOT number. All owner operators are required to submit a Wisconsin Lease Verification, Form MV2852.
34. **Federal ID (Vehicle level)** - Enter your own FEIN if you run under your own authority or are private. If you are leased to another carrier's authority, you will need to provide their FEIN.
35. **SCEC** - Indicate Yes for each vehicle if the safety carrier is expected to change during the registration year.
36. **CO Travel** - If you operate less than 10,000 total miles nationally, indicate yes.
37. **UTAH Special Truck** - If the vehicle is a cement pump or well boring crane, indicate yes.

