



*INTERNATIONAL REGISTRATION PLAN, INC.*

# **IRP Clearinghouse 5.0**

## **Data Standardization Guidebook**

**RELEASE 1.1**

**June 2019**

## Introduction

The Data Standardization project improves the quality and consistency of Clearinghouse data so that jurisdictions have the necessary parameters to verify the accuracy of fees and to support the auditability of the Clearinghouse financial data.

This guidebook should be used as a tool for understanding and evaluating IRP Clearinghouse registration transactions and associated data in accordance with the Data Standardization project requirements. The Clearinghouse Data Standardization program went live in January 2018. As of July 2018, approximately ninety percent of jurisdictions are participating. Until a jurisdiction participates, their data will conform to specifications in place prior to the Data Standardization project.

## Revision Log

Revision#	Date	Change description
1.0	July 2018	Initial Release
1.1	June 2019	Added Fee Type 116 AZ Public Safety Fee and 119 VA Interstate 81 Corridor Improvement Fee (ICIF).

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### 1. STANDARD SUPPLEMENT TYPES

The following supplement types define the type of transaction and can be found on the Carrier and Fleet Information screen. The **Carrier and Fleet Information** screen lists all supplemental transactions for a particular account/fleet for a registration year. From this screen, the user can drill down into the details of the transactions to the vehicle level.

Code	Description	Alone or Combined
OR	Original Supplement for a new Carrier	
RE	Renewal for a new registration year	Must be used alone
AU	Audit transaction	Must be used alone
EC	Error Correction – Correct clerical errors made by jurisdiction staff or carrier	Must be used alone
AV	Add Vehicle	Can be combined with up to four other supplement types
DV	Delete Vehicle	Can be combined with up to four other supplement types
WC	Weight Change	Can be combined with up to four other supplement types.
VC	Vehicle Change – example, model year, vehicle price, fuel, etc.	Can be combined with up to four other supplement types.
TV	Transfer Vehicle/Transfer registration	Can be combined with up to four other supplement types.
MV	Move Vehicle between fleets	Can be combined with up to four other supplement types

Admin Pre-Netting Post-Netting Recap Reports Carrier Documentation

Carrier And Fleet Recap Information Recap Status

**Carrier and Fleet Information: Indiana** [Print](#)

Registration Year: 2018 Location Address: Mailing Address:  
 Account Number: IN0045752  
 Fleet No: 1 Carrier Legal Name: Ich Demo Account  
 County: DBA Name:  
 Phone:

Supp. No	Supp Type	Reg. Payment Date	Received Date	Foreign Fee Paid	Recap Status	Recap Status Date	Op Type	Transaction Date Range	Exch Rate	Invoice Date	
1	EC	6/21/2018	6/21/2018	\$0.00	I	6/21/2018	FH	07/01/2018 - 04/30/2019	0.0010	5/1/2018	<a href="#">Distance</a> <a href="#">Registration</a> <a href="#">Close</a>
0	OR	6/21/2018	6/21/2018	\$0.00	I	6/21/2018	FH	05/01/2018 - 04/30/2019	0.0079	6/21/2018	<a href="#">Distance</a> <a href="#">Registration</a> <a href="#">Close</a>

## 2. STANDARD VEHICLE TYPES

The vehicle type is found on the **Vehicle Details** screen.

Code	Description
BU	Bus and any passenger vehicle
TK	Straight Truck – power unit designed, used, or maintained primarily for transportation of property
TR	Tractor – a motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry a load other than part of the weight of the vehicle and load so drawn.
TT	Truck Tractor – a motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn.
TW	Tow truck or wrecker – recovery vehicle.

**Vehicle Details - Indiana** Print Close

VIN: TEST65768768	Equipment No: 1	New/Used:
Model Year: 2009	No of Axles: 2	First Registered:
Vehicle Type: <b>TK</b>	Vehicle Make: NIS	Vehicle Model:
Factory Price: <b>\$60,000</b>	Purchase Price: <b>\$60,000</b>	Purchase Date: <b>1/1/2010</b>
Horsepower: 0	Unladen Weight: <b>5,000 lb</b>	

**Fuel Type(s):**

Fuel Type	Registration Date
Diesel	6/21/2018

**Owner(s):**

### 3. STANDARD OPERATION TYPES

The Operation Type for a transaction is found on the **Carrier and Fleet Information** screen.

Code	Description
PC	Private Carrier
HG	Household Goods
FH	For Hire

The screenshot displays the 'Carrier and Fleet Information' screen for Indiana. It includes navigation tabs (Admin, Pre-Netting, Post-Netting, Recap, Reports, Carrier, Documentation) and sub-tabs (Carrier And Fleet, Recap Information, Recap Status). The main content area shows registration details for 2018, including account number IN0045752, fleet number 1, and carrier legal name 'Ich Demo Account'. Below this is a table of transactions with columns for Supp. No., Supp. Type, Reg. Payment Date, Received Date, Foreign Fee Paid, Recap Status, Recap Status Date, Op Type, Transaction Date Range, Exch Rate, and Invoice Date. Two transactions are listed: one with Supp. No. 1 and Op Type EC, and another with Supp. No. 0 and Op Type FH. An arrow points to the 'FH' value in the 'Op Type' column of the second transaction.

Supp. No.	Supp. Type	Reg. Payment Date	Received Date	Foreign Fee Paid	Recap Status	Recap Status Date	Op Type	Transaction Date Range	Exch Rate	Invoice Date
1	EC	6/21/2018	6/21/2018	\$0.00	I	6/21/2018	FH	07/01/2018 - 04/30/2019	0.0010	5/1/2018
0	OR	6/21/2018	6/21/2018	\$0.00	I	6/21/2018	FH	05/01/2018 - 04/30/2019	0.0079	6/21/2018

#### 4. STANDARD FUEL TYPES

The Fuel Type for a vehicle can be found on the **Vehicle Details** screen.

Code	Description
C	Compressed Natural Gas
D	Diesel
E	Electric
G	Gasoline
H	Hybrid
L	Liquified Natural Gas
P	Propane
O	Other

**Vehicle Details - Indiana** Print Close

VIN: TEST65768768	Equipment No: 1	New/Used:
Model Year: 2009	No of Axles: 2	First Registered:
Vehicle Type: TK	Vehicle Make: NIS	Vehicle Model:
Factory Price: \$60,000	Purchase Price: \$60,000	Purchase Date: 1/1/2010
Horsepower: 0	Unladen Weight: 5,000 lb	

**Fuel Type(s):**

Fuel Type	Registration Date
Diesel	6/21/2018

**Owner(s):**

#### 5. CANADIAN EXCHANGE RATE

The Canadian Exchange rate that is used for each month’s registration activities is published by IRP, Inc. in the fourth week of the prior month. This is the approved Canadian Exchange Rate that must be used for all registrations during the period. You can find the rate for each month on [www.irponline.org](http://www.irponline.org).



Additionally, there is a new field for “Invoice Date”. The Canadian Exchange Rate should be matched to the invoice date. In other words, the month of the invoice dictates the Canadian Exchange rate that should be used to calculate the registration when applicable. The Canadian Exchange Rate is found on the **Carrier and Fleet Information** screen.

Note: It is important to note that not all Canadian jurisdictions use an exchange rate as they calculate the fees in US dollars and collect that amount (either in Canadian dollars using their own exchange rate, or in US dollars). For jurisdictions who handle the exchange rate in this way, you will see 1.000 in the Canadian Exchange Rate field.

The screenshot shows the 'Carrier and Fleet Information' screen for Indiana. It includes fields for Registration Year (2018), Account Number (IN0045752), Fleet No (1), Carrier Legal Name (Ich Demo Account), and various addresses. Below this is a table with the following columns: Supp. No, Supp Type, Reg. Payment Date, Received Date, Foreign Fee Paid, Recap Status, Recap Status Date, Op Type, Transaction Date Range, Exch Rate, and Invoice Date. The second row of the table is highlighted in yellow, with arrows pointing to the 'Exch Rate' (0.0079) and 'Invoice Date' (6/21/2018) cells.

Supp. No	Supp Type	Reg. Payment Date	Received Date	Foreign Fee Paid	Recap Status	Recap Status Date	Op Type	Transaction Date Range	Exch Rate	Invoice Date
1	EC	6/21/2018	6/21/2018	\$0.00	I	6/21/2018	FH	07/01/2018 - 04/30/2019	0.0010	5/1/2018
0	OR	6/21/2018	6/21/2018	\$0.00	I	6/21/2018	FH	05/01/2018 - 04/30/2019	0.0079	6/21/2018

## 6. SEPARATING FEES IN ACCORDANCE WITH JURISDICTION FEE SCHEDULES

The following chart shows each jurisdiction and the Fee Type used for each individual fee on the Jurisdiction’s schedule. Fee Types and values associated with each is found on the **Vehicle Fee Details** screen for each vehicle.

Jurisdiction	Fee Type	Description
AB	003	Weight-based fee
AL	003	Weight-based fee
AR	003	Weight-based fee
AZ	003	Weight-based fee
	116	Public Safety Fee
BC	003	Weight-based fee
	005	Multijurisdictional Vehicle Tax (MVT)
CA	003	All Fees combined (rounded at top level)
CO	003	Weight-based fee
	005	Ownership Tax
	116	Bridge Safety Surcharge Fee
	117	Road Safety Surcharge
	119	Additional Registration Surcharge Fee (inactive 8/2018)
	120	Road and Bridge Fee (inactive 8/2018)
	121	Age Fee

	122	Additional Registration Fee 2 (inactive 8/2018)
CT	003	Weight-based fee
DC	003	Weight-based fee
DE	003	Weight-based fee
FL	003	Weight-based fee
GA	003	Weight-based fee
	005	Alternative Ad Valorem Tax (AAVT)
IA	003	Weight-based fee
ID	003	Weight-based fee
	122	Part II Fee
IL	003	Weight-based fee
IN	003	Weight-based fee
	005	Commercial Vehicle Excise Tax (CVET)
	119	Transportation Infrastructure Improvement Fee (TII)
	122	Supplemental Hybrid/Electric Registration Fee
KS	003	Weight-based fee
	116	Commercial Vehicle Fee
KY	003	Weight-based fee
	005	Ad Valorem Fee
LA	003	Weight-based fee
MA	003	Weight-based fee
MB	003	Weight-based fee
	005	Prorate Vehicle Tax (PVT)
MD	003	Weight-based fee
ME	003	Weight-based fee
	005	Ad Valorem fee
MI	003	Weight-based fee
MN	003	Weight-based fee
MO	003	Weight-based fee
MS	003	Weight-based fee
	119	Additional Privilege Tax
MT	003	Weight-based fee
	119	Part 1 Registration Fee
	121	Part 2 Fee in Lieu of Tax
NC	003	Weight-based fee
ND	003	Weight-based fee
NE	003	Weight-based fee
NV	003	Weight-based fee
	005	Basic Governmental Service Tax (BGST)
NH	003	Weight-based fee
	119	Surcharge Fees (Inactive as of 6-30-11)
NJ	003	Weight-based fee
NL	003	Weight-based fee
NS	003	Weight-based fee
NY	003	Weight-based fee
	118	Dedicated Hwy and Bridge Trust Fund Fee (DHBTF)
OH	003	Weight-based fee
OK	003	Weight-based fee
	119	Apportioned Registration CMV (ARCS) Fee
ON	003	Weight-based fee
PA	003	Weight-based fee
PE	003	Weight-based fee
RI	003	Weight-based fee

SC	003	Weight-based fee
SD	003	Weight-based fee
SK	003	Weight-based fee
	005	Prorate Vehicle Tax (PVT)
TN	003	Weight-based fee
TX	003	Weight-based fee
UT	003	Weight-based fee
	121	Equalized Hwy Use Tax
VA	003	Weight-based fee
	119	Interstate 81 Corridor Improvement Fee (ICIF)
VT	003	Weight-based fee
WA	003	Weight-based fee
	116	Freight Fee
	117	VSEF
	118	Monthly Gross Weight Fee
WI	003	Weight-based fee
WV	003	Weight-based fee
	005	Ad Valorem Tax
WY	003	Weight-based fee
	121	Equalized Hwy Use Tax

Vehicle Fee Details - Indiana							Print	Close
Registration Year: 2018		Registration Pay Date: 6/21/2018		VIN: TEST65768768				
Account Number: IN0045752		Received Date: 6/21/2018		Plate No:				
Fleet No: 1		Recap Status: Included		Title No:				
Supplement No: 0		Recap Status Date: 6/21/2018		Reg Eff Date: 5/1/2018				
Supplement Type: OR		Reg Exp Date: 4/30/2019		WY Intrastate: No				
Num of Months: 12		CO Low Mileage: No		CO TK/FT Code:				
Jurisdiction Code	Gross Vehicle Weight	CGVW/Total Axles	Weight Indicator	Apportioned Fee	Fee Type	Fee Type Amount		
AB	27,216	27,216	kg	\$14.00	003	\$14.00		
AL	60,000	60,000	lb	\$11.02	003	\$11.02		
AR	60,000	60,000	lb	\$13.88	003	\$13.88		
AZ	60,000	60,000	lb	\$34.88	003	\$34.88		
BC	27,216	27,216	kg	\$34.41	003	\$19.19		
					005	\$15.22		
CA	60,000	60,000	lb	\$27.00	003	\$27.00		
CO	60,000	60,000	lb	\$1.82	003	\$0.79		
					005	\$0.05		
					116	\$0.31		
					117	\$0.39		
					119	\$0.07		
					120	\$0.03		
					121	\$0.17		
122	\$0.01							
CT	60,000	60,000	lb	\$18.17	003	\$18.17		
DC	60,000	60,000	lb	\$30.93	003	\$30.93		
DE	60,000	60,000	lb	\$17.48	003	\$17.48		
FL	60,000	60,000	lb	\$15.53	003	\$15.53		
GA	60,000	60,000	lb	\$13.56	003	\$9.75		
					005	\$3.81		

## 7. ERROR CORRECTIONS

Transactions that correct errors will be identified by a Supplement Type of EC. Additionally, on the **Recap Information** screen, there will be a link containing a text explanation for the error.

Recap Information: Indiana

Recap Search

Registration Year: 2018 Account Number: IN0045752 Fleet Number: 1 Supplement Number: 1 Search

Registration Year: 2018 Registration Pay Date: 6/21/2018 Carrier Legal Name: Ich Demo Account  
 Account Number: IN0045752 Received Date: 6/21/2018 US DOT No:  
 Fleet No: 1 Recap Status: Included Tax ID No:  
 Supplement No: 1 Recap Status Date: 6/21/2018 Adjustment Memo: [Details](#)  
[Pre-Netting Details](#)

Jurisdiction Code	1st/2nd Year Estimate/Actual	Jurisdiction Distance	Jurisdiction Fee Amount	Credit Fee Amount	Total Jurisdiction Fee
AB	Actual Distance	1,000	\$13.00	\$0.00	\$13.00
AL	Actual Distance	1,000	\$4.74	\$0.00	\$4.74
AR	Actual Distance	1,000	\$19.11	\$0.00	\$19.11
AZ	Actual Distance	1,000	\$37.87	\$0.00	\$37.87
BC	Actual Distance	1,000	\$16.13	\$0.00	\$16.13

## 8. QC TOTAL AXLES

Total Axles will be displayed for QC in the Combined Gross Vehicle Weight field on all transactions affecting QC since this is the main component of the QC fee calculation. The GVS/CGVW field values are found on the **Vehicle Fee Details** screen.

NV	60,000	60,000	lb	\$21.68	003	\$17.29
					005	\$4.39
NY	60,000	60,000	lb	\$7.33	003	\$5.86
					118	\$1.47
OH	60,000	60,000	lb	\$15.42	003	\$15.42
OK	60,000	60,000	lb	\$12.00	003	\$12.00
ON	27,216	27,216	kg	\$26.00	003	\$26.00
OR	60,000	60,000	lb	\$12.71	003	\$12.71
PA	60,000	60,000	lb	\$22.53	003	\$22.53
PE	27,216	27,216	kg	\$17.00	003	\$17.00
QC	27,216	02	kg	\$2.75	003	\$2.75
RI	60,000	60,000	lb	\$13.83	003	\$13.83
SC	60,000	60,000	lb	\$7.68	003	\$7.68
SD	60,000	60,000	lb	\$17.80	003	\$17.80
SK	27,216	27,216	kg	\$33.05	003	\$20.00
					005	\$13.05
TN	60,000	60,000	lb	\$17.70	003	\$17.70
TX	60,000	60,000	lb	\$13.92	003	\$13.92
UT	60,000	60,000	lb	\$16.22	003	\$8.59
					121	\$7.63
VA	60,000	60,000	lb	\$15.98	003	\$15.98
VT	60,000	60,000	lb	\$29.66	003	\$29.66

## 9. GROSS VEHICLE WEIGHT/COMBINED GROSS VEHICLE WEIGHT

All weights will be shown in kilograms for Canadian jurisdictions and pounds for US jurisdictions on the **Vehicle Fee Details** screen and reports. The weight indicator is also found on the **Vehicle Fee Details** Screen. See screenshot, above.

## 10. NAVIGATION

There are several ways to get to a particular transaction in the database.

- From the **Pre-Netting Summary** screen, a base jurisdiction user can select a foreign jurisdiction and then a selected an account, fleet, and supplement.
- From the **Post-Netting Summary** screen, a base jurisdiction user can select a foreign jurisdiction and then an account, fleet, and supplement.
- Search for a recap by using the **RECAP** menu and selecting **RECAP INFORMATION**. Enter the registration year, account number, fleet number and supplement number.
- Search for a recap by using the **RECAP** menu and selecting **CARRIER AND FLEET** and enter the registration year, account number, and fleet number. Once on the **Carrier and Fleet Information** screen, select a supplement.
- Search for a VIN by using the **CARRIER** menu and selecting **SEARCH ON VIN**. Review search results and select a particular transaction based on registration date.
- Search for a carrier by name using the **CARRIER** menu and selecting **SEARCH ON CARRIER NAME**. Enter a carrier name as close as possible to the Carrier's legal name. Many results may be returned and you will need to review and narrow down a particular carrier registered in a particular jurisdiction. Review search results and select based on registration year and/or registration jurisdiction.