

## Certification of Wyoming Residency

**This form must be completed prior to IRP/IFTA Registration or Renewal. Support documentation must be provided upon initial application, and each renewal year if location address has changed.**

1. Is your **only** place of business an office within your personal residence in Wyoming?  
 Yes  
 No (Please fill out the next page with details of your established place of business)
2. Are you a Wyoming resident?  
 Yes (If you are a **NEW** registrant, or a **RENEWING** registrant whose location address has changed, please provide a copy of your Wy Driver's license and at least 2 other proofs of residency such as personal vehicle registration, utility bill, property tax bill for residence if owned, rental or lease agreement, etc.)  
 No (Please fill out the next page with details of your established place of business)

**Under penalties of perjury, the registrant declares that the information given is to the best of the registrant's knowledge true, accurate and complete. The registrant understands that in the event the residency is proven to be outside the State of Wyoming, the registrant will be suspended and registration fees will not be refunded. Please print or type:**

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Company Physical Address \_\_\_\_\_

Printed Name of Registrant \_\_\_\_\_

Registrant's Signature \_\_\_\_\_



Motor Vehicle Services, IRP/IFTA Section  
5300 Bishop Blvd, Cheyenne, WY 82009

[www.dot.state.wy.us](http://www.dot.state.wy.us)

IRP 307-777-4829  
IFTA 307-777-4827  
Fax 307-777-4772

## Certification of Wyoming Established Place of Business

This form must be completed prior to IRP/IFTA Registration or Renewal. Support documentation must be provided upon initial application, and each renewal year if location address has changed.

- Are you a Wyoming resident operating your business out of your personal residence or home?  
 Yes (Please complete the prior page)  
 No (Please continue)
- Do you have an "established place of business" (outside of your personal residence) in Wyoming or any other jurisdiction? An established place of business is defined as a physical structure (not your home) open and staffed during regular business hours by one or more employees who manage the trucking related business (not contract employees). Trucking related business must constitute more than just credentialing, distance and fuel reporting and/or answering the phone. Employees must be in the permanent employment of the registrant, not contractual labor, performing trucking related duties.  
 Yes (Please list the physical address of every "established place of business" in every jurisdiction. Attach a separate page if more space is required.) \_\_\_\_\_  
 No (Please explain) \_\_\_\_\_
- Is the physical structure of the "established place of business" located in Wyoming and owned, leased, or rented by the fleet registrant?  
 Yes (If you are a NEW registrant, or a RENEWING registrant whose location address has changed, please provide proof of ownership or lease/rental agreements)  
 No (Please explain) \_\_\_\_\_
- Is this location staffed during regular business hours? (Monday – Friday 8 a.m. to 5p.m.)  
 Yes  
 No (Please explain) \_\_\_\_\_
- Can you produce an invoice from a Wyoming utility company for this location, listed in the name of the fleet registrant?  
 Yes (If you are a NEW registrant, or a RENEWING registrant whose location address has changed, please provide invoice with physical location listed as the utility service address)  
 No (Please explain) \_\_\_\_\_
- Is there a company employee(s) conducting the fleet registrant's business in the location during regular business hours?  
 Yes (Please provide a copy of employee paystub and description of job duties)  
 No (Please explain) \_\_\_\_\_
- Are the operational records of the fleet located at this location?  
 Yes  
 No If no, can the operational records be made available at the Wyoming location in the event of an audit?  
 Yes  No **NOTE:** If the records cannot be brought to the Wyoming location, the registrant must pay all costs of travel and per diem expenses that the auditors incur in conducting the examination, in accordance with the IRP Plan, Section 1020 and in accordance with IFTA Plan, Article III, Section 325.

**Under penalties of perjury, the registrant declares that the information given is to the best of the registrant's knowledge true, accurate and complete. The registrant understands that in the event the established place of business is proven to be outside the State of Wyoming, the registrant will be suspended and registration fees will not be refunded.**

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Company Physical Address \_\_\_\_\_

Printed Name of Registrant \_\_\_\_\_

Registrant's Signature \_\_\_\_\_

**WYDOT**  
**MVS -IRP/IFTA**  
**5300 Bishop Blvd**  
**Cheyenne, WY 82009**  
[www.dot.state.wy.us](http://www.dot.state.wy.us)

**AGREEMENT TO PREPARE AND MAINTAIN RECORDS IN ACCORDANCE WITH  
THE INTERNATIONAL REGISTRATION PLAN AND THE INTERNATIONAL FUEL TAX AGREEMENT**

**DISTANCE RECORDS (IFTA and IRP):** You must maintain original **driver-prepared** Individual Vehicle Distance Record (**IVDR**) on each vehicle for each trip and recap on monthly and quarterly fleet summaries. Driver prepared source documents must include the following:

- |                                                                 |                                                             |
|-----------------------------------------------------------------|-------------------------------------------------------------|
| 1. Date of trip (starting and ending)                           | 5. Total trip distance                                      |
| 2. Trip origin and destination                                  | 6. Distance traveled in each Jurisdiction                   |
| 3. Route of travel (highway numbers)                            | 7. Unit number or vehicle identification                    |
| 4. Beginning and ending odometer/hubometer readings of the trip | 8. Vehicle fleet number (for carriers with multiple fleets) |

**Note:** Licensees using on-board recording devices or GPS for reporting purposes should refer to the IFTA and IRP manuals for requirements. Odometer readings **and** physical distance record copies are still required when using on-board recording devices.

**Accountable distance** includes interjurisdictional and intrajurisdictional distance, loaded and empty distance, deadhead and/or bobtail distance, off-highway distance, and trip permit distance. All distance accumulated by the power units apportioned in the fleet within the preceding year (July 1 through June 30 proceeding the registration year) must be reported as **actual** on the IRP application.

**Interjurisdictional Travel:** Apportioned registration is intended for commercial vehicles traveling in two or more member jurisdictions. Vehicles traveling only in one jurisdiction are not eligible for apportionment and are subject to full registration fees.

**FUEL RECORDS (IFTA Only):** You must maintain original fuel source documents for each fuel type for each vehicle. This information should flow into monthly and quarterly fleet summaries. Over-the-road fuel purchases and bulk fuel purchases are to be accounted for separately:

**Over-the-Road Fuel Purchases must** be supported by a receipt, invoice, credit card receipt, or an automated vendor-generated invoice or transaction listing for **tax-paid** credit. An **acceptable** fuel receipt or invoice must include:

- |                                       |                                          |
|---------------------------------------|------------------------------------------|
| 1. Date of purchase                   | 5. Price per gallon/liter                |
| 2. Name and address of seller         | 6. Unit number or vehicle identification |
| 3. Number of gallons/liters purchased | 7. Licensee's name                       |
| 4. Type of fuel purchased             |                                          |

**Bulk Storage Fuel Purchases must** be supported by delivery tickets and/or receipts. You must also have a reliable meter on your bulk tank. To receive tax paid credit the following information must be maintained:

- |                                          |                                                                            |
|------------------------------------------|----------------------------------------------------------------------------|
| 1. Date of withdrawal                    | 4. Unit number or vehicle identification                                   |
| 2. Number of gallons/liters withdrawn    | 5. Purchase and inventory records showing tax paid on all bulk withdrawals |
| 3. Type of fuel                          | 6. Meter readings, inventory measurements, and monthly reconciliations     |
| 4. Unit number or vehicle identification |                                                                            |

**RECORD RETENTION:** All records pertaining to IFTA must be kept for four years, including unused decals. IRP distance records must be retained to support the reported distance for the **current registration year and three previous registration years**. Failure to make records available or provide adequate records for audit may result in an assessment based on estimation in the amount of 20% of the Apportionable Fees paid by the Registrant for the registration of its Fleet in the Registration Year to which the records pertain including Apportionable Fees based on Estimated Distance for the first offense. In an instance where the Registrant has a second such offense, the assessment will be 50%. In an instance where the Registrant has a third offense, the assessment will be 100%.

**DECLARATION:** The undersigned has read this document, and agrees to prepare and maintain records and report information in accordance with the IRP and IFTA requirements. I understand failure to maintain complete records could result in disallowing all tax-paid fuel credit and reducing MPG to 4.00 for IFTA. WY IRP percent can be increased to 20%, 50% or up to 100% and privileges may be canceled if records are unacceptable.

|                                    |           |                |      |
|------------------------------------|-----------|----------------|------|
| COMPANY NAME                       |           | ACCOUNT NUMBER | DATE |
| AUTHORIZED EMPLOYEE'S NAME (PRINT) | SIGNATURE | TITLE          |      |

NOTE: This document must be signed by a corporate officer, owner, partner, or an authorized company employee, not a registration service agent.  
CC-102 10/18

WYOMING DEPARTMENT OF TRANSPORTATION  
Section 9 – Safety Regulations

The Wyoming Department of Transportation requires that all carriers operating under authority of permits or certificates issued by the Department comply strictly with:

- a) all Wyoming laws pertaining to safe operation and such rules and regulations promulgated by the Wyoming Department of Transportation.
- b) the following hazardous materials regulations of the United States Department of Transportation: 49 CFR Parts 105 through 107, 109, 110, 130, and 171 through 180; and
- c) the following USDOT motor carrier safety regulations: 49 CFR Parts 40, 303, 325, 350, 355, 356, 360, and 365 through 399 for interstate transportation and as amended in Appendix A to these rules for intrastate transportation.

The Wyoming Motor Carrier Rules and Regulations containing Section 9 and its appendix are available at no charge on the Wyoming Secretary of State's website at <https://rules.wyo.gov/Search.aspx?mode=1>

Copies of Federal Regulations may be obtained by checking with the following:

Wyoming Trucking Association  
P.O. Box 1175  
555 N. Poplar Ave.  
Casper, WY 82602  
(307) 234-1579  
[wtaoffice@wytruck.org](mailto:wtaoffice@wytruck.org)  
[www.wytruck.org](http://www.wytruck.org)

J. J. Keller & Associates, Inc.  
P. O. Box 368  
3003 Breezewood Lane  
Neenah, WI 54957  
(877) 564-2333  
[sales@jjkeller.com](mailto:sales@jjkeller.com)  
[www.jjkeller.com/learn/custom-fmcsr](http://www.jjkeller.com/learn/custom-fmcsr)

Labelmaster  
5724 N. Pulaski Rd.  
Chicago, IL 60646  
(800) 621-5808  
[orders@labelmaster.com](mailto:orders@labelmaster.com)  
[www.labelmaster.com/shop/regulatory-publications](http://www.labelmaster.com/shop/regulatory-publications)

Government Printing Office Superintendent  
of Documents  
732 North Capitol Street, N.W. Washington,  
DC 20401-0001  
(202) 512-1800  
[www.ecfr.gov](http://www.ecfr.gov)

---

I hereby declare I am aware of the Wyoming Motor Carrier Safety Regulations applicable to my operations.

\_\_\_\_\_  
Carrier Name- PLEASE PRINT  
(As it appears on your operating authority)

\_\_\_\_\_  
DOT #

\_\_\_\_\_  
Signature of Carrier Representative

\_\_\_\_\_  
Date

Note that this document may be shared with:

Wyoming Highway Patrol  
Commercial Carrier Section  
5300 Bishop Blvd.  
Cheyenne, WY 82009-3340