



State of Indiana  
**International Registration Plan  
Transaction Schedule C**

Please refer to the back for Line by Line Instructions.

<b>SECTION 1</b>	1. Legal Name					7. Mailing Address					13. Account Number			15. License Year				
	2. Business Address				3. County	8. County			9. City		14. Fleet Number			_____ Current				
	4. City			5. State	6. Zip Code		10. State		11. Zip Code		16. Staggered Month			_____ Upcoming				
	12. Contact Name					17. Telephone Number			18. TID		19. Email Address							
<b>SECTION 2</b>	<b>Indicate the appropriate weight in the jurisdiction for the vehicle(s) listed in Section 3.</b>																	
	AB	AL	AR	AZ	BC	CA	CO	CT	DC	DE	FL	GA	IA					
	ID	IL	IN	KS	KY	LA	MA	MB	MD	ME	MI	MN	MO					
	MS	MT	NB	NC	ND	NE	NF	NH	NJ	NM	NS	NV	NY					
	OH	OK	ON	OR	PA	PE	QC	RI	SC	SD	SK	TN	TX					
	UT	VA	VT	WA	WI	WV	WY											
<b>SECTION 3</b>	1	2	3	4		5	6	7	8	9	10	11	12	13	14	15	16	17
	U n i t	Y e a r	M a k e	Vehicle Identification Number		T y p e	Axles or Seats	Motor Carrier USDOT Number	Motor Carrier FEIN/SSN Responsible for Safety	Is Lease less than 30 days Yes/No	F u e l	Unladen Weight	Declared Gross Weight	Declared Combined Gross Weight	Purchase Price	Factory Price	Purchase Date	Owner
<b>SECTION 4</b>	1	2	3	4			5	6	7	8			9	10				
	Unit Number	Year	Vehicle Make	Vehicle Identification Number			Unladen Weight	Declared Gross Weight	Declared Combined Gross Weight	Owner			Apportioned License Plate Number	Replacement Unit Number				
<b>SECTION 5</b>	To designate a Transaction Type, place an X in the appropriate box.																	
	<input type="checkbox"/> Account Business Address Change <input type="checkbox"/> Account Mailing Address Change <input type="checkbox"/> Additional Jurisdiction <input type="checkbox"/> Additional Vehicle				<input type="checkbox"/> Carrier Type Change <input type="checkbox"/> Contact Name Change <input type="checkbox"/> Contact Telephone Number Change <input type="checkbox"/> Vehicle Identification Correction				<input type="checkbox"/> Fleet Business Address Change <input type="checkbox"/> Fleet Mailing Address Change <input type="checkbox"/> Owner Name Change <input type="checkbox"/> License Plate Transfer				<input type="checkbox"/> Legal Name Change <input type="checkbox"/> Replacement License Plate <input type="checkbox"/> Vehicle Deletion <input type="checkbox"/> Weight Increase		<input type="checkbox"/> Others			

## Schedule C Instructions

### Section 1

**Line 1:** Enter the Legal Name as it is registered with the Indiana Secretary of State or the Indiana Department of Revenue. (The IRP Unit will register the registrant/applicant in the same name as registered with the Indiana Secretary of State or Indiana Department of Revenue.)

**Lines 2 through 6:** Enter the business address change for an account or fleet. Be certain to designate the appropriate change in Section 5, transactions types.

**Lines 7 through 11:** Enter the mailing address change for an account or fleet. Be certain to designate the appropriate change in Section 5, transactions types.

**Lines 12 and 17:** Enter the name of the new Contact Person and contact person telephone number. Be certain to designate the appropriate change in Section 5, transaction types.

**Line 13:** Enter the account number.

**Line 14:** Enter the fleet number.

**Line 15:** Enter an X in the appropriate license year for the transaction type. If both boxes are marked with an X, then the transaction will be processed for the current registration year and the next registration year.

**Line 16:** Enter the staggered month associated with your account.

**Line 17:** Enter the telephone number change.

**Line 18:** Enter the Taxpayer Identification Number of the applicant. All business entities must register with the Indiana Department of Revenue and obtain a taxpayer identification number.

**Line 19:** Enter the email address for electronic communication with the IRP unit.

### Section 2

Indicate the appropriate weight in the jurisdiction for the vehicle(s) listed in Section 3. The weight must be the "Declared Combined Gross Weight" or the "Declared Gross Vehicle Weight" as shown in Section 3, Columns 10 and 11.

### Section 3

**Column 1:** Enter the registrant assigned unit number or equipment number for the vehicle.

**Column 2:** Enter the last two digits of the model year of the vehicle.

**Column 3:** Enter the vehicle make using the three letter abbreviation that is shown on the vehicle title or title application.

**Column 4:** Enter the entire Vehicle Identification Number (VIN) as shown on the certificate of title or title application.

**Column 5:** Enter the vehicle type: Vehicle Types: TK-Truck (single), TR-Tractor, TT-Truck Tractor, RT-Road Tractor, ST-Semi-Trailer, FT-Full Trailer, BS-Bus, WR-Wrecker. (Use only the abbreviation.) For a complete description and illustration, please refer to the IRP Manual. Enter "5ST" for five-year Semi-Trailer plate or "PST" for Permanent Semi-Trailer plate.

**Column 6:** Enter the number of axles, including axles used in a tandem group. If registering a bus, indicate the rated seat capacity.

**Column 7:** Enter the Motor Carrier USDOT Number of the entity responsible for the vehicle safety fitness. If the registrant is a lessee, the responsible party will be determined via a lease agreement.

**Column 8:** Enter the motor carrier responsible for safety FEIN / SSN (TIN).

**Column 9:** Enter Y or N if lease is less than 30 days.

**Column 10:** Enter the fuel type. Fuel types are as follows: CNG-Compressed Natural Gas, D- Diesel, E- Electric, G-Gasoline, H-Hybrid, LNG- Liquid Natural Gas, P-Propane, and O-Other

**Column 11:** Enter the weight of the vehicle fully equipped for service excluding the weight of any load.

**Column 12:** Enter the total unladen weight of the vehicle plus the maximum load to be carried on the vehicle.

**Column 13:** Enter the total unladen weight of the combination of vehicles plus the maximum load to be carried on that combination of vehicles.

**Column 14:** Enter the actual purchase price of the vehicle paid by the current owner, excluding trade in and the sales tax, including accessories or modifications attached to the vehicle.

**Column 15:** Enter the manufacturer's retail price, excluding trade in and the sales tax, including accessories or modifications attached to the vehicle.

**Column 16:** Enter the month, day and year the vehicle was purchased by the current owner.

**Column 17:** Enter the name of the titled owner, if the vehicle is not owned by the applicant.

### Section 4

If the transaction type is an apportioned license plate transfer, the apportioned license plate will be transferred, in the order they are listed in Section 4, to the vehicles listed in Section 3.

**Column 1:** See Section 3, Column 1 instruction.

**Column 2:** See Section 3, Column 2 instruction.

**Column 3:** See Section 3, Column 3 instruction.

**Column 4:** See Section 3, Column 4 instruction.

**Column 5:** See Section 3, Column 11 instruction.

**Column 6:** See Section 3, Column 12 instruction.

**Column 7:** See Section 3, Column 13 instruction.

**Column 8:** See Section 3, Column 17 instruction.

**Column 9:** Enter the apportioned license plate number that is to be transferred or returned to the IRP Unit.

**Column 10:** Enter the unit number of the vehicle replacing the deleted vehicle.

### Section 5

Place an **X** in the box to designate the transaction type to be processed.