

## Notice to Interjurisdictional Carriers

### *Social Service Tax Act*

This notice clarifies the record keeping requirements of interjurisdictional carriers who license commercial vehicles under a prorate agreement, such as the International Registration Plan (IRP).

### **Licensee Responsibilities**

If you are an interjurisdictional carrier and license commercial vehicles under the IRP, you must maintain all operational records to verify the reported distances traveled. You are also required to report the taxable value of all vehicles (including owner-operators) in the IRP fleets.

The following are the records and documents that you are required to keep.

- **Vehicle Taxable Value**
  - An invoice or bill of sale of the vehicle's purchase price and date of purchase.
  - A lease agreement (if the purchase price is stated in the agreement) or other proof of the fair market value of the vehicle at the beginning of the lease.
  - The costs of any capital additions and/or modifications made to the vehicle within 30 days of the purchase and that have been included in the purchase price.
- **Distance Records – Driver's Trip Records**
  - An Individual Vehicle Distance Record (IVDR) or Individual Vehicle Mileage Record (IVMR) to record distances.
  - A completed IVDR or IVMR by the driver for each trip made by a vehicle in an IRP fleet, including owner-operated vehicles and leased vehicles.
  - Driver's trip sheets and driver's logs are most common; however, other similar records are acceptable if you include the following information:
    - licensee's name,
    - date of trip (beginning and end),

- trip origin and destination,
- routes (highway numbers) traveled,
- odometer/hubodometer readings,
- distance by jurisdiction,
- total trip distance,
- vehicle unit numbers – both power unit and trailer(s),
- fleet number (if licensee has more than one fleet), and
- drivers name and signature.

## **Summaries**

### **Monthly**

Your IVDR information must be summarized on a monthly basis for each fleet. The summary must include information for each vehicle, including beginning and ending odometer or hubometer readings, individual trip details, distance by jurisdiction and total distance travelled.

### **Yearly**

You are required to keep a yearly summary for each reporting period that shows the total fleet distance, broken down by month, for each jurisdiction.

### **Other Records**

You are required to keep copies of the forms you filed for annual registration (e.g. IRP application, supplemental applications and mileage schedules) for audit purposes.

### **Records Retention Period**

You must keep all operational records, including mileage records, vehicle cost and weight records, based on your application for Apportioned Registration, for a period of three years following the close of the registration year. Your records should be accessible for examination or audit.

For more information, please see the Insurance Corporation of British Columbia's (ICBC) *British Columbia Apportioned Registration Manual* at [www.icbc.com/registration/pdf/mv1550.pdf](http://www.icbc.com/registration/pdf/mv1550.pdf)

### **Audits of Licensee's Records**

The Consumer Taxation Audit Branch conducts audits on behalf of all member jurisdictions, as required by Article X, Section 1005 of the IRP agreement. If your records are insufficient for an audit, or your records are not made available after the 30 day notice, an assessment of liability may be imposed in accordance with

Article X of the IRP agreement. If an estimate cannot be determined, you may be assessed 100 per cent registration fees for the base jurisdiction. Any credits calculated for member jurisdictions that are caused by insufficient records will not be reflected in the fees netted under Article X of the IRP.

### **Further Information**

For more information on the IRP, the registration process, registration fees and vehicles that are eligible for registration, please contact the ICBC Prorate Department at:

#### **ICBC Prorate Department**

Insurance Corporation of British Columbia  
PO Box 7500, Stn Terminal  
Vancouver BC V6B 5R9

Lower Mainland: 604 443-4450  
Toll-free in British Columbia: 1 800 665-4336  
Fax: 604 443-4451  
Website: [www.icbc.com](http://www.icbc.com)

For more information on the audit process, please contact the Consumer Taxation Audit Branch at:

#### **Consumer Taxation Audit Branch**

Ministry of Small Business and Revenue  
Lower Mainland: 604 660-4524  
Toll-free in Canada: 1 877 388-4440  
Email: [CTBTaxQuestions@gov.bc.ca](mailto:CTBTaxQuestions@gov.bc.ca)

You can also find information on our website at [www.sbr.gov.bc.ca/ctb](http://www.sbr.gov.bc.ca/ctb)