

Business Process

IFTA Trip Permit (TP) and each IRP Temporary Authority (TA) Provider Program

Forms

1. The purpose of the Program is for NJMVC to provide operational efficiency and customer service in the issuance of each IFTA Trip Permit (TP) and each IRP Temporary Authority (TA).
2. NJMVC will provide a pre-approved template and sell a block of 10 permit numbers for either TP or TA permits to properly designated Program Providers, who may then fully and properly complete and issue a TP or TA to a specifically-identified commercial vehicle for purposes that fully comply with the requirements of the Program.
3. Approval to participate - TP and TA templates and permit numbers will be issued upon receipt of an application and supporting documents and acceptance by NJMVC to become a Program Provider. Payment for the initial block of TP and TA permit numbers must be included.

Applicants

4. Applicants shall be an authorized Program Provider of NJMVC for the purposes of issuance of a Trip Permit or a Temporary Authority.
5. Applicants are participating in NJMVC's "IFTA Trip Permit and IRP Temporary Authority Program."
6. Applicants are hereinafter called "Program Providers" and will buy blocks of 10 permit numbers for issuance of a TP or TA.
7. A properly designated Program Provider may be either a company that arranges TP or TA for a trucking or other commercial vehicle enterprise, or may be itself a trucking or other commercial vehicle enterprise.

MVC

8. NJMVC offers limited nonexclusive permission to fully and properly complete and issue a TP or TA consistent with the IFTA statute at N.J.S.A. 54:39A-24, IFTA TP regulations at N.J.A.C. 13:18-3.5, and IRP TP regulations at N.J.A.C. 13:18-2.12 and 2.13.
9. Applications for either TP or TA with existing \$25 fee may continue to be submitted in person at MVC's Motor Carrier Services (MCS) in Trenton.
10. NJMVC will issue a TP or TA over the counter upon receipt of the application and fee.
11. NJMVC's MCS Clerk daily will compile a list of all customer TP and TA and Program Provider TP and TA produced that day and provide that list daily to NJMVC's MCS Auditor.

12. NJMVC's MCS Auditor will revoke all TP and TA that do not conform to regulations.

COORDINATION

13. The Program Provider shall perform all services in accordance with Title 39 and 54 of the New Jersey Statutes and any other laws and/or regulations of the State of New Jersey.
14. The Program Provider is to ensure the efficient, secure and accurate pick-up and delivery of the controlled inventory for their clients.
15. The Program Provider is to be responsible for the professional quality, accuracy, security and timely completion of the TP and TA issued under The Program.
16. The Program Provider is required to send via e-mail to the NJMVC designated e-mail address a PDF image of all completed TP or TA on the day of issuance to the Providers customer. The subject line of the e-mail is to contain the Company name, the acronym IRP (or IFTA), and the starting and ending permit #'s for the range of PDF images included in the e-mail.
17. The Program Provider shall provide an Inventory Security Plan to the NJMVC's Office of Motor Carrier, as fully described in the Agreement.
18. The NJMVC shall deliver all necessary NJMVC TP and TA templates (and any revisions thereof) to the Program Provider.

ISSUANCE

19. The Program Provider shall pay the NJMVC for a block of 10 TP or TA permit numbers. The payment shall be made in the amount of \$250 for a block of 10 TP or a block of TA by check payable to the NJMVC and remitted to the NJMVC Program Manager.
20. The Program Provider may pay a lump sum up front for TP and TA permit numbers, and then draw down off their account as they request new TP or TA numbers in blocks of ten. When the Program Provider has exhausted a block of numbers send an e-mail to MVCMOTORCARRIERS@mvc.nj.gov requesting assignment of another block of numbers. Be sure to have e-mailed the PDF's of the last issued TP or TA permits for the block you want replenished. NJMVC will e-mail back the assigned block of numbers. It is the Provider's responsibility to send a check in a timely manner to keep their account balance sufficient for the Provider's requirements so as to avoid delays in receiving additional blocks of numbers.
21. NJMVC bears no cost for the performance of services by the Program Provider, and no request for a block of 10 TP or TA permit numbers will be filled by NJMVC nor will services be performed by NJMVC until payment in full is received.
22. NJMVC will deliver to the Program Provider the block of TP or TA, each of which requires that it may be sold for a specifically-identified commercial vehicle to conduct business in New Jersey for a limited period of time that is measured in hourly increments for purposes

that fully comply with the requirements of the Program, and based upon each TP or TA containing the sequential distribution permit number, issue date, owner's and/or lessee's name, owner's and/or lessee's address, operator's name, year and make of vehicle, vehicle identification number, license plate number, the name of the state in which the vehicle is registered, beginning and ending hours and dates for the TP or TA, the name of the Program Provider. Templates may contain additional data fields specific to IFTA or IRP requirements.

23. Voided TP or TA are the responsibility and cost of the Program Provider, and shall not be reimbursed in any manner by NJMVC. Resale is prohibited whether or not the vehicle is registered in another state that is not reciprocal with New Jersey.
24. The Program Provider will ensure that each TP or TA is sold in numerical sequence based upon the supplied block of authorized permit numbers. No items on the TP or TA will be left blank. No TP or TA may be reissued.
25. The Program Provider will not sell, consign, or otherwise transfer any TP or TA in its possession to another service organization or to any member of the transportation industry, other than its client that is otherwise known as a TP or TA permittee.
26. While a truck owner/operator or other truck company representative may still apply directly to NJMVC for a TP or TA, they may also contact a Program Provider and apply for a TP or TA through them.
27. The Program Provider is responsible for the collection of monies from its clients for the prepaid TP or TA, and NJMVC incurs no liability therefore.
28. The Program Provider will not issue a TP or TA should NJMVC not allow it or if not allowed by the IFTA statute at N.J.S.A. 54:39A-24, the IFTA TP regulations at N.J.A.C. 13:18-3.5, or the IRP TP regulations at N.J.A.C. 13:18-2.12 and 2.13
29. The Program Provider will maintain in permanent form a record of all TP or TA and any accompanying information pertaining to its issuance. Each record shall be kept for at least two (2) years from the date of TP or TA issuance. Full and complete access to each record will be provided to NJMVC upon request.
30. If there is no activity for one (1) calendar year and the Program Provider does not inform NJMVC of a desire to continue an active account, any remaining balance of unused funds shall be turned over to the New Jersey Treasury Department as unclaimed funds.

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