



ALL ABOUT TRUCKS



TRUCKER'S GUIDE

TO STAYING ON THE ROAD

Everything you need to know on forms, filings and registrations to keep you trucking along.

TABLE OF CONTENTS

01

Corporation

Click for pages 1-2



02

Authority

Click for pages 3-5



03

IRP

Click for pages 6-10



04

IFTA

Click for pages 11-13



05

Plates & Permits

Click for pages 14-16



06

Random Drug & Alcohol Program and Clearinghouse

Click for pages 17-20



07

How to Hire a Driver

Click for page 21



01

Corporations

ESTABLISHING A CORPORATION

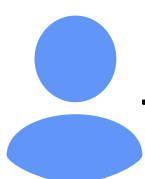


Why should you form a corporation?

Forming a Small Corporation, or S-Corp, allows you to hire drivers. It also provides financial opportunities and protections.

With a corporation, your business finances are separated from your personal finances, which can help shield your personal finances from potential legal action or financial issues.

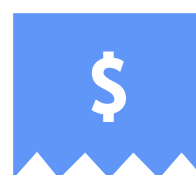
Creating a corporation also allows you to file taxes as a business, which can provide tax benefits. All About Trucks has helped many drivers and carriers set up their S-Corp.



HIRING



FINANCIAL
PROTECTION



TAX BENEFITS



How to set up a new corporation

STEP ONE

First, choose a name for your S-Corp. The name must include one of the following words or abbreviations: Corporation, Company, Incorporated, Limited, Corp., Co., Inc., or Ltd.



You can keep it simple or get creative, but this will be your business name for as long as you have the corporation.

STEP TWO

Next, complete our Corporation form. Include your payment information on the form and submit it to All About Trucks via email, mail, fax, or in person.



EMAIL

support@allabouttrucks.us

FAX

(224) 238-3199

OFFICE

600 Tollgate Rd., Unit C
Elgin, IL 60123

STEP THREE

Once the state approves your corporation, All About Trucks will apply for the federal ID number and additional information you'll need to open a business bank account. You can use this account for any transactions related to your corporation.



If you have questions about Reinstatement, Renewal or Amendments, contact All About Trucks and we can help.

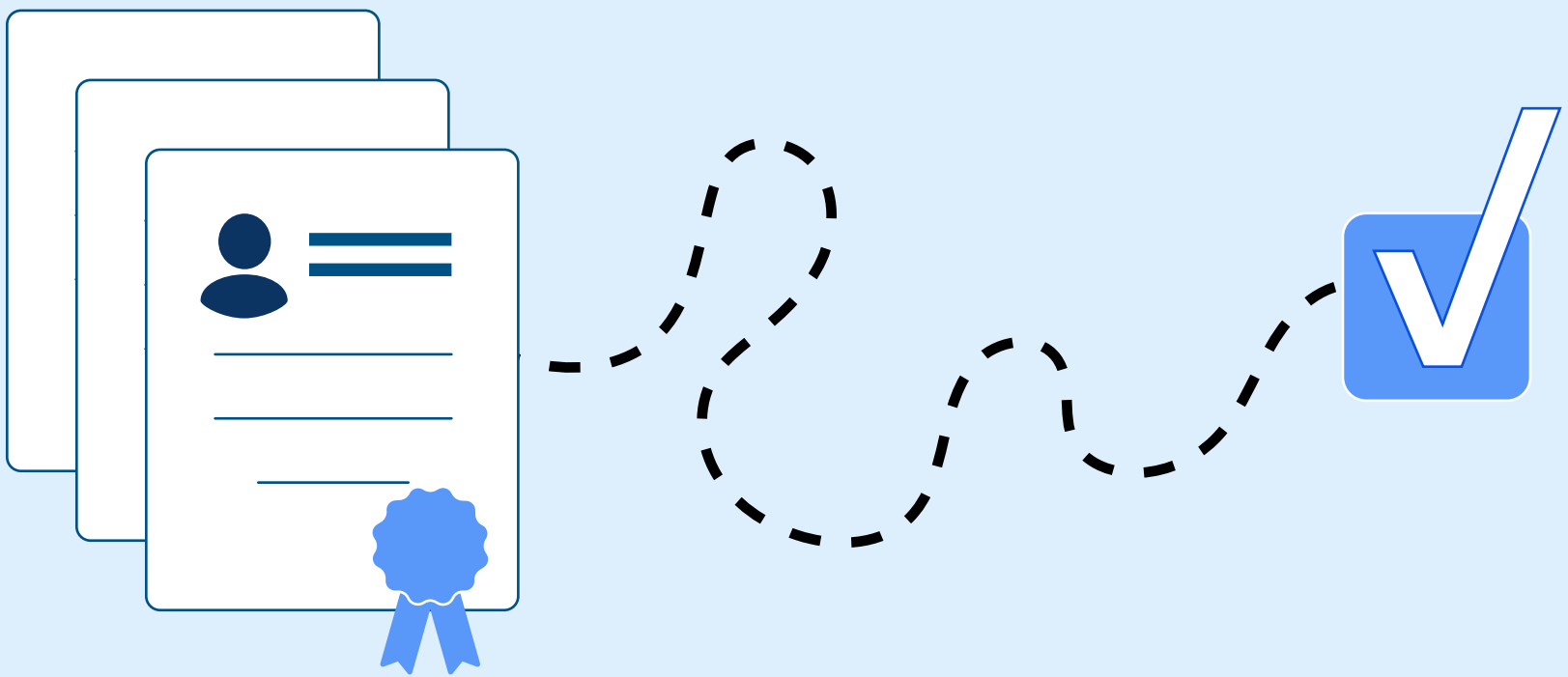
02

Authorities



WHAT IS AN AUTHORITY?

A carrier authority is the legal documentation that allows you to become a carrier. An authority will also allow you to operate your truck under your own DOT and MC number.



How do you set up your authority?

STEP ONE

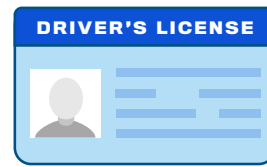
Choose the All About Trucks [Authority Package](#) that fits your business. Package 1 is for carriers operating trucks that are 26,000 pounds and over, and Package 2 is for those with vehicles under 26,000 pounds. Package 3 is for brokers.



STEP TWO

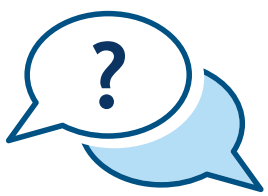


GATHER THIS INFORMATION



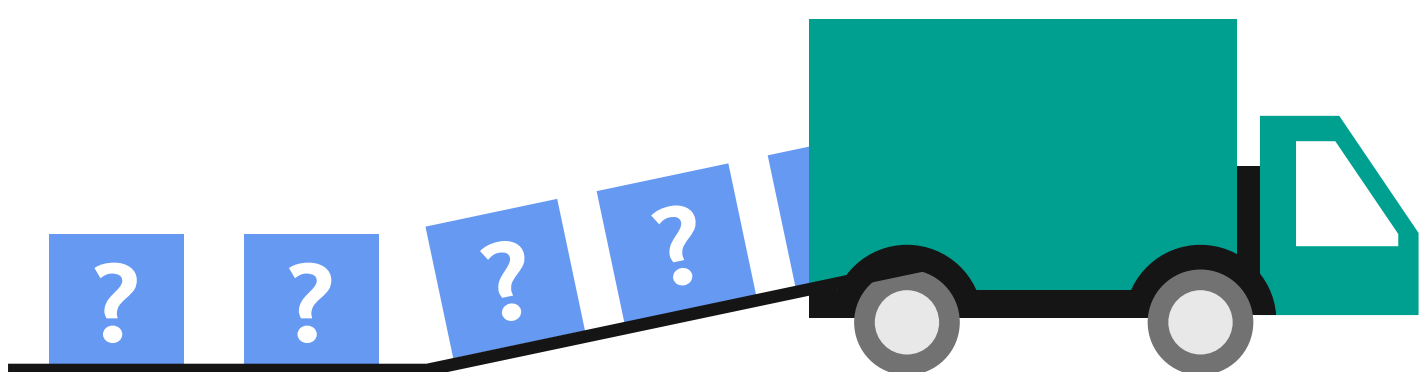
- 1 Articles of Incorporation
- 2 Federal ID Number letter from the IRS
- 3 Copy of president's driver's license
- 4 President's Social Security number

STEP THREE



ANSWER THESE QUESTIONS AND PROVIDE THE INFORMATION TO ALL ABOUT TRUCKS

- Have you ever had a DOT/MC number under your personal name or any of your corporations? If so, what is the DOT/MC number?
- How many trucks and trailers do you currently have?
- What is the weight of each truck/trailer?
- What will you be hauling?



CONTINUED >>



- What phone number do you want to report for the authority? Be aware, this number often receives a lot of sales calls during the first few weeks after opening the authority.

It's best if you do not answer these calls at all; however, if you do, please do not provide any payment information during them.



- What address do you want the authority to be registered under? This will be your company address.



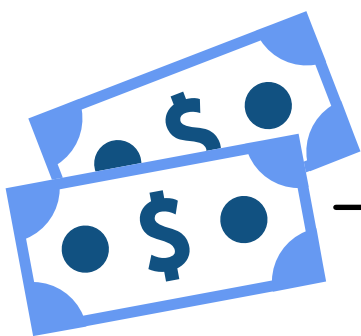
- Will you be transporting passengers in interstate commerce (for a fee or other compensation, whether direct or indirect)?



- Will you be transporting federally regulated commodities owned by others or arranging for their transport (for a fee or other compensation) in interstate commerce)?

STEP FOUR

Provide payment via cash, or credit card. It will take about three weeks for your authority to become active. In the meantime, begin looking for liability and cargo insurance.



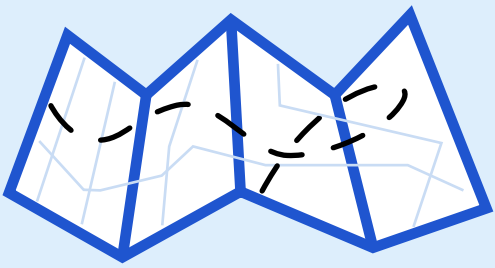
03

IRP

International Registration Plan



WHAT IS THE INTERNATIONAL REGISTRATION PLAN (IRP)?



The IRP is an agreement reached between the United States and Canada that allows truckers to travel between the two countries with only one set of plates on the truck.



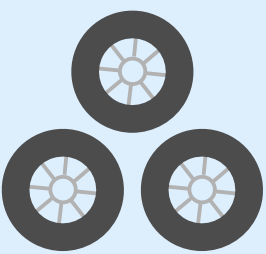
Who needs to apply for an IRP plate?



You need an IRP plate for any truck that travels between two IRP jurisdictions



AND has a combined gross weight of 26,000 pounds including the vehicle weight and the maximum load



OR is a power unit having three or more axles, regardless of weight

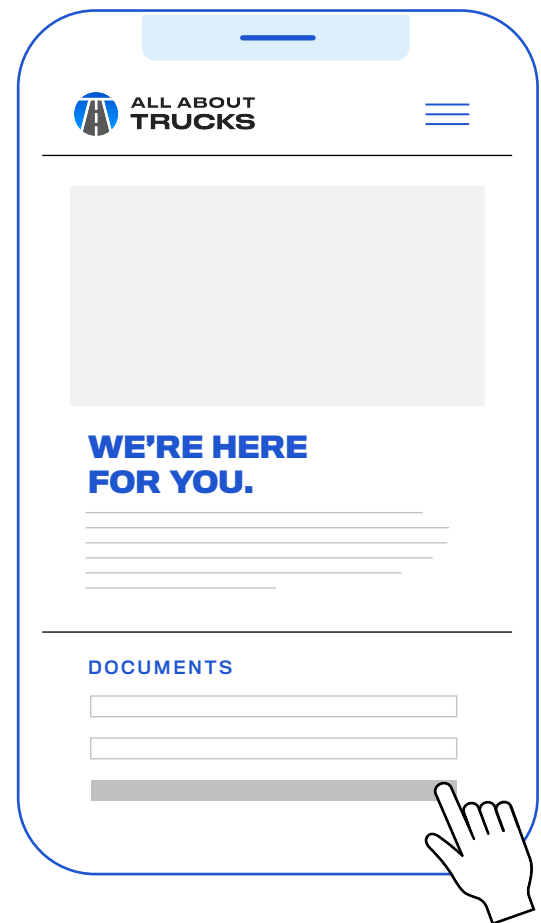




What do first-time applicants need to do?

STEP ONE

Gather the documents listed on the IRP Registration Requirements form, which you can download here:



STEP TWO

Provide all the required documents you collected in step 1 to All About Trucks via email, mail, fax, or in person.



EMAIL

support@allabouttrucks.us

FAX

(224) 238-3199

OFFICE

600 Tollgate Rd., Unit C
Elgin, IL 60123

STEP THREE

We will review your documents. If they are complete and correct, All About Trucks will prepare the IRP application and Schedule G forms on your behalf. All you will need to do is sign them.



STEP FOUR

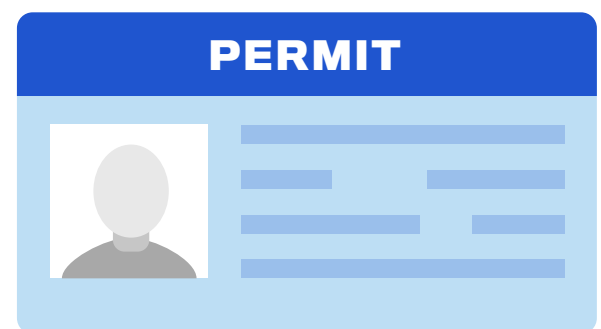
Provide payment (for both the application fee and our service fee) via cash or certified check or money order made out to All About Trucks. Once we have received payment, our team will email the signed forms and all your supporting documents to the Illinois Secretary of State.



STEP FIVE

Once your application is approved by the Secretary of State's office, we will email you a temporary permit. You must have this permit and your IFTA tags in your windshield before you can start driving.

[Learn more about IFTA](#)



STEP SIX

The Secretary of State's office will process your payment. When your plates are ready, we'll call you to come pick them up at the All About Trucks office. If you cannot pick them up, we can ship them to you for an additional fee.



OFFICE

**600 Tollgate Rd., Unit C
Elgin, IL 60123**



What do you need to know now that you have set everything up?



What are your responsibilities once you have an IRP plate?

In the event that you are chosen for an audit, you must have accurate records to provide to the auditors. This is very important, and these records can be asked for at any time. Here's a list of everything you will need to document:

+ Individual Vehicle Distance Record

A detailed trip report that includes:

- Date of trip (starting and ending)
- Registrant's name
- Trip origin and destination
- Fleet number
- Driver's name or signature
- Unit number or VIN
- Total trip distance
- Plate number



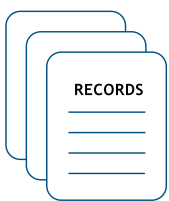
Every mile driven must be documented

+ Unit and fleet summaries

- For each month
- For each quarter
- For each year

+ Documents to support summaries

- Driver's logs
- Trip manifests
- Bills of lading



Keep all your records for 5 years and 9 months

+ You will also need to be prepared to:

- Renew your IRP registration each year
- Submit quarterly IFTA reporting
- Comply with periodic IRP and IFTA audit requests
- Have your records available for an audit at all times
- Keep all your records for 5 years and 9 months

CAUTION: AUDIT AHEAD





Why would you be audited?

The state of Illinois may request your IVDR at any time for the following reasons:

ONE

To ensure that each jurisdiction/state has received its correct share of revenue.

THREE

To identify and/or discourage fraudulent reporting.

TWO

To ensure that you have not overpaid/underpaid plate fees.

FOUR

All jurisdictions are required to conduct IRP registration audits.



What about the Highway Use Tax (HUT)?

The highway use tax, or HUT, also known as form 2290, is a fee assessed annually on vehicles operating on public highways at registered gross weights of 55,000 pounds or more. The gross taxable weight of a vehicle is determined by adding the actual unloaded weight of the vehicle and any trailers, plus the weight of the maximum load carried.

Proof of HUT payment is required in order to apply and/or renew IRP plates.

AAT can help with HUT.

In order for us to be of assistance, you will need to provide the following information:

- Employer Identification Number, or EIN (NOT a Social Security number)
- Vehicle Identification Number, or VIN, for each vehicle
- Taxable gross weight of each vehicle
- HUT renewals are due by the end of August of each year

IMPORTANT:

Your first 2290 payment is due at the end of the month following purchase of the truck. Form 2290 renewals are due each year at the end of August. For trucks purchased at any time other than July, you will pay a prorated amount for the truck's first year of use.

NEXT SECTION 04: IFTA >>

04

IFTA

International Fuel Tax Agreement



WHAT IS THE INTERNATIONAL FUEL TAX AGREEMENT (IFTA)?

IFTA is an agreement between the lower 48 states and 10 provinces in Canada that allows truck drivers to simplify their fuel tax reporting and payment.

Every truck over 26,000 pounds and traveling out of state must have an IFTA account or be registered on an employer's IFTA account.



What do you need to open an IFTA account?

To open an IFTA account for the first time, you'll need to complete our [Establish IFTA Account form](#) and submit it to All About Trucks via email, mail, fax, or in person.

ILLINOIS IFTA: You are required to include at least 3 address verification documents for your initial IFTA application. See below for a list of accepted documents:

- Valid Illinois driver's license
- Utility bill (gas, electric, water, internet, etc.)*
- Current property tax receipt
- Lease agreement with receipt*
- Credit card statement
- Other documents with clearly stated legal address
- Bank statement with date and name*

*MUST NOT BE OLDER THAN 3 MONTHS



When are the quarterly IFTA filings due?

IFTA requires that you file for each quarter EVEN IF you have not operated your vehicle during that quarter.

Reporting Quarter

Due Date

January-March	April 30
April-June	July 31
July-August	October 31
October-November	January 31



How do you complete your quarterly IFTA filings?

To file, you'll need:

- To provide All About Trucks with access to your IFTA account information
- Total miles traveled in every state/province for the quarter
- Total gallons of fuel purchased in every state for the quarter

IMPORTANT: To make things a bit easier, you can gather the information you need to file using our [IFTA Quarterly Filings form](#).



What recordkeeping is required for IFTA?

ONE

[Monthly Reports](#) - For local drivers

TWO

[Weekly Trip Reports](#) - For over-the-road drivers

- When filling out your weekly trip report, **YOU MUST INCLUDE** the:
 - Total miles in each state
 - City, state, or total gallons of fuel purchased
- At the bottom of the form, total up the miles and gallons for the final amount.
- Keep these weekly reports for at least four years and be prepared to submit them if the Department of Revenue requests them.



As an IFTA licensee, you are responsible for providing records to support your tax return filings during an audit.

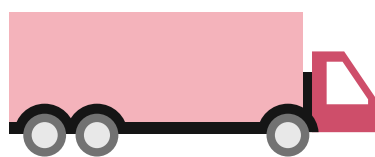
THREE

Copies of each decal

- IFTA account holders must make copies of the decals for each truck **BEFORE** giving the decals to the drivers. If you are audited, you'll need to show a record of each decal.
- You can use the [MFUT 77](#) form to track the decal numbers for each of your trucks.



For more information about Illinois IFTA rules, regulations and filing information, [click here](#).

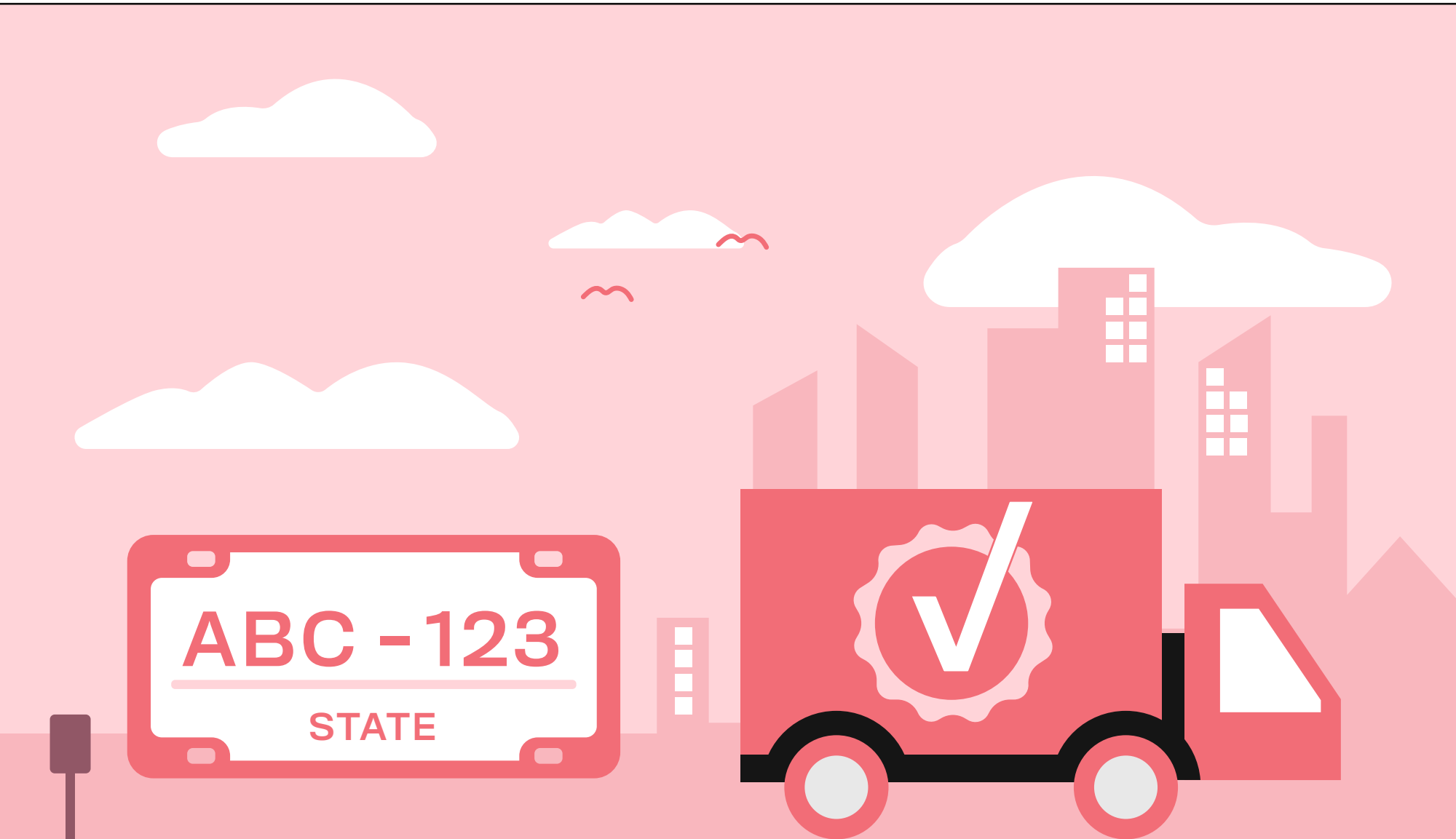


NEXT SECTION

05: PLATES & PERMITS >>

05

Plates & Permits



What are mileage permits?

Some states require an additional permit before you can file mileage tax. Mileage permits are necessary for four states: Kentucky, New Mexico, New York and Oregon. Each of these states has unique requirements and specific renewal timelines.

All About Trucks can help you apply for and renew these plates and permits. To download the application forms for each state, [visit our website](#).



Kentucky



New Mexico



New York



Oregon



Who requires mileage permits for Kentucky, New Mexico, New York and Oregon?

Mileage permit requirements are based on truck weight and vary by state.

- **Kentuck:** All trucks 59,999 lbs and over.
- **New Mexico:** All trucks over 26,000lb.
- **New York:** All trucks over 18,000lb.
- **Oregon:** All trucks over 26,000lb.



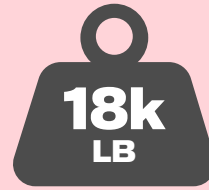
Kentucky



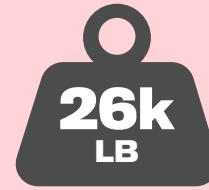
New Mexico



New York



Oregon



000254498



What will you need to apply for these state permits?

To apply for a mileage permit in any of the states listed above, you'll need:

- Company name
- Owner's name (first and last)
- Company address
- Phone number
- Company email address
- DOT/MC number of your own company OR the company you work for
(Please Note: In order to get an account in New Mexico, you must have your own authority)
- Federal Taxpayer ID/Employer Identification Number (EIN)
- Copy of current registration for each truck that requires a permit

What's different about Oregon permits?

There are two types of Oregon permits, a one-time pass and a permanent pass.

ONE-TIME PASS

This is for carriers traveling to or through Oregon **fewer** than 10 times in a calendar year.

The cost is dependent on miles driven in Oregon-you pay per mile.



To apply for a one-time pass, complete the [Oregon: One-Time Pass form](#).

PERMANENT PASS

This is for carriers traveling to or through Oregon **more** than 10 times in a calendar year.

You can apply for permanent account right away.

Bond is required, and the cost depends on the number of trucks you are adding to your account.



To apply for a permanent pass, complete the [Oregon: Permanent State Permit form](#).

When will you need to renew your state permits?

Some states require annual renewals, while others require no renewals at all. Make sure you take note of the renewal schedules for your specific permits.

- **New York:** Renew every 3 years.
- **New Mexico:** Renew every year.
- **Kentucky:** No renewal required, but changes to your inventory must be reported.
- **Oregon:** No renewal required if you have a permanent permit, but changes to your inventory must be reported.

Our team is happy to help you with the application process. [Contact us](#) to get started.

NEXT SECTION

06: RANDOM DRUG & ALCOHOL PROGRAM AND CLEARINGHOUSE >>

06

Random Drug & Alcohol Program and Clearinghouse



WHAT IS A RANDOM DRUG & ALCOHOL TESTING PROGRAM?

A random drug and alcohol testing program helps keep all drivers safer by identifying those who are abusing drugs or alcohol while on the job. A testing program randomly selects drivers from a pool of people, called a consortium, and asks them to visit a lab to be tested. The program will take note of any drivers who show signs of abusing drugs or alcohol so they can be followed up with.



WHO NEEDS TO ENROLL IN A RANDOM DRUG & ALCOHOL PROGRAM?

The Federal Motor Carrier Safety Administration (FMCSA), along with the Department of Transportation (DOT), requires that drivers with a commercial license (CDL) be enrolled in a drug and alcohol testing program. Carriers must enroll in a random drug and alcohol program AND have an account with the FMCSA Clearinghouse. Drivers must have a Driver Account with Clearinghouse, and a query must be pulled on the driver prior to operating the truck.



HOW DO YOU ENROLL IN A RANDOM DRUG & ALCOHOL PROGRAM?

All About Trucks works with TransLab to provide our Random Drug & Alcohol Program. TransLab has lab locations across the country, so getting tested is convenient. Enrolling is simple:



To enroll for the first time, complete the [Random Drug & Alcohol: Enrollment form](#)



To add a driver to the program, complete the [Random Drug & Alcohol: Adding a Driver form](#)



To remove a driver from the program, complete the [Random Drug & Alcohol: Removing a Driver form](#)



Include your payment information along with your form so our team can process your enrollment.

WHAT IS THE FMCSA DRUG AND ALCOHOL CLEARINGHOUSE?



Clearinghouse is a secure, online database run by the Federal Motor Carrier Safety Administration (FMCSA). The Clearinghouse gives the FMCSA, employers, state licensing agencies, and law enforcement access to real-time data about a CDL driver's drug and alcohol program violations.

These violations may include:

Reporting or remaining on duty with a safety-sensitive function while having a blood alcohol concentration of 0.04 or more. This can also mean being on duty in a similar function while using any drug specified in state regulations other than those prescribed by a physician.





Using alcohol while also performing, or within four hours of performing, a safety-sensitive function.



Using alcohol within eight hours after an accident, or until the post-accident test is complete, whichever occurs first.



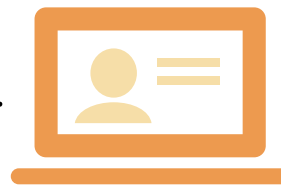
Testing positive for use of specified drugs or refusing to submit to a required alcohol or drug test.



A driver can complete a SAP program to remedy these violations or if they failed a drug test. Taking the proper steps to be in good standing will be reflected in their Clearinghouse account.



Random Drug & Alcohol Testing Program



Clearinghouse Account

Registering for a Random Drug & Alcohol Testing program does not mean that you have a Clearinghouse account. You must register for both separately.



HOW DO YOU CREATE A CLEARINGHOUSE ACCOUNT?

Fill out enrollment forms that are on our website:

[Click to download enrollment forms](#)

All About Trucks can assist you for a service fee.

However, if you want to do it on your own, and need more information you can visit the following website:

<https://clearinghouse.fmcsa.dot.gov/>



You must have designated All About Trucks or TransLab as your TPA if you are in the All About Trucks or Translab Random program.





QUERIES & CONSENT REQUESTS



As of January 6, 2020, employers and their designated consortium or third-party administrator are required to conduct queries for their current or prospective drivers. The purpose of the queries is to find out if those employees are prohibited from performing safety-sensitive functions, including operating a commercial motor vehicle due to an unresolved drug or alcohol program violation.



LIMITED QUERIES



FULL QUERIES

All queries require driver consent. The type of consent depends on the type of query.



THE CLEARINGHOUSE IMPROVES HIGHWAY SAFETY

- Makes it easier for employers to complete pre-employment and reporting obligations
- Makes it harder for drivers to hide drug and alcohol program violations from employers
- Assists roadside inspectors and other enforcement agencies to ensure drivers have received and completed the required treatment before allowing them to perform safety-sensitive functions, such as driving a truck
- Makes it easier for FMCSA to determine employer compliance regarding testing, investigations, and reporting regulations

NEXT SECTION

07: HOW TO HIRE A DRIVER



07

How to Hire a Driver



WHAT DO YOU DO WHEN IT'S TIME TO GROW YOUR TEAM?

All About Trucks offers guidance to carriers to help you get new hires ready for the road. If you have any questions about how we can support you in the hiring process, [contact us here](#).



HOW SHOULD DRIVERS APPLY?

There are many rules and regulations around commercial driving. We'll provide you with a thorough driver application so you can get the information you need up front.

Fill out the following driver application forms



[DRIVER APPLICATION PDF](#)



WHAT DO YOUR DRIVERS NEED TO START WORKING?

Your new driver must have many permits, registrations, and up-to-date documents before getting started. We've created a checklist you can use to make sure every driver has what they need.



[DRIVER CHECKLIST PDF](#)

