

OTA BRIEFING NOTE



September 2014

Tips to Avoid Delays in the Processing of Your IRP Applications

Background

To assist carriers in completing their IRP transactions as seamlessly as possible, the Ministry of Transportation (MTO) has provided OTA with a checklist of best practices.

Checklist of Best Practices

- (1.) Ensure you have all the required information and forms. [MTO's IRP website](#) has all of this information available. In addition, of particular value for carrier representatives is MTO's [IRP Carrier Manual](#).
- (2.) Ensure your IRP application forms are signed and completed.

Quick Tips – the effective date is either:

- 1.) The date you requested to have your application effective (or)
 - 2.) If it's a renewal then it's the 1st of the month following the expiry of your fleet.
- (3.) Check to see that you have all the required supporting documentation appropriate for the type of IRP transaction you are applying for (see list below). Without these documents MTO will be unable to process your application.
- Original Vehicle Portion of Vehicle Ownership (if the vehicle is being transferred, the reverse side must be completed)
 - Original Plate Portion of Vehicle Ownership
 - Original safety Standard Certificate (valid within 36 days from issuance)
 - Original NVIS/ Certificate of Title
 - Original Out of Province Vehicle Ownership
 - Return Plates (police report is required if one or both plates are not returned)
 - Emissions Test certificates – Please ensure each vehicle has a valid emissions test (if required). To confirm if a test is required, please contact the Drive Clean Program at 1-888-758-2999. If an emissions test is required and not presented, your transaction cannot be completed
 - Bill of Sale or Lease Agreement
- (4.) Once you have everything in order from the above list, you are ready to submit your application for processing to one of the IRP offices. Please fax your completed forms

and required documents to the IRP office that you deal with. Please note that a list of Ontario IRP offices with contact information is located in the MTO IRP carrier Manual (see section #5). It is recommended that you give yourself at least 5 business days lead time for your applications to be processed. The more lead time you can factor into your application, the less chance there is for disruptions to your trucking operations.

- (5.) Once your application has been processed you will receive an IRP fee notice (also called an invoice) from MTO by email or fax. At that time your invoice will list the credentials required for your application to be completed. Once you have these documents, you can then call to schedule an appointment to visit one of the IRP Offices.
- (6.) When you visit an IRP Office, please ensure you bring your IRP fee notice, method of payment, and any original required documents (see list in #3).
- (7.) MTO offers a number of methods of payment available to carriers:
 - Canadian Payments: Bank Draft, Canadian Cheque, Money Order, Credit Card (Visa, MasterCard, or American Express), cash in exact amount of invoice. Please note Credit Card Payments over \$50,000 are not acceptable, and only one Credit Card can be used. MTO now offers Pre-paid Accounts for Canadian payments. For more information, please contact your local IRP Office.
 - US Payments: U.S Cheque, Bank Draft, Money Order, pre-paid Account or U.S cash in exact dollar amount.
 - Please Note: For cash payments \$100 US bills are not accepted. U.S. coins are not accepted. A separate rounded total is listed on the IRP fee notice for U.S. cash payments. All other payment types must be made in the exact amount of invoice "Net Amount Due". Certified payments are required for the first full registration year.
 - All company cheques must be pre-printed with their name and address on them; and made payable to: Minister of Finance
- (8.) MTO is unable to complete the processing of your IRP applications until all required documents are payment in full is received.