

Government of Alberta

Prorate Services

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Calgary, AB
Canada T2E 7M8

Telephone (403) 297-2920
Fax (403) 297-2917
Email prorate@gov.ab.ca

To: New Prorate Clients

New Client applications – the following is required for first time applicants:

1. Agreement to Maintain Records
2. Established Place of Business Questionnaire
3. Estimated Distance Methods
4. Distance - Form 1
5. Vehicle - Form 2
6. Weight - Form 3

All of the above forms are on our web site <http://www.transportation.alberta.ca/3182.htm>.

Prorate application training is available free of charge to clients. Contact Prorate Services to arrange for an appointment. To call toll-free in Alberta dial 310-0000 then (403) 297-2920.

It is the responsibility of the client to consult the Legislation for the exact requirements prior to conducting operations. Below is a chart showing some common requirements:

Canada	International Fuel Tax Agreement (IFTA) license or Fuel Permit required for the following jurisdictions: BC, MB, ON, QC, NL, NS, NB and PEI.
Other requirements:	
AB	All prorated clients are required to have a Safety Fitness Certificate (SFC) with a “Federal” operating status. Contact (403) 340-5444 for more information or go to http://www.transportation.alberta.ca/499.htm . First time registrants for vehicles with a weight of 11,794 kg or greater may obtain a sixty (60) day temporary SFC from a registry office. Clients registering a vehicle 4,501 - 11,793 kg must first contact Carrier Services to obtain the required application form and information submitted.
BC	Financial Responsibility Number.
ON	Buses may require an operating authority. Contact the Ontario Highway Transport Board at (416) 326-6732.
QC	Clients doing business in Quebec need to register with Registraire des Entreprises Quebec at (877) 644-4545.
NB	Trucks are required to have proof of \$1 million in public liability and damage insurance. (\$2 million required if carrying dangerous goods.)
USA	Clients are required to contact the Federal Motor Carrier Safety Administration (FMCSA) at (207) 624-9000 or www.fmcsa.dot.gov . A federal United States Department of Transportation (USDOT) number is mandatory when traveling into the USA.
	Clients traveling into the USA require Unified Carrier Registration (UCR). www.ucr.in.gov . If you have any questions contact Montana IRP office at (406) 444-2998.
	US Federal Heavy Vehicle Use Tax – applicable on vehicles with a gross vehicle weight of 24,948 kgs/55,000 lbs and greater. Form 2290 may be obtained online at www.irs.gov/trucker .

NOTE: A *Fee Estimator* to help estimate prorated fees is available at <http://www.irponline.org/InfoExchange/FeeEstimator/>.