Société de l'assurance automobile du Québec
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REGISTRATION IN BRIEF

SEPTEMBER 2011

Distance Reporting

The time has come for distance reporting to renew the IRP registration of your vehicle fleet. Distance reporting is needed to license vehicles for travel outside Québec. The amount payable for registration is set on the basis of the distance reported.
This amount covers the registration fee, insurance premium, taxes and an administrative charge.

IMPORTANT

- You can now complete the distance reporting form online. Consult the Businesses page (French only) at **www.saaq.gouv.qc.ca/saaqclic/entreprises.**
- Under section 320 of the IRP international agreement, all estimated kilometres must be justified, otherwise the average per-vehicle kilometres travelled will be used and multiplied by the number of vehicles in the fleet.

How to report distance

1. Make an "X" in the Prorata column for each jurisdiction where you expect your vehicle(s) will travel during the coming registration year. These jurisdictions will be shown on the vehicle's registration certificate for IRP travel.
2. Enter either the actual or estimated number of km for a jurisdiction.
3. Describe the method used to estimate distances for jurisdictions where you expect your vehicle(s) will travel during the coming registration year. This only applies to estimating distance. Should you enter an estimate of distance for more than one jurisdiction, please use the calculation sheet enclosed with the Distance Reporting form.
4. Sign the form.

Jurisdictions must border one on the other for your distance report to be valid. See the map overleaf.

Actual or estimated km?

By **actual km**, we mean the distance travelled by your IRP-registered vehicle(s) during the reference period, that is, from July 1, 2010 to June 30, 2011. You must enter the exact km, not give approximate or rounded-off numbers.

Estimated km is the distance you expect your vehicle(s) to cover from April 1, 2012 through March 31, 2013. Only enter an estimate if not reporting actual distance. An estimate should be as accurate as possible, since you could be asked for supporting documentation.

Checking off a jurisdiction year after year where your vehicle(s) did not really travel could result in higher costs.

If a vehicle registered under IRP has travelled in a jurisdiction with a trip permit during the reference period, you must use the actual distance covered.

The SAAQ can refuse an unrealistic estimate and use the distance chart to determine the estimated number of kilometres.

Method of calculating estimated kilometres

To calculate the distance you expect your vehicle(s) to cover in a jurisdiction during the coming registration year, here is a suggested method:

estimated kilometres = the number of kilometres that will be traveled, per trip, in a jurisdiction times the number of trips expected during a year

For example, if you expect to be making trips in Connecticut and Delaware, as the sample form shows, calculate the distance as follows:

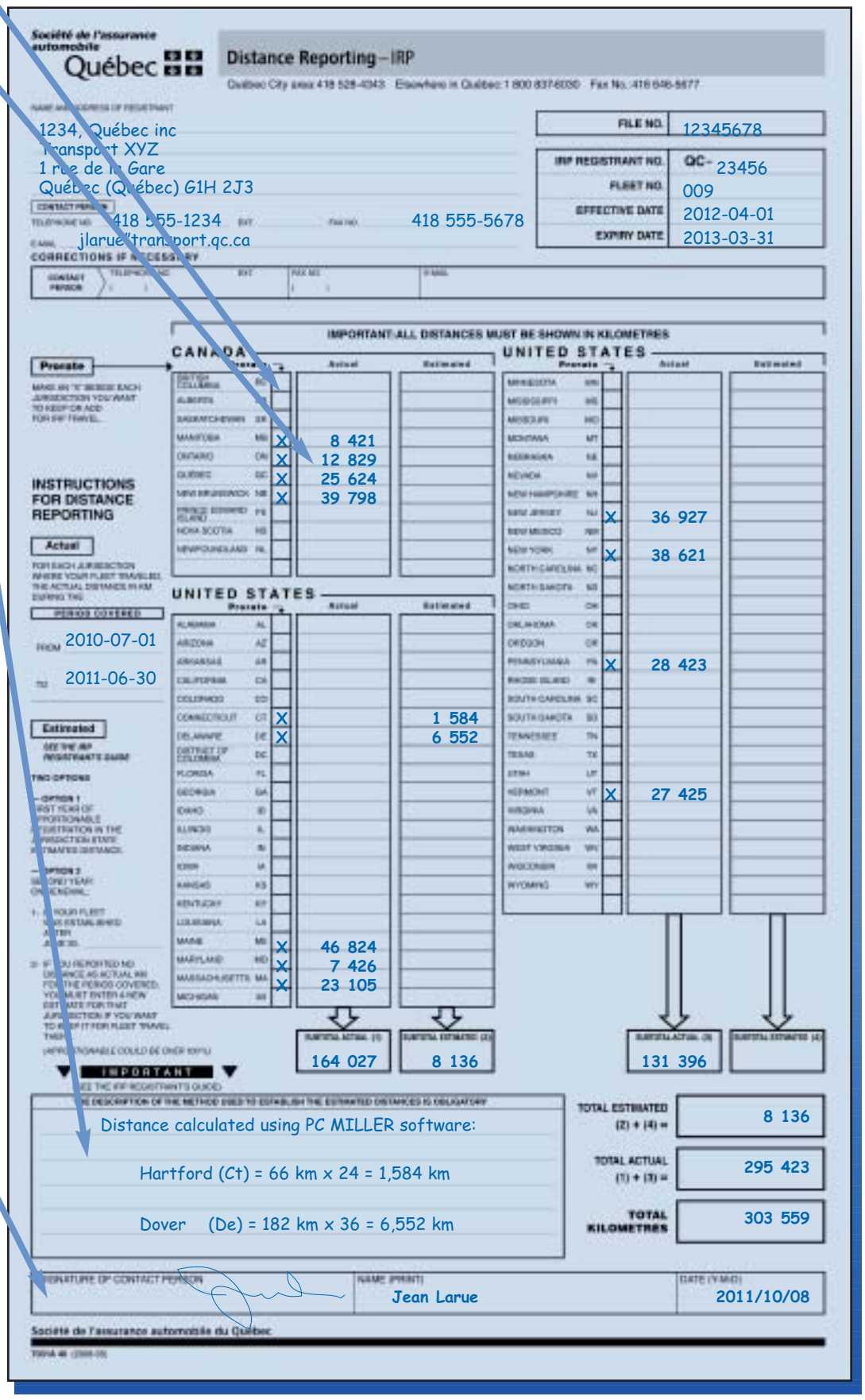
Connecticut (CT) = 66 km multiplied by 24 trips = 1 584 km

Delaware (DE) = 182 km multiplied by 36 trips = 6 552 km

IMPORTANT
Enter your calculation and the result on the form; or use the enclosed sheet.

The number of estimated kilometres reported in a jurisdiction must be for round-trips.

You can complete the *Distance Reporting - IRP* form in either of the following ways: online (www.saaq.gouv.qc.ca/saaqclic/entreprises) or on paper. Whichever you choose, make sure to fill out every section and send it via Internet or by mail before **November 18, 2011**.



Available at: www.saaq.gouv.qc.ca/immatriculation/irp/index.html

IRP Jurisdictions

Example of contiguous jurisdictions

Estimated Distance Chart

The table below is for reference purposes.

Canadian Jurisdictions	Code	Estimated Distance
Alberta	AB	1741
British Columbia	BC	1424
Manitoba	MB	1571
New Brunswick	NB	5062
Newfoundland	NL	842
Nova Scotia	NS	1357
Ontario	ON	41402
Prince Edward Island	PE	277
Québec	QC	79305
Saskatchewan	SK	1906

U.S. Jurisdictions	Code	Estimated Distance
Alabama	AL	752
Arizona	AZ	2152
Arkansas	AR	2098
California	CA	4136
Colorado	CO	885
Connecticut	CT	1743
Delaware	DE	382
District of Columbia	DC	9
Florida	FL	2658
Georgia	GA	2078
Idaho	ID	606
Illinois	IL	5026
Indiana	IN	4784
Iowa	IA	2613
Kansas	KS	334
Kentucky	KY	2263
Louisiana	LA	505
Maine	ME	3305
Maryland	MD	1479
Massachusetts	MA	3125
Michigan	MI	8483
Minnesota	MN	888
Mississippi	MS	602
Missouri	MO	2701
Montana	MT	1263
Nebraska	NE	3079
Nevada	NV	1608
New Hampshire	NH	3683
New Jersey	NJ	4391
New Mexico	NM	2145
New York	NY	25874
North Carolina	NC	2882
North Dakota	ND	513
Ohio	OH	5158
Oklahoma	OK	2089
Oregon	OR	796
Pennsylvania	PA	8427
Rhode Island	RI	171
South Carolina	SC	2159
South Dakota	SD	369
Tennessee	TN	1926
Texas	TX	4199
Utah	UT	1744
Vermont	VT	7194
Virginia	VA	5222
Washington	WA	936
West Virginia	WV	749
Wisconsin	WI	1751
Wyoming	WY	2702

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