



## 2024 Oregon IFTA Renewal Instructions (International Fuel Tax Agreement)

\*\*\* YOUR CURRENT IFTA LICENSE EXPIRES DECEMBER 31, 2023 \*\*\*

***Oregon Motor Carriers must keep their USDOT status up-to-date and in good standing with FMCSA or will not be allowed to renew until deficiencies are corrected.***

### If You Are NOT Renewing Your IFTA License

- ◆ Check the **Do Not Renew for 2024** box, indicate the close effective date, then sign and return the Renewal form.

### If There Was a Change in Ownership (for example, an individual to a partnership):

- ◆ Check the **Ownership Change** box and the **Do Not Renew** box. Indicate the close effective date, then sign and return the Renewal. To establish a new Motor Carrier account, contact our registration department at (503) 378-6699. **Now is the time to make changes without incurring additional licensing fees!**

### To Renew Online

- ◆ Login to our [Oregon Trucking Online \(TOL\)](#) website click on **Renewals**. If you need a Login PIN, click on the [Sign up for a PIN](#) tab. When you renew online, electronic credentials are issued immediately. Your 2024 IFTA decals will be sent by mail. Online renewal is available through February 2024. **Registrant accounts cannot renew online.**

### To Renew by Mail

- ◆ **Incomplete or unpaid renewals will be returned unprocessed.**
  - Use blue or black ink.
  - Indicate any changes to your address or telephone number.
  - Confirm the **Maintains Bulk Storage of Fuel** status on your Renewal and indicate corrections.
  - Designate the number of IFTA qualified vehicles.
  - Sign and date the Renewal. Keep a copy for your records.
  - Enclose the required fee** and make the check payable to ODOT/CCD.
  - Mail Renewal with payment to the address shown at the top of this page.

A license and decals for 2024 will be issued if your 2023 IFTA license has not been revoked or canceled, and all deficiencies on account have been paid. **If there are deficiencies on your IFTA account, your Renewal will be held for processing or returned.** License fees included with the Renewal may be used to satisfy deficiencies if your account is revoked.

### To Determine Your Renewal Fee

- ◆ Use the fee chart below. The annual license fee is determined by the number of IFTA qualified vehicles in your fleet. Vehicles with a gross weight of 26,000 pounds and under do not qualify for IFTA licensing unless the power unit has three or more axles or are used in a combination that exceeds 26,000 pounds gross weight.

**The Number of Decals Issued Will Reconcile with the Number of IFTA Qualified Vehicles Registered!**

NUMBER OF VEHICLES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16-20	21 & over
REGULAR FEE	\$280	\$295	\$310	\$325	\$340	\$355	\$370	\$385	\$400	\$415	\$430	\$445	\$460	\$475	\$490	\$525	\$575
FARM FEE	<b>\$50 FLAT FEE</b> Note: More than 50% of your IFTA qualified vehicles must be Farm plated.																

## To Qualify For The Farm Rate

- ◆ **More than half** of the IFTA qualified vehicles you operate must have Oregon farm plates. **Include your Farm Identification Number** on the Renewal. Your farm rate qualification may be verified at any time. If we find that you do not qualify for the farm rate, you will be charged additional licensing fees based on the number of vehicles you operate. Non-payment of additional fees may result in revocation of your IFTA license.

## Annual Filers

- ◆ If you traveled outside of Oregon for a combined total of **5,000** IFTA miles or more, your reporting period will be changed to quarterly filing. If this occurs, you will receive notification and quarterly tax return forms.

## IFTA Decal Placement

- ◆ Each qualified motor vehicle will be issued two IFTA decals. One decal will be placed on the rear exterior portion of the cab's passenger side. The second decal will be placed in the same position on the driver's side. **See back of decal for application instructions.**

### \* Display Grace Period \*\*

Carriers who have RENEWED their IFTA license have a two-month grace period (January and February) to display their 2024 IFTA license and decals.

## IFTA License Distribution

- ◆ The IFTA license must be carried in each qualified motor vehicle. You must make copies of the IFTA license if needed, as **Oregon Will Issue One IFTA License.**

## Electronic Credentials

- ◆ An electronic copy of your IFTA license may be carried in each IFTA qualified motor vehicle in place of a paper credential. A **legible** electronic credential is acceptable in all IFTA member jurisdictions.
- ◆ If you complete your Renewal online, an electronic credential will be issued and made available upon completion. If your Renewal is processed by mail or at a CCD counter, you may obtain an electronic credential by logging into [Oregon Trucking Online \(TOL\)](#) and clicking on the following:
  - IFTA – Show
  - IFTA Reprint License
  - Year 2024

## To Request Additional Decals Throughout the Year.

- ◆ Submit a Request for Additional Oregon IFTA Decals (Form 9744) or submit your request on Oregon Trucking Online. Additional decal requests may require an additional fee based on the number of IFTA qualified vehicles operating in your fleet.

## Recordkeeping

- ◆ IFTA recordkeeping requirements may exceed the retention period of your electronic logging device (ELD). IFTA records must be maintained for a period of four years. A detailed list of requirements is available on our [Recordkeeping web page](#).

## To Renew In Person

- ◆ **Appointments Will Be Given Priority.** Standby services may result in a long wait time or having to return another day. To make an appointment, contact one of the following registration offices:

### Commerce and Compliance Salem Headquarters

455 Airport Road SE, Building A  
Salem OR 97301  
Phone: 503-378-6699  
Fax: 503-378-5765

### Portland Metro Office \*New location \*

18277 Boones Ferry Road  
Portland OR 97224  
Phone: 971-673-5900  
Fax: 971-673-5893

**For additional assistance with your IFTA Renewal, contact the Oregon IFTA Unit at 503-373-1634.**