

ALLOCATED PERM FLEET , ARIZONA–SCHEDULE B INSTRUCTIONS

(Arizona-Schedule B must be completed as follows. See attached sample form.)

1. **License Year:** List the year for which you are registering your vehicles.
 2. **Reporting Period:** Report July 1st through June 30th of the preceding reporting year (see attached chart).
 3. **Company/Individual Name:** Name of company or individual. Vehicles must be registered in the same name as the Allocated Company name.
 4. **Doing Business As (DBA):** Name under which applicant does business, if different from Applicant Name.
 5. **Federal EIN:** An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. You may apply for an EIN online at [irs.gov](https://www.irs.gov), or contact the Internal Revenue Service at 800.829.4933.
 6. **Fleet Account Numbers:** For an original application, the Fleet Account Number will be assigned by the Fleet Services Unit. If you know your account number, include all six digits; if unknown, leave blank. Allocated companies can elect to have a maximum of four fleet accounts, with different expiration dates.
 7. **Arizona Physical Address Where Business is Located:** Arizona physical/street address including city and zip code (PO Box will not be accepted).
 8. **Mailing Address:** Enter address if different from the physical address.
 9. **Contact Person:** Name of person that can be contacted regarding this application.
 10. **Contact Phone:** Telephone number of the contact person.
 11. **Gross Revenue:** List gross revenue for the reporting period July 1st through Jun 30th (in whole dollars) for each jurisdiction where a transaction occurred. AZ–Arizona has a maximum of four spaces for Gross Revenue and % (percentages), depending on the number of fleet accounts held by the company. Each fleet account will be listed separately for Arizona, for the reporting period in box 1.
 12. **%:** Determine each jurisdiction's percentage by dividing each jurisdiction's Gross Revenue (box 11) by the Total-All Jurisdictions (box 15).
 13. **AZ–TTL Gross Rev.–Whole Dollars:** Determine the total Arizona gross revenue by adding boxes a through d.
 14. **AZ–TTL Gross Rev.–%:** Total Arizona Gross Revenue (box 13) divided by Total–All Jurisdictions (box 15).
 15. **Total–All Jurisdictions:** The total of all jurisdictions for Gross Revenue should equal 100% of the fleet revenue.
 16. **Total Fleet Vehicles:** Provide the actual count of the vehicle inventory (including all vehicles in the fleet) in all jurisdictions. Include all vehicles that were in the fleet 90 days prior to the Reporting Period.
 17. **Acquisitions:** Estimate the number of vehicles in all jurisdictions to be added during the registration year.
 18. **Estimated Total Fleet Vehicles:** Add box 16 and box 17 to obtain this total.
 19. **Estimated AZ Fleet Vehicle Total:** Multiply the Estimated Total Fleet Vehicles (box 18) by the Arizona percentage (box 14), to determine the total number of vehicles to be registered in Arizona.
 20. **Class A/B/C Vehicles:** These three classes of vehicles are established based upon the Manufacturer's Suggested Retail Price (MSRP) or Factory List Price (FLP) of the new vehicle.
 21. **Total Fleet:** Take Estimated Total Fleet Vehicles (box 18) and determine the number of vehicles to be included in each class.
 22. **% of Total Fleet:** Divide each Class of Vehicle (box 21) by the Estimated Total Fleet Vehicles (box 18). Round to the nearest whole number.
- Note:** Round to the nearest whole number for each class of vehicles. For numbers 5 or greater, round up; numbers 4 or less, round down. Examples: 21.5 should be rounded to 22; 35.3 should be rounded to 35.
23. **AZ Veh. To Register:** Multiply each % of Total Fleet (box 22) by Estimated AZ Fleet Vehicle Total (box 19) to determine the total number of vehicles in each class to be registered in Arizona.
 24. **Preparer Name:** Print the name of the person completing the application.
 25. **Preparer Signature:** Must be signed by person completing the application.

ALLOCATED PERM FLEET, ARIZONA–SCHEDULE B
REPORTING PERIOD

Reporting Period identifies the twelve consecutive months that are used to determine the mileage percentages developed on the registration application. It is always the first consecutive July 1st through June 30th period prior to the first month of the registration year being requested. Please use the chart below to identify the Reporting Period to use in your registration application.

If the Renewal Cycle is:	Then Reporting Period is:
January 2009 – December 2009	July 1, 2007 – June 30, 2008
February 2009 – January 2010	July 1, 2007 – June 30, 2008
March 2009 – February 2010	July 1, 2007 – June 30, 2008
April 2009 – March 2010	July 1, 2007 – June 30, 2008
May 2009 – April 2010	July 1, 2007 – June 30, 2008
June 2009 – May 2010	July 1, 2007 – June 30, 2008
July 2009 – June 2010	July 1, 2007 – June 30, 2008
August 2009 – July 2010	July 1, 2007 – June 30, 2008
September 2009 – August 2010	July 1, 2007 – June 30, 2008
October 2009 – September 2010	July 1, 2008 – June 30, 2009
November 2009 – October 2010	July 1, 2008 – June 30, 2009
December 2009 – November 2010	July 1, 2008 – June 30, 2009

January 2010 – December 2010	July 1, 2008 – June 30, 2009
February 2010 – January 2011	July 1, 2008 – June 30, 2009
March 2010 – February 2011	July 1, 2008 – June 30, 2009
April 2010 – March 2011	July 1, 2008 – June 30, 2009
May 2010 – April 2011	July 1, 2008 – June 30, 2009
June 2010 – May 2011	July 1, 2008 – June 30, 2009
July 2010 – June 2011	July 1, 2008 – June 30, 2009
August 2010 – July 2011	July 1, 2008 – June 30, 2009
September 2010 – August 2011	July 1, 2008 – June 30, 2009
October 2010 – September 2011	July 1, 2009 – June 30, 2010
November 2010 – October 2011	July 1, 2009 – June 30, 2010
December 2010 – November 2011	July 1, 2009 – June 30, 2010

ALLOCATED PERM FLEET, ARIZONA—SCHEDULE B SAMPLE SCENARIO

Customer has a fleet of 625 vehicles total, allocated in four states: AZ-250 vehicles; NM-175 vehicles; CA-150 vehicles; TX-50 vehicles. Within the coming year, customer projects to acquire an additional 200 vehicles, of which 55 will be placed in the Arizona Fleet bringing the Estimated AZ Fleet Vehicle Total to 305.

For the purposes of this scenario, the **total gross revenue** that will be reported from all four states is **\$800,000** (box 15), where: AZ is 30%; NM is 25%; CA is 33% and TX is 12%.

In Arizona, the fleet has four accounts with various expiration dates, and the breakdown is as follows:

AZ Fleet	Gross Revenue
a.	\$65,000
b.	\$35,000
c.	\$45,000
d.	\$95,000
(box 13) Total Gross Revenue: \$240,000	

(box 11)

NOTE: Not all companies will have four AZ fleet accounts. Only provide the Gross Revenue (a–d) for the number of Arizona fleet accounts that correspond to your company.

AZ % of Revenue for entire allocated fleet throughout four states is: **30%** (box 14)

Total allocated fleet vehicle value breakdown:

Vehicle Value	Current Fleet Vehicles	Anticipated Acquisitions During Registration Year	Estimated Total Fleet Vehicles
Class A Vehicles: \$24,999 or less	200	85	285
Class B Vehicles: \$25,000 - \$39,999	300	55	355
Class C Vehicles \$40,000 or above	125	60	185
Total	625 (box 16)	200 (box 17)	825 (box 18)

(box 21)

Estimated total fleet vehicles after purchase is 825, so, Estimated AZ Fleet Vehicle Total is $825 \times 30\% = \mathbf{247.50}$ (box 19)

Based on this scenario and the numbers provided above, this table shows the values that should be reflected in boxes 22 and 23, indicating that 247 vehicles of the total allocated fleet (all jurisdictions) should be registered in Arizona.

Vehicle Value	% of Total Fleet (box 22)	AZ Veh. To Register (box 23)
Class A Vehicles: \$24,999 or less	35% ($285/825 = .3455$)	87 ($.35 \times 247.5 = 86.6250$)
Class B Vehicles: \$25,000 - \$39,999	43% ($355/825 = .4303$)	106 ($.43 \times 247.5 = 106.4250$)
Class C Vehicles \$40,000 or above	22% ($185/825 = .2243$)	54 ($.22 \times 247.5 = 54.4500$)
Calculations for (box 22) & (box 23)	.35+.43+.22 = 100%	87 + 106 + 54 = 247

**ALLOCATED PERM
FLEET**
Arizona - Schedule B

License Year	Reporting Period July 1, _____ thru June 30, _____
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Company/Individual Name			Doing Business As (DBA)			Federal EIN			Fleet Account Numbers		
Arizona Physical Address Where Business is Located			Mailing Address (if different from physical address)			Contact Person			a.		
City State Zip Code AZ			City State Zip Code			Contact Phone ()			b.		
									c.		
									d.		

Jurisdiction	Gross Revenue (In Whole Dollars)	%	Jurisdiction	Gross Revenue (In Whole Dollars)	%	Jurisdiction	Gross Revenue (In Whole Dollars)	%	Jurisdiction	Gross Revenue (In Whole Dollars)	%
AL – Alabama			LA – Louisiana			PA – Pennsylvania			AB – Alberta		
AZ – Arizona – a.			ME – Maine			RI – Rhode Island			BC – British Columbia		
AZ – Arizona – b.			MD – Maryland			SC – South Carolina			MB – Manitoba		
AZ – Arizona – c.			MA – Massachusetts			SD – South Dakota			NB – New Brunswick		
AZ – Arizona – d.			MI – Michigan			TN – Tennessee			NF – Newfoundland		
AZ – TTL Gross Rev.			MN – Minnesota			TX – Texas			NS – Nova Scotia		
AR – Arkansas			MS – Mississippi			UT – Utah			NT – Northwest Terr.		
CA – California			MO – Missouri			VT – Vermont			ON – Ontario		
CO – Colorado			MT – Montana			VA – Virginia			PQ – Quebec		
CT – Connecticut			NE – Nebraska			WA – Washington			SK – Saskatchewan		
DE – Delaware			NV – Nevada			WV – West Virginia					
DC – Dist of Columbia			NH – New Hampshire			WI – Wisconsin					
FL – Florida			NJ – New Jersey			WY – Wyoming					
GA – Georgia			NM – New Mexico								
ID – Idaho			NY – New York								
IL – Illinois			NC – North Carolina								
IN – Indiana			ND – North Dakota								
IA – Iowa			OH – Ohio								
KS – Kansas			OK – Oklahoma								
KY – Kentucky			OR – Oregon						Total – All Jurisdictions		100%

Total Fleet Vehicles	Class A Vehicles: List Price \$24,999 or less	Total Fleet**	% of Total Fleet	AZ Veh. To Register	I certify that the information on this application is true and correct, and that I am authorized to sign for the company.	
Acquisitions*	Class B Vehicles: \$25,000-\$39,999	Total Fleet**	% of Total Fleet	AZ Veh. To Register		Preparer Name
Estimated Total Fleet Vehicles	Class C Vehicles: \$40,000 and above	Total Fleet**	% of Total Fleet	AZ Veh. To Register		Preparer Signature
Estimated AZ Fleet Vehicle Total	*Anticipated during the registration year **Total number of fleet vehicles in all jurisdictions					Title