



South Carolina Department of Motor Vehicles

NEW IRP ACCOUNT CHECKLIST

IRP-8
(Rev. 11/18)

CONTACT MOTOR CARRIER SERVICES AT (803) 896-3870 OR MCSINFOIRP.IFTA@SCDMV.NET FOR FURTHER INFORMATION

APPLICATION/BUSINESS NAME:	IRP CUSTOMER NUMBER:
VERIFIED BY:	FLEET NUMBER:
VEHICLE OWNER:	USDOT NUMBER:

IN ORDER TO OPEN AN IRP ACCOUNT YOU MUST HAVE A USDOT NUMBER AND A VEHICLE TITLED IN THE APPLICANT OR BUSINESS NAME.

The following items were received/verified in accordance to IRP procedures for the above apportioned account/fleet.

- Schedule A Application**
- New Vehicle(s)**
 - Title/MCO
 - Title Application
 - Bill of Sale(s)
 - Excise Tax
 - Proof of Insurance
 - Receipt for HVUT/2290
 - Financial Lease Agreement (Lease to Purchase, if applicable)
 - Operational Lease Agreement indicating USDOT Number and Motor Carrier Authority Number Responsible for Safety
- Road Use Fee:** Apportionable vehicles with a GVW of 26,000 lbs or less must provide a current year paid property tax receipt from the county or Affidavit & Notification of Sale of Motor Vehicle from the dealer. Apportionable vehicles with a GVW of 26,001 lbs will pay the Road use Fee at the time of registration to SCDMV.
- Schedule B**
 - Is carrier new to IRP? Yes No
 - If no, is carrier using actual distance or Average Per Vehicle Distance (APVD)? Yes No

VERIFIED BASING REQUIREMENTS:

Established Place of Business in South Carolina

- Physical Structure
- Physical Address
- Staffed by permanent employee(s)
- Open during normal business hours
- Records available

Proof of Residency, applicant must have a valid South Carolina Driver's License and 3 of the following documents. All documents must have the same name and the same address.

- South Carolina Incorporated/registered to conduct business in South Carolina
- Vehicle titled in base Jurisdiction or Financial Lease Agreement
- Most Recent Utility Bill (gas, electric, water/sewer, garbage)
- Current Year Home or Business Rental Agreement
- Prior Year State Income Taxes (Applicant)
- Prior Year Federal Income Taxes (Applicant)
- Prior Year Paid County Real Estate and/or Property Tax Receipt (Home and Auto Only)
- South Carolina intrastate vehicle base plate changing to IRP Apportioned Plate**
 - Must turn in Intrastate Plate
- MC-7 Agreement to Prepare and Maintain Records**
- MC-25 Power of Attorney**

After the account is established, a MC-25, Power of Attorney, is required for anyone who will conduct business on behalf of the account holder.
- MC-26 Motor Carrier Web Entry Access Application**

CARRIER HAS BEEN PROVIDED WITH A COPY OF THE SC IRP/IFTA MOTOR CARRIER SERVICES MANUAL AND SIGNIFIES WITH THEIR INITIALS.

CARRIER'S INITIAL