South Carolina Department of Motor Vehicles

NEW IRP ACCOUNT CHECKLIST

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

<table>
<thead>
<tr>
<th>APPLICATION/BUSINESS NAME:</th>
<th>IRP CUSTOMER NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>VERIFIED BY:</td>
<td>FLEET NUMBER:</td>
</tr>
<tr>
<td>VEHICLE OWNER:</td>
<td>USDOT NUMBER:</td>
</tr>
</tbody>
</table>

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 or greater 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 OR HAS BEEN INSTRUCTED THAT THE MCS MANUAL CAN BE OBTAINED AT WWW.SCDMVONLINE.COM AND SIGNIFIES WITH THEIR INITIALS.

CARRIER'S INITIAL