



# South Carolina Department of Motor Vehicles

IFTA-13  
(10/19)

## NEW IFTA ACCOUNT CHECKLIST

CONTACT MOTOR CARRIER SERVICES AT (803) 896-3870 FOR FURTHER INFORMATION

APPLICANT/BUSINESS NAME:	IFTA CUSTOMER NUMBER:
VERIFIED BY:	FLEET NUMBER:
USDOT NUMBER:	

- **IN ORDER TO OPEN AN IFTA ACCOUNT, YOU MUST HAVE A VEHICLE TITLED IN THE APPLICANT OR BUSINESS NAME.**
- **EVERY OWNER OF A CMV SUBJECT TO REGISTRATION SHALL MAKE APPLICATION TO DMV ON APPROPRIATE FORMS AND THE FORMS MUST BEAR THE SIGNATURE OF THE OWNER AS STATED IN SC CODE OF LAW SECTION 56-3-230.**
- **THE OWNER OPERATOR MUST PROVIDE AN OPERATIONAL LEASE AGREEMENT, IRP-9, TO SHOW THE COMPANY RESPONSIBLE FOR THE SAFETY OF THE VEHICLE.**

The following items were received/verified in accordance to IFTA procedures for the above account/fleet:

- IFTA-1 APPLICATION
- USDOT NUMBER FOR CARRIER
- MC-7 AGREEMENT TO PREPARE AND MAINTAIN RECORDS
- VEHICLE LISTING

### 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 Articles of Incorporation (registered to conduct business in South Carolina)
- Vehicle titled in base jurisdiction or Financial Lease Agreement
- Applicant’s current year residence or business rental agreement
- Most recent utility bill: landline phone (no cell phone), gas, electric, water/sewer OR garbage
- Applicant’s prior year state OR federal income taxes
- Prior year paid county auto and/or residence property tax receipt or most recent mortgage statement
- Current year business license

**MC-7 Agreement to Prepare and Maintain Records**

**MC-25 Power of Attorney**

After the account is established, a Power of Attorney, MC-25, is required to anyone who will conduct business on behalf of the account holder.

CARRIER HAS BEEN PROVIDED WITH A COPY OF THE SC IRP/IFTA MOTOR CARRIER SERVICES MANUAL OR HAS BEEN INSTRUCTED THE MCS MANUAL CAN BE OBTAINED AT [WWW.SCDMVONLINE.COM](http://WWW.SCDMVONLINE.COM) AND SIGNIFIES WITH THEIR INITIALS.

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CARRIER’S INITIALS