



Applicant's Renewal Checklist

If there were any changes within the last twelve (12) months to the business street address shown on your account, you must provide proof where you lease or own property in Tennessee or proof that you are a resident of Tennessee.

To ensure immediate processing, the following information shall be required when submitting a Renewal Schedule A.

1. A Motor Carrier Power of Attorney if someone other than a representative of the company completes the application.
2. A copy of the lease agreement, if the vehicle is leased.
3. A stamped copy of the Schedule 1 (Form 2290) Heavy Highway Vehicle Use Tax is required for all vehicles with a combined gross weight of 55,000 lbs or more, or a copy of the 2290 along with the front and back of the cancelled check or a copy of the PDF file that was filed electronically. The PDF document will have a special watermark on the Schedule 1 (Form 2290) which indicates "IRS e-file" and indicates "Received MM/DD/YYYY." Carriers that report twenty-five (25) or more vehicles are required to file electronically.
4. Proof of Tennessee title for the vehicles being renewed. Note: If a title number is shown on the Renewal-Schedule A, the attached forms are **not** necessary.
 - A valid copy of the Application for Certificate of Title and Registration or a valid copy of the Tennessee Department of Revenue Vehicle Services Multi-Purpose Application from the County Clerk's office, or
 - A copy of the Tennessee title, or
 - A copy of the front and back of the valid out-of-state certificate of title