

# Applicant's IRP Renewal Checklist

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To ensure immediate processing, the following information is required for IRP renewal:

- Completed IRP Schedule B Form** – Required for the following account types:
  - Own Authority with Owner Operators
  - Leased to another company without an IFTA Account
  
- Proof of Heavy Highway Vehicle Use Tax (HVUT)** - Required for vehicles with a combined gross weight of 55,000 lbs or more. Acceptable proof includes an IRS receipted\* HVUT Form 2290, Schedule 1 (must provide a copy of the receipted return legibly stamped by the IRS Cincinnati Service Processing Center or any IRS field assistance center or an IRS receipted Schedule 1 of Form 2290 when the form is electronically filed, with e-File watermark.) Carriers reporting 25 or more vehicles are required to file electronically. All IRP registered VINs with correct weight categories should be included on the HVUT form.

*\*In lieu of a receipted copy, a non-receipted copy of Form 2290, Schedule 1 is acceptable along with a copy of both sides of the canceled check used for payment or an IRS printout of the taxpayer's account showing the amount of tax paid.*
  
- USDOT Lease Agreement** – Required for "Registrant Only" IRP accounts (those not operating under their own USDOT and/or Motor Carrier number.)
  
- Power of Attorney** – Required if someone other than a representative of the company completes the application.
  
- IRP Schedule A Amendment** – Required for fleet changes, Depending on the fleet change, the following support documentation must be supplied:
  - For fleet additions, supply proof of title
  - To transfer registration from one vehicle in fleet to a new vehicle, supply proof of title and cab card for transferred registration
  - For fleet unit changes, only the completed amendment must be supplied.
  
- Proof of Residency/Established Place of Business** – Required if the address of the account holder has changed in the last 12 months.