

Applicant's Schedule B (IRP Renewal) Checklist

To ensure immediate processing, the following information is required when submitting a
Schedule B:

1. 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 25 or more vehicles are required to file electronically.
2. If there were any changes within the last 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.
3. A **Power of Attorney** is required if someone other than a representative of the company completes the application.
4. A copy of the **lease agreement** is required if the vehicle is leased.

Notes:

- To add a unit to your IRP fleet, submit a [Schedule A Amendment](#) along with proof of title.
- To transfer registration from one vehicle in your fleet to a new vehicle, submit a [Schedule A Amendment](#) along with proof of title and the cab card for the vehicle from which you are transferring the registration.
- To change information about a unit in your fleet – for example, the owner equipment number, USDOT number responsible for safety, or gross combined weight - submit a [Schedule A Amendment](#).