



**South Carolina Department of Motor Vehicles**  
**NEW IFTA ACCOUNT CHECKLIST**

**IFTA-13**  
(Rev. 2/16)

<b><u>Applicant/Business Name:</u></b>	<b><u>Customer Number:</u></b>
<b><u>Verified By:</u></b>	<b><u>Fleet Number:</u></b>

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

1.  IFTA-1 Application
2.  US DOT Number for Carrier
3.  MC-7 Agreement to Prepare and Maintain Records
4.  Vehicle Listing

**VERIFIED BASING REQUIREMENTS:**

**5. Established Place of Business in South Carolina**

- |   |  |
|---|--|
| <input type="checkbox"/> Physical Structure               | <input type="checkbox"/> Open during normal business hours |
| <input type="checkbox"/> Physical Address                 | <input type="checkbox"/> Records available                 |
| <input type="checkbox"/> Staffed by permanent employee(s) |  |

**6. Proof of Residency, applicant must have at least 3 of the following documents.**

- |  |   |
|--|---|
| <input type="checkbox"/> Incorporated/registered to conduct business in South Carolina | <input type="checkbox"/> State Income Taxes (Applicant)   |
| <input type="checkbox"/> Vehicle titled in base Jurisdiction                           | <input type="checkbox"/> Federal Income Taxes (Applicant) |
| <input type="checkbox"/> Utility Bill (gas and or electric)                            | <input type="checkbox"/> Real Estate (Property Tax)       |
| <input type="checkbox"/> Rental Agreement  |   |

**7.  Provided Carrier with copy of SC IRP/IFTA Instruction Manual**

\_\_\_\_\_ (Carrier's Initials)