



**NEW IFTA ACCOUNT CHECKLIST**

CONTACT MOTOR CARRIER SERVICES AT (803) 896-3870 OR [MCSINFOIRP.IFTA@SCDMV.NET](mailto:MCSINFOIRP.IFTA@SCDMV.NET) 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 USDOT NUMBER AND A VEHICLE TITLED IN THE APPLICANT OR BUSINESS NAME.***

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 Incorporated/registered to conduct business in South Carolina
- Vehicle titled in base Jurisdiction or Financial Lease Agreement
- Current Year Home or Business Rental Agreement
- Most Recent Utility Bill (gas, electric, water/sewer, garbage)
- Prior Year State Income Taxes (Applicant)
- Prior Year Federal Income Taxes (Applicant)
- Prior Year Paid County Real Estate and/or Property Tax Receipt (Home and Auto Only)
- MC-25 Power of Attorney**  
After the account is established, a MC-25, Power of Attorney, is required for anyone who will conduct business on behalf of the account holder.
- MC-26 Motor Carrier Web Entry Access Application**

**CARRIER HAS BEEN PROVIDED WITH A COPY OF THE SC IRP/IFTA MOTOR CARRIER SERVICES MANUAL AND SIGNIFIES WITH THEIR INITIALS.**

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CARRIER'S INITIALS