



South Carolina Department of Motor Vehicles

NEW IRP ACCOUNT CHECKLIST

IRP-8
(Rev. 2/16)

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

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

1. **Schedule A Application**

2. **New Vehicle(s)**

<input type="checkbox"/> Title/MCO	<input type="checkbox"/> Proof of Insurance
<input type="checkbox"/> Title Application	<input type="checkbox"/> Receipt for HVUT/2290
<input type="checkbox"/> Bill of Sale(s)	<input type="checkbox"/> Lease Agreement (if applicable)
<input type="checkbox"/> Excise Tax	<input type="checkbox"/> US DOT Number for Motor Carrier responsible for Safety

3. **Property Taxes:** Apportionable vehicles with a GVW of 26,000 lbs or less must provide a current year paid property tax receipt from the county or Affidavit & Notification of Sale of Motor Vehicle from the dealer.

4. **Schedule B**
 Is carrier new to IRP? Yes No
 If no, is carrier using actual distance or Average Per Vehicle Distance (APVD)? Yes No

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. **South Carolina intrastate vehicle to IRP**
 Turn in intrastate Plate

8. **MC-7 Agreement to Prepare and Maintain Records**

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

(Carrier's Initials)