



# South Carolina Department of Motor Vehicles

## NEW IRP ACCOUNT CHECKLIST

**IRP-8**  
(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 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**

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(Carrier's Initials)