



# South Carolina Department of Motor Vehicles

## NEW IRP ACCOUNT CHECKLIST

**IRP-8**  
(1/2019)

**CONTACT MOTOR CARRIER SERVICES AT (803) 896-3870 OR [MCSINFOIRP.IFTA@SCDMV.NET](mailto:MCSINFOIRP.IFTA@SCDMV.NET) FOR FURTHER INFORMATION**

<b>APPLICATION/BUSINESS NAME:</b>	<b>IRP CUSTOMER NUMBER:</b>
<b>VERIFIED BY:</b>	<b>FLEET NUMBER:</b>
<b>VEHICLE OWNER:</b>	<b>USDOT NUMBER:</b>

**IN ORDER TO OPEN AN IRP 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 IRP procedures for the above-apportioned account/fleet.

- Schedule A Application**
- New Vehicle(s)**
  - Title/MCO
  - Title Application
  - Bill of Sale(s)
  - Excise Tax
  - Proof of Insurance
  - Receipt for HVUT/2290
  - Financial Lease Agreement (Lease to Purchase, if applicable)
  - Operational Lease Agreement indicating USDOT Number and Motor Carrier Authority Number Responsible for Safety
- Road Use Fee:** 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. Apportionable vehicles with a GVW of 26,001 lbs or greater will pay the Road use Fee at the time of registration to SCDMV.
- 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:**

**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
- Most Recent Utility Bill (gas, electric, water/sewer, garbage)
- Current Year Home or Business Rental Agreement
- 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)
- South Carolina intrastate vehicle base plate changing to IRP Apportioned Plate**
  - Must turn in Intrastate Plate
- MC-7 Agreement to Prepare and Maintain Records**
- 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 OR HAS BEEN INSTRUCTED THAT THE MCS MANUAL CAN BE OBTAINED AT [WWW.SCDMVONLINE.COM](http://WWW.SCDMVONLINE.COM) AND SIGNIFIES WITH THEIR INITIALS.**

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**CARRIER'S INITIAL**