

# Processing new “IFTA” and “IRP” Accounts during COVID-19

## **\*\*New Accounts\*\***

During this time of social distancing, the SCDMV is committed to offering as many services online as possible. Please note the following guidance when completing the following transactions electronically.

If you already have your vehicles titled in South Carolina and just need to open a new IRP or IFTA account, you will provide a copy of the title, the title receipt, or a copy of the bill of sale/ invoice with the new account paperwork specified below. If you need to title the vehicles, please reference the instructions for titling in the “Titling a vehicle with Motor Carrier Services during COVID-19” instructions.

1. Send the documents specified below to [MCSNewIRP.IFTA@scdmv.net](mailto:MCSNewIRP.IFTA@scdmv.net). The subject line of the e-mail should say “SPOT.” If the subject line is incorrect, processing will be delayed.

**All of this documentation must be sent from the new account holder’s e-mail address**, which must be the same e-mail address listed on the application. The account must be established/paid out by the account holder. Once the account is established, the third party listed on the MCS-POA may conduct business for the account holder.

The SCDMV must have all documentation specified above before it can proceed with creating the new account.

For opening a new IRP account, see #2 below. For opening a new IFTA account, see #3 below.

### **Opening a new IRP account**

2. The following documents must be attached to the e-mail for all new IRP account applications:
  - ✓ [New IRP Account Checklist \(SCDMV Form IRP-8\)](#)
  - ✓ [Schedule A/E](#)
  - ✓ [Schedule B](#)
  - ✓ [Motor Carrier Web Entry Access Application \(SCDMV Form MC-26\)](#)
  - ✓ [Agreement to Prepare and Maintain Records \(SCDMV Form MC-7\)](#)
  - ✓ Three proofs of residency, showing the same name and physical address.  
The options for demonstrating residency are outlined on the New IRP Account Checklist (IRP-8). No exceptions will be made for this requirement.

The following documents must be attached to the e-mail if they are applicable to the business model of the individual/business creating the IRP account:

- ✓ [Operational Lease \(SCDMV Form IRP-9\)](#)
- ✓ [Financial Lease Agreement \(SCDMV Form IRP-10\)](#)
- ✓ [Power of Attorney Authorization Form \(SCDMV Form MC-25\)](#)

All of the forms above can be found at [www.scdmvonline.com](http://www.scdmvonline.com). Click “Business Customers” and then select “Motor Carriers.”

### Opening a new IFTA Account

3. The following documents must be attached to the e-mail for all new [IFTA account](#) applications:
  - ✓ [New IFTA Account Checklist \(SCDMV Form IFTA-13\)](#)
  - ✓ [Application for IFTA Credentials \(SCDMV Form IFTA-1\)](#)
  - ✓ [Motor Carrier Web Entry Access Application \(SCDMV Form MC-26\)](#)
  - ✓ [Agreement to Prepare and Maintain Records \(SCDMV Form MC-7\)](#)
  - ✓ Three proofs of residency, showing the same name and physical address.  
The options for demonstrating residency are outlined on the New IFTA Account Checklist.  
No exceptions will be made for this requirement.
  - ✓ [Power of Attorney Authorization Form \(SCDMV Form MC-25\)](#) (Only if applicable)

### Invoice and payment process for new IRP/IFTA Account

4. Once the new account is approved and processed, an invoice will be created and e-mailed to the new account holder's e-mail address from [MCSNewIRP.IFTA@scdmv.net](mailto:MCSNewIRP.IFTA@scdmv.net). The account must be established/paid out by the account holder.
5. To remit payment, the carrier may either:
  - a. Send payment by **tracked mail service** (FedEx, UPS, or USPS). The mailing address must read:  
  
Motor Carrier Services  
10311 Wilson Blvd  
Blythewood, SC 29016-**0027**  
  
**Note:** The four-digit extension "0027" (bolded above) is absolutely critical. Without it, your package may not be received immediately by Motor Carrier staff, resulting in delays in titling and registering.
  - b. Schedule an appointment at an IRP/IFTA branch office that is open to pay their invoice and pick up their plate and cab card. Please note that field offices have limited locations open and limited days of operations due to COVID-19.

As of April 13, 2020, the branch office operations/locations are as follows. **All visits are by appointment only.** This may be subject to change in the future:

#### Monday, Wednesday, and Friday

- Greer
- North Augusta

#### Monday and Friday

- Chester
- St. George

#### Wednesday only

- Kingstree
- Dillon

Appointments can be made online at [www.scdmvonline.com](http://www.scdmvonline.com).