



## IRB RENEWAL CHECKLIST

Please use this checklist to help make sure that you return all necessary documents with your renewal application.

1. \_\_\_\_\_ Renewal Printout, marked to show any changes to the account information or vehicle information **and with the actual distance page completed for the reporting period listed.**
2. \_\_\_\_\_ Renewal Schedule signed by the appropriate person, and a copy of that person's driver license. If the account is in the name of a corporation, an officer of the corporation **must** sign the application. An officer includes the CEO, president, vice-president, treasurer, secretary or comptroller. If anyone other than the registrant or corporate officer signs the renewal, you must include an original notarized Power of Attorney (form IRP-1POA).
3. \_\_\_\_\_ Proof of payment of Heavy Vehicle Use Tax (IRS Form 2290) for vehicles registered at 55,000 lbs. or more for the period July 1 - June 30 (see renewal instructions for further explanations).
4. \_\_\_\_\_ Overweight Permits for any tractors that exceed 80,000 lbs. registered weight, or trucks that exceed their bridge formula.
5. \_\_\_\_\_ A separate Schedule A & C form, completed and signed, must be included if you change account information or add new vehicles on your renewal application (see renewal instructions for further explanation).
  - \_\_\_\_\_ Proof of ownership for the vehicles added.
  - \_\_\_\_\_ Proof that taxes have been paid for the vehicles added.
6. \_\_\_\_\_ A scannable bar-coded NYS Insurance Identification Card must be included in the following situations:
  - \_\_\_\_\_ For any new vehicles added.
  - \_\_\_\_\_ If the insurance company has changed.
  - \_\_\_\_\_ For an existing insurance company code of 999 on your renewal application.
  - \_\_\_\_\_ For a registration that is expired for more than 30 days.
  - \_\_\_\_\_ If the name on the IRP account is amended.
7. \_\_\_\_\_ Proof of established place of business/residency for new accounts or existing accounts with a change of address (see page 2 for a list of acceptable proofs).
8. \_\_\_\_\_ Proof of current MC-300 (NYS DOT Bus Inspection) for all buses.

**ACCEPTABLE PROOFS OF ESTABLISHED PLACE OF RESIDENCY OR BUSINESS**

(required for new accounts or existing accounts with a change of address)

INDIVIDUAL	BUSINESS
<b>**You must submit 3 proofs from the list below**</b>	
<p><b><i>NYS Driver License</i></b> If a NYS resident wants to register a vehicle with the NYS IRP in his or her name, the NYS resident must have a NYS driver license.</p>	<p><b><i>NYS Department of State Filing Receipt</i></b> If a company wants to register in a company or corporation name, the company must have a NYS Department of State Filing Receipt.</p>
<p>If you want to register a vehicle with NYS IRP in a “Doing Business As” (DBA) name, you must submit copies of the DBA papers that were filed with the County Clerk’s office for an individual DBA or filed with the NYS Department of State for a corporate DBA. <b>In addition, review the list below and submit 2 proofs that show the name and address of the registrant.</b></p>	
Recent real estate or personal property tax bill or receipt from NYS in the registrant’s name and address.	Recent real estate or commercial property tax bill or receipt from NYS in the company’s name and address.
A recent utility bill in the registrant’s name with the NYS address. (You can submit only one utility bill.)	A recent utility bill in the company name with the NYS address. (You can submit only one utility bill.)
A current credit card statement showing activity within the last 90 days in the registrant’s name with the NYS address.	A current credit card statement showing activity within the last 90 days in the company name with the NYS address.
A current bank statement showing recent activity within the last 90 days in the registrant’s name with the NYS address.	A current bank statement showing recent activity within the last 90 days in the company name with the NYS address.
Property deed in the registrant’s name with the NYS address.	Property deed in the company name with the NYS address.
A recent mortgage document in the registrant’s name and NYS address.	A recent mortgage document in the company name with the NYS address.
A recent homeowner insurance document in the registrant’s name with the NYS address.	A recent commercial property insurance document in the company name with the NYS address.
Certificate of Residency from your local municipality that shows the registrant’s name with the NYS address.	A NYS Certificate of Title in the company name with the NYS address.
A NYS Certificate of Title in the registrant’s name and address.	
<p><b>Please Note: A Post Office box number is not acceptable proof of established place of residence/business in New York. The proof you provide must show the street address where the residence/business is located.</b></p>	

