



IRB RENEWAL CHECKLIST

Please use this checklist to assist you in returning all necessary documents with your renewal application.

1. _____ Renewal Printout, marked to show any changes to the account information or vehicle information **and completed actual distance page for the reporting period listed.**
2. _____ Renewal Schedule signed by the appropriate person along with 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, an original notarized Power of Attorney is required.
3. _____ USDOT Number - confirm that the USDOT number listed on the CARRIER INFORMATION page is the registrant's DOT number.
4. _____ Proof of payment of Truck Mileage Tax for vehicles registered at 18,000 lbs. or over (*excluding household goods carriers*).
5. _____ 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).
6. _____ Overweight Permits for any tractors exceeding 80,000 lbs. registered weight, or trucks exceeding their bridge formula.
7. _____ A separate Schedule A & C form completed and signed, if you are changing account information or adding new vehicles to your renewal application (see renewal instructions for further explanation).
 - _____ Proof of ownership for the vehicles being added.
 - _____ Proof that taxes have been paid for the vehicles being added.
8. _____ A scannable bar-coded NYS Insurance Identification Card for the following situations:
 - _____ For any new vehicles being added.
 - _____ If the insurance company has changed.
 - _____ For an existing insurance company code of 999 on your renewal application.
 - _____ For a registration expired for more than 30 days.
 - _____ If the name on the IRP account is being amended.
9. _____ Proof of established place of business/residency for new accounts or existing accounts with a change of address.
10. _____ Proof of current MC-300 (NYS DOT Bus Inspection) for all buses.

Acceptable Proofs

INDIVIDUAL	BUSINESS
You must submit 3 proofs from the list below.	
<p><i>NYS Driver License</i> In order for a NYS resident to register a vehicle in NYS IRP in an individual name, you must have a NYS driver license.</p>	<p><i>NYS Department of State Filing Receipt</i> In order for a NYS company to register in a company or corporation name, you must have a NYS Department of State Filing Receipt.</p>
<p>In order to register a vehicle in NYS IRP in a DBA name, you must have copies of the DBA papers filed with the County Clerk's office for an individual DBA or filed with the NYS Department of State for a Corporate DBA, <u>AND 2 of the following proofs in the same name and address of the IRP account:</u></p>	
<p>Recent real estate or personal property tax bill or receipt from NYS.</p>	<p>Recent real estate or commercial property tax bill or receipt from NYS.</p>
<p>A recent utility bill in the account name with a NYS address. (You can submit only one utility bill.)</p>	<p>A recent utility bill in the account name with a NYS address. (You can submit only one utility bill.)</p>
<p>A current credit card statement showing activity within the last 90 days in the account name and address.</p>	<p>A current credit card statement showing activity within the last 90 days in the account name and address.</p>
<p>A current bank statement showing recent activity within the last 90 days in the account name and address.</p>	<p>A current bank statement showing recent activity within the last 90 days in the account name and address.</p>
<p>Property deed listing the NYS address in the account name.</p>	<p>Property deed listing the NYS address in the account name.</p>
<p>A recent mortgage document in the account name and address.</p>	<p>A recent mortgage document in the account name and address.</p>
<p>A recent homeowner insurance document in the account name with a NYS address.</p>	<p>A recent commercial property insurance document in the account name and address.</p>
<p>Certificate of Residency from your local municipality indicating your name and address (IRP account name and address).</p>	<p>A NYS Certificate of Title in the IRP account name and address.</p>
<p>A NYS Certificate of Title in the IRP account name and address.</p>	
<p>Please Note: A Post Office box number is not acceptable proof of established place of business in New York. The proof you provide must show the street address where the business is located.</p>	

