

## STEPS FOR COMPLETING IRP RENEWAL

- The IRP Renewal Application packets are mailed approximately 75 days prior to the expiration date. IRP Renewals can be processed 60 days prior to your expiration date.
- There are 3 ways the IRP Renewals can be processed; by mailing completed IRP Renewal Application to the Raleigh or Charlotte IRP Office, processing on line or in person at Charlotte or Raleigh IRP offices.
- IRP Renewals cannot be processed at License Plate Agencies.
- If processing by internet and paying by EFT and elect to pick up at the Raleigh location, you must allow at least 3 business days before coming to the IRP Office. If paying by EFT and elect to have credential(s) mailed you must allow 7-10 business days due to processing time.
- If renewing by mail, due to processing procedures please allow ample time for processing. Once your IRP Renewal is received it is processed the next business day and an invoice mailed. Payments can be mailed to us and we will mail the credentials (year stickers and cab cards) to you or you can walk in, pay and leave with your credentials.
- All renewal packets include:
  - Apportioned Renewal Checklist – Explains each page of the Application and requirements of items needed to complete the renewal process.
  - Internet Processing Letter with log on instructions
  - Renewal Schedule A – Account Information
  - Renewal Schedule F – Fleet Information
  - Renewal Schedule E – Equipment Information
  - Renewal Schedule W – Weight Group Page – will have one for each weight group associated with Fleet.
  - Renewal Schedule M – Mileage Information

**\*\*\* IRP Accounts will receive a separate renewal packet for each fleet in that Account.**
- The checklist informs customers of what needs to be completed prior to completing on-line, mailing, or walking in to office.
- When processing online customer is required to submit stamped receipted copy of Form 2290 (schedule 1) for current year and if electing to pay by EFT a voided check should be submitted prior to beginning the on-line renewal process (allow 24 hours for updates). Once information is updated on the system (voided checks shredded after updated in system) the renewal process can be started.

- Process for completing IRP Renewal Forms:
  - Open renewal packet
  - Renewal Schedule A - Verify address, contact person & telephone/fax numbers are correct and sign and date.
  - Renewal Schedule F – Verify address, contact person & telephone/fax numbers are correct, mark any changes to Fleet Type, Commodity Class, and enter insurance company name, policy number and sign and date.
  - Renewal Schedule E – Verify equipment information. Make any corrections (unit number, un-laden/empty weight, number of axles) including weight group number if license weight of truck needs to be changed. Draw one (1) line through any unit to be deleted.
  - Renewal Schedule W – Block 4 list all unit numbers registered in that weight group. Will have a Renewal Schedule W for each weight group associated with account. (even if no active units registered in that weight group) Sign and date.
  - Renewal Schedule M (2 pages) – Enter actual miles for each jurisdiction accrued for mileage reporting period indicated on line 3. Do not round numbers and do not include tenths. Sign and date.
  - Attach stamped receipted copy of Form 2290 (Schedule 1) for all vehicles 55,000 lbs. or more if applicable. IRS form 2290 must reflect the correct year's July 1<sup>st</sup> – June 30<sup>th</sup> period at top of form. Each page must clearly show E-file watermark if filed electronically or IRS receipted date stamp.
  - If customer's fleet type is FHL (For Hire Leased) – meaning leased to a company (operating under their USDOT and Motor Carrier Numbers and insurance) they must submit a copy of lease agreement/contract and copy of current insurance card every year.

**\*\*\* If processing by mail all pages should be returned to IRP Office when application is complete. When we receive application if all necessary documents are not received or completed a correspondence letter is written requesting required information. Once all information is received, the renewal is processed and an invoice is mailed to the customer.**

**\*\*\*If processing in person, bring completed renewal application and all required documentation (as explained above) with you to the office. (Majority of walk-in customers come in with nothing or an unopened renewal packet) If Form 2290 has not been paid we can collect payment on behalf of the IRS (a separate check or money order is required) for up to 24 vehicles (25 or more requires that you file electronically at [www.irs.gov](http://www.irs.gov).)**

- Procedures the IPT follows before processing renewal application
  - Verify USDOT number is active and shows INTERSTATE carrier through [www.Safer.fmcsa.dot.gov/CompanySnapshot.aspx](http://www.Safer.fmcsa.dot.gov/CompanySnapshot.aspx) website (if not customer has to get corrected before application can be processed)

- Verify Motor Carrier Number is active and insurance on file with Federal Motor Carrier Safety Administration - [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov) – If motor carrier number not active renewal cannot be processed
- If carrier is LLC or INC we verify that is current-active through NC Secretary of State Website. If LLC or Inc. is not current-active renewal cannot be processed.
- Insurance:
  - a. If customer is leased we need a signed lease agreement/contract including equipment page (signed by both parties) and insurance card from carrier leased with which must be verified on FMCSA that USDOT number and Motor Carrier number is active and has current insurance.
  - b. If customer is Common/Contract carrier we must verify with FMCSA website that authority/motor carrier number is active and has current insurance on file and USDOT number is active.
  - c. If customer is For Hire Exempt (hauls raw materials nothing has been thru a process) we must verify customer has active and current Form E on file.
  - d. If customer is private (hauls strictly their own products and doesn't haul for anyone else) we can accept an insurance card or a certificate of insurance to verify company name and insurance policy number.
- When paperwork has been checked and verified the IPT can process renewal and generate an invoice for customer.
  - a. Invoice can be faxed or mailed back to carrier for payment if paperwork mailed in
  - b. If processed online customer has option of mailing in check, paying by EFT online or walking payment into Raleigh or Charlotte IRP offices.
  - c. Walk-in customers have the option of paying by check, money order or credit card and cash is accepted at Charlotte IRP Office only. After payment is processed customer is handed invoice, receipt, and registration/cab card and year sticker for license plate.

**Contact Information:**

**Charlotte IRP**

**6016 Brookshire Blvd**

**Charlotte NC 28216**

**980 260 2650 - Office**

**704 393 8280 - Fax**

**Raleigh IRP**

**1425 Rock Quarry Rd**

**Suite 100**

**Raleigh NC 27610**

**919 615 6700 – Office**

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