

IRP NEW ACCOUNT REQUIREMENTS

Applicants must be able to demonstrate residency in North Carolina or have an established place of business in North Carolina.

ACCEPTABLE PROOFS OF RESIDENCY

MUST HAVE 3 PROOFS IN AN INDIVIDUAL'S NAME AND ALL 3 PROOFS **MUST** HAVE THE SAME NAME AND THE SAME PHYSICAL ADDRESS

ACCEPTABLE PROOFS IN AN INDIVIDUAL'S NAME

ONLY 1 ITEM PER CATEGORY

1. **MUST** HAVE CURRENT NC DRIVER'S LICENSE
(MUST HAVE HARD COPY OF VALID LICENSE. WE DO NOT ACCEPT THE TEMPORARY DRIVING CERTIFICATE)
2. MAJOR UTILITY BILL. **GAS, LIGHT, WATER OR SEWER BILLS ONLY** (LESS THAN 60 DAYS OLD)
3. CURRENT PERSONAL VEHICLE REGISTRATION CARD
4. MORTGAGE STATEMENT (LESS THAN 60 DAYS OLD)
5. CURRENT VOTER'S REGISTRATION CARD
6. CURRENT ANNUAL WILDLIFE PERMIT
7. CURRENT CONCEAL CARRY PERMIT
8. CURRENT W-2 (1099 AND 1098 FORMS ARE NOT ACCEPTABLE)
9. CURRENT REAL ESTATE OR PROPERTY TAX BILL
10. DOCUMENTS ISSUED BY THE STATE OF NORTH CAROLINA, COUNTY, CITY AND/OR SOME OTHER FEDERAL GOVERNMENT DOCUMENTS
11. PROOF THAT THE APPLICANT HAS PAID PERSONAL INCOME TAXES TO NORTH CAROLINA
12. COPY OF THE CURRENT ANNUAL FEDERAL INCOME TAX RETURN TRANSCRIPT

(All proof presented is subject to supervisor/managerial approval)

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INDIVIDUALS WITH THE FOLLOWING TITLES CAN PROVIDE THE 3 PROOFS. THIS INDIVIDUAL MUST BE VISIBLE ON THE NORTH CAROLINA SECRETARY OF STATE WEBSITE AND HAVE A VALID NORTH CAROLINA DRIVER'S LICENSE:

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|-------------------|----------------------------------|
| 1. PRESIDENT | 5. CEO (CHIEF EXECUTIVE OFFICER) |
| 2. VICE PRESIDENT | 6. FOUNDER |
| 3. MEMBER | 7. MANAGING MEMBER |
| 4. OWNER | 8. COO (CHIEF OPERATING OFFICER) |

WE **CANNOT** ACCEPT 3 PROOFS FROM:

- | | |
|---------------------|----------------------------------|
| 1. ORGANIZER | 6. TREASURER |
| 2. REGISTERED AGENT | 7. INCORPORATOR |
| 3. SECRETARY | 8. EXECUTIVE DIRECTOR |
| 4. MANAGER | 9. CFO (CHIEF FINANCIAL OFFICER) |
| 5. CHAIRMAN | |

ACCEPTABLE PROOFS FOR AN ESTABLISHED PLACE OF BUSINESS

MUST HAVE 3 PROOFS IN THE **ESTABLISHED PLACE OF BUSINESS** NAME AND ALL 3 PROOFS **MUST** HAVE THE SAME NAME AND THE SAME PHYSICAL ADDRESS

Meaning of “Established Place of Business”

A physical structure located within the Base Jurisdiction that is owned or leased. Such lease agreements shall be for no less than 12 months by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. The physical structure shall have clear company signage and hours of operation posted, be open for business, and shall be staffed a minimum of 20 hours per week by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor).

(Adopted: Ballot FT-333, effective July 1, 2008. Amended: Ballot 2011.371 IRP Audit Rewrite, effective July 1, 2013. Amended: Ballots 462 and 463 – Established Place of Business, effective October 1, 2025. https://cdn.ymaws.com/www.irponline.org/resource/collection/849D5CCF-8986-4CF7-AA27-19413789F6EB/IRP_Agreement_-_Effective_10-1-2025.pdf)

For the purpose of the IRP Established Place of Business requirements, virtual and/or shared office spaces shall not qualify.

ACCEPTABLE PROOFS IN THE BUSINESS NAME **ONLY 1 ITEM PER CATEGORY**

1. **MUST** HAVE A MORTGAGE STATEMENT LESS THAN 60 DAYS OLD **OR** A LEASE AGREEMENT FOR 12 MONTHS OR MORE
 - A. **THE LEASE AGREEMENT MUST BE CURRENT AND SIGNED BY BOTH PARTIES**
2. MAJOR UTILITY BILL (LESS THAN 60 DAYS OLD)
 - A. **GAS, LIGHT, WATER OR SEWER BILLS ONLY**
3. CURRENT REAL ESTATE OR PROPERTY TAX BILL
4. CURRENT VEHICLE REGISTRATION IN THE COMPANY’S NAME (CANNOT USE THE VEHICLE REGISTRATION FOR A VEHICLE THAT WILL BE ADDED TO THE IRP ACCOUNT)
5. DOCUMENTS ISSUED BY THE STATE OF NORTH CAROLINA, COUNTY, CITY AND/OR SOME OTHER FEDERAL GOVERNMENT DOCUMENTS.
6. COPY OF THE LLC’S OR CORPORATION’S ANNUAL FEDERAL INCOME TAX RETURN TRANSCRIPT.

(All proof presented is subject to supervisor/managerial approval)

****FYI**** The person setting up the account must be listed on the NC Secretary of State website as an officer (not organizer, incorporator, or registered agent) or they must have a Power of Attorney from the LLC or Corporation authorizing them to sign the IRP paperwork.

- IRP Account must have fleets which accrue distance/miles in North Carolina and at least 1 other member jurisdiction.
- Location where operational records of the fleet are maintained or can be made available.
- If Inc. or LLC, the business name must be current-active through NC Secretary of State. Officers and /or company officials must be listed and visible on the NC Secretary of State website. An Incorporator, Organizer or Registered Agent is **NOT** considered an officer.
- Must have active Interstate USDOT number in Account name (Inc. or LLC or full individual name, including Middle name). – Will not need USDOT Number if carrier is leased on with a company using their USDOT number and MC number.
- If applicants are leased to a company (operating using their USDOT and Motor Carrier Numbers) a signed lease agreement (signed by both parties) listing VIN's for unit and insurance card (need insurance covering when loaded; we do not certify to bob tail insurance) from company leased with. Must include USDOT number and MC number. If providing your own liability insurance, a Form E must be faxed or filed electronically from your insurance company or be on file with the IRP office in your account name. – would be a For Hire Leased Carrier
- Common or Contract Motor Carrier number required – depending upon what applicant will be hauling Interstate – MC Number required when hauling any commodity that has been through a process for hire – commodity list available on FMCSA Website www.fmcsa.dot.gov - (Motor Carrier Number must be in Account Name) (Inc. or LLC or full individual name, including Middle name.) – would be a Common or Contract Carrier.
- Form E required when hauling commodities in their natural state (hauling raw materials – ex. logs, livestock, fresh produce, etc. – nothing that has been thru a process) for hire - commodity list available on FMCSA Website - www.fmcsa.dot.gov - Form E must be in Account Name. (Inc. or LLC or full individual name, including Middle name) – would be a For Hire Exempt Carrier.
- Private Carriers - Certificate of Insurance is required in Account Name (Inc. or LLC or full individual name, including Middle name) and showing the liability limits.
- Insurance requirements:
 - Interstate property carrying vehicles with a GVWR of 10,001 pounds or more are required to have \$750,000 liability insurance coverage.
 - Hauling Passengers –
 - \$1.5 Million liability limits required for 15 passengers or less
 - \$5 Million liability limits required for 16 or more passengers

*****We do not certify to bobtail insurance**

- If someone other than the account holder or officer of the corporation processes paperwork on your behalf, they will need a notarized power of attorney.
- Provide original titling documents with proper assignments, if a dealer sale, must have bill of sale; or if a leased vehicle, must provide copy of front and back of out of state title and completed MVR-330 signed by the Lessor or notarized power of attorney.
- Will need the following information for each vehicle – Equipment (Truck) number, purchase price, purchase date, unladen/empty weight, combined gross weight (including power unit, trailer & load), number of axles for power unit and number of axles for trailer.
- Will need an Employer Identification Number – issued by the IRS. Can apply on-line at www.irs.gov
- A stamped receipted copy of the Schedule 1 (Form 2290) is required for all vehicles with a combined gross weight of 55,000 lbs. or more, or a copy of the 2290 along with the front and back of canceled check or a copy of the PDF file that was filed electronically. The PDF document will have a special watermark on the Schedule 1 (Form 2290) which indicates “IRS e-file” and indicates “Received MM/DD/YYYY.” Applicants that report twenty-five (25) or more vehicles are required to file electronically.
- If previously registered by the same applicant in another jurisdiction, applicant must report actual distance and provide a copy of the previous registration on each vehicle being registered.
- New Account Application Forms – Available at www.ncdot.gov/dmv/forms/ - IRP-A Apportioned Account Application, IRP-F Apportioned Fleet Application, IRP-E Apportioned Equipment Application, IRP-M Apportioned Mileage Application – 2 pages, IRP-W Apportioned Weight Group Schedule.
- When all information has been verified, New Account application will be processed and generate an invoice for the customer. (Customer can bring in New Account Application or forms can print after processing for the customer to sign the New Account Application.
 - a. Invoice can be faxed or mailed back to the customer for payment, if paperwork is received by mail.
 - b. Paperwork processed in office - The customer has the option of paying by check, money order or credit card. After payment is processed, the customer is handed an invoice, receipt, and registration/cab card. The customer is advised that the Cab Card is the registration for an Apportioned License Plate(s) and the year sticker on the upper right corner of the Cab Card should be removed and placed on the license plate(s).

Contact Information:

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