

IRP New Fleet: Please read below Notes and Instructions

Our fee is \$175.00 for 1st truck **(If more than 1 truck we will quote at time of service)**

It will take 1 – 7 business days from the day of application submission to get approval from state for the reopened IRP Account/Plate.

We collect our fees up front.

Plate fees are paid upon application approval with client approval and then we will generate a **30 – Day Temp and copy of your cab card (plate registration).**

30 – Day Temp is legal to run LOCAL ONLY (GEORGIA ONLY) until your IFTA Decals are received and on tractor/truck.

The state will mail IRP Plate directly to you upon payment. Plate can take 3 – 14 business days to receive plate in mail.

Notes:

- **IRP New Fleet Checklist Attachment:** On Page 2, you have a checklist that you'll use as a coversheet and a guide to send us your forms. We need everything on that list.
- **Proof of Residency Attachment:** If your physical address has changed, we must provide Proof of Residency again. On Page 3, is the state approved list of accepted proof of residency documents. We must have 3 valid proofs of residency. If your PHYSICAL address has not changed disregard this step.
- **Power of Attorney Attachment:** This is required to be signed for us to have permission to do work for you. Please ONLY Sign Section 5 on Page 1 and leave the rest blank. We will fill out Section 1 on Page 1 specific to how your IRP Account will be set up. Please have Page 2 notarized.

OFFICE USE ONLY:

IRP Account Number: _____ IRP Account Expiration: _____ Renewal Needed? Yes / No

IRP Registrant Name: _____

CLIENT USE:

Contact Person: _____ Phone: _____

Email: _____

REQUIRED ITEMS:

_____ **GEORGIA** Title/Title Receipt

_____ Proof of Insurance (**CERT. OF LIABILITY AND/OR INSURANCE CARD WITH VIN REQUIRED**)

_____ Driver's License

_____ 2290 HHUT (**NOT REQUIRED IF GVW AT/UNDER 54,999 LBS.**)

_____ Power of Attorney (**SIGN SECTION 5, PAGE 1 ONLY AND HAVE PAGE 2 NOTARIZED**)

_____ Physical address (**ADDRESS REQUIRING PROOF OF RESIDENCY IF CHANGED**)

_____ Separate mailing address? (**IF YES, WRITE BELOW. IF NO, CONFIRM SAME ADDRESS:**)

_____ Unit Number: _____

_____ Bill of Sale: _____

_____ Registrant (**YOU**): DOT: _____ EIN/SSN: _____

_____ Gross Vehicle Weight: _____ lbs. (**GROSS VEHICLE WEIGHT: TRACTOR/TRUCK WEIGHT + TRAILER WEIGHT + MAX LOAD WEIGHT = COMBINED TOTAL**)

IF LEASING TO CARRIER:

_____ Contract Lease Agreement (**SIGNATURES AND EQUIPMENT PAGE REQUIRED**)

_____ Carrier (**REQUIRED**): DOT: _____ EIN/SSN: _____

IF PHYSICAL ADDRESS HAS CHANGED:

_____ Proof of Residency (**SEE PAGE 3 FOR ACCEPTED DOCUMENTS**)

1.) _____ 2.) _____ 3.) _____

ADDITIONAL SERVICES IF NEEDED (ADDITIONAL FEES WILL APPLY):

1.) **PLEASE CIRCLE PERMIT(S) YOU'RE INTERESTED IN, WE OFFER:**

- a. Georgia IFTA Permit
- b. Connecticut License
- c. Kentucky License
- d. New York HUT Series Permit
- e. New Mexico Permit

2.) **PLEASE CIRCLE: DO YOU NEED US TO PROCESS YOUR 2290 HEAVY HIGHWAY USE TAX?**

- a. YES
- b. NO

Proof of Georgia Residency: PHYSICAL ADDRESS

(MUST PROVIDE 3 PROOFS OF RESIDENCY)

- 1.) Current/Valid Georgia Driver's License.
- 2.) Georgia County Business License
- 3.) Georgia Secretary of State Business Formation
- 4.) Proof applicant's federal income tax return is filed from the Georgia address for previous year or current year. **GA Form 500 and Form 1040.**
- 5.) Proof applicant has paid personal income tax to Georgia for previous year or current year.
- 6.) Real estate tax or personal property tax paid to Georgia by applicant.
- 7.) Utility bills in Georgia that are either in applicant's personal or business name **(MUST be water, electricity, or gas bill, only one utility bill will be accepted.)**
- 8.) Vehicle titled in Georgia in either applicant's personal name or business name. **(Usually the GA Title/Title Receipt for truck being tagged with IRP will work.)**

PLEASE NOTE:

****BANK STATEMENTS ARE NOT ACCEPTED****

****CREDIT CARD STATEMENTS ARE NOT ACCEPTED****