

CHECK LIST FOR IRP RENEWALS

REQUIREMENTS

All renewals must be complete in order to be processed. You must initial the checklist and include all the required documents. Mail the completed renewal to 2544 Camino Edward Ortiz - Suite C, Santa Fe, NM 87507

- ___ Received copy of IRS Form 2290 Schedule 1 for vehicles 55,000 pounds and over
- ___ Current proof of insurance
- ___ Current copy of the New Mexico titles or certificate of vehicle registration **if any changes or corrections were made during the last 12 months**
- ___ If leasing to a company, a signed copy of the lease agreement must be submitted
- ___ Verify physical and mailing address. **If there has been an address change, please provide proof of new address.** NOTE: Physical address cannot be a PO Box.
- ___ Proof of New Mexico residence **if changed within the last 12 months.** (Copy of the property description from the County Assessor's Office, or current utility bill with physical address)
- ___ Verify all vehicle information (VIN number, year, make)
- ___ Provide actual miles traveled, for the correct reporting period, on the IRP Schedule B. You must have 2 jurisdictions with actual miles in order to register IRP in New Mexico after the 2nd year
- ___ If estimating miles for the 2nd year, complete the enclosed Scope of Operations for Estimated Miles and Schedule C and return with the IRP renewal
- ___ You must be current with all IFTA and Weight Distance Tax reporting
- ___ New Mexico is a PRISM state. Therefore, each carrier is required to update their USDOT number information yearly. This can be done on-line at <http://www.safersys.org>, or by completing the MCS 150 update form provided with the IRP renewal.

NOTE: Vehicles will not be deleted from an existing IRP account if the registration cab card and plate are not returned or if proof of destruction is not provided. Vehicles will not be deleted if the carrier had any outstanding fees due.

Please sign, date and return with your IRP renewal. If renewal application is not complete, the application will be returned.

SIGNATURE: _____ DATED: _____