

CHECK LIST FOR IRP NEW ACCOUNT (INTERSTATE)

REQUIREMENTS

All applications must be complete in order to be processed. You must initial the checklist, and include all the required documents. Mail the completed application to 2544 Camino Edward Ortiz Suite C, Santa Fe, New Mexico 87507.

- ___ IRP application/schedule A, B and C must be completed and signed
- ___ Jurisdictions must be contiguous
- ___ Applications must include a physical address (post office box will not be accepted)
- ___ All estimated miles must be reasonable (miles x trucks x trip)
If possible check map quest for comparison. <http://www.mapquest.com/>
- ___ International registration plan (IRP) requirement work sheet.
- ___ Copy of New Mexico vehicle title(s) and a copy of the application for vehicle title and registration
- ___ Receipted copy of IRS form 2290, schedule 1, if the vehicle(s) is 55,000 lbs or over
- ___ Proof of insurance
- ___ Signed and notarized lease agreement must be provided if the vehicle is leased
- ___ Proof of New Mexico residency must include a telephone bill as well as two of the following: electric bill, water bill, gas bill, or property tax documents provided by county assessors office
- ___ If vehicle is over 26,001 lbs, carrier must provide complete International Fuel Tax agreement (IFTA) application and IFTA decal request form
- ___ If registered in another jurisdiction, the previous year actual miles must be reported on the IRP schedule B. You must include a copy of the registration cab card and invoice received from that jurisdiction
- ___ Scope of operation for estimated miles form (If you using Method 1)

Signature _____ Date _____

After checking the list please sign, date and return with all the IRP documents.

Other agencies to contact:

Vehicles 26,001 lbs or greater must obtain a Weight Distance Tax electronic permit @ <https://efile.state.nm.us>

Hauling for hire, contact the Public Regulation Commission (PRC) at 505-827-4519

For operating authority contact the Federal Motor Carriers Safety Administration (FMCSA) US Dot number call 505-346-7858

If you are involved in intrastate hauling in New Mexico, you must obtain a New Mexico Gross Receipts Tax account number 505-827-0908