

8.0 Renewals

All New Mexico carriers will receive the IRP renewal for the upcoming registration year at least two (2) months before the expiration date. The renewal applications are computer generated print outs containing active fleet information at the time of printing. Because the renewal is printed prior to the expiration, any supplemental activity that has taken place after printing will not be listed. This includes any addition/deletion of vehicles, changes of fleet/ vehicle information, or added jurisdictions.

It is highly recommended that the carrier review the renewal application for accuracy or omission of pertinent information. Failure to report or include factual data could result in processing delays, assessment of incorrect fees or maintenance of incorrect records.

Renewal applications are to be returned to the Commercial Vehicle Bureau at least 45 days before the expiration date. This allows sufficient time to process the renewal information. The State of New Mexico cannot ensure timely renewal processing if the application is not received by the due date, and renewals will be processed in the order they are received..

Once carriers receive their prorate billing, they may submit payment, directly to the Commercial Vehicle Bureau. Payment should be made as early as possible. The state will not offer any grace period or issue temporaries on renewals. Certified funds and money orders should be made payable to **“New Mexico Taxation and Revenue Department”**.

The New Mexico apportioned application Schedule “B” must have actual miles. Example, if you are registering for the year 2002 you will report the actual miles for the 3rd and 4th quarter of the previous year (2000) and the 1st and 2nd quarter of the current year (2001). Any state left blank or with “0” miles listed in the jurisdiction will not be included on your renewal.

If a carrier has any outstanding weight distance, IFTA tax report or registration fees from previous years, their IRP credentials will be held until all outstanding tax reports or registration fees have been submitted.

TO PREVENT PROCESSING DELAYS, PLEASE TAKE THE TIME TO COMPLETE THE CHECKLIST FOR IRP RENEWALS.

Return the checklist signed and dated with the appropriate application.

Internet address for Publications:

http://www.state.nm.us/tax/trd_pubs.htm

Internet address for Forms:

http://www.state.nm.us/tax/trd_forms.htm

CHECKLIST FOR IRP RENEWALS (Interstate)

- _____ Received copy of IRS Form 2290 schedule 1 applies only to vehicles 55,000 lbs and over.
- _____ Proof of Insurance.
- _____ Copy(s) of New Mexico titles or certificate of vehicle registration must be attached.
- _____ If leased, a copy of the lease agreement must be attached.
- _____ Verify physical and mailing address if address change provide proof.
- _____ Proof of New Mexico residence includes Personal Income Tax (PIT) Federal Income Tax, voter registration, copy of two (2) utility bills with a physical address, rental, lease or purchase agreement, checkbook with a bank statement, or a copy of the property description from the County Assessor's office.
- _____ All vehicle information verified.
- _____ Actual miles entered for the correct reporting period.
- _____ If estimating miles for the 2nd year a letter of explanation must be submitted with your renewal.
- _____ You must have two (2) jurisdictions with actual miles in order to register IRP in New Mexico.
- _____ Make sure all IFTA and Weight Distance quarterly tax reports are filed.

After checking the list, please sign, date, and return the document with your IRP renewal.

SIGNATURE: _____ DATED: _____

