



GEORGIA DEPARTMENT OF REVENUE

▪ MOTOR VEHICLE DIVISION ▪

4125 Welcome All Road SW, Atlanta, GA 30349 ▪ Tel: 1-855-406-5221

Douglas J. MacGinnitie, Commissioner ▪ **Georgia Steele**, Director

International Registration Plan (IRP) Renewal Checklist

- All documents must be completely filled out, signed, and dated.
- Please indicate Haul for Hire or Private as type of operation and only use fleet Actual Distance accumulated during reporting period or Average Vehicle Distance.
- A completed T-140/Schedule C is required if adding vehicles not on renewal application.
- Changes to name or address require the new name or new address to be reflected on documents submitted as proof of Established Place of Business or Proof of Residence.
- Weights 55,000lbs or more require IRS form 2290 for July 2014-June 2015 period.
- Employment Lease or Contract listing USDOT number is required if not operating under own authority.
- Current Liability Insurance in the form of Insurance Card, Binder, or Certificate.
- Copy of Applicant's Georgia driver's license.

Acceptable Proof of a Georgia Established Place of Business (1 required)

- Georgia Secretary of State Certificate of Organization.
- Georgia Secretary of State Certificate of Incorporation.
- Mortgage Statement listing business/individual name.
- Occupational License listing business/individual name.
- Business License listing business/individual name.
- Property Tax Assessment from a Georgia County.
- Certification of Zoning Compliance Certificate from a Georgia County.

IRP Renewal filing deadlines, payment deadlines, & late filing & payment penalties

- IRP renewal filings received late will be assessed a mandatory 10% late filing penalty.
- IRP renewal invoice payments received late will be assessed a mandatory 25% late payment penalty.
- IRP temporary vehicle registrations are never issued for vehicles being renewed.

Acceptable forms of payment include: Visa, MasterCard, American Express, Discover, Comdata Check, T-Check, Cashier's Check, and Money Orders. We do not accept Business Checks or Personal Checks. To make payment please go to www.eposasp.com/georgiador or www.officialpayments.com. For more information on use of Comdata Checks please dial 1-800-741-3030.

For questions or to submit documents via email: commercial.vehicles@dor.ga.gov .

Disclaimer: a 2.5% fee is assessed by credit card processing company for credit card payments.