



Motor Carrier Services

IRP New Account Documents List

To open a new IRP account, you must either:

- Claim Indiana as your base jurisdiction by having a qualifying “Established Place of Business” (EPB); or
- Reside in Indiana.

Most owner-operators, sole proprietors and new businesses in Indiana can establish base jurisdiction using residency. Residency may also be an option if a business cannot show an EPB because it is new to Indiana. **Information on establishing or proving Indiana residency is located on the other side.**

When conducting business with DOR, you will need:

- Valid government-issued ID. An Indiana Driver’s License is required to show residency.
- A Power of Attorney (POA-1) if you are representing the applicant (see dor.in.gov/tax-professionals/power-of-attorney-procedures-and-form).

Documents to help MCS in determining an Established Place of Business in Indiana

- IRP forms, all state forms are available at dor.in.gov/tax-forms/motor-carrier-forms-and-applications:
 - State Form FRP-A (55661): International Registration Plan Schedule A
 - State Form FRP-B (55662): International Registration Plan Schedule B, or State Form INIRP-BN (55550): New Account Schedule
 - State Form FRP-G (55664): International Registration Plan Schedule G
 - INIRP-N: Notice of Understanding
- State Form 56148: Municipal Wheel Tax;
- Verification of valid US DOT number, Private or For Hire;
- FMCSA Certificate of Operating Authority;
- Federal Form 2290: Proof of paid Heavy Highway Vehicle Use Tax Return (HHVUT), including Form 2290 Schedule 1: Schedule of Heavy Highway Vehicles (if applicable);
- Lease agreements from the motor carrier responsible for safety;
- Verification of paid Unified Carrier Registration (UCR fees);
- Verification or copy (foreign jurisdiction) of valid IFTA applications (includes applications in approval process);
- Copies of previous IRP registrations;
- Copies of vehicle titles processed or to be processed in Indiana (along with a notarized POA, if applicable);
- If the business is an LLC or corporation: a Certificate of Existence from the Indiana Secretary of State (available through inbiz.in.gov/business-filings/information-requests);
- Filed Federal Form SS4: Application for Employer Identification Number (EIN), showing an Indiana address for the company.

The following documents will assist Motor Carrier Services in establishing Indiana residency. Three documents of different types with the same Indiana address (from the appropriate list below) are required to prove Indiana residency.

Sole Proprietor	LLC/Single or Multi Member LLC
<ul style="list-style-type: none"> <input type="checkbox"/> An Indiana income tax return with an Indiana address for the most recent tax year. <input type="checkbox"/> A current mortgage or property tax statement, deed or rental/lease agreement with an Indiana address. <input type="checkbox"/> Limit 1: The most recent gas, water or electric utility bill in the registrant's name or included in rental/lease agreement. <input type="checkbox"/> Valid Indiana-issued driver's license or state ID. <input type="checkbox"/> Processed Indiana motor vehicle title in the applicant's name. <input type="checkbox"/> Other (credit card bill, Dr. bill, hospital bill within the last 60 days at the same address, change of address statement from USPS). 	<ul style="list-style-type: none"> <input type="checkbox"/> An Indiana income tax return with an Indiana address for the most recent tax year. <input type="checkbox"/> A current mortgage or property tax statement, deed or rental/lease agreement with an Indiana address. <input type="checkbox"/> Limit 1: The most recent gas, water or electric utility bill in the registrant's name or included in rental/lease agreement. <input type="checkbox"/> Valid Indiana-issued driver's license or state ID. <input type="checkbox"/> Processed Indiana motor vehicle title in the applicant's name. <input type="checkbox"/> A Certificate of Existence from the Indiana Secretary of State (available through inbiz.in.gov/business-filings/information-requests). <input type="checkbox"/> Filed Federal Form SS4, Form Application for Employer Identification Number, with Indiana address. <input type="checkbox"/> Other (credit card bill, Dr. bill, hospital bill within the last 60 days at the same address, change of address statement from USPS).
Corporation	Partnership
<ul style="list-style-type: none"> <input type="checkbox"/> An Indiana income tax return with an Indiana address for the most recent tax year. <input type="checkbox"/> A current mortgage or property tax statement, deed or rental/lease agreement with an Indiana address. <input type="checkbox"/> Limit 1: The most recent gas, water or electric utility bill in the registrant's name or included in rental/lease agreement. <input type="checkbox"/> Valid Indiana-issued driver's license or state ID. <input type="checkbox"/> Processed Indiana motor vehicle title in the applicant's name. <input type="checkbox"/> A Certificate of Existence from the Indiana Secretary of State (available through inbiz.in.gov/business-filings/information-requests). <input type="checkbox"/> Filed Federal Form SS4, Form Application for Employer Identification Number, with Indiana address. <input type="checkbox"/> Other (credit card bill, Dr. bill, hospital bill within the last 60 days at the same address, change of address statement from USPS). 	<ul style="list-style-type: none"> <input type="checkbox"/> An Indiana income tax return with an Indiana address for the most recent tax year. <input type="checkbox"/> A current mortgage or property tax statement, deed or rental/lease agreement with an Indiana address. <input type="checkbox"/> Limit 1: The most recent gas, water or electric utility bill in the registrant's name or included in rental/lease agreement. <input type="checkbox"/> Valid Indiana-issued driver's license or state ID. <input type="checkbox"/> Processed Indiana motor vehicle title in the applicant's name. <input type="checkbox"/> A copy of the partnership contract. <input type="checkbox"/> Filed Federal Form SS4, Form Application for Employer Identification Number, with Indiana address. <input type="checkbox"/> Other (credit card bill, Dr. bill, hospital bill within the last 60 days at the same address, change of address statement from USPS).