



Applicant's New Account Checklist

This checklist is provided to ensure necessary documentation is obtained prior to filing an application for registering a new vehicle through the International Registration Plan.

All Applicants that were previously licensed in another jurisdiction must report actual distance and provide a copy of the previous registration on each vehicle being registered.

To ensure immediate processing, the following information shall be required when submitting a State of Tennessee International Registration Plan Schedule A.

An Applicant may elect Tennessee as its base jurisdiction if the Applicant has an established place of business in Tennessee. Established place of business means a physical structure located in Tennessee that is owned or leased by the Applicant or Registrant and whose street address shall be specified by the Applicant or Registrant. This physical structure shall be open for business and shall be staffed during regular business hours by one or more persons employed by the Applicant or Registrant on a permanent basis (i.e., not an independent contractor) for the purpose of the general management of the Applicant's or Registrant's trucking-related business (i.e., not limited to credentialing, distance and fuel reporting and answering telephone inquiries). The Applicant or Registrant need not have land line telephone service at the physical structure.

To ensure immediate processing, the following information shall be required:

(1) Proof of an established place of business in Tennessee by providing one (1) of the following documents:

- For proof of Ownership:
 - Mortgage Payment Stub, or
 - Property Tax Statement, or
 - Homeowner's Insurance Statement
- For leased property:
 - Signed Lease Agreement, or
 - Payment Receipts (must be within the past 30 days), or
 - Rental Insurance Statement

(2) An Applicant that does not have an established place of business in Tennessee may demonstrate residence in Tennessee by providing three (3) of the following documents:

- Applicant's current Tennessee driver's license (If Applicant is an individual),
- Documentation that proves the business is incorporated or registered to conduct business as a foreign corporation in Tennessee,
- Documentation that proves the principal owner of a business is a resident of Tennessee,
- Applicant's current federal income tax return indicating a Tennessee address,
- Documentation proving the Applicant has paid real estate or personal property taxes within the last year in Tennessee,
- Current utility bill, including telephone, electric, water, gas, cable, etc. in the Applicant's name with a



Tennessee address.

- Current bank statement (not checks),
- Current automobile, life or health insurance policy (not wallet cards),
- Current vehicle registration titled in Tennessee in Applicant's name,
- Current Tennessee voter registration,
- Other documentation that clearly provides proof of legal residence in Tennessee.

(3) If someone other than a representative of the company completes the application, a Motor Carrier Power of Attorney is needed.

(4) A copy of the lease agreement, if the vehicle is leased.

(5) A copy of the Leased Vehicle Owners Authorization to Lessee if the owner of the vehicle is different from the applicant.

(6) A stamped copy of the Schedule 1 (Form 2290) is required for all vehicles with a combined gross weight of 55,000 lbs. or more, or a copy of the 2290 along with the front and back of the cancelled check or a copy of the PDF file that was filed electronically. The PDF document will have a special watermark on the Schedule 1 (Form 2290) which indicates "IRS e-file" and indicates "Received MM/DD/YYYY." Applicants that report twenty-five (25) or more vehicles are required to file electronically.

(7) Proof of title for vehicle(s) being registered:

- A copy of a valid Tennessee Department of Revenue Vehicle Services Multi-Purpose Application from the County Clerk's office, or
- A copy of the Tennessee title, or
- A copy of the valid out-of-state certificate of title.

(8) If applying for title through the IRP office, provide the following:

- Original Tennessee Department of Revenue Vehicle Services Multi-Purpose Application.
- Original Tennessee title properly assigned to the new owner, if no lien is noted, or
- Copy of Tennessee title, front and back properly assigned to the new owner, if lien is noted, or
- The original Certificate of Origin (MSO), along with a bill of sale.
- If exempt from sales tax, provide a copy of the Application for Sales Tax Exemption.
- If exempt from sales tax and a leasing company, provide a copy of a Tennessee Sale or Use Tax Blanket Certificate of Resale.

The forms for items 3, 5 and 8 above are available on our website at: www.tn.gov/revenue