Documents needed for different types of IRP Applications

Below are instructions for the following types of applications. At the end is a sample of what is required on a Certificate of Insurance and the Form 2290 (Highway Use Tax):

- ✓ Original
- ✓ Renewal
- ✓ Transfer
- ✓ Add Vehicle
- ✓ Replacement Plate
- ✓ Replacement Cab Card
- ✓ US DOT # Correction

All required Forms can be downloaded and printed from this website.

If submitting a new Record Keeping Agreement or Power of Attorney we <u>MUST</u> have the original copies before processing can begin

Original application

- IRP application Form HSMV 85900, revised 12/2017. Schedule A, (1st page), must be completed completely and signed by the registrant or business owner (<u>even if someone else has a Power of Attorney</u>). Schedule B, (2nd page), complete the answers at the bottom of the page.
- Record Keeping Agreement Form HSMV 85017, revised 10/15/2017. Signature must be witnessed by a notary.
- **Power of Attorney** Form HSMV 96440, revised 12/2017. Needed if someone other than the registrant or owner will be handling the application. *IMPORTANT* Only the registrant or the company owner can sign the IRP Application.
- Certificate of Insurance. At the end of these application instructions is an example of a Certificate of Insurance.
 - The "Insured" must be the carriers name (if you're operating under your own authority it's you, if you're leasing onto another company it's them).
 - If the "Any Auto" box is checked you do not need your VIN on the form. If the "Scheduled Autos" box is checked you must have your VIN on the form.
 - The "Combined Single Limit" for vehicles registered by "For Hire" carriers (transporting goods someone else owns) must be a minimum of \$750,000 (that is most trucking companies).
 - The "Combined Single Limit" for vehicles registered by "Private" carriers (transporting goods you own) must be a minimum of \$300,000.
 - The "Combined Single Limit" for buses with a seating capacity less than 16 is \$1,500,000.
 - The "Combined Single Limit" for buses with a seating capacity of 16 or more is \$5,000,000.
 - Any, I repeat, ANY Certificate of Insurance used to meet any requirement must have the following listed as the Certificate Holder: Florida DHSMV, 2900 Apalachee Pkwy, Tailahassee, Fl 32399.
- PIP (Personal Injury Protection) Insurance must be a minimum of \$10,000 and listed on your insurance certificate. If your insurance company will not put in on your certificate you will need to get a Non-trucking (bobtail) insurance certificate that complies with the PIP requirement.
- 3 Proofs of Physical Address There are two types of Physical Location Address blocks on the application. One is <u>Established Place of Business</u>, the other is <u>Residence in Florida</u>. You will check one of them. The Residence in Florida is usually the easiest to prove. The following are what the State of Florida has determined they will accept for each of the two categories. If it's not on the list they will not accept it. (A mobile phone bill, cable TV bill, internet bill, insurance bill/statement, or credit card bill/statement ARE NOT acceptable proofs of address) You can only use one from each number (ie, only one bank statement, only one vehicle registration/title, only one utility bill). The name and address on the application must be the same as on the proof used.
 - Established Place of Business
 - 1. **REQUIRED:** current payroll tax withholding statement, employee pay stub, or W2 form sent to the IRS w/FEIN. <u>In addition, any two of the following:</u>

- Document issued by the Florida Dept of State/Div of Corporations, showing registrant's business is an active Florida corporation, LLC, etc; registrant is a principal owner of an active Florida corporation, LLC, etc; or registrants carrier company is currently registered to conduct business as a foreign corp in Florida.
- 3. Receipt issued by Florida Dept of Revenue for filing/paying corporate taxes in most current year.
- 4. Active business or occupational license issued by a Florida municipality or county.
- 5. Property tax assessment issued to the business for the most current tax quarter of year.
- 6. Utility bill issued to the business within the last 90 days
- 7. Bank statement issued to the business with in the last 90 days.

Residence in Florida

- 1. The registrant's Florida driver's license (unexpired)
- 2. Receipt issued by the IRS for filing/paying federal income taxes in the most current tax year.
- 3. Bank statement issued to the registrant within last 90 days.
- 4. Utility bill (electric, gas, or water) issued to the registrant within the last 90 days.
- 5. Real estate or property tax bill issued to the registrant in the most current tax year.
- 6. The registrant's Florida vehicle title or Florida vehicle registration for a vehicle titled in Florida.
- Title for Vehicle All titles must be in the name of the owner (ie. either you, the company you own, or the company you are leasing the vehicle from. If the bank or leasing company's name is on the title you must provide your finance contract paperwork to verify you have the authority to license the vehicle). There can be no writing or signatures assigning the title to you, in other words, when you purchase the vehicle you MUST get the title work completed before you can get a license plate. For vehicles titled in Florida we can use the title number in lieu of the actual title. There is a place on the IRP Application for this number. ALL applications with out-of-state titles MUST have a copy of the front/back of the title and a completed VIN Verification Form.
- Form 2290 (Highway Use Tax) If you have owned your vehicle for more than 60 days you must pay your Highway Use Tax and obtain a Form 2290. It must be in the titled owner or registrants name. Must be for the current time period (July 1st June 30th). Must have an identifiable "e-file" oval watermark and a stamped "received date". If you went to the IRS office to pay the tax they will have put their stamp and date on it. At the end of these application instructions is an example of a Form 2290.
 - Lease (if not operating under your own DOT authority) Leases must contain the following as a minimum:
 - Lessor (owner-operator) name and signature
 - Lessee (carrier) name and signature
 - Date of lease
 - Period/term of lease
 - Vehicle(s) description and VIN(s)
 - Who is responsible for insurance
 - Who is responsible for safety
 - Non-use Affidavit Fill out if you owned your vehicle prior to the 1st of the month you are registering it in.
 - Copy of your driver's license.

Renewal Application

- IRP application Form HSMV 85900, revised 12/2017. Schedule A, (1st page), must be completed completely and signed by the registrant or business owner (even if someone else has a Power of Attorney). Your previous Cab Card has on it a lot of the information you will need like your IRP Acct number, title number, etc. Schedule B, (2nd page), list any miles your fleet of 1 or more trucks have traveled in the appropriate states. Then total up the number.
- Power of Attorney Form HSMV 96440, revised 12/2017. Needed if someone other than the registrant or owner will be handling the application. *IMPORTANT* Only the registrant or the company owner can sign the IRP Application
- Certificate of Insurance. At the end of these application instructions is an example of a Certificate of Insurance.
 - The "Insured" must be the carriers name (if you're operating under your own authority it's you, if you're leasing onto another company it's them).
 - If the "Any Auto" box is checked you do not need your VIN on the form. If the "Scheduled Autos" box is checked you
 must have your VIN on the form.

- The "Combined Single Limit" for vehicles registered by "For Hire" carriers (transporting goods someone else owns) must be a minimum of \$750,000 (that is most trucking companies).
- The "Combined Single Limit" for vehicles registered by "Private" carriers (transporting goods you own) must be a minimum of \$300,000.
- The "Combined Single Limit" for buses with a seating capacity less than 16 is \$1,500,000.
- The "Combined Single Limit" for buses with a seating capacity of 16 or more is \$5,000,000.
- Any, I repeat, ANY Certificate of Insurance used to meet any requirement must have the following listed as the Certificate Holder: Florida DHSMV, 2900 Apalachee Pkwy, Tallahassee, Fl. 32399.
- **PIP (Personal Injury Protection) Insurance** must be a minimum of \$10,000 and listed on your insurance certificate. If your insurance company will not put in on your certificate you will need to get a Non-trucking (bobtail) insurance certificate that complies with the PIP requirement.
- Title for Vehicle All titles must be in the name of the owner (ie., either you, the company you own, or the company you are leasing the vehicle from. If the bank or leasing company's name is on the title you must provide your finance contract paperwork to verify you have the authority to license the vehicle). There can be no writing or signatures assigning the title to you, in other words, when you purchase the vehicle you MUST get the title work completed before you can get a license plate. For vehicles titled in Florida we can use the title number in lieu of the actual title. There is a place on the IRP Application for this number. ALL applications with out-of-state titles MUST have a copy of the front/back of the title and a completed VIN Verification Form.
- Form 2290 (Highway Use Tax) If you have owned your vehicle for more than 60 days you must pay your Highway Use Tax and obtain a Form 2290. It must be in the titled owner or registrants name. Must be for the current time period (July 1st June 30th). Must have an identifiable "e-file" oval watermark and a stamped "received date". If you went to the IRS office to pay the tax they will have put their stamp and date on it. At the end of these application instructions is an example of a Form 2290.
 - Lease (if not operating under your own DOT authority) Leases must contain the following as a minimum:
 - Lessor (owner-operator) name and signature
 - Lessee (carrier) name and signature
 - Date of lease
 - Period/term of lease
 - Vehicle(s) description and VIN(s)
 - Who is responsible for insurance
 - Who is responsible for safety
 - Copy of your driver's license.

Transfer

- IRP application Form HSMV 85900, revised 12/2017. Schedule A, (1st page), must be completed completely and signed by the registrant or business owner (even if someone else has a Power of Attorney). Your previous Cab Card has a lot of the information you will need like your IRP Acct number, title number, vehicle information. When you enter your truck information, on the first line put a "D" (for delete) then the information for the truck to be deleted up through the VIN number. On the next line put a "A" (for add) then the information for the truck to be added (entire line).
- Power of Attorney Form HSMV 96440, revised 12/2017. Needed if someone other than the registrant or owner will be handling the application. *IMPORTANT* Only the registrant or the company owner can sign the IRP Application
- Cab Card of the vehicle you are deleting.
- Certificate of Insurance. At the end of these application instructions is an example of a Certificate of Insurance.
 - The "Insured" must be the carriers name (if you're operating under your own authority it's you, if you're leasing onto another company it's them).
 - If the "Any Auto" box is checked you do not need your VIN on the form. If the "Scheduled Autos" box is checked you must have your VIN on the form.
 - The "Combined Single Limit" for vehicles registered by "For Hire" carriers (transporting goods someone else owns) must be a minimum of \$750,000 (that is most trucking companies).
 - The "Combined Single Limit" for vehicles registered by "Private" carriers (transporting goods you own) must be a minimum of \$300,000.
 - The "Combined Single Limit" for buses with a seating capacity less than 16 is \$1,500,000.
 - The "Combined Single Limit" for buses with a seating capacity of 16 or more is \$5,000,000.

- Any, I repeat, ANY Certificate of Insurance used to meet any requirement must have the following listed as the Certificate Holder: <u>Florida DHSMV</u>, <u>2900 Apalachee Pkwy</u>, <u>Tallahassee</u>, <u>Fl</u> <u>32399</u>.
- PIP (Personal Injury Protection) Insurance must be a minimum of \$10,000 and listed on your insurance certificate. If
 your insurance company will not put in on your certificate you will need to get a Non-trucking (bobtail) insurance
 certificate that complies with the PIP requirement.
- Title for Vehicle Certificate of Title Applications can be used in lieu of the title. All titles must be in the name of the owner (ie., either you, the company you own, or the company you are leasing the vehicle from. If the bank or leasing company's name is on the title you must provide your finance contract paperwork to verify you have the authority to license the vehicle). There can be no writing or signatures assigning the title to you, in other words, when you purchase the vehicle you MUST get the title work completed before you can get a license plate. For vehicles titled in Florida we can use the title number in lieu of the actual title. There is a place on the IRP Application for this number. ALL applications with out-of-state titles MUST have a copy of the front/back of the title and a completed VIN Verification Form.
- Form 2290 (Highway Use Tax) If you have owned your vehicle for more than 60 days you must pay your Highway Use Tax and obtain a Form 2290. It must be in the titled owner or registrants name. Must be for the current time period (July 1st June 30th). Must have an identifiable "e-file" oval watermark and a stamped "received date". If you went to the IRS office to pay the tax they will have put their stamp and date on it. At the end of these application instructions is an example of a Form 2290.
- Lease (If not operating under your own DOT authority) Leases must contain the following as a minimum:
 - Lessor (owner-operator) name and signature
 - Lessee (carrier) name and signature
 - Date of lease
 - Period/term of lease
 - Vehicle(s) description and VIN(s)
 - Who is responsible for insurance
 - Who is responsible for safety
 - Copy of your driver's license.

Add Vehicle

- IRP application Form HSMV 85900, revised 12/2017. Schedule A, (1st page), must be completed completely and signed by the registrant or business owner (even if someone else has a Power of Attorney).
- Power of Attorney Form HSMV 96440, revised 12/2017. Needed if someone other than the registrant or owner will be handling the application. *IMPORTANT* Only the registrant or the company owner can sign the IRP Application
- Certificate of Insurance. At the end of these application instructions is an example of a Certificate of Insurance.
 - The "Insured" must be the carriers name (if you're operating under your own authority it's you, if you're leasing onto another company it's them).
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- PIP (Personal Injury Protection) Insurance must be a minimum of \$10,000 and listed on your insurance certificate. If your insurance company will not put in on your certificate you will need to get a Non-trucking (bobtail) insurance certificate that complies with the PIP requirement.
- Form 2290 (Highway Use Tax) If you have owned your vehicle for more than 60 days you must pay your Highway Use Tax and obtain a Form 2290. It must be in the titled owner or registrants name. Must be for the current time period (July 1st June 30th). Must have an identifiable "e-file" oval watermark and a stamped "received date". If you went to the IRS office to pay the tax they will have put their stamp and date on it. At the end of these application instructions is an example of a Form 2290.

- Lease (if not operating under your own DOT authority) -- Leases must contain the following as a minimum:
 - Lessor (owner-operator) name and signature
 - Lessee (carrier) name and signature
 - Date of lease
 - Period/term of lease
 - Vehicle(s) description and VIN(s)
 - Who is responsible for insurance
 - Who is responsible for safety
 - Copy of your driver's license.

Replacement Plate

- Application to Replace an Apportioned License Plate and/or Cab Card Form HMSV 85100, revised 12/2017. Fill out the appropriate areas of the form. Lost-in-transit claims must be missing for at least 14 business days. Stolen plate claims must be submitted with a police report.
- Power of Attorney Form HSMV 96440, revised 12/2017. Needed if someone other than the registrant or owner will be handling the application. *IMPORTANT* Only the registrant or the company owner can sign the IRP Application
- Certificate of Insurance. At the end of these application instructions is an example of a Certificate of Insurance.
 - The "Insured" must be the carriers name (if you're operating under your own authority it's you, if you're leasing onto another company it's them).
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- Copy of your driver's license.

Replacement Cab Card

- Application to Replace an Apportioned License Plate and/or Cab Card Form HMSV 85100, revised 12/2017. Fill out the appropriate areas of the form.
- Power of Attorney Form HSMV 96440, revised 12/2017. Needed if someone other than the registrant or owner will be handling the application.
- Copy of your driver's license.

US DOT # Correction

- Application to Replace an Apportioned License Plate and/or Cab Card Form HMSV 85100, revised 12/2017. Fill out the appropriate areas of the form.
- Power of Attorney Form HSMV 96440, revised 12/2017. Needed if someone other than the registrant or owner will be handling the application. *IMPORTANT* Only the registrant or the company owner can sign the IRP Application
- Certificate of Insurance. At the end of these application instructions is an example of a Certificate of Insurance.
 - The "Insured" must be the carriers name (if you're operating under your own authority it's you, if you're leasing onto another company it's them).
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 - Who is responsible for insurance
 - Who is responsible for safety
- Copy of your driver's license.

SCHEDULE 1 (Form 2290)

(Rev. July 2018)
Department of the Treasury
Internal Revenue Service

Schedule of Heavy Highway Vehicles

For the period July 1, 2018, through June 30, 2019

▶ Complete and file both copies of Schedule 1. One copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.

OMB No. 1545-0143

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 02/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on

	this certificate does not confer rights	to the	cert	ificate holder in lieu of si	ch endorsemen	t(s)								
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