**\*Please note:**  Before you begin, you MUST have a Tax ID#/EIN from the IRS, this number **CANNOT** be your social security number.  If you are running under your own DOT, you tax ID# must be attached to your DOT.

Dear Sir or Madame,

**There are 2 options for registering your new equipment with IRP**

**OPTION 1:** You may go to amcs.arkansas.gov to open the new account. All the documents you will need are listed below, please read carefully. You must send in the documents to [irp.unit@dfa.arkansas.gov](mailto:irp.unit@dfa.arkansas.gov), and mail in any title work to:

***PHYSICAL***                                                                                      ***PO BOX***

AR Dept of Finance & Administration                                     AR Dept of Finance & Administration

ATTN:  IRP Unit                                                                            ATTN:  IRP Unit

1900 West 7th Street, Suite 1100,         **OR**                       PO Box 8091

Little Rock, AR 72201                                                                 Little Rock, AR 72203

**(UPS or Fed-Ex)                                                                       (regular mail)**

**Online Process:** Fill out the online registration form once you have clicked “Sign Up”. After all your information is filled out you will be prompted to upload 3 proofs of residence. Once your 3 proofs of residence are uploaded it will take up to 3 days for our online department to process, you will receive an email or phone call once the process is complete and a username and password to finish the registration on the website.

PLEASE READ CAREFULLY! The below information is for your benefit! It is important that you follow these directions.

Congratulations you have finished the first step of completing a new online IRP account!  There are a couple things I wanted to explain about keying your new account.

Once you’ve changed your password to a personal password you will be taken to the customer dashboard. From there you will select on the left side menu ‘services’ then ‘IRP.’

You will then reach your Site Map. Select ‘New Account’ in the box labeled Account.   Notes:

•             You will only need to fill in the boxes that have an asterisk beside them.

•             Verify all company information before proceeding; addresses, contact names & numbers.

•             Fleet type: If you’re questioning this check your DOT authority.

•             When creating your weight group please remember for a truck the gross weight is different from a trailer

•             Truck gross weight is based on the empty vehicle plus the weight of the maximum payload that the vehicle was designed to carry

•             most groups for trailers will be 34000 (AR standard).

•             On the vehicle detail page please check that VIN is completely correct, the purchase date & price matches what is on the bill of sale

•             IF THIS IS A VEHICLE ALREADY TITLED IN ARKANSAS WITH THE CORRECT NAME ON THE FRONT, put the title number (located on the front of the title) IF IT IS NOT put AR APPLIED.

•             The unit number is your number/letters of choice.

•             Leave ‘carrier responsible for safety’ selected as no.

•             Owner/Lessee should have the name of the person or company that is going to be applied on the new title OR if it is already titled in your name/company name put what is on the title.

Graphical user interface, application

Description automatically generated

**OPTION 2: \*You can also bring everything in person, but you must come prepared with all documents in hand. We recommend coming as early in the day as possible and calling us beforehand. Our hours are 8am – 4:30pm, Mon-Fri.**

NEW ACCOUNT DOCUMENT REQUIREMENTS

Three proofs of residence (**Must be a physical Arkansas address – no PO Box - and they all three must match**) If the account is in the company name the proofs must be in the company name. Provide a Secretary of State showing ownership of that company.  An Employee Identification Number/Tax ID Number is required.  Dot Authority is needed whether it be your own or someone you will be leasing onto.

**REFER TO THE INFORMATION AT THE END OF THIS EMAIL FOR PROOFS OF RESIDENCY.**

**NOT CURRENTLY REGISTERED IN LOCAL OFFICE** (Meaning title needs to be transferred into your name)

1. ***2023-2024 2290*** hauling weight over 55,001 pounds (If you do not have this when you first come to register this vehicle, you will have 30 days to retrieve this document. If your vehicle is being registered for below 55,001 pounds, then this document is not needed)
2. ***Current Insurance*** (commercial or shows $1,000,000.00 coverage, cannot be expired)
3. Running under someone else USDOT# and Authority - we will need a ***Lease Agreement – MUST BE SIGNED BY BOTH PARTIES WITH FULL VIN# OF EACH VEHICLE/TRAILER***
4. Running under your own DOT authority or running under another’s DOT Authority – ***2024 intent to list form***. (If For Hire) – **Arkansas Public Service Commission:** [**https://apsc.arkansas.gov/**](https://apsc.arkansas.gov/)
5. Current ***2023 Personal Property Assessment*** (If Private).
6. ***2023 County Tax Receipt***
7. Signed ***Mileage letter***\*ATTACHED.
8. Copy of ***Driver License***
9. ***3 Proofs of Residence***
10. ***UCR*** paid (pay at: ucr.gov)

**TITLE DOCUMENTS**

1. ***Title Application*** signed. \*ATTACHED
2. ***Original Title or MSO*** ***(Manufactures Statement of Origin)*** – assignment properly filled out and signed.
3. ***Bill of Sale*** – buyer and seller signature, full VIN and description, purchase price and purchase date.
4. ***Lien*** on the truck – provide us with a ***Financial Agreement (Security Agreement)***, full VIN and description, signatures, and lien date.
5. ***$10.00 title fee*** – no lien, ***$10.50 title fee*** – if lien present under
6. ***\*PLEASE NOTE*** – sales tax:  vehicles with gross weight of 60,0001 and up are SALES TAX EXEMPT with IRP.  If you have a vehicle that IS sales tax exempt and are adding a trailer, your trailer is also sales tax exempt.  Vehicles 60,000 or less AND have a purchase price of more than $4,000 will be subject to sales tax.

**CURRENTLY REGISTERED IN LOCAL OFFICE** (Meaning title is already in your name)

1. ***2290*** hauling weight over 55,001 pounds.
2. Current ***Insurance***
3. ***Lease Agreement*** if running under someone’s USDOT # and Authority
4. Running under your own authority or running under another’s Authority – ***2024 intent to list form***. \*ATTACHED (If For Hire)
5. ***2024 Personal Property Assessment*** (If Private).
6. ***2023 County Tax Receipt***
7. Signed ***Mileage Letter***\*ATTACHED
8. ***UCR*** Paid (pay at: [www.ucr.gov](http://www.ucr.gov))
9. Copy of ***Driver Licenses***
10. ***3 Proofs of Residency***
11. Copy of current ***Local Registration*** (if applicable)

**PROOF OF RESIDENCE** – All applicants are required to submit 3 proofs of Arkansas residence. You must submit 3 documents from one of the two preapproved lists below. If you intend to open your account under your business name, you must submit 3 from the business list. If you intend on opening your account under your personal name, you must submit 3 from the personal list. Absolutely NO PO Boxes are allowed.

**Business** – MUST be in business name (Need 3 off list)

* Secretary of State
* Real Estate Tax
* Federal Income Taxes filed.
* Property or office suite lease agreement
* 2290 Heavy Highway use tax form
* Utility bill (water, gas, electricity)
* Vehicle titled in AR.
* TIN confirmation letter from IRS
* DOT confirmation letter
* County tax receipt
* Any federal and/or state document that has official seal on them.

**Personal** – MUST be in individual’s name (Need 3 off list)

* AR Driver’s License
* Carrying concealed license
* Personal Property Tax receipt (current)
* 2290 Heavy Highway use tax form
* Utility bill (water, gas, electricity)
* Vehicle titled in AR.
* TIN confirmation letter from IRS
* DOT confirmation letter
* County tax receipt
* Any federal and/or state document that has official seal on them.

If you have any questions while completing your new account, please give us a call and we will be happy to help you!

To get your IFTA information call **501-682-4814**