

INTERNATIONAL REGISTRATION PLAN (IRP) APPORTIONED LICENSE RENEWAL

- Review your printed renewal and make changes if necessary.
- Record actual fleet distance for all jurisdictions travelled in during the reporting period printed at the top of your renewal.
- Sign your renewal.
- Submit a legible stamped Form 2290 Schedule 1 for all power units registered for 55,000 pounds or more. Forms must be stamped by the IRS and indicate the weight category at which the tax was paid.
- Proof of liability insurance for all power units.
- Proof that the latest PSC annual report was filed (**For Hire**) or a current personal property assessment (**Private**).
- Proof of current ad valorem taxes paid (**For Hire**) or current personal property tax receipt (**Private**) is required.
- Lease agreement(s) if applicable.
- Signed copy of the Affirmation to Maintain Records form.
- UCR fees paid for current and previous year.

Incomplete applications will delay your renewal. Credentials will not be issued until all items are received by the IRP Unit.

Check the email address on your renewal. Is it correct? Provide one if you have not already done so?

Please return your renewal as soon as possible to allow us time to check the supporting documents and key it for an invoice. Just because you send it in early, does not mean you have to pay for it at that time.

*****If you change carriers throughout the year, you need to update your registration. *****

Please read the AFFIRMATION TO MAINTAIN RECORDS form before signing. If there are any questions regarding the information on this form, please request to speak to an auditor.

If you are interested in processing your renewal/application(s) online, please visit www.amcs.arkansas.gov.

If you have any questions concerning any item on the list above,
please contact the IRP Unit at (501) 682-4653 or irp.unit@dfa.arkansas.gov.

MAILING ADDRESS

IRP Unit
P O Box 8091
Little Rock, AR 72203

PHYSICAL ADDRESS

IRP Unit
1900 West 7th St, Room 1100
Little Rock, AR 72201



NEED TO FILE AN IRS FORM 2290 TO REGISTER YOUR TRUCK TODAY?

To better serve you, the IRS and the International Registration Plan Section, Office of Motor Vehicle (IRP) of the AR Department of Finance & Administration have made special arrangements to make it easier for you to register your truck. At your option, IRP will forward your completed Form 2290, Schedule 1 and remittance to the IRS on your behalf. (WALK IN CUSTOMERS ONLY) You will not need to wait for a receipted schedule 1 from IRS to register your truck. Your participation in this service is entirely voluntary.

********This service is available for walk-in customers only.********

If you decide to use this service, this is what you do:

You give IRP the following:

- the completed original Form 2290,
- 2 copies of Schedule 1,
- payment in full of the amount due (personal check, money order, bank or cashier's check payable to the United States Treasury.)

If you decide to use this service, this is what IRP does:

IRP will review your return for completion of certain entries. IRP will mail your return and payment to IRS on the business day following receipt of your return.

What you need to know:

IRS does not consider your return filed for tax purposes until they receive it. IRS is not responsible for any delays or mishandling of your return or remittance before it is received by IRS. You are liable for any tax, penalties and interest that may be due. If the IRS determines you owe additional amounts, they will bill you directly after they receive the return.

IRP is voluntarily offering this service to registrants. IRP is not reimbursed for this service. IRP is not an agent or contractor of the IRS. IRP does not receive confidential return information from IRS records of your account.

Item #7 on Checklist

**AFFIRMATION TO MAINTAIN RECORDS
ARTICLE X: RECORDS & AUDITS**

I. 1000 RETENTION AND AVAILABILITY OF RECORDS

- A. A registrant shall retain the records on which the registrant's application for apportioned registration is based for a period of three (3) years following the close of the registration year to which the application pertains, and on request, shall make such records available for audit.

II. 1005 ADEQUACY OF RECORDS

- A. The records maintained by a registrant under Section 1000 shall be adequate to enable the base jurisdiction to verify the distances reported in the registrant's application for apportioned registration and to evaluate the accuracy of the registrant's distance accounting system for its fleet.

III. 1010 CONTENTS OF RECORDS

Records containing the following elements shall be accepted by the base jurisdiction as adequate under Section 1005(a):

- A. For records produced by a means other than a vehicle-tracking system:
1. The beginning and ending dates of the trip.
 2. The trip origin and destination (city & state).
 3. The route(s) of travel.
 4. The beginning and ending odometer, hub odometer, engine control module (ECM) reading, or any similar device for the trip.
 5. The total distance of the trip.
 6. The distance traveled in each jurisdiction; and
 7. The unit number or vehicle identification number.
- B. For records produced by a vehicle-tracking system that utilizes latitude and longitude, a Record must be created and maintained at a minimum of every 15 minutes when the vehicle's engine is on and contain the following data elements: **(Effective January 1, 2024)**
1. Vehicle identification number or Vehicle unit number
 2. The date and time of each system reading
 3. The latitude and longitude to include a minimum of 4 decimal places (0.0001) of each system reading
 4. The odometer reading from the engine control module (ECM) of each system reading. If no ECM odometer is available, a beginning and ending dashboard odometer or hubometer for the trip will be acceptable

This data must be accessible in an electronic spreadsheet format such as XLS, XLSX, CSV, or delimited text file. Formats from a vehicle-tracking system that provide a static image, such as PDF, JPEG, PNG, or Word, are not considered accessible as used in Section 1005(b).

C. Summaries:

1. Monthly summaries by vehicle, quarterly summaries by fleet, and yearly summaries by fleet are to be maintained.

IV. INADEQUATE RECORDS; ASSESSMENT

If the records produced by the registrant do not meet the criterion in Section 1005(a), or if, within 30 calendar days of written request, the registrant produces no records, an assessment may be imposed on the registrant.

DECLARATION:

By signing this form, you agree to maintain records in accordance with the International Registration Plan (IRP).

Registrant Name: _____

Account No. _____ Date: _____

Representative's Signature: _____



STATE OF ARKANSAS
**Department of Finance
and Administration**

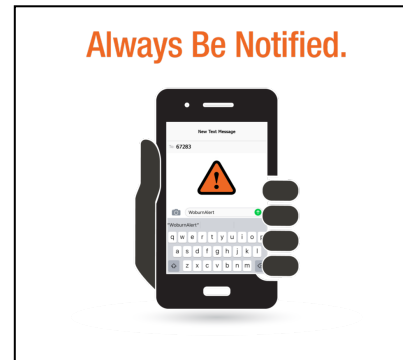
International Registration Plan
1900 West Seventh Street, Room 1100
Post Office Box 8091
Little Rock, Arkansas 72203-8091
Phone: (501) 682-4653
Fax: (501) 682-4615
mydmv.arkansas.gov

Dear IRP Registrant:

To enhance communication and client services, we are in the process of updating our customer's contact information. Please review your current information on the "Corrections Schedule" of the IRP Renewal to ensure the information is correct.

Column A of the Corrections Schedule

- Registrant Name
- Doing Business As (DBA)
- Business Address
- Business Phone
- Mailing Address
- Contact Person
- Contact Phone Number
- Fax Number
- Cell Number
- Email (up to two emails)



This information will be used to remind customers of upcoming renewals, open supplements, and receipt of payments via text and/or email. Also, customers will receive notifications in the event of unforeseen circumstances or situations that could potentially impact registration.

As we go through this process of updating account information, customers are requested to update the IRP Renewal Corrections Schedule and return it by one of the following.

- IRP.Unit@dfa.arkansas.gov
- Fax: (501) 682-4615 or (501) 683-0693
- Mail: Office of Motor Vehicle
IRP Unit
P O Box 8091
Little Rock, AR 72203

Please be advised that your contact information is intended solely for the use of Motor Vehicle/IRP Unit.

If you have any questions, please contact an IRP representative for additional assistance. Thanks for your cooperation.