

Georgia Department of Revenue - Motor Vehicle Division International Registration Plan (IRP) **New Account Application - Schedule G**



Purpose of this form: This form is to be used by a registrant to apply for a new IRP account.

How to submit this form: This form must be completed in its entirety, legibly printed in blue or black ink or typed, and e-mailed along with all required documents to the DOR/Motor Vehicle Division's Commercial Registration Unit at commercial.vehicles@dor.ga.gov.

Required document(s): The following documents must be submitted to process this application:

- 1. Five (5) proofs of Established Place of Business or three (3) separate proofs of Georgia residence. See instructions for a complete list of documents.
- 2. Certificate of title receipt reflecting valid proof of Georgia title (include a notarized lease agreement 5. Copy of applicant's current driver's license. if leasing).
- 4. Liability insurance card, binder or certificate of insurance (declarations of insurance will not be accepted).
- 3. Completed Form T-138 IRP Vehicle Schedule A. 6. IRS Schedule 1 (Form 2290) reflecting all VINs which will be registered at a weight over 54,999 lbs.
 - 7. Employment lease or contract if operating fleet vehicles and you are not the motor carrier responsible for safety.

A REGISTRANT INFORMATION		
Registrant's Full Legal Name:		
Registrant's USDOT No.:		
Business Address: Street No. Street Name		
Mailing Address: Street No. Street Name Apt./Suite No. City	State ZIP Code	
Contact Person's Name:		
E-mail Address: Telephone No.:	Fax No.:	
B CARRIER RESPONSIBLE FOR SAFETY INFORMATION		
Carrier's Full Legal Name: Carrier's USDOT No.:		
Business Address: Street No. Street Name Apt./Suite No. City	State ZIP Code	
E-mail Address: Telephone No.:	Fax No.:	
C SERVICE PROVIDER INFORMATION		
Service Provider's Full Legal Name:		
Business Address: Street No. Street Name Apt./Suite No. City	State ZIP Code	
Contact Person's Name:		
E-mail Address: Telephone No.:	Fax No.:	
D VEHICLE REGISTRATION		
Vehicle(s) current registration: (Check applicable box below.) Plate No.:		
[] No Current Registration [] Georgia Intrastate Plate Record plate number ⇒		
[] Georgia IRP Plate Record plate number and Georgia IRP account number ⇒ Georgia IRP Account		
[] Out-of-State Vehicle Plate Record plate number ⇒ [] Other Record plate number ⇒		
Have any vehicles been IRP registered under this account or any other account? [] Yes [] No		
If "yes," please record the name of each account along with the name of the jurisdiction where registered. Attach addition	nal pages if needed.	
Are you currently under any registration suspension? [] Yes [] No		
E CERTIFICATION Under penalty of perjury, I declare that the above information is true, correct and complete to the best of my knowledge and belief.		
Printed Name of Registrant:		
Signature of Registrant:	Date: / /	

INSTRUCTIONS How to complete Form T-239

COMPLETING THIS FORM

This form must be completed in its entirety, legibly printed in blue or black ink or typed.

Section A: Provide the full legal name, USDOT number, Taxpayer Identification Number (TIN), business address, mailing address, contact person, e-mail address, telephone number and fax number of the registrant applying for a new IRP account.

Section B: If vehicles are leased to a lease-carrier, provide the full legal name, USDOT number, business address, e-mail address, telephone number and fax number of the carrier responsible for safety.

Section C: If any licensing service, remittance agency, trucking service agency, consultant, or other individual(s) assisted in the preparation of IRP applications, provide their full legal name, business address, contact person, e-mail address, telephone number and fax number.

Section D: Identify your current registration status. If vehicles are currently registered, record the plate number and account number, when applicable. If any vehicles have been IRP registered under the identified account or any another account, record the name of each account along with the jurisdiction where registered – attach additional pages if needed. Also indicate if you are currently under any registration suspension.

Section E: Certify the information provided in this form is true, correct and complete to best of your knowledge and belief.

REQUIRED DOCUMENTS

The following documents are required to process this application:

- 1. Five (5) proofs of Established Place of Business or three (3) separate proofs of Georgia residence. *See tables below.*
 - Addresses for all submitted proofs of Established Place of Business or residence must match.
 - P.O. Box addresses will not be accepted as proof of Established Place of Business or residence.
 - If supplying three (3) proofs of residence, submission must contain three separate/different proofs.
- Certificate of title receipt reflecting valid proof of Georgia title (include a notarized lease agreement if leasing).
- 3. Completed Form T-138 IRP Vehicle Schedule A.
- 4. Liability insurance card, binder, or certificate of insurance (declarations of insurance will not be accepted).
- 5. Copy of applicant's current driver's license.

- IRS Schedule 1 (Form 2290) reflecting all VINs which will be registered at a weight over 54,999 lbs.
 - Each page of IRS Form 2290 containing registered vehicles must clearly show e-file watermark.
 - IRS Form 2290 must reflect the correct year's July 1st-June 30th period at top of form.
- 7. Employment lease or contract if operating fleet vehicles and you are not the motor carrier responsible for safety.
 - Lease or contract must list USDOT of motor carrier responsible for safety.
 - Lease or contract must list name and include signature of authorized representative of IRP account.
 - Lease or contract must list name and include signature of authorized representative of carrier.

PROOF OF ESTABLISHED PLACE OF BUSINESS		
Documents	Document Requirements	
County-issued Certification of Zoning Compliance	 Demonstrates physical structure is located within base jurisdiction (Georgia). Demonstrates physical structure is owned or leased by the registrant. Demonstrates a specific street address which does not include a P.O. Box number. 	
Publicly listed document page (dated within 30 days of application date and verifiable via the internet)	Demonstrates physical structure is open for business.	
Employee schedule	Demonstrates physical structure is staffed during regular business hours by one or more persons.	
Employee paystub	 Demonstrates physical structure staff member(s) are employed by the registrant. Demonstrates physical structure staff member(s) are employed on a permanent basis (not contracted). 	
Georgia Secretary of State's "Annual Registration" form with "business purpose" section completed	Demonstrates physical structure is used for the purpose of the general management of the registrant's trucking-related business (not limited to credentialing, distance reporting, and phone inquiries).	

PROOF OF RESIDENCE IN GEORGIA - Provide three (3) separate items

- 1. If an individual, current and valid driver's license issued to applicant by the State of Georgia.
- 2. Proof of incorporation or proof of registration that entity is authorized to do business in Georgia.
- If a corporation, proof owner of corporation is a legal Georgia resident.
- 4. Proof registrant's federal income tax return is filed from a Georgia address.
- 5. Proof registrant has paid personal income tax to Georgia.
- 6. Proof registrant has paid real estate tax or personal property tax to Georgia.
- Proof registrant receives utility bills in Georgia that are in either registrant's or business's name.
- Proof registrant has a vehicle titled in Georgia that is in either registrant's or business's name.

SUBMITTING THIS FORM

This completed form and all required documents must be submitted directly to the Commercial Registration Unit of the Department's Motor Vehicle Division through e-mail to commercial.vehicles@dor.ga.gov.

