

International Registration Plan (IRP) Renewal Account Checklist State of Colorado

C.R.S. 42-3-103 (2), 42-3-105, 42-3-112, 42-3-114, 42-3-304, 42-3-306, 42-6-104,
The International Registration Plan (Plan)

Note: Fields with an asterisk (*) are required and must be completed before renewing your fleet.

Applicant Name (person or company)

*Colorado (CO) IRP Fleet number

Did your DOT or EIN change? If yes please provide the new FEIN/DOT below

Federal Employer Identification Number (FEIN)

Department of Transportation Number (DOT)

Federal Employer Identification Number (FEIN) Associated Name

Name of company associated with the FEIN (unless it is the same as listed above).
Must also be the same listed with the USDOT & CO Secretary of State.

Established Place of Business (EPOB) or Residency (must qualify under one, check box below)

Applicants may elect Colorado as their base jurisdiction if they meet the following requirements:

1. Physical address must be in Colorado
2. Fleet occurs distance in Colorado
3. Fleet records are maintained in Colorado or can be made available

See checklist below for more information.

☐ Residency or ☐ EPOB **Residency Only:** Social Security Number (SSN)

Residency or EPOB Address

Note: If EPOB, clear company signage and hours of operation posted at this address are required per the Plan.

EPOB Only: Business Days & Hours

Note: Must be staffed a minimum of 20 hours per week by one or more persons employed by the applicant per the Plan.

EPOB Employee Names

The names of 2 employees that work at this EPOB address and during the business days/hours as listed above.

Employee #1

Employee #2

Registration (if adding an unexpired CO registered vehicle)

Credit: If the vehicle is currently registered in Colorado with county or GVW plates and a credit is available, check below if you want the credit transferred or not..... ☐ Yes ☐ No

If Yes, Plate number:

***Affirmations of Understanding**

Initials

I agree that business records will be kept at the EPOB or residential address.

Initials

I agree that I am responsible as the applicant for maintaining mileage records for 5 years, even if my lease company is reporting to IFTA, and will provide records to the department for audit upon request.

Initials

I agree that the documentation I have provided is valid and accurate and nothing has been forged or modified from the original.

Initials

I agree that I will operate interstate (2 or more states, one being Colorado) and maintain accurate mileage records of the trip movements for all apportioned vehicles during the July 1 - June 30 reporting period.

Initials

I understand that if I fail to maintain proper mileage records for inspection by the Department, up to 100 percent of Colorado's registration fees can be assessed on all vehicles.

I certify, under penalty of perjury in the second degree, that the above facts are true and accurate to the best of my knowledge.

Applicant Signature

Date (MM/DD/YY)

Document Checklist:

☐ **Copy of EIN Letter is Required**

☐ **Letter of Authorization (LOA)**

- If someone other than a representative of the company completes or submits the IRP application, a LOA is required to be signed and dated by both parties for every transaction

☐ Not Applicable

☐ **Colorado IRP Application; Complete DR 7553**

- Application must be completed in its entirety
 - Forms can be found at: <https://dmv.colorado.gov/forms-number-order>
- **Reporting Period:** Regardless of the registration period, the reporting period is always July 1 - June 30.
 - Example: October 2024 - December 2024 (first month of registration year)
 - The reporting period would be July 1, 2023 - June 30, 2024
 - Example: January 2024 -September 2024 (first month of registration year)
 - The reporting period would be July 1, 2022 - June 30, 2023

☐ **Proof of Emissions** (only required if located in an emissions area, see DR 7553)

- Emissions Area:
 - Vehicles 1-4 years = exempt
 - Vehicles 5-10 years = required every other year
 - Vehicles 10 years + = required every year

☐ Not Applicable

☐ **Established Place of Business (EPOB) or Proof of Residency**

- **EPOB:**
 - Business license issued by either the State, City or county in Colorado and a utility bill with the EPOB address required
- **Residency:** Three (3) required from the below options:
 - Colorado Drivers License or Identification card
 - Proof of Colorado or Federal income tax return (current or prior year)
 - Proof of real estate or personal property taxes (vehicle). Must include proof of payment
 - Utility bills
 - Max of 2 separate current bill types (as part of the 3 required) from the following types: phone (land line), cable, internet, gas, electric, water, garbage, security system
 - Colorado certificate of any title and/or vehicle registration
 - Residential/business lease agreement that includes the terms with a printed name and signature
 - A physical structure located within the base Jurisdiction that is owned or leased, such lease agreement shall be for no less than 12 months

Document Checklist: (continued)

☐ Vehicle Lease Agreement

- Registrant Only: must have a lease agreement. Some situations may require additional lease agreements
- Also required if the vehicle is being leased from another company
- Must include: USDOT & FEIN numbers for the motor carrier responsible for safety, lease start and end date, equipment year, make and model, printed name and signature

☐ HVUT Schedule 1 (Form 2290) & Proof of Payment

- **HVUT Schedule 1:** is required for commercial vehicles that have been owned 60 days or more from the purchase date and have a combined gross weight of 55,000 lbs or above
 - Registration and payment can be filed electronically at irs.gov (search 2290 e-file)
- **Proof of Payment:**
 - The stamp or e-file watermark (MUST be visible when scanned) is considered proof of payment
 - If the above is not available, the front and back of a cancelled check, or a credit card/ bank statement will be accepted

☐ Not Applicable

☐ Adding a vehicle at the time of renewal

- **Cab Card:** if your vehicle is currently registered, or within the last year, on another IRP account in any jurisdiction a copy of the cab card is required

☐ Not Applicable

Document Checklist: (continued)

☐ Vehicle Trip Mileage Records

- May include: state maps, mileage charts, odometer/hubodometer readings, household good mileage, and/or mileage software programs/ELD, records must be kept for 5 years
- Actual mileage operated each day is to be recorded on a source document which must contain:

Records produced other than a vehicle-tracking system	Records produced by a vehicle-tracking system
Beginning & ending dates of the trip	Vehicle identification number or unit number
Origin & destination of the trip	Date and time of each system reading
Route of Travel	The latitude and longitude to include a minimum of 4 decimal places (0.0001) of each system reading
Beginning & ending odometer/hubodometer/engine control module (ECM)	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 hubodometer for the trip will be acceptable
Total distance of the trip	
Distance traveled in each Jurisdiction	
Vehicle identification number or unit number	