



Douglas J. MacGinnitie  
Commissioner

State of Georgia  
**Department of Revenue**  
**Motor Vehicle Division**  
P O Box 740382  
Atlanta, Georgia 30374-0382  
(404) 968-3800

Timothy A. Shields  
Director

Enclosed you will find your renewal application(s). You must complete and return your application **two months prior to your expiration date** to ensure your apportioned ad valorem tax pre-bill is received on time. Your expiration month will remain the same.

**After you submit your renewal application, any newly purchased vehicles must be added to a new fleet.** All requirements must be met before an application is considered complete. To avoid any late filing penalties, your completed application must be submitted before your expiration month.

**Due to changes in the Georgia law, you must now submit a copy of your current insurance card before your tags are issued.** Please submit a copy of your insurance card with your renewal application. Please attach a copy of the current validated 2290 if your vehicle weight is 55,000 lbs and above.

The proof of Heavy Vehicle Use Tax payment requirement is imposed by Internal Revenue Service regulations and is not subject to the jurisdiction of the Department of Revenue. Please note, the I.R. S. no longer accepts partial payments.

IMPORTANT NOTICE(S):

1. Georgia IRP will no longer accept out of state titles.
2. Georgia Department of Revenue now accepts business checks. Make all checks payable to the Department of Revenue/MVD.
3. Payment by credit card is now available. To make a payment using MasterCard, Discover or American Express, please go to: <http://motor.etax.dor.ga.gov/motor/MVDOnline.aspx>
4. Please make a copy of your renewal application and retain for your file.
5. The Unified Carrier Registration (UCR) Program requires individuals and companies that operate commercial Motor Vehicles in interstate or international commerce to register their business with Georgia Department of Revenue. To avoid delays it is highly recommended that you register on -line at: <http://motor.etax.dor.ga.gov/online/mvdonline.asp>.

\*\*If you need additional information please call 404.968.3800.

Sincerely,

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## Renewing Your Georgia IRP License Plates

To avoid unnecessary delays in the renewal of your Georgia IRP license plates (tags) please read all instructions before completing & submitting your renewal application(s):

### Renewal Checklist (please provide legible copies of items below):

- Valid GA driver's license**  
Used to verify the name of the registrant and the physical address.
- Current Insurance Information**  
Including complete Vehicle Identification Number or the word 'fleet', the beginning & ending insurance coverage dates, and the policy number.
- Current IRS Heavy Vehicle Use Tax Form 2290**  
This form must be stamped by the IRS showing the complete and correct Vehicle Identification Number (VIN). This form must be in the name of: 1) the registrant, 2) the owner of the vehicle, or 3) the carrier responsible for safety. If you register online, we must see the E-file watermark from the IRS. Please make sure the correct category is listed for the weight that you are declaring. Your application will not be processed without this form.
- Proof that the registrant has an established place of business in GA.**  
The following is acceptable proof, but must be in the name of the registrant showing the physical address:
  - Utility bill (gas, electric, water or phone) dated within the last thirty (30) days;
  - Mortgage Statement;
  - Typed (not handwritten) Rental Lease Agreement signed by both parties;
  - County Property Tax Assessment (not for the truck);
  - GA Occupational License;
  - Voter Registration Card
  - Certificate of Incorporation
  - License from the GA Insurance & Safety Fire Commissioner's Office.
- A completed Schedule C**  
Used to add any vehicles that are not shown on your renewal application.
- Motor Carrier Services Form 150**  
Must be dated within one (1) year of registration from each carrier if leased to a company. You are required to update this form from the FMCSA website, <http://safer.fmcsa.dot.gov/>, or by calling (678) 284-5130.
- Employment Lease**  
From the carrier signed by all parties & dated.
- A completed Mileage Detail Source Document (Form T-140)**  
If any recorded mileage is estimated & differs from the GA Estimated Mileage Chart or if the actual mileage ends in '00' or if any recorded mileage is unreasonable. Include a detailed explanation on Mileage Schedule B.  
Note: If you are estimating mileage for the second year, you must explain your scope of operation on your Schedule B or your application will be returned.
- Lease Agreement**  
Between the two parties signed, dated & signatures notarized if the registrant and the vehicle(s) owner(s) are different.
- Proof of a publicly listed telephone number in the fleet registrant's name.**  
This number must be verifiable via the Internet, White or Yellow telephone directories.

**Record your Georgia IRP Account Number on all supporting documents.  
Make sure all applications are signed & dated.**

**Renewal Applications should be mailed two (2) months prior to your expiration month.**

in order to allow enough time to receive an Ad Valorem tax pre-bill and and IRP tag. An invoice will be mailed to you within ten (10) days or you will receive an application notice if your application is incomplete.

Pay all motor vehicle Ad valorem at your County Tag Office after you receive your IRP Invoice.

**Applications returned on or after the expiration month will result in late filing penalties being assessed.**

**Invoices paid after the expiration month will result in a late penalties being assessed.**

**If you are a tag service company, you must register with the county tag office. See the definition of a tag service company below:**

**Tag Service Company (560-10-28.01)**

**(1) Defined.** Any private person, firm, partnership, or corporation engaged within this state in the service of completing motor vehicle license tag application forms, computing motor vehicle tag fees and/or ad valorem taxes or handling motor vehicle license tag application forms in any manner whatsoever on behalf of and for another is a tag service company for the purpose of this chapter.

In accordance with §40-2-25, paragraph (b) (1) of the O.C.G.A., Tag service companies must submit an annual fidelity bond in the amount of \$50,000 with good and sufficient surety or sureties, licensed to do business in GA, payable to, in favor of, and for the protection of the payee, taxpayer, or the tax commissioner of the county in which such person processes such applications. Such bond shall be posted prior to the beginning of business operations each year and satisfactory proof of such bond shall be filed in the Office of the Tax Commissioner requiring such bond prior to the beginning business operations each year.

A completed Tag Service Company Power of Attorney (Form T-8A) appointing a person within the tag service company must be completed and attached to each application processed by the tag service company.

Please use the mailing label provided with your renewal applications.

**IMPORTANT NOTICE:** Effective February 1, 2007, the Georgia Department of Revenue will begin accepting business checks to process your credentials.

\*\*If you should have any questions, please call (404) 968-3800.

All renewal applications may be mailed to the following address:

**Department of Revenue  
IRP Unit/Processing Center-Motor Vehicle  
PO Box 740382  
Atlanta, GA 30374-0382**



To All IRP Registrants:

Please make sure both your mailing and business addresses are current with the Georgia IRP office. Failure to do so will cause a delay in receiving your IRP renewal packet. If you do not receive your renewal package within two (2) months of your expiration month, please contact the IRP office by calling **404.968.3800**.

Please be aware that late filing fees **will not be removed** if you did not receive a renewal packet.

**If you renew your vehicles after your expiration month, you will be fined a 10% late filing penalty along with a 25% late payment penalty on the Georgia fees.**

All renewals are due the month **BEFORE** your expiration month. A **10% late filing penalty** will be assessed any time after your expiration month. Also, if you are paying the invoice after your registration month a **25% late payment penalty of the Georgia fees will be assessed**.

All invoices are due within thirty (30) days of the invoice date. Any invoices received after this date will be subject to the **25% late payment penalty of the Georgia fees**.

All Temporary Vehicle Registrations (TVR) are issued for sixty (60) days. **Please do not use TVR expiration date as payment date for your invoice.**

**PLEASE NOTE:**

**WHENEVER YOU ACCEPT A TEMPORARY VEHICLE REGISTRATION (TVR) PERMIT FROM THE IRP OFFICE, YOU WILL BE RESPONSIBLE FOR THE INVOICE PAYMENT.**

**\*\*Credentials will not be issued until your ad valorem taxes are satisfied at your county tag office.**

# **PRISM**

## **Performance and Registration Information Systems Management**



**Federal Motor Carrier Safety Administration  
Office of Safety Programs  
1200 New Jersey Avenue SE  
Washington, DC 20590**

## **IMPORTANT MOTOR CARRIER INFORMATION**

The International Registration Plan (IRP) commercial vehicle registration section ensures that all carriers engaged in interstate commerce are uniquely identified through a USDOT number when they register their vehicles. IRP registration is the initial point of contact between the carrier, the registrant, the vehicle owner and the government. It provides the framework for the Performance Registration Information and System Management (PRISM) program. It establishes a system of accountability by ensuring that no vehicle is plated without first identifying the motor carrier responsible for the safety of the vehicle during the registration year. Through PRISM, information system connections between IRP vehicle registration and the Federal Motor Carrier Safety Administration (FMCSA) provide the ability to check the safety status of motor carriers prior to issuing or renewing IRP license plates.

**Registrants/Motor Carriers are required to update their MCS-150 directly on-line at [www.safer.fmcsa.dot.gov](http://www.safer.fmcsa.dot.gov).**

Every registrant/motor carrier must provide a USDOT number. If you do not have a number, you can apply for one on-line at [www.safer.fmcsa.dot.gov](http://www.safer.fmcsa.dot.gov). Also, you must provide a tax identification number (FEIN or SSN) prior to registration.

When updates to the MCS-150 information are received with the renewal each year, it is necessary for the updated information to be entered into the MCMIS Census File. This updated information will then be sent to each PRISM State through the daily updates to the PRISM Census File.

**Remember: You can issue your own USDOT number and update your current information on-line at [www.safer.fmcsa.dot.gov](http://www.safer.fmcsa.dot.gov)**



**GEORGIA DEPARTMENT OF REVENUE IRP ESTIMATED MILEAGE CHART**

- First time Georgia IRP registrants or other registrants who estimate mileage may use the following chart for **minimum** miles:
- First time Georgia IRP registrants and other registrants who estimate mileage may use this chart when estimating mileage or use the mileage source document, form T-240.

<b>JURISDICTION</b>	<b>MILEAGE</b>	<b>JURISDICTION</b>	<b>MILEAGE</b>
ALABAMA (AL)	5082	NEW BRUNSWICK (NB)	8
ALASKA (AK)	121	NEWFOUNDLAND (NF)	3
ALBERTA (AB)	18	NEW HAMPSHIRE (NH)	55
ARIZONA (AZ)	1621	NEW JERSEY (NJ)	517
ARKANSAS (AR)	924	NEW MEXICO (NM)	1232
BRITISH COLUMBIA (BC)	9	NEW YORK (NY)	678
CALIFORNIA (CA)	1978	NORTH CAROLINA (NC)	3280
COLORADO (CO)	278	NORTH DAKOTA (ND)	139
CONNECTICUT (CT)	222	NW TERRITORIES (NW)	556
DELAWARE (DE)	126	NOVA SCOTIA (NS)	2
DISTRICT OF COLUMBIA (DC)	10	OHIO (OH)	1652
FLORIDA (FL)	8423	OKLAHOMA (OK)	684
GEORGIA (GA)	28775	ONTARIO (ON)	206
IDAHO (ID)	250	OREGON (OR)	207
ILLINOIS (IL)	1234	PENNSYLVANIA (PA)	1330
INDIANA (IN)	1631	PRINCE EDWARD ISLAND (PE)	11
IOWA (IA)	314	QUEBEC (QC)	17
KANSAS (KS)	290	RHODE ISLAND (RI)	49
KENTUCKY (KY)	1971	SASKATCHEWAN (SK)	15
LOUISIANA (LA)	1634	SOUTH CAROLINA (SC)	5289
MAINE (ME)	84	SOUTH DAKOTA (SD)	183
MANITOBA (MB)	19	TENNESSEE (TN)	3646
MARYLAND (MD)	718	TEXAS (TX)	3436
MASSACHUSETTS (MA)	273	UTAH (UT)	283
MICHIGAN (MI)	973	VERMONT (VT)	24
MINNESOTA (MN)	478	VIRGINIA (VA)	2648
MISSISSIPPI (MS)	1943	WASHINGTON (WA)	190
MISSOURI (MO)	1034	WEST VIRGINIA (WV)	493
MONTANA (MT)	454	WISCONSIN (WI)	468
NEBRASKA (NE)	467	WYOMING (WY)	506
NEVADA (NV)	208		

**Mileage should be estimated as accurately as possible according to how you plan to operate. If your best estimate for jurisdictional mileage is greater than the mileage minimum given above, you should use your estimated mileage.**