

IRP RENEWAL CHECKLIST

Purpose

Use this checklist to collect fleet, mileage, ownership, insurance, and payment information before an IRP renewal.

Account Information

Carrier / Registrant Name: _____

USDOT #: _____

Account / Fleet #: _____

Base Jurisdiction: _____

Renewal Period: _____

Prepared By: _____

Fleet / Vehicle Review

- ☐ Active power units listed
- ☐ Removed/sold units identified
- ☐ Added units identified
- ☐ VINs checked
- ☐ Unit numbers checked
- ☐ Plate/cab card numbers reviewed
- ☐ Ownership or lease documents available
- ☐ Heavy vehicle use tax proof reviewed, if required

Mileage Review

- ☐ Reporting period confirmed
- ☐ Actual miles by jurisdiction collected
- ☐ Estimated miles reviewed, if applicable
- ☐ ELD/GPS mileage reports exported
- ☐ Trip sheets reviewed, if applicable
- ☐ Total fleet miles reconciled
- ☐ Unusual mileage gaps reviewed



Documents to Collect

- ☐ Current cab cards
- ☐ Vehicle titles or ownership documents
- ☐ Lease agreements, if applicable
- ☐ Insurance certificate
- ☐ Proof of HVUT/Form 2290 Schedule 1, if applicable
- ☐ Prior IRP renewal documents
- ☐ USDOT/MCS-150 status reviewed

Internal Review

- ☐ Vehicle list reviewed by operations
- ☐ Mileage reviewed by compliance/admin
- ☐ Insurance dates checked
- ☐ Fees reviewed before payment
- ☐ Renewal confirmation saved
- ☐ New cab cards saved and distributed

Notes

DISCLAIMER

This checklist is for general organization only. It is not legal, tax, accounting, or regulatory advice. IRP requirements vary by base jurisdiction and fleet details. Verify current renewal requirements with your base jurisdiction or a qualified professional.