



MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES

Phone: (651) 205-4141 TTY: (651) 282-6555 Fax: (651) 797-1187
Visit us: drive.mn.gov

New Account Checklist

Full Name	Office Use Only Acct #
Business Name (if any):	Contact Phone:

This packet contains a Recordkeeping Fact Sheet, sample recordkeeping forms and the forms needed to apply for an International Registration Plan (IRP) and/or International Fuel Tax Agreement (IFTA) account in Minnesota. If you have questions about the application process or completing the forms, call our office at 651-205-4141 during business hours.

New IRP/IFTA accounts are processed by the main office in St. Paul. The application can be submitted by mail, by fax at 651.797.1187 or by email, dvs.prorate@state.mn.us. Normal processing time is one to two weeks. Please allow additional time during the IRP/IFTA renewal season from December through March. Once the account has been processed an invoice will be issued. Payment can be made through the St. Paul office or any deputy registrar that processes IRP and IFTA transactions.

STEP 1 - Before you start the application process, make sure you have the following items

(links to online resources are included for your information):

1. Federal Employer Identification Number (FEIN) – obtain online at www.irs.gov/businesses
2. Heavy Highway Vehicle Use Tax Return (HVUT) Form 2290 – www.irs.gov/formspubs
3. Proof of vehicle ownership (e.g., title)
4. Lease agreement (if you will be utilizing another carrier's operating authority)

STEP 2- Complete these four forms:

1. IRP Minnesota Presence Affidavit, PS2230 and copies of supporting documents
2. New Prorate Applicant Questionnaire, PS2231
3. Minnesota IRP Renewal/Supplement Application (Schedule A and B), PS2276
4. IFTA License and Decals Application, PS2261

Account Closing Process – If it becomes necessary to close the IRP/IFTA account, you must:

IRP:

1. Submit the plates, registration year stickers and IRP cab card along with the IRP new account/Renewal/Supplement application.
2. Retain operational records for five and a half years from the date the account is closed.
3. Ensure there are no outstanding tax liabilities.

IFTA:

1. Submit the IFTA decals and licenses along with the IFTA application requesting the account be closed.
2. Retain operational records for four years from the date the account is closed.
3. Ensure there are no outstanding tax liabilities.

The IFTA account will remain active and the account will be liable for quarterly tax returns and taxes until the ITFA account has been properly closed.

Tennessee Warning

What is the purpose of supplying the requested information?

The Department of Public Safety ("DPS") collects the information on this form for record keeping purposes as required by the Minnesota Government Data Practices Act, Minn. Stat. § 13.04(2).

Am I required to provide the requested information?

You are not legally required to complete this form.

What will happen if I do not provide the requested information?

You can refuse, however, DPS will consider your application incomplete, and cannot process your request.

Am I required to provide the requested information?

DPS may disclose personal information when it relates to the operation or use of a vehicle or to public safety. The use of personal information relates to public safety if it concerns the physical safety or security of drivers, vehicles, pedestrians or property. The personal information you provided is classified by 18 U.S.C. § 2721 and the Minn. Stat. § 168.346 and is subject to disclosure in accordance with these laws.

I hereby affirm that I have received the Recordkeeping Fact Sheet. I understand the recordkeeping and mileage recording requirements imposed by the International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA) and agree to abide by the IRP/IFTA regulations. The operational records and any other pertinent information required by base jurisdiction (Minnesota) are available upon request and will remain available for four years after the account is closed. The registrant is in compliance with the laws requiring insurance while operating motor vehicles upon public roads and will maintain the required insurance coverage.

Registrant/Authorized Signature: _____ Date _____

(Power of Attorney form required for authorized third party/service bureau)

Accepted by: _____ Dep. No: _____ Date _____

(Prorate Unit/Deputy Registrar)