



New Prorate Account Checklist

Full Name (print):	Office Use Only Prorate Acct. #:
Business Name (if any):	Daytime 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) prorate 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.

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. USDOT Number – obtain online at www.dot.gov
2. Federal Employer Identification Number (FEIN) – obtain online at www.irs.gov/businesses
3. Heavy Highway Vehicle Use Tax Return (HVUT) Form 2290 – www.irs.gov/formspubs
4. Proof of vehicle ownership (e.g., title)
5. Lease agreement, if applicable

STEP 2 – Complete these five forms:

1. IRP Minnesota Presence Affidavit, PS2230 and copies of supporting documents
2. New Prorate Applicant Questionnaire, PS2231
3. Estimated Mileage Worksheet, PS2232
4. Minnesota IRP Renewal/Supplement Application (Schedule A and B), PS2276
5. IFTA License and Decals Application, PS2261

Submit this checklist and forms by mail or in person to the address at the bottom of this checklist or fax to (651) 215-0027.

The forms and documents will be reviewed by our office. You will be contacted by phone with the results of the review (usually within four days).

STEP 3 – *If you receive approval from our office:*

You must apply in person at our office or a Prorate Deputy Registrar’s office. Bring originals of *all* required forms and supporting documents – *including this checklist*. You will receive license plates and decals at that time.

For a list of office locations and contact information, go to www.mndriveinfo.org.

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

1. Complete Minnesota IRP Renewal/Supplement Application and/or IFTA quarterly report;
2. Ensure that there are no outstanding tax liabilities;
3. Turn in plates, stickers, cab cards, and/or IFTA license and unused IFTA decals; and
4. Retain operational records for four years *after* the account is closed.

I hereby affirm that I received the Recordkeeping Fact Sheet. I understand the recordkeeping and mileage recording requirements imposed by the International Registration Plan (IRP) and agree to abide by the IRP/IFTA regulations. The operational records and any other pertinent information required by the 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)