

IRP Notes

- The date you open a new IRP account determines the renewal date. The renewal month will be the month prior to the set-up date.
- You always need to provide the last 4 quarters of mileage reported on their IFTA report at renewal. The reporting period is 7/1 through 6/30. For example, you would currently be reporting 7/1/2022 through 6/30/2023. In September 2024, you will report 7/1/2023 through 6/30/2024.
- Make sure the Record Keeping form is signed and dated. Send this in when you are sending in residency proofs. This will help get the account approved faster.
- Always verify the VIN on the MD State Inspection to the title.
- Verify that the Motor Carrier is active with FMCSA.
- Verify that the company is in good standing with MD Department of Assessment and Taxation.
- The current registration is the only place you can make changes to your account.
- When calling into the IRP department, only give the representative the first 7 digits, including any zeros.
- Check your IRP account for messages regarding the status of your account under account updates in the portal. This is how IRP will send you messages regarding any problems with the information submitted.
- When submitting your proofs of residency, if the account is for a company, the Articles of Incorporation must be one of the items submitted. If the account is for an individual, use the individuals' MD driver's license for the second item submitted.
- The name and address of the information submitted must match the name and address on the Articles of Incorporation.
- You can have a Fleet account for vehicles that travel in Maryland only. The fleet must have 10 or more vehicles. They would have a Business Unit number.
- IRP accounts are for vehicles that travel outside of Maryland. They are issued an IRP account number.
- IRP department email is irp@mdot.maryland.gov.
- You do not need to send in schedules IRP-A/C and IRP-B. They are only needed if the customer goes to the branch themselves.
- IRP has 5 business days to respond but I have found their response time much faster than that.

Steps to set up new IRP account

1. Process title work.
2. Receive E Service letter.
3. In portal, select More then apply for IRP account in second box – Motor Vehicle Carrier
4. Add vehicle once your account is approved.

Steps to process renewal

1. Select the year you are renewing then select create renewal.
2. Elect the vehicle(s) to be renewed and press submit.
3. Select Submit Documents to send in required 2290 and lease agreement, if applicable.
4. Select jurisdiction tab and select the blue Change Distance link. Enter the actual miles by state for the reporting period.
5. Select the Validations tab for any missing or incorrect information.
6. Select the Pending tab, then Actions box, then select Submit to finalize the renewal.
7. After submitting the supplement, the balance should appear.
8. Make any payment required.

Steps to make changes

1. Select View Registration
2. Select Vehicles
3. Select Change at the end of the unit number.
4. Under Activity Type, select Change Vehicle
5. Click next until you get to screen you want to make changes.
6. To change the DOT and EIN. This is EIN of the company who has the DOT.
7. Click next until you get to Submit.
8. Upload any required documents.
9. Select the Pending Tab and click Submit under Actions.
10. Make any payment required.