



## Illinois Requirements Open New IRP Account

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### THIS IS WHAT ALL CLIENTS MUST BRING B&B TO OPEN THEIR IRP ACCOUNT

Have you ever had a IRP account in Illinois or any other jurisdiction? If YES....When?

We may need actual miles from a previous year. Ask us what miles you will need to bring

1. IF A CORPORATION: **MUST** bring copy of your Articles of Incorporation, name, address social security numbers of all owners and officers of your company
2. IF the vehicle has been purchased over 45 days you need CURRENT Stamped PAID IRS FORM 2290 HVUT-2290 Are required for all vehicles over 54999 lbs. Please ask us what year?
3. COPY OF TRACTOR TITLE in current owners name or if New Purchase  
Front and Back of tile or Certificate of Origin.  
Signed ST-556 from Illinois Dealer and Bill of Sale  
If vehicle is a leased vehicle or lease to purchase vehicle, submit copy of all leases.

**The title must be in your name if the purchase is over 6 MONTHS...call your bank if vehicle is financed to get a copy of title**

4. - 4- Four FORMS OF IDENTIFICATION TO PROVE ADDRESS all id's must be the same address & name  
**REQUIRED ARE AN IL CDL & PHONE BILL**

The other 2 required ID's can be of the following:

\* Gas, Electric, Water, Cable, Property Tax Bill, Bank statements. No Credit Card statements.

The phone bill must be in the name of the person or Company purchasing the New IRP plate  
the bill cannot be over 30 days old

\* TRUCK INSURANCE Cert or Declaration Page of Policy --with policy number and your address

\* ILLINOIS DRIVER'S LICENSE

Driver's License of both the President of the new account and your drivers

5. THE WEIGHT CLASS YOUR VEHICLE WILL HAUL (33,000, 60,000, 80,000)
6. How long have you owned your vehicle? If this is not a new purchase, we need a copy of all registration cards you ran under. The State requires that you report to them all miles traveled with any registration you used. B&B will tell you what miles are needed to register.
7. D.O.T. Number, Federal ID Number, and ICC Number, for the Company that will be responsible for DOT Safety also contact name, address and phone number
8. Unit Number, Empty Weight of Vehicle Purchase Date & Price
9. Do you need a SHV Decal, IFTA, 2290, KYU, NM, NY or process your title?
10. CASH FOR B&B SERVICES and Cash for new Plate State Fees
11. The Secretary of State requires ALL NEW IRP ACCOUNTS to pay for their plates for 3 years with CERTIFIED FUNDS. This requirement is also for adding vehicles and renewals.

In order for B&B to process your new IRP Account documents we will need Cash funds in our office prior to submission. When the state calculates the fees, we will get a money order with your cash and then submit payment for your plates Call to find out how much CASH is needed.

The Sec of State requires us to inform you that it takes 2-3 weeks to open an IRP account, but ask us at the time of your scheduling it may be sooner.