IRP WEB APPLICATION GUIDELINES

Companies **must** adhere to all guidelines

Complete and submit the authorization form found on the last page of this document. We **must** receive this authorization form before you can use the web program. The authorization can be submitted online at **sosirp@michigan.gov**

- Do not mail original renewals or supplements if you have electronically submitted your supplement or renewal through the web.

- **All required documents including, vehicle title or validated title application, insurance, paid IRS Schedule 1 2290, lease agreements must be in your possession prior to processing a transaction.**

- When adding a vehicle, a Michigan Gross Vehicle Weight (GVW) plate may be used for credit toward an IRP plate. The credit will not exceed the total Michigan portion amount of the IRP invoice. The GVW registration **must** be in the same name as the IRP account. If you want to turn a GVW plate in for credit, you **must first** contact the IRP office at 517-322-1097. Please have the following information available when you call:

  - Account name, contact person, and contact number or phone number
  - Account and supplement number
  - GVW plate number you are surrendering for credit

  Your IRP credentials will be mailed to you when all required documents and your payment has been received.

- When corresponding with the IRP staff, include the following information:

  - Account name, contact person, and contact number and/or phone number
  - Account number
  - Any necessary supporting documents such as proof of ownership, Michigan no-fault insurance verification, lease agreements, or Heavy Vehicle Use Tax payment.

- The Department of State reserves the right to cancel or refuse acceptance of electronic transmissions from any carrier at any time.

- **On line payments may be made by "E-check or Credit Card (Visa, Master Card or Discover").**

- **If paying through the mail, please return a copy of the invoice with your payment.**

STATE OF MICHIGAN

Ruth Johnson, Secretary of State
MICHIGAN DEPARTMENT OF STATE
LANSING, MICHIGAN 48918-0001

IRP WEB APPLICATION AUTHORIZATION

Date: _____

IRP Account Number: _____

IRP Account Name: _____

Account Contact Person: _____

Account Physical Address: _____ (street)

_____ (city, state, zip)

Business Phone Number: _(____)_____

Fax Number: _(____)_____

Email Address: _____ (for correspondence purposes)

If you have a third-party vendor that processes your account transactions for you, and you would like them to have access to your account on-line, please enter their name on the line below.

Authorization:
I have read and understand the guidelines established in order to process IRP transactions. I understand the IRP Unit reserves the right to cancel and/or refuse my acceptance of electronic transmissions at any time. I agree I am responsible for and must pay any and all invoices associated with Temporary Authorities (TA) that are a result of transactions processed through the Internet in my account.

Please authorize my participation in the Michigan IRP web application program.

Signature: _____ Date: _____

Please mail, fax or e-mail to:

Michigan Department of State
IRP Unit
P.O. Box 30029
Lansing, MI 48909
Fax #: (517) 322-1058 or (517) 322-5384
sosirp@michigan.gov