

MISCELLANEOUS DOCUMENTS (As Needed)

Various other documents may be required depending on each individual situation. These proofs are used to reduce fee liability when applicable. Examples: Power of Attorney, Non Use Affidavit, Lease Agreement, previous registration, etc.

PAYMENTS

Payment for Alabama IRP tags should be made by a certified or cashier's check, money order, or via wire service instrument. Online credit card or ACH debit payments are also accepted. **Personal or company checks will not be accepted.** Payments due of \$750 or more must be submitted electronically.

Additionally, cash and credit cards are acceptable as payment if presented in person with proper identification. It is necessary to submit only one payment for the net registration fees due for all jurisdictions. Payments should match the amount billed. Overpayments will be posted as a credit to the registrant's account. Credits may be applied to future transactions, or a refund may be requested. All certified checks or money orders should be made payable to the ALABAMA DEPARTMENT OF REVENUE and mailed to the MCS office.

IRP REFUNDS

Applicants seeking refund of license fees paid for motor vehicle license plates must submit the required petition for refund form (MVR 40-12-23(1)), decal, license plate, or both, tag/tax receipt, and any supporting documents that substantiate the reason for requesting a refund. Refunds of IRP license fees may be made under the following conditions:

- Audit (audits resulting in an overpayment of less than \$10 will not be refunded);
- billing error by the Department of Revenue;
- full fee license (partial refund);
- duplicate license.

License fees paid for motor vehicle license plates are NOT refundable by the Department of Revenue under the following conditions:

- vehicle operated after the previous license has expired;
- sale of vehicle;
- cancellation of lease;
- wrecked vehicle;
- stolen vehicle;
- firm out of business.

The unused portion of the license fees paid, where permitted by statute, may be refunded by each jurisdiction. Jurisdictional refund information is also located on the IRP website at www.irponline.org.

TEMPORARY REGISTRATION

Temporary Evidence of Apportioned Registration (TEAR) may be issued if requested. A temporary registration is issued to a specific vehicle and cannot be transferred to another vehicle. Temporary registrations may not be issued to accounts that are not in good standing. Temporary registrations may not be issued to renewal vehicles.

Fax or mail a completed application to the MCS office. Applications may also be completed online. It is important to provide accurate contact information (telephone number, email address, etc.) so that you can be notified of the bill amount or if any additional information is required. If necessary information is missing from submitted applications, the application may be rejected. Applications rejected as incomplete will not be considered as received until corrected.