



OBJECTIVE

Give a broad overview
of:

- MPG Analysis
- Over-the-Road Fuel
- Bulk Fuel Withdrawals
& Reconciliations
- Fuel without Distance
- Denial of Tax Paid
Credits.



Sign this application	
CERTIFICATION	
<p>The applicant agrees to comply with reporting, payment, recordkeeping, and display requirements as specified in the International Fuel Tax Agreement. The applicant authorizes the State of Rhode Island to withhold any refund of fuel use tax overpayment, if delinquent taxes are due any member IFTA jurisdiction.</p> <p>Failure to comply with these provisions shall be grounds for revocation of the IFTA license in all member jurisdictions. The applicant agrees under penalty of perjury, that the information is, to the best of his/her true, accurate, and complete.</p>	
<p>A copy of the IFTA Information and Compliance Manual can be found at the Tax Division's website at www.tax.ri.gov</p>	
Type or print authorized signature	Title
Applicant Signature	Date

Return to: **Rhode Island Division of Taxation**
Excise Tax Section
One Capitol Hill
Providence, RI 02908-5800

RECORDKEEPING AGREEMENT FOR FLORIDA BASED CARRIERS REGISTERED UNDER THE IRP AND IFTA

As a registrant under the International Registration Plan (IRP) or a licensee under the International Fuel Tax Agreement (IFTA), you are required to prepare and maintain detailed records of your operations in each jurisdiction. These records must support the mileage reported on your IRP application/renewal and/or the mileage and fuel purchases reported on your IFTA tax returns. Records may be kept in paper or electronic format, including microfilm, microfiche, or other computerized or condensed record storage.

DISTANCE RECORDS (IRP and IFTA): An example of an acceptable source document for recording your fleet distance traveled is an "Individual Vehicle Distance Record" (IVDR) also known as a driver trip record or trip sheet. Driver prepared or computer generated IVDRs containing the following information must be maintained:

- Date(s) of trip (starting and ending)
- Trip origin and destination
- Route of travel (highway numbers)
- Beginning and Ending odometer/hubodometer readings for trip
- Distance (trip miles) traveled in each jurisdiction
- Total Distance (trip miles)
- Power Unit number or vehicle identification number
- Registrant/Licensee name

FUEL RECORDS (IFTA Only): You must maintain records to support fuel purchased and placed in the propulsion tanks of your IFTA Qualified Vehicles. Records supporting fuel purchases should be incorporated into your monthly and quarterly summaries as noted below.

Over the Road Fuel Purchases must be supported by a receipt, invoice, credit card receipt, or an automated vendor-generated invoice or transaction listing to receive tax paid credit on your IFTA tax return. Fuel receipts and/or invoices must include the following information:

- Date of Purchase
- Name and Address of seller
- Number of gallons/liters purchased
- Type of fuel purchased
- Price per gallon/liter or total amount of sale
- Unit number or vehicle identification number
- Driver/purchaser's name

Bulk Storage Fuel Purchases must be supported by delivery tickets or receipts showing that proper taxes were paid. Bulk fuel meter readings, inventory measurements, and monthly reconciliations must also be maintained. The following information should be maintained related to bulk fuel withdrawals:

- Date of Withdrawal
- Number of gallons/liters withdrawn
- Driver/purchaser's signature
- Unit Number or vehicle identification number

From the information recorded on IVDRs, a registrant/licensee must prepare and maintain all of the following summaries:

- A **monthly summary** that recaps by each individual vehicle the miles traveled in each jurisdiction and the total fleet miles. The monthly summary must also recap all tax paid fuel (both over the road and bulk withdrawals) placed in the propulsion tank of your qualified motor vehicles for IFTA tax return reporting purposes.
- A **quarterly summary** that recaps the miles traveled in each jurisdiction and the total fleet miles. The quarterly summary must also recap all tax paid fuel (both over the road and bulk withdrawals) placed in the propulsion tank of your qualified motor vehicles for IFTA tax return reporting purposes. The quarterly summary should be prepared using the monthly summaries.
- IRP registrants must prepare a **yearly summary** of the distance (mileage) information on the quarterly recaps. The yearly summary used in preparing your IRP renewal and must support your actual miles reported for the mileage reporting period.

RECORD RETENTION: Under the IFTA, you are required to keep the records supporting each quarterly tax return for four (4) years from the tax return due date or filing date, whichever is later. For IRP, you are required to keep the records supporting your application for three (3) years after the end of the registration year the application relates to. Failure to keep the required records may result in additional taxes being owed, along with substantial penalties and interest. In addition, failure to keep the required records and accurately report your mileage and tax paid fuel purchases may result in the cancellation, suspension, or revocation of your credentials issued under the IRP and IFTA. Additional information and specific requirements related to record keeping can be found in the IFTA Procedures Manual, Sections P500 and P500, and in Section 3005 of the IRP, along with the IRP Audit Procedures Manual.

As part of the application process for the IRP and/or IFTA, the undersigned applicant certifies that they have read the above information and agrees to prepare, maintain, and make available all records required under the IRP and IFTA.

Registrant/Licensee Name (printed):	Title:	IRP Account Number:
Signature:	Date:	IFTA Account Number:

This Agreement must be signed by the Applicant or an authorized officer of the company. Signatures of Agents or Powers of Attorney are not acceptable. Please keep a copy for your records.

HSMY 80017 (Rev 10/2012)

Taxpayer:												4/3/2009	
Lic. #:												RG	
Case #:													
IFTA REPORTED MILES													
States	01Q06	02Q06	03Q06	04Q06	01Q07	02Q07	03Q07	04Q07	01Q08	02Q08	03Q08	04Q08	Totals
CT	3,158	4,073	2,855	2,180	2,473	3,491	11,333	11,270	11,539	10,994	10,390	9,108	82,864
DE	0	0	0	0	0	0	379	714	357	986	980	0	3,416
MA	6,334	7,228	7,146	6,750	8,598	9,363	4,933	8,115	15,348	14,978	7,737	4,675	101,205
MD	0	0	0	0	0	0	2,509	4,424	1,273	2,768	5,195	0	16,169
NJ	0	0	0	0	0	1,048	7,300	4,479	4,783	3,080	9,600	752	31,042
NY	0	0	0	0	0	708	4,354	2,040	2,262	2,658	4,154	2,256	18,432
PA	0	0	0	0	0	496	1,043	1,414	1,594	1,567	2,100	800	9,014
RI	1,548	2,178	1,118	1,228	1,118	1,557	4,777	3,696	3,937	5,570	4,282	3,536	34,545
VA	0	0	0	0	0	0	1,191	2,614	657	1,522	2,300	0	8,284
Totals:	11,040	13,479	11,119	10,158	12,189	16,663	37,819	38,766	41,750	44,123	46,738	21,127	304,971
IFTA REPORTED FUEL													
States	01Q06	02Q06	03Q06	04Q06	01Q07	02Q07	03Q07	04Q07	01Q08	02Q08	03Q08	04Q08	Totals
CT	0	0	0	0	0	0	0	0	0	0	1,837	780	2,617
DE	0	0	0	0	0	0	0	0	0	0	0	0	0
MA	1,550	1,369	1,781	726	1,627	1,839	6,486	6,440	6,912	6,662	5,511	2,445	43,348
MD	0	0	0	0	0	0	0	0	0	0	0	0	0
NJ	0	0	0	0	0	0	0	0	0	0	0	0	0
NY	0	0	0	0	0	0	0	0	0	0	0	0	0
PA	0	0	0	0	0	0	0	0	0	0	0	0	0
RI	0	0	0	0	0	0	0	0	0	0	0	0	0
VA	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	1,550	1,369	1,781	726	1,627	1,839	6,486	6,440	6,912	6,662	7,348	3,225	45,965
IFTA REPORTED MPG'S													
MPG'S:	01Q06	02Q06	03Q06	04Q06	01Q07	02Q07	03Q07	04Q07	01Q08	02Q08	03Q08	04Q08	Totals
	7.12	9.85	6.24	13.99	7.49	9.06	5.83	6.02	6.04	6.62	6.36	6.55	6.63

P560 TAX PAID RETAIL PURCHASES

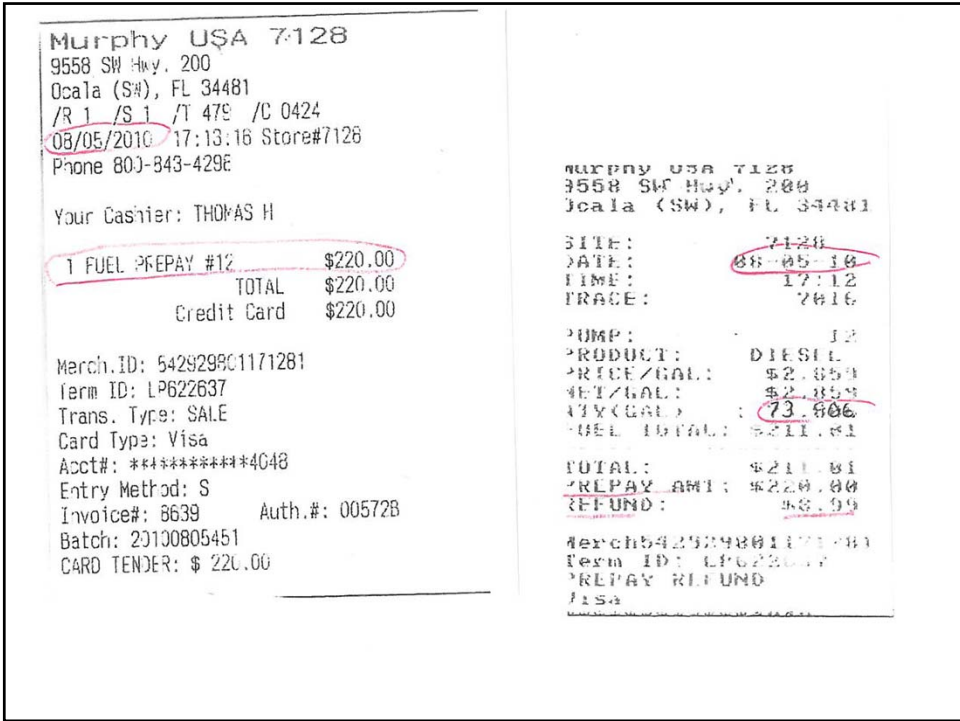
.300 An acceptable receipt or invoice must include, but shall not be limited to, the following:

- .005 Date of purchase
- .010 Seller's name & address
- .015 # of gallons/liters purchased
- .020 Fuel type
- .025 \$ per gallon/liter or total amt. of sale
- .030 Unit #'s and
- .035 Purchaser's name

Over The Road Fuel

- ❑ What is the difference between a qualified and unqualified fuel receipt?
- ❑ What would be considered an otherwise unacceptable fuel receipt as an acceptable fuel receipt & under what specific set of circumstances?
- ❑ Third party vendor statement (fuel cards) – are they acceptable or not?

Murphy USA 7128	Murphy USA 7128
9558 SW Hwy. 200	9558 SW Hwy. 200
Ocala (SH), FL 34481	Ocala (SH), FL 34481
/R 2 /S 1 /T 81 3453	STATION: 7128
08/02/2010 06:42:19 Store#7128	DATE: 08-02-10
Phone 800-843-4298	TIME: 06:42
	TRACE: 6477
Your Cashier: KEVIN EARL	PUMP:
1 FUEL PREPAY #12 \$240.00	PRODUCT: DIESEL
TOTAL \$240.00	PRICE/GAL: \$2.859
Credit Card \$240.00	NET/GAL: \$2.859
	QTY(GAL): 83.945
	FUEL TOTAL: \$240.00
	TOTAL: \$240.00
	PREPAY AMT: \$240.00
	REFUND: \$0.00
Merch.ID: 542929801171281	Merch 542929801171281
Term ID: LP622637	Term ID: LP622637
Trans. Type: SALE	SALE
Card Type: Visa	Visa



P570 TAX PAID BULK FUEL PURCHASES

- .300 Bulk fuel inventory reconciliations must be maintained. In the case of withdrawals from bulk storage, records must be maintained to distinguish fuel placed in qualified vehicles from other uses.

RECONCILIATION BULK FUEL INVENTORY

Beginning Inventory		_____			
+ purchases	+	_____			
- withdrawals		-	_____		
= Calculated Ending inventory (book)	vs.	=	_____	actual ending inventory (physical reading)	
					<u>difference (+/-)</u>

P570.400

...The licensee shall maintain the following records:

- .005 Date of withdrawal
- .010 Number of gallons or liters
- .015 Fuel type
- .020 Unit number
- .025 Purchase & inventory records to substantiate that tax was paid on all bulk purchases

TESTING PROCEDURES cont'd

- 4. If available, reconcile purchases for the period to the supplier(s) end of month statement, other billing record and/or accounts payable vendor records.
- 5. Assure that the quantity purchased is =/> quantity on withdrawal records.
- 6. Inquire about any shortages. Ask how such shortages are handled for fuel tax reporting.

ALLOCATED BULK FUEL WITHDRAWALS

Unit # or Fleet: 1

QUARTER		
2011/1		Adjusted MPG
		4.00
JURISDICTION	Distance	Bulk Fuel Withdrawals
FL	10,000	2,500
less juris O.T.R. fuel receipts		0
TOTAL FUEL		2,500

QUARTER		
2011/2		Adjusted MPG
		4.00
JURISDICTION	Distance	Bulk Fuel Withdrawals
FL	15,000	3,750
less juris O.T.R. fuel receipts		750
TOTAL FUEL		3,000

TRUE OR FALSE?

Bulk fuel delivered into storage facilities maintained by the licensee may or may not be tax paid at the time of delivery.

With regard to fuel records that an IFTA licensee must retain, which of the following statements is false?

- A. The licensee must retain complete records of all motor fuel purchased, received and used in the conduct of its business.
- B. Separate totals must be compiled for each motor fuel type.
- C. Retail fuel purchases & bulk fuel purchases are to be accounted for separately.
- D. None of the above

FUEL WITHOUT DISTANCE

- Was a fuel receipt found in a jurisdiction with no IFTA/IRP reported mileage corresponding to it?
- Was additional fuel for some jurisdictions found but not reported?
- Did the mpg's go up or down with the audited fuel adjustments?

Allocated Distance Based on Fuel

Unit # or Fleet: 1		
QUARTER		
2012/1		MPG 6.00
JURISDICTION	Fuel Purchases	Allocated Distance
AB		
AL	200	1,200
AR		
AZ		
BC		
CA		
CO		
CT		
DE		
FL	425	2,550
GA	315	1,890
IA		
ID		
IL		
IN		
KS		
KY		
LA	50	300

DENIAL OF TAX PAID CREDIT

- Has all reported fuel been supported by actual fuel receipts? If not, should you deny any or all tax paid credit?
- Was more fuel found than reported? If so, should you deny any or all tax paid credit?
- Is there a pattern of non-compliance?
- Can denial of tax paid credit be used as a tool for compliance adjustments on marginal/inadequate recordkeeping issues?
- What does your jurisdiction do?**



ENJOY YOUR DAY!