

DATE

ADDRESS

IFTA License No.:

IRP License No.:

RE: 30 Day Audit Notification

Your motor fuels license has been randomly selected by the Internal Audit Unit of the Montana Department of Transportation for an audit. The auditor, who will be assigned to your file, will be contacting you in approximately 30 days to review the audit process and schedule the audit. We anticipate performing the audit work between 30 and 60 days of this notification. If you have a schedule conflict that would prevent the Internal Audit Unit from performing your audit in that timeframe, please contact Betty at xxx-xxx-xxxx.

<u>Years(s)</u>	<u>Licenses</u>
TIMEFRAME	IFTA
TIMEFRAME	IRP

Your mileage and fuel records covering the above timeframe will be examined for compliance with International Fuel Tax Agreement (IFTA), International Registration Plan (IRP) record keeping requirements, and the accuracy of reporting on IFTA tax returns and the IRP licensing.

Please fax an example of your records that should include the basic trip records you maintain. Please fill out the forms enclosed, and fax them within 14 days.

Fax number: xxx-xxx-xxxx or email: xxxxxxx
Internal Audit Unit
Montana Department of Transportation
P.O. Box xxxxxxx
Helena, MT 59620-1001

If you have any questions regarding this audit notification, please contact our office at (xxx) xxx-xxxx.

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Note: Any credit balance on the IFTA returns during the audit period is frozen and cannot be netted or refunded until after the audit is complete.

Sincerely,

xxxxxxxxxxxxxxxx
Manager, Internal Audit Unit
Montana Department of Transportation

Enclosed: 1.) Taxpayer Information
2.) Contact Authorization
3.) Vehicle Listing