

Date

LICENSEE
ADDRESS
CITY, STATE ZIP

IFTA License No.:
IRP License No.:
PW License No.:
Refund FEIN No.:

RE: Sample Audit Notification

Your company has been previously notified by the Internal Audit Unit of the Montana Department of Transportation for an audit. The audit is scheduled for a desk audit. Please provide only the distance and fuel records for the sample selected on the attached sample agreement.

Audit Period

<u>Years(s)</u>	<u>Items</u>
Audit Period	IFTA
Audit Period	IRP

Your mileage and fuel records covering the above time frame 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.

For the months listed on the sample agreement the following items will be reviewed: all daily trip records, trip envelopes, monthly odometer readings, original monthly fuel summary by unit, monthly distance summary by unit, quarterly unit fuel and distance summaries. **Please mail these records to the Internal Audit Unit, Montana Department of Transportation, Internal Audit Unit, P.O. Box xxxxxxxx, 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,

xxxxxxxxxxx
Manager, Internal Audit Unit
Montana Department of Transportation

Enc.: 1.) Sample Agreement
2.) Records Release