CLEARINGHOUSE ADVISORY COMMITTEE

DEMOGRAPHICS

BEST

PRACTICES

# GUIDE

REVISED 5/17/2018

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INTRODUCTION

The International Fuel Tax Association Inc., provides for the distribution of motor fuel use tax revenue among the participating jurisdictions through Funds Netting. In consideration for payment by the participating member of the annual membership fees as required by Section R1810.300 of the IFTA Articles of Agreement, IFTA, Inc. agrees to grant the participating member access to and use of the Clearinghouse. There are currently 58 jurisdictions participating in the Clearinghouse, including 55 full participants and three read-only participants. The Clearinghouse allows jurisdictions the ability to screen new applicants and quickly verify a carrier's information. The Demographic Data in the Clearinghouse allows for enhanced roadside enforcement, allowing enforcement staff across all the jurisdictions to be able to verify carrier information including licensee number & name, decal numbers and current status.
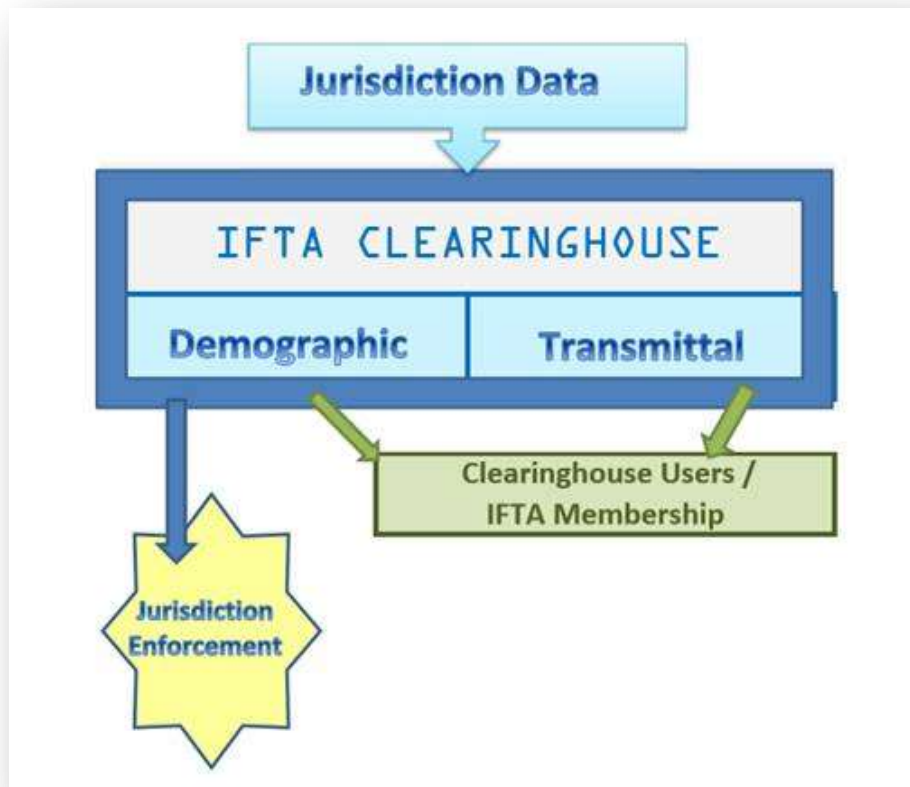
AUTHORITY: The Clearinghouse Advisory Committee (CAC) was established by the IFTA, Inc. Board of Trustees to provide technical guidance and receive recommendations from users regarding the structure and components of the Clearinghouse. The Committee advises and assists membership in the use of the IFTA Clearinghouse to facilitate the administration of the International Fuel Tax Agreement (IFTA).

COMMITTEE RESPONSIBILITIES: The Committee advises the IFTA, Inc. Board of Trustees and CEO of IFTA, Inc. of business rules for the operation of the Clearinghouse including consistency of submitted data, timeliness of data, and type of data allowed or required to be submitted. The purpose of this document is to assist jurisdictions in complying with agreement requirements, and to help jurisdictions make the best and most efficient use of Clearinghouse information. In the long term, the CAC will suggest enhancements to the Clearinghouse. Additionally, the CAC will serve as a technical source for membership.

PURPOSE: The purpose of the Best Practice Guide is to help Clearinghouse jurisdictions better use the program. This document makes suggestions that will help users navigate and use the information the Clearinghouse has to offer. Most of these practices are tried and true tips that jurisdictions have found useful to save time and maintain data quality.

DISCLAIMER: This document was prepared by the IFTA CAC as a tool to assist member jurisdictions in managing their IFTA programs. Suggested changes or additions should be addressed to the IFTA Clearinghouse Advisory Committee.

CONTACTS: Direct questions regarding this document to the CAC by emailing https://www.iftach.org/committee/cac/

Direct questions specifically regarding technical issues within the Clearinghouse should be sent to clearinghouse@iftach.org

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FREQUENTLY ASKED QUESTIONS

1. **How do I sign up and remove users from the Clearinghouse?**

   A person with a level five or six clearance must access the IFTA, Inc. website via www.iftach.org on the Clearinghouse User Registration link to add and delete users. These levels are generally reserved for commissioners, assistant commissioners and office managers.

2. **How does data get to the Clearinghouse?**

   It is the jurisdiction's responsibility to send data to the Clearinghouse. It arrives at IFTA, Inc. via a secure file transfer protocol (SFTP) connection which has been previously tested and established by your IT Department.

3. **How do I access the Demographics Clearinghouse?**

   https://71.39.235.116 – This is the URL to access the demographics clearinghouse. A user name and password must have been previously set up as per question #1.

4. **Why am I being contacted about my data?**

   As of July 1, 2017, demographic data files uploaded to the Clearinghouse can be excluded for the following reasons:
   a) FEIN\Taxpayer ID Numbers contain letters.
   b) FEIN\Taxpayer ID Numbers don't meet the required length.
   c) Status Types are not A, C, S, R.
   d) Date Types not in the proper format of YYYY/MM/DD.

   Upon exclusion of an uploaded demographic file, the jurisdiction will be contacted by e-mail referencing the error. The CAC, Program Compliance Review Committee (PCRC) and IFTA, Inc. will also be contacted regarding the error to assist correcting the issue. If the file was rejected, the current clearinghouse demographic data will remain, but will be considered old and possibly incorrect.

5. **What license statuses are acceptable?**

   "A" active, "C" cancelled, "S" suspended, and *"R" revoked* are acceptable. All other statuses will be declined. *Active* means a licensee has a current account in good standing. *Cancelled* means the account has been closed in good standing. Operating on a cancelled account is the same as operating without an IFTA license. *Suspended* or *Revoked* means the account is not in good standing. Enforcement action may be taken on statuses other than *Active*.

6. **How often should data be uploaded?**

   Jurisdictions should upload a complete baseline file daily.

7. **What if uploaded data is incorrect?**

    To correct demographic data on the Clearinghouse, a full complete baseline file from the jurisdictions demographic database will be needed to replace data. All current demographic data on the Clearinghouse will be deleted and the new file will be processed.

8. **How far back do we have to send demographic data?**

    It is recommended that data no more than five years old be sent. Sending old and inactive data causes the Clearinghouse to have unnecessary data that is often unusable or invalid.

9. **Do we have to check United States Department of Transportation (USDOT) numbers?**

    Obtaining a licensee's USDOT Number is not required for IFTA, however, if a jurisdiction chooses to collect the DOT number, it should be verified. The US DOT number is useful in establishing proper identity and for matching to other records. If a licensee does not have a USDOT number, do not record a number. Recording an incorrect USDOT number may result in improper or unnecessary enforcement action. The USDOT number of the carrier responsible for safety is not required. If licensing an owner-operator, do not use their carrier's USDOT number.

    USDOT numbers may be verified through your jurisdiction's CVIEW or through a connection to FMCSA's SAFER system. If the IFTA administrative unit does not have access to these systems, access should be requested from your Commercial Vehicle Information System and Network (CVISN) coordinator. To view or verify company information, including USDOT number, go to http://safer.fmcsa.dot.gov/CompanySnapshot.aspx

DEMOGRAPHICS

It is critical all licensee demographic information be both timely and accurate. Law Enforcement and other jurisdictions make decisions based upon the demographic information your jurisdiction uploads daily.

CLEARINGHOUSE REQUIREMENTS

- Submit only status of *Active, Cancelled, Suspended* or *Revoked*.
- Ensure all carrier identification numbers are nine (9) digits including leading and/or ending 0's. U.S. Jurisdictions must use federal employer identification number (FEIN) or Social Security Numbers (SSN) and Canadian jurisdictions can use a nine-digit numbering system which meets their needs. The Clearinghouse reads only the first nine digits. Refer to IFTA Procedures Manual, sections **P200, P210, P220, and P230.**
- Check new IFTA applicants for licenses in other jurisdictions prior to registering them. If the license is revoked in another jurisdiction deny the license until the carrier is in good standing. Refer to Articles of Agreement, Section **R335.** (See the IFTA DEMOGRAPICS WEBSITE section)

BEST PRACTICES

- Upload a full complete baseline demographics daily.
- Ensure the full unencrypted carrier ID is transmitted to the Clearinghouse, not a license number generated for the carrier.
- Verify entity information is correct such as: legal name, address, USDOT number, and federal employer identification number (FEIN). These should be verified against SAFER, Corporation records; or the Clearinghouse. Contact the licensee to resolve information discrepancies.
- Question multiple licenses. Multiple accounts under the same carrier ID should be investigated. Companies with the same carrier ID and different names should be researched. (See the CARRIERS IN MULTIPLE JUR section)
- Automate verification as much as possible. Modify IFTA system's to automatically check SAFER and/or the Clearinghouse.
- Do not send records beyond the time frame of the IFTA Program Compliance Review period or if records have already been reviewed by the PCRC (Program Compliance Review Committee), to the Clearinghouse. It is not necessary to upload data 5 years and older.
- Coordinate with your jurisdiction's IRP unit. Record IRP account numbers in the IFTA database and vice versa. Consider denying IRP renewal for suspended or revoked IFTA accounts and giving the IRP unit IFTA Clearinghouse access to view account statuses.
- Send IFTA demographic information to SAFER via CVIEW. Jurisdictions unable to send the IFTA T19 file conventionally, can have it sent through the Clearinghouse. To do so, the jurisdiction must sign a Memo of Understanding with IFTA, Inc.
- Record the USDOT number for all accounts that have one. Make certain the USDOT belongs to the IFTA licensee and if it does not, leave it blank.
- All test records should be obvious for easy removal when working with IFTA, Inc.

IFTA DEMOGRAPHICS WEBSITE

The home page contains two vital searches. These searches provide in depth carrier details and can show if the applicant exists in another jurisdiction and/or if they are legal to be licensed in your jurisdiction, pursuant to R335. These searches should be used with every new IFTA application.
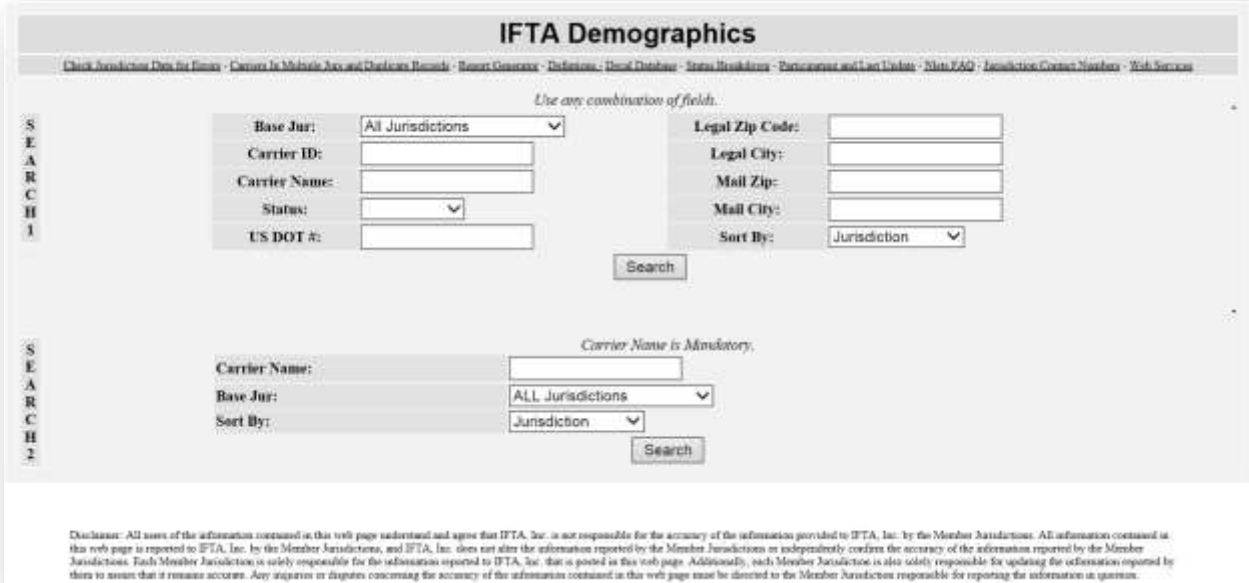
For *Search 1,* input carrier data in any field and select Search. This will provide the remaining fields if the carrier already exists. In *Search 2*, Legal name is required and provides the same remaining information.
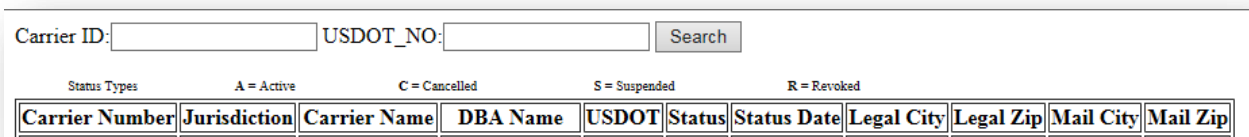
Clicking on the Carrier Number gives further details on the company including Filer Type, IRP No., Bulk Fuel, Entity Type, Licensing Date, Update Date, Reinstatement Date, Mailing Address, and decals issued by year.

The top bar of the IFTA Demographics site provides hyperlinks to run several reports and provide information.

CARRIERS IN MULTIPLE JURISDICTIONS AND DUPLICATE RECORDS:

These reports allow the jurisdiction to research a new account or to verify the carrier has a justifiable reason for obtaining an additional account. A jurisdiction can be selected along with a status for results. Reports are produced as a Text file and several possible reports can be run. These reports show active carriers in the jurisdiction queried that have an active, suspended, revoked or canceled account in another jurisdiction. Companies may legitimately have IFTA in multiple jurisdictions, pursuant to the **R212** definition of base jurisdiction t is helpful to know which jurisdictions use which status as some may use revoked versus suspended or cancelled (See STATUS BREAKDOWN). The only statuses accepted in the Clearinghouse are *Active, Cancelled, Suspended,* and *Revoked.* Any other status submitted to the Clearinghouse will cause the demographic file to be rejected.

To run the reports, select a jurisdiction and IFTA status from the drop-down boxes at the bottom of the screen and click Search. Once Search has been selected a list of carriers will display.

REPORT GENERATOR

The *Report Generator* is where demographic reports can be generated and viewed. Select the appropriate report and click *RunReport* to generate it. The report data is extremely large when downloading and may take some time. Reports are displayed as Text files that can be imported into Excel. Directly converting reports to Excel causes data conversion issues such as the loss of leading zeros. Don't forget to save the file.

The first few reports are instant file downloads and return files with the data indicated.

Instant File Downloads - Right Click, Save As
Full IFTA Demographics File, .zip
IFTA "Less" Demographics File:Taxpayer Name, USDOT, Taxpayer IS, Taxpayer Status
Daily Demographics Update File, .zip
Daily Revoked File
Daily Suspended File
Daily Cancelled File
Carrier ID and Status Only

The numbered reports generate the following data (See Appendix A for a grid):

Report 1: Status Type by Jurisdiction

This report provides the taxpayer status type for all IFTA accounts by jurisdiction. The report can generate up to two jurisdictions at once. The status types to choose from are *Active*, *Revoked*, *Inactive*, *Suspended*, and *Cancelled*.

The following data is found in this report:

- Taxpayer Jurisdiction
- Taxpayer Identification Number
- Taxpayer Name
- Taxpayer Status
- Status   Date

Report 2: Status Type for ALL Carriers

This report provides the taxpayer status type for all IFTA accounts. The report generates one status type at a time. The status types are *Active*, *Revoked*, *Inactive*, *Suspended*, and *Cancelled*.

The following data is found in this report:

- Taxpayer Jurisdiction
- Taxpayer Identification Number
- Taxpayer Name
- Taxpayer Status
- Status   Date

Report 3: All Carriers by Jurisdiction
This report provides a complete list of all carriers by a single jurisdiction. Select any current jurisdictions.

The following data is found in this report:
- Taxpayer Jurisdiction
- Taxpayer Identification Number
- Taxpayer Name
- Taxpayer Status
- Status   Date

Report 3a: All Carriers by Jurisdiction
This report provides a complete list of all carriers for all jurisdictions. The report is a zip file that includes all jurisdictions in one file. This report is updated daily at 6:30am MST (Mountain Standard Time)

The following data is found in this report:
- Taxpayer Jurisdiction
- Taxpayer Identification Number
- Taxpayer Name
- Taxpayer Status
- Status   Date

Report 3b: All Carriers by Jurisdiction for Last 3 Days
This report provides a complete list of all carriers for all jurisdictions for the last 3 days of the current calendar date. The report is a zip file that includes all jurisdictions in one file.

The following data is found in this report:
- Taxpayer Jurisdiction
- Taxpayer Identification Number
- Taxpayer Name
- Taxpayer Status
- Status   Date

Report 4: All Carriers per Jurisdiction
This report provides a complete list of all carriers by a single jurisdiction. Select from any current jurisdictions. It is often confused with Report 3; however, it is more extensive and has more data than Report 3.

The following data is found in this report:
- Taxpayer Jurisdiction
- Taxpayer Identification Number
- Taxpayer Name
- Taxpayer DBA Name
- Legal Address, City, State, Zip Code, and Country
- Taxpayer Status
- Status Date
- Filer Type
- Registration Date
- USDOT Number
- IRP Number
- Bulk Fuel
- Entity Type
- Create Date
- Update   Date

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Report 5: All Carriers by Jurisdiction with Legal & Mailing (Mail) Filters

This report provides a complete list of all carriers by a single jurisdiction. A **jurisdiction must be selected for this report**. Available searches are also Legal City, Mail City, Legal Zip Code, and/or Mail Zip Code.

Results can vary. For example, entering *CLEVELAND* in both the Legal City and Mail City fields but if CLEVELAND is not found in BOTH columns of the report no results will generate. Entering CLEVELAND in only the Legal City field would generate results.

The following data is found in this report:

- Taxpayer Jurisdiction
- Taxpayer Identification Number
- Taxpayer Name
- Taxpayer DBA Name
- Legal Address, City, State, Zip Code, and Country
- Mail Address, City, State, Zip Code, Country
- Taxpayer Status
- Status Date
- Filer Type
- Registration Date
- USDOT Number
- IRP Number
- Bulk Fuel
- Entity Type
- Create Date
- Update Date

Report 6: All Carriers by Jurisdiction with Legal Filter

This report provides a complete list of all carriers by a single jurisdiction. A **jurisdiction must be selected for this report**. Available searches include Legal City and Legal Zip Code.

The following data is found in this report:

- Taxpayer Jurisdiction
- Taxpayer Identification Number
- Taxpayer Name
- Taxpayer DBA Name
- Legal Address, City, State, and Zip Code, Country
- Mail Address, City, State, and Zip Code, Country
- Taxpayer Status
- Status Date
- Filer Type
- Registration Date
- USDOT Number
- IRP Number
- Bulk Fuel
- Entity Type
- Create Date
- Update Date

Report 7: All Carriers by Jurisdiction with Mailing Filter

This report provides a complete list of all carriers by a single jurisdiction. Choose one jurisdiction at a time from all current jurisdictions. A **jurisdiction must be selected for this report**. Available searches include Mail City and Mail Zip Code.

The following data is found in this report:

- Taxpayer Jurisdiction
- Taxpayer Identification Number
- Taxpayer Name
- Taxpayer DBA Name
- Legal Address, City, State, and Zip Code, Country
- Mail Address, City, State, and Zip Code, Country
- Taxpayer Status
- Status Date
- Filer Type
- Registration Date
- USDOT Number
- IRP Number
- Bulk Fuel
- Entity Type
- Create Date
- Update Date

Report 8: Revoked and Suspended Accounts – Limited Fields Available from Database

This report provides all revoked and suspended IFTA accounts for all jurisdictions. The report generates all jurisdictions at one time.

The following data is found in this report:

- Taxpayer Jurisdiction
- Taxpayer Identification Number
- US Department of Transportation (USDOT) Number
- Taxpayer Name
- Taxpayer Status
- Status   Date

Report 9: Revoked and Suspended Accounts – ALL Fields in Database

This report provides all revoked and suspended IFTA accounts for all jurisdiction. The report generates all jurisdictions at one time. All data available in the Clearinghouse database can be found in this report.

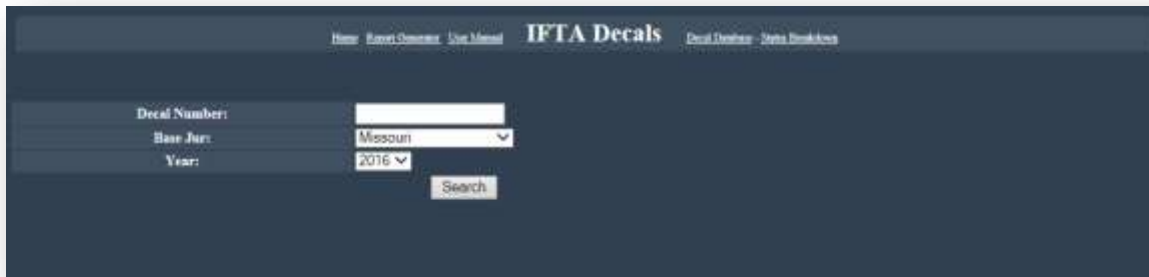**Report 10: All Data in Database – ALL Fields in Database**

This report provides the taxpayer status type for all IFTA accounts by a single jurisdiction. The status types to choose from are *Active*, *Revoked*, *Suspended*, and *Cancelled*. This report is more extensive than Report 1. All data available in the Clearinghouse database can be found in this report.

DEFINITIONS

This link provides a list of the field definitions for Demographics, Summary Totals and Transmittal Details. (See Appendix B)

DECAL DATABASE

The decal database is uploaded to the Clearinghouse by the Jurisdictions that use this system. This database was designed for Law Enforcement to track lost, stolen or fraudulent decals. A decal number and the jurisdiction is required to obtain results.

STATUS BREAKDOWN

The totals represent the current records for each of the statuses in the Clearinghouse Demographic Database by jurisdiction. This depicts what each jurisdiction uses for statuses and as not all jurisdictions use all statuses, some fields may have no percentage. The status definitions are in the definitions section at the end of the guide.

Active	Revoked	Suspended	Cancelled	Total Records
2,680 (%24)	710 (%6)	0 (%0)	7,780 (%70)	11,170
4,125 (%33)	2,425 (%20)	0 (%0)	5,781 (%47)	12,331
3,799 (%42)	0 (%0)	2,244 (%25)	3,021 (%33)	9,064
3,080 (%66)	84 (%2)	314 (%7)	1,215 (%26)	4,693
1,474 (%43)	401 (%12)	71 (%2)	1,461 (%43)	3,407
21,680 (%55)	6,549 (%17)	0 (%0)	11,163 (%28)	39,392
2,939 (%33)	1,462 (%17)	0 (%0)	4,447 (%50)	8,848
1,884 (%51)	0 (%0)	821 (%22)	1,012 (%27)	3,717

PARTICIPATING AND LAST UPDATE

This page lists all participating jurisdictions and shows when the jurisdiction last uploaded demographic data. As of 7/1/17 an update is required every day, and each jurisdiction should have one visible daily entry.

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NLETS FAQ

This page can only be accessed by law enforcement. National Law Enforcement Telecommunications System (NLETS) and IFTA, Inc. designed a way for roadside enforcement to obtain carrier information on carriers who have been revoked by their base jurisdiction. IFTA, Inc. provides NLETS access to the revoked carrier listings from those jurisdictions that choose to share this data. Carriers with a status other than revoked will not be shared with NLETS. An IFTA member jurisdiction may use the 'Conducting Transactions with NLETS' file to make program changes to access the revoked data for their law enforcement officers. NLETS will provide each jurisdiction an NLETS contact person via http://www.nlets.org/ All programming questions will need to be addressed by NLETS.

JURISDICTION CONTACT NUMBERS

This page provides a list of the jurisdictions and phone numbers that may be used to contact someone in that jurisdiction with questions. Jurisdictions should keep their jurisdictional contact information up to date by logging into the Clearinghouse.

WEB SERVICES

Clicking on this link will not do anything - This link allows for access to web services. This service is used to export data to a jurisdiction's IFTA system or used for CVIEW data. This is an interface for Non-CVIEW jurisdictions to verify FEIN, name and DOT.

GLOSSARY

See Articles of Agreement (R) or Procedures Manual (P) for complete definitions, found at www.iftach.org

Active: A licensee who has the authority from their base jurisdiction, has complied with all IFTA requirements, is in good standing with the jurisdiction and is in possession of license and decals.

Base Jurisdiction: Pursuant to R212 the member jurisdiction where qualified motor vehicles are based for vehicle registration purposes and where the operational control and operational records of the licensee's qualified motor vehicles are maintained or can be made available; and where some travel is accrued by qualified motor vehicles within the fleet. The commissioners of two or more affected jurisdictions may allow a person to consolidate several fleets that would otherwise be based in two or more jurisdictions.

Cancellation: The termination of a license pursuant to section R410 of the Articles of Agreement. To cancel the licensee must have complied with all IFTA requirements and be in good standing.

Carrier: A person required to be registered with the Federal Motor Carrier Safety Administration as an entity responsible for the safe operation of their vehicles, and who has been assigned a USDOT number.

Carrier License Number – Pursuant to P200 Each jurisdiction shall assign an account number to its licensees according to a uniform numbering system of eleven characters which shall contain as the first two characters the alphabetic designation of the base jurisdiction. Review P210, P220, P230 and P240 for complete definitions.

Decal: Serialized decals formatted pursuant to P320 issued by the base jurisdiction to a licensee to be displayed on a qualified motor vehicle.

Full-upload: Pursuant to R2120 When the exchange of licensee demographic data is required of the participating members by the IFTA Articles of Agreement and the IFTA Procedures Manual, such requirements shall be deemed satisfied by the successful and timely transmission of the full demographic data to the Clearinghouse each business day. IFTA, Inc. shall be responsible for providing the data from the participating members to all other member jurisdictions.

Jurisdiction: Pursuant to R227 means a state of the United States of America, the District of Columbia, a province or territory of Canada, or a state of the United Mexican States.

Licensee: Pursuant to R236 means a person who holds an uncancelled Agreement license issued by the base jurisdiction.

Motor Fuels: Pursuant to R239 means all fuels placed in the supply tank of qualified motor vehicles.

Owner-operator: Someone who owns and leases a motor vehicle with a driver to a motor carrier. The carrier generally is responsible for some or all the legal and business requirements for the vehicle.

Records: Pursuant to R247 means information created, received, and maintained by an organization or person in the transaction of business, or in the pursuance of legal obligations, regardless of media.

Registration: Pursuant to R251 means the qualification of motor vehicles normally associated with a prepayment of licensing fees for the privilege of using the highway and the issuance of license plate and a registration card or temporary registration containing owner and vehicle data.

Revocation: Pursuant to R257 a withdrawal of license and privileges by the licensing jurisdiction.

Roadside Enforcement: Pursuant to R258 a necessary action, by those persons within a jurisdiction, charged with inspection or compliance checks of qualified vehicles being operated within the jurisdiction. It includes any activity by authorized personnel at any permanent or temporary weigh or inspection site or any other location as deemed appropriate by the jurisdiction.

Suspension: Pursuant to R260 a temporary removal of privileges granted to the licensee by the licensing jurisdiction.

The Agreement: Pursuant to R110 the multijurisdictional agreement referred to, cited, and known as the International Fuel Tax Agreement.

ACRONYMS

CAC - Clearinghouse Advisory Committee

CVIEW - Commercial Vehicle Information Exchange Window

CVISN - Commercial Vehicle Information Systems and Networks

FEIN - Federal Employer Identification Number

FMCSA - Federal Motor Carrier Safety Administration

FTP - File Transfer Protocol

IFTA - International Fuel Tax Agreement

IRP - International Registration Plan

MCMIS - Motor Carrier Management Information System

NLETS - National Law Enforcement Telecommunications System

PCRC - Program Compliance Review Committee

PRISM - Performance Registration Information System

SAFER - Safety and Fitness Electronic Records System

SFTP - Secure File Transfer Protocol

USDOT - United States Department of Transportation

URL - Uniform Resource Locator: a protocol for specifying addresses on the Internet.