



**IFTA BALLOT PROPOSAL
6-2022**

Sponsor

IFTA Clearinghouse Advisory Committee

Date Submitted

May 12, 2022

Proposed Effective Date:

Upon passage of the Ballot

Manual Sections to be Amended

IFTA Articles of Agreement (Effective January 2022)
IFTA Procedures Manual

Section R2120.200
Section P1040

Subject

IFTA Inc Clearinghouse Data Quality Plan

History/Digest

In any data management system, a high level of data quality is extremely important for analysis and planning. Data in the IFTA Clearinghouse can be used to analyze trends, plan for legislative and staffing changes, verify that the transmitted data reflects actual activity and that the funds netting between jurisdictions is accurate. IFTA Team members and jurisdiction teams have noted issues with data quality. In the past, these issues have been addressed by jurisdictions individually, if at all. The Clearinghouse Advisory Committee has created an action plan (IFTA, Inc. Clearinghouse Data Quality Plan) to promote consistent procedural validations in member jurisdictions. This consistency will lead to increased data quality and more useful data within the Clearinghouse. The Clearinghouse Advisory Committee and IFTA, Inc. feel that the value this provides to IFTA Membership is well worth the effort involved in implementing this plan.

Intent

- Ensure that the data sent to Clearinghouse is valid and accurate.
- Hold Jurisdictions accountable to review and correct data before sending data to Clearinghouse.
- Where advisories are identified in the transmittal data, ensure that jurisdictions are following up to ensure that the data is accurate and valid.

Interlining Indicates Deletion; Underlining Indicates Addition

1 **IFTA Articles of Agreement:**

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3 **R2120.200 Transmittal Data**

4 When the exchange of a transmittal data listing is required among the participating members by the IFTA
5 Articles of Agreement and the IFTA Procedures Manual, such requirements shall be deemed satisfied by
6 the successful and timely transmission of the data to the clearinghouse.

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8 The participating members shall be required to provide a transmittal data listing to all other member
9 jurisdictions as required by the IFTA Procedures Manual Section P1040.

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11 .100 All jurisdictions are required to perform data quality/validation checks on the transmittal data
12 that is sent to the IFTA Clearinghouse as outlined in the IFTA Procedures Manual Section
13 P1040

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15 .200 Where the monthly transmittal data from a jurisdiction contains data that produces data
16 validation errors under P1040.800.001 through .005, the IFTA Clearinghouse can reject the
17 entire transmittal file from that jurisdiction until the data validation errors are corrected.

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19 .300 Jurisdictions will have multiple opportunities to correct and re-transmit their data prior to the
20 transmittal due date outlined in the IFTA Funds Netting Calendar.

21
22 .400 Where the monthly transmittal data of a jurisdiction creates data validation warnings under
23 P1040.800.006 through .008 of the Procedures Manual, the transmittal file will be accepted by the
24 IFTA Clearinghouse. However, jurisdictions may be required to identify the steps taken to verify the
25 accuracy of the data producing the data validation warnings during their Program Compliance
26 Review.

27
28 500. Where a jurisdiction has conducted a review of data that has produced a data validation error
29 and is satisfied that the data is true and accurate, the jurisdiction may request that the Clearinghouse
30 accept their transmittal file despite the data validation error(s). The IFTA Clearinghouse will review
31 the situation and determine the acceptability of the transmittal file.

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33 **IFTA Procedures Manual:**

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35 The data validation checks contained in the IFTA Inc. Clearinghouse Data Quality Plan will be added to
36 P1040 in the IFTA Procedures manual.

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38 ***P1040 MONTHLY TRANSMITTALS**

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40 **Outgoing Transmittals**

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42 Each member jurisdiction shall forward transmittal data listings related to tax returns received during each
43 month. Transmittal data listings and related funds must be forwarded monthly in accordance with the
44 transmittal and funding calendar prepared by the Clearinghouse Advisory Committee and approved by
45 the IFTA, Inc. Board of Trustees. The funds and the supporting transmittal data listings may be sent
46 separately. A report of no activity is required for each member jurisdiction if no revenue was collected on
47 its behalf.

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49 **Incoming Billing Transmittals**

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51 In the event a transmittal data listing to another jurisdiction results in money being owed to the base
52 jurisdiction, the jurisdiction being billed shall remit payment to the base jurisdiction in accordance with the

53 transmittal and funding calendar prepared by the Clearinghouse Advisory Committee and approved by
54 the IFTA, Inc. Board of Trustees.

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56 The transmittal data listing shall contain, but not be limited to, the following information:

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58 **.050** The base jurisdiction's name;
- 59
60 **.100** The reporting period that the transmittal data listing is for;
- 61
62 **.150** The account number of each licensee being reported;
- 63
64 **.200** The total miles or kilometers reported for each licensee for that jurisdiction;
- 65
66 **.250** The total taxable miles or kilometers reported for each licensee for that jurisdiction;
- 67
68 **.300** The reported fleet fuel consumption factor for each licensee;
- 69
70 **.350** The reported taxable gallons or liters for each licensee for that jurisdiction;
- 71
72 **.400** The reported tax paid gallons or liters for each licensee for that jurisdiction;
- 73
74 **.450** The net taxable gallons or liters for each licensee for that jurisdiction;
- 75
76 **.500** The tax due for each licensee for that jurisdiction;
- 77
78 **.550** The interest due for each licensee for that jurisdiction;
- 79
80 **.600** The total due for each licensee for that jurisdiction;
- 81
82 **.650** The amount deficient from partial payment for each licensee for that jurisdiction; and
- 83
84 **.700** The summary totals of items listed in IFTA Procedures Manual Sections P1040.200,
85 P1040.250, and P1040.350 through P1040.650.

86
87 .800 All IFTA jurisdictions must perform the following data validation checks on all "OR" (original
88 return) rows in the transmittal detail file:

89
90 .010 All Carrier IDs included in the monthly transmittal file must be properly formatted with 9
91 digits. If the Carrier ID in any row of the transmittal file is not formatted correctly, the
92 entire transmittal will be rejected by the IFTA Clearinghouse.

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94 .020 The fuel type specified on each row of the transmittal file must be formatted as a
95 recognized IFTA fuel type as specified in the IFTA, Inc. Clearinghouse Data Quality
96 Plan. If the fuel type in any row of the transmittal file is not formatted correctly, the
97 entire transmittal file will be rejected by the IFTA Clearinghouse.

98
99 .030 Each non-base jurisdictional OR row in the transmittal file must have sufficient data to
100 allow for the proper calculation of the tax due and interest owing.– If any non-base
101 jurisdictional OR transmittal row is showing a tax due, and the total miles, or total
102 kilometers, are zero, or Null, the entire transmittal file will be rejected by the IFTA
103 Clearinghouse. This clause does not apply to OR surcharge rows in the transmittal
104 file.

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106 .040 For US jurisdictions, if the MPG value for a non-base jurisdictional row in the
107 transmittal file exceeds the maximum allowable MPG value specified in the IFTA, Inc.

108 Clearinghouse Data Quality Plan, and the total miles travelled for the carrier's
109 Quarterly return is above the specified distance criteria, and the total tax due for the
110 non-base jurisdictional row is greater than the upper dollar criteria, or less than the
111 lower dollar criteria, the entire file will be rejected by the IFTA Clearinghouse.

112
113 Similarly, for Canadian jurisdictions, if the KPL value for a non-base jurisdictional row
114 in the transmittal file exceeds the maximum allowable KPL value specified in the IFTA,
115 Inc. Clearinghouse Data Quality Plan, and the total kilometers travelled for the
116 carrier's Quarterly return is above the specified distance criteria, and the total tax due
117 is greater than the upper dollar criteria, or less than the lower dollar criteria, the entire
118 transmittal file will be rejected by the IFTA Clearinghouse.

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120 .050 For US jurisdictions, if the MPG value for a non-base jurisdictional row in the
121 transmittal file is below the minimum allowable MPG value as specified in the IFTA,
122 Inc. Clearinghouse Data Quality Plan, and the tax due amount of that row results in a
123 refund in excess of refund dollar limit, the entire transmittal file will be rejected by the
124 IFTA Clearinghouse.

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126 Similarly, for Canadian jurisdictions, if the KPL value for a non-base jurisdictional row
127 in the transmittal file is below the minimum allowable KPL value as specified in the
128 IFTA, Inc. Clearinghouse Data Quality Plan, and the tax due amount of that row
129 results in a refund in excess of the refund dollar limit, the entire transmittal file will be
130 rejected by the IFTA Clearinghouse.

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132 .060 For US jurisdictions, if a jurisdictional transmittal file has more than one non-base
133 jurisdictional row per quarterly return where the tax paid gallons equals the taxable
134 gallons (i.e. Net Gallons equal to zero), the jurisdiction will receive an advisory email
135 from the IFTA Clearinghouse alerting the jurisdiction to the presence of multiple net
136 zero lines in their transmittal file. The transmittal file will not be rejected by the IFTA
137 Clearinghouse based on the net-zero advisories, but each occurrence will be available
138 during the Program Compliance Review for that jurisdiction, and jurisdictions may be
139 asked to substantiate their follow up activities to ensure that the transmittal data is
140 accurate.

141
142 Similarly For Canadian jurisdictions, if a jurisdictional transmittal file has more than
143 one non-base jurisdictional row per quarterly return where the tax paid litres equals
144 the taxable litres (i.e. Net Litres equal to zero), the jurisdiction will receive an advisory
145 email from the IFTA Clearinghouse alerting the jurisdiction to the presence of multiple
146 net zero lines in their transmittal file. The transmittal file will not be rejected by the
147 IFTA Clearinghouse based on the net-zero advisories, but each occurrence will be
148 available during the Program Compliance Review for that jurisdiction, and jurisdictions
149 may be asked to substantiate their follow up activities to ensure that the transmittal
150 data is accurate.

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152 .070 For US jurisdictions, if a jurisdictional transmittal file contains a non-base jurisdictional
153 row where both the Net Taxable Gallons and the Tax Rate are non-zero, and the Tax
154 Due is zero, the jurisdiction will receive an advisory email from the IFTA
155 Clearinghouse alerting the jurisdiction to the presence of row data that meet these
156 criteria. The transmittal file will not be rejected by the IFTA Clearinghouse based on
157 these advisories, but each occurrence will be available during the Program
158 Compliance Review for that jurisdiction, and the jurisdiction may be asked to
159 substantiate their follow up activities to ensure that the transmittal data is accurate.

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161 Similarly, for Canadian jurisdictions, if a jurisdictional transmittal file contains a non-
162 base jurisdictional row where both the Net Taxable Litres and the Tax Rate are non-

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zero, and the Tax Due is zero, the jurisdiction will receive an advisory email from the IFTA Clearinghouse alerting the jurisdiction to the presence of row data that meet these criteria. The transmittal file will not be rejected by the IFTA Clearinghouse based on these advisories, but each occurrence will be available during the Program Compliance Review for that jurisdiction, and the jurisdiction may be asked to substantiate their follow up activities to ensure that the transmittal data is accurate.

.080 For US jurisdictions, if the jurisdictional transmittal file contains a non-base jurisdictional row where the Taxable Miles are less than the Total Miles for a travel jurisdiction that does not have any allowable Exemptions, the jurisdiction will receive an advisory email from the IFTA Clearinghouse alerting the jurisdiction to the presence of row data that meet these criteria. The transmittal file will not be rejected by the IFTA Clearinghouse based on these advisories, but each occurrence will be available during the Program Compliance Review for that jurisdiction, and the jurisdiction may be asked to substantiate their follow up activities to ensure that the transmittal data is accurate.

Similarly for Canadian jurisdictions, if the jurisdictional transmittal file contains a non-base jurisdictional row where the Taxable Kilometers are less than the Total Kilometers for a travel jurisdiction that does not have any allowable Exemptions, the jurisdiction will receive an advisory email from the IFTA Clearinghouse alerting the jurisdiction to the presence of row data that meet these criteria. The transmittal file will not be rejected by the IFTA Clearinghouse based on these advisories, but each occurrence will be available during the Program Compliance Review for that jurisdiction, and the jurisdiction may be asked to substantiate their follow up activities to ensure that the transmittal data is accurate.