

Record Retention Requirements for IFTA/IRP

As a client under the IFTA/IRP through the base jurisdiction of Iowa, I understand that I am required to preserve my company's records, which are subject to audit. I understand these records must be maintained as described below.

IFTA retention: all records pertaining to IFTA must be kept for four years, from the tax return due date or filing date, whichever is later.

IRP retention: all records pertaining to IRP must be kept for the distance reporting period of July 1 through June 30 that corresponds to the current registration year, plus the three previous registration years.

1. Distance (IFTA/IRP)

Records containing the following elements shall be accepted by the base jurisdiction as adequate under Section 1005(a).

Records produced by a means other than a vehicle-tracking system:

- The beginning and ending dates of the trip
- The origin and destination of the trip (city & state)
- The route of travel
- The beginning and ending reading from:
 - The odometer, hubodometer, engine control module (ECM), or any similar device for the trip
- The total distance of the trip
- The distance traveled in each jurisdiction during the trip
- The vehicle identification number or vehicle unit no.

Records produced wholly or partly by a vehicle-tracking system, including a system based on a global positioning system (GPS).

- The original GPS or other location data for the vehicle to which the records pertain;
- The calculated distance between each GPS or other system reading;
- The location of each GPS or other system reading;
- The total distance traveled in each jurisdiction;
- The date and time of each GPS or other system reading;
- The beginning and ending reading from the odometer, hubodometer, ECM, or any similar device for the period to which the records pertain;
- The route of the vehicle's travel;
- The vehicle identification number or vehicle unit number.

2. Fuel (IFTA Only)

The licensee shall maintain complete records of all motor fuel purchased, received, or used in the conduct of its business, and on request, produce these receipts for audit. The records shall be adequate for the auditor to verify the total amount of fuel placed into the licensee's qualified motor vehicles, by fuel type.

A licensee's reporting of distance may deviate slightly from a calendar quarter basis provided that:

- The beginning and ending dates of the reported distance reflects a consistent cut-off procedure;
- the deviations do not materially affect the reporting of the licensee's operations;
- the deviations do not materially delay the payment of taxes due;
- the cut-off dates for both distance and fuel are the same;
- the base jurisdiction can reconcile the reported distance for the period through audit;
- the total distance traveled by the vehicle.

IFTA: I further understand if the base jurisdiction determines that the records produced by the licensee for audit do not, for the licensee's fleet as a whole, meet the criterion for the adequacy of records set out in P530 in the IFTA agreement, or after the issuance of a written demand for records by the base jurisdiction, the licensee produces no records, the base jurisdiction shall impose an additional assessment by either:

- Adjusting the licensee's reported fleet MPG to 4.0 or 1.70 KPL; or
- Reducing the licensee's reported MPG or KPL by twenty percent.

IRP: I further understand if the records produced by the registrant for audit do not, for the registrant's fleet as a whole, meet the criterion in Section 1005(a) in the IRP plan, or if, within 30 calendar days of the issuance of a written request by the base jurisdiction, the registrant produces no records, the base jurisdiction shall impose on the registrant an assessment in the amount of twenty percent of the apportionable fees paid by the registrant for the registration of its fleet in the registration year to which the records pertain. In an instance where the base jurisdiction knows that it is the registrant's second such offence, the base jurisdiction shall impose an assessment of fifty percent of the apportionable fees paid by the registrant for the registration of its fleet in the registration year to which the records pertain. When the base jurisdiction knows it is the registrant's third offense, and on any subsequent offenses of the registrant known to the base jurisdiction, the base jurisdiction shall impose an assessment of 100 percent of the apportionable fees paid by the registrant for the registration of its fleet in the registration year to which the records pertain.

Registrant Name _____
Please Print Legibly

Client ID (if known) _____

Title* _____
Please Print Legibly

Date _____

Signature _____

This form must be signed by the company owner or registrant. Permit Agents are **not allowed to sign this form.*

Keep a copy of this form for your records and return a copy to the Office of Vehicle & Motor Carrier Services.