IFTA audit readiness

A general checklist. Your base jurisdiction's IFTA rules come first. General information, not tax advice.

Date: _____ Truck: _____ Odometer: _____

Records per trip

- ☐ Trip date, start and end — Defect [ ] N/A [ ]
- ☐ Origin and destination — Defect [ ] N/A [ ]
- ☐ Route of travel — Defect [ ] N/A [ ]
- ☐ Odometer or hub readings at start and end — Defect [ ] N/A [ ]
- ☐ Miles by jurisdiction — Defect [ ] N/A [ ]
- ☐ Unit number — Defect [ ] N/A [ ]

Fuel receipts

- ☐ Date of purchase — Defect [ ] N/A [ ]
- ☐ Seller name and address — Defect [ ] N/A [ ]
- ☐ Gallons — Defect [ ] N/A [ ]
- ☐ Fuel type — Defect [ ] N/A [ ]
- ☐ Price per gallon or total — Defect [ ] N/A [ ]
- ☐ Unit number on the receipt — Defect [ ] N/A [ ]

Quarterly summaries

- ☐ Total miles for the quarter, all jurisdictions — Defect [ ] N/A [ ]
- ☐ Total gallons for the quarter — Defect [ ] N/A [ ]
- ☐ Fleet miles per gallon — Defect [ ] N/A [ ]
- ☐ Miles and taxable gallons per jurisdiction — Defect [ ] N/A [ ]
- ☐ Return filed by the due date — Defect [ ] N/A [ ]

Retention

- ☐ Records kept for the period your base jurisdiction requires — Defect [ ] N/A [ ]
- ☐ Records kept in one place, by quarter — Defect [ ] N/A [ ]
- ☐ Copies of each filed return — Defect [ ] N/A [ ]

Defects and notes: _____

Signature: _____