

## RECORDKEEPING AGREEMENT FOR FLORIDA BASED CARRIERS REGISTERED UNDER THE IRP AND IFTA

As a registrant under the International Registration Plan (IRP) or a licensee under the International Fuel Tax Agreement (IFTA), you are required to prepare and maintain detailed records of your operations in each jurisdiction. These records must support the mileage reported on your IRP application/renewal and/or the mileage and fuel purchases reported on your IFTA tax returns. Records may be kept in paper or electronic format, including microfilm, microfiche, or other computerized or condensed record storage.

**DISTANCE RECORDS (IRP and IFTA):** An example of an acceptable source document for recording your fleet distance traveled is an "Individual Vehicle Distance Record" (IVDR) also known as a driver trip record or trip sheet. Driver prepared or computer generated IVDRs containing the following information must be maintained:

- Date(s) of trip (starting and ending)
- Trip origin and destination
- Route of travel (highway numbers)
- Beginning and Ending odometer/hubodometer readings for trip
- Distance (trip miles) traveled in each jurisdiction
- Total Distance (trip miles)
- Power Unit number or vehicle identification number
- Registrant/Licensee name

**FUEL RECORDS (IFTA Only):** You must maintain records to support fuel purchased and placed in the propulsion tanks of your IFTA Qualified Vehicles. Records supporting fuel purchases should be incorporated into your monthly and quarterly summaries as noted below.

**Over the Road Fuel Purchases** must be supported by a receipt, invoice, credit card receipt, or an automated vendor-generated invoice or transaction listing to receive tax paid credit on your IFTA tax return. Fuel receipts and/or invoices must include the following information:

- Date of Purchase
- Name and Address of seller
- Number of gallons/liters purchased
- Type of fuel purchased
- Price per gallon/liter or total amount of sale
- Unit number or vehicle identification number
- Driver/purchaser's name

**Bulk Storage Fuel Purchases** must be supported by delivery tickets or receipts showing that proper taxes were paid. Bulk fuel meter readings, inventory measurements, and monthly reconciliations must also be maintained. The following information should be maintained related to bulk fuel withdrawals:

- Date of Withdrawal
- Number of gallons/liters withdrawn
- Driver/purchaser's signature
- Unit Number or vehicle identification number

From the information recorded on IVDRs, a registrant/licensee **must** prepare and maintain all of the following summaries:

- A **monthly summary** that recaps by each individual vehicle the miles traveled in each jurisdiction and the total fleet miles. The monthly summary must also recap all tax paid fuel (both over the road and bulk withdrawals) placed in the propulsion tank of your qualified motor vehicles for IFTA tax return reporting purposes.
- A **quarterly summary** that recaps the miles traveled in each jurisdiction and the total fleet miles. The quarterly summary must also recap all tax paid fuel (both over the road and bulk withdrawals) placed in the propulsion tank of your qualified motor vehicles for IFTA tax return reporting purposes. The quarterly summary should be prepared using the monthly summaries.
- IRP registrants must prepare a **yearly summary** of the distance (mileage) information on the quarterly recaps. The yearly summary used in preparing your IRP renewal and must support your actual miles reported for the mileage reporting period.

**RECORD RETENTION:** Under the IFTA, you are required to keep the records supporting each quarterly tax return for four (4) years from the tax return due date or filing date, whichever is later. For IRP, you are required to keep the records supporting your application for three (3) years after the end of the registration year the application relates to. Failure to keep the required records may result in additional taxes being owed, along with substantial penalties and interest. In addition, failure to keep the required records and accurately report your mileage and tax paid fuel purchases may result in the cancellation, suspension, or revocation of your credentials issued under the IRP and IFTA. Additional information and specific requirements related to record keeping can be found in the IFTA Procedures Manual, Sections P500 and P600, and in Section 1005 of the IRP, along with the IRP Audit Procedures Manual.

As part of the application process for the IRP and/or IFTA, the undersigned applicant certifies that they have read the above information and agrees to prepare, maintain, and make available all records required under the IRP and IFTA.

Registrant/Licensee Name (printed):	Title:	IRP Account Number:
Signature:	Date:	IFTA Account Number:

**This Agreement must be signed by the Applicant or an authorized officer of the company. Signatures of Agents or Powers of Attorney are not acceptable. Please keep a copy for your records.**