

# REMINDER NOTICE OF RECORDKEEPING REQUIREMENTS FOR FLORIDA BASED CARRIERS REGISTERED UNDER THE IRP AND IFTA

As a carrier registered under the International Registration Plan (IRP), you are required to maintain detailed records of your mileage in each jurisdiction. These records should support the mileage reported on your IRP application/renewal. As a carrier registered under the International Fuel Tax Agreement (IFTA), you are required to keep detailed records of your mileage in each jurisdiction and the individual fuel purchases as part of your operations. If applicable, records must also be kept that document the individual withdrawals from your bulk fuel supplies. These records should support the mileage and tax paid fuel purchases you report on your quarterly IFTA tax returns.

All IRP and IFTA accounts are subject to audit as part of the regular audit selection process. In addition, IRP applications/renewals and IFTA tax returns are subject to selection and review by the Bureau of Motor Carrier Services Audit Section. This selection is based on the mileage reported, reported fuel purchases, and other criteria. As part of this review, you may be required to show that proper records are being kept and they support your IRP application or IFTA tax return.

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 or suspension of your registrations issued under the IRP and IFTA.

If you have any questions or need assistance related to your record keeping requirements as a registrant under the IRP and IFTA, or would like to have examples of record keeping forms, please contact the Motor Carrier Services Audit Section office located near you. Audit Section office locations are listed on the reverse side of this reminder notice.



## **OUR MISSION**

*PROVIDING HIGHWAY SAFETY AND SECURITY THROUGH EXCELLENCE  
IN SERVICE, EDUCATION, AND ENFORCEMENT*

## **OUR VISION**

*A SAFER FLORIDA !*



Bureau of Motor Carrier Services

## REGIONAL AUDIT OFFICES

**Headquarters Office**  
2900 Apalachee Parkway  
Neil Kirkman Building – Room A-139, MS-58  
Tallahassee, Florida 32399-0625  
**Telephone (850) 617-2910**

318 Southeast 25<sup>th</sup> Avenue  
Ocala, Florida 34471  
**Telephone (352) 620-3993**

5701 East Hillsborough Avenue, Suite 2228  
Tampa, Florida 33610  
**Telephone (813) 740-4300**

323 10<sup>th</sup> Avenue West, Suite 200  
Palmetto, Florida 34221  
**Telephone (941) 723-4634**

1135 Banks Road  
Margate, Florida 33063  
**Telephone (954) 969-4233**

4101 Clarona-Ocoee Road, Suite 160  
Orlando, Florida 32810  
**Telephone (407) 445-7400**

### **PLEASE NOTE**

*The above locations DO NOT process applications  
for IFTA licenses or IRP registrations.*