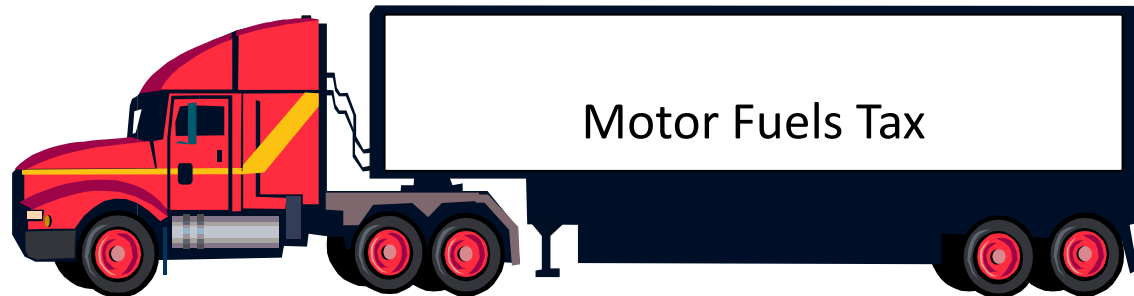


**NCDOR**

NORTH  
CAROLINA  
DEPARTMENT  
OF REVENUE

# Record Keeping Requirements



July 2017



# Topics

- Required Documentation
  - Mileage Records
    - IFTA, IRP, IN, and User
  - Fuel Records
    - Purchase
    - Withdrawals
  - Decal Records



# Who Should Keep Source Documentation?

- Qualified Motor Carriers - Interstate (IFTA) or Intrastate (IN)
- Apportionable Vehicle (IRP)
- User
- Bulk End Users



# IN and User Required Source Documentation

- All fuel receipts, highway and non-tax paid;
- Quarterly odometer readings, regardless of weight classification;
- Purchase and disposition dates of fleet vehicles; and
- List of current vehicles by registered gross weight.

The licensee must keep records for a period of three (3) years for auditing purposes.

Reference: 17 NCAC 12B .0502



# IFTA/IRP Motor Carrier Required Source Documentation

Mileage source document (Individual Vehicle Distance Record) are required to contain the following information:

1. Beginning and ending dates of the trip to which the records pertain;
2. Origin and destination of trip;
3. Route of travel;
4. Beginning and ending reading from the odometer, hub meter, or engine control module(ECM);



# IFTA/IRP Motor Carrier Required Source Documentation

5. Total distance of the trip;
6. Distance traveled in each jurisdiction during the trip;
7. Vehicle identification or vehicle unit number;
8. Vehicle fleet number;
9. Licensee's/Registrant's name;
10. Driver's signature or name.

Reference: NC IFTA Compliance Manual, IFTA Procedures Manual P540.100, and IRP "The Plan" Article X 1010 (a)



# IFTA/IRP Motor Carrier Required Documentation

## IFTA Monthly Mileage Summaries

- A monthly summary of the fleet's operations reported on the corresponding quarterly tax return that includes the distance traveled by each vehicle in the fleet during the quarter, both in total and by jurisdiction, may be necessary for the efficient audit of the licensee's records. The licensee shall make such summaries available for audit upon due notice and demand by the base jurisdiction.

Reference: IFTA Procedures Manual P560



# IFTA/IRP Motor Carrier Required Documentation

IRP Mileage Summaries:

- (i) a summary of the Fleet's operations for each month, which includes both the full distance traveled by each Apportioned Vehicle in the Fleet during the calendar month, and the distance traveled in the month by each Apportioned Vehicle in each Jurisdiction
- (ii) a summary of the Fleet's operations for each calendar quarter, which includes both the full distance traveled by Vehicles in the Fleet during the calendar quarter, and the distance traveled in each Jurisdiction by the Vehicles in the Fleet during the calendar quarter
- (iii) a summary of the quarterly summaries

Reference: IRP Article X 1010 (c)





# **IFTA/IRP Motor Carrier Required Documentation**

Distance records produced wholly or partly by a vehicle tracking system, including global positioning system (GPS) should include the following:



# IFTA/IRP Motor Carrier Required Documentation

1. Original GPS or other location data for the vehicle to which the records pertain;
2. Date and time of each GPS or other system reading, at intervals sufficient to validate the distance traveled in each jurisdiction;
3. Location of each GPS or other system reading;



# **IFTA/IRP Motor Carrier Required Documentation**

4. The beginning and ending reading from the odometer, hub odometer, ECM, or any similar device for the period to which the records pertain;
5. Calculated distance between each GPS or other system reading;
6. Route of the vehicle's travel;
7. Total distance traveled by the vehicle;



# IFTA/IRP Motor Carrier Required Documentation

8. Distance traveled in each jurisdiction;
9. Vehicle identification number or vehicle unit number.

Reference: NC IFTA Compliance Manual; IFTA Procedures Manual P540.200; and IRP Article X 1010 (b)



# Maintaining Mileage Records

- Records shall be maintained for actual miles traveled
  - Any movement
    - IRP and IFTA
- The licensee must keep all mileage records for auditing purposes.
  - IRP- All registrants are required to preserve the records on which the registrant's application is based for a period of three years after the close of the registration year - Article X 1000 (a)
  - IFTA requires a period of four(4) years – P510



# Examples of Acceptable Source Documents

- Driver trip sheets (IVDR) or reports
- Driver's logs (must contain the required documentation)
- Other records of vehicle movement from which mileage per vehicle per jurisdiction can be determined

**IMPORTANT:** Computer printouts are not acceptable as the only source of mileage. They must be supported by a source document that shows continuous movement of the vehicle.



# Samples of Acceptable Recordkeeping Forms

- IFTAIRP-25 – Individual Vehicle Distance Record (IVDR)
- IFTAIRP-24 – Individual Unit Summary
  - Monthly odometer readings and jurisdictional mileage totals
- IFTAIRP-26 – Apportioned Fleet Distance Recap
  - Total of all Individual Unit Summaries in the fleet

**INDIVIDUAL VEHICLE DISTANCE RECORD**

<b>CARRIER NAME</b>	TARHEEL EXPRESS	<b>IRP ACCT NUMBER</b>	12345	<b>FLEET NUMBER</b>	01	<b>IFTA ACCT NUMBER</b>	891234567
<b>TRUCK NUMBER</b>	5	<b>TRAILER NUMBER</b>	C1	<b>TRAILER NUMBER</b>	C2		
<b>TRIP BEGIN DATE</b>	4/1/2009	<b>TRIP END DATE</b>	4/23/2009				
<b>TRIP ORIGIN</b>	CHAPEL HILL, NC	<b>TRIP DESTINATION</b>	GREENSBORO, NC MEMPHIS, TN	<b>TRIP DESTINATION</b>	CHAPEL HILL, NC		
<b>TRIP NUMBER</b>	4		DETROIT, MI	DURHAM, NC	ORLANDO, FL		

BEGINNING ODOMETER READING

123,001

STATE LAWS REQUIRE THE DRIVER TO KEEP A RECORD OF DISTANCE DRIVEN AND FUEL PURCHASED IN EACH STATE FOR EACH TRIP.

TRIP DATE	STATE	ROUTES TRAVELED/ HIGHWAYS USED	ODOMETER (HUB) READING	TOTAL DISTANCE PER STATE	DISPATCH/TRIP CITIES	INVOICE NUMBER	VENDOR NAME	FUEL/ GALLONS	TOLL DISTANCE	EMPTY
			STATE EXIT							
4/1/2009	NC	I40	123,301	300	GREENSBORO		Slow Joes	100		
4/3/2009	TN	I40	124,001	700	MEMPHIS		BB'Que	100		
4/4/2009	KY	I65 - I71	124,241	240						
	OH	I75	124,456	215						
4/6/2009	MI	I75	124,606	150	DETROIT		Coney Land	150		
4/8/2009	OH	I80 - US250 - I77	124,846	240						
	WV	I77	125,036	190						
	VA	I77	125,111	75						
4/8/2009	NC	US52 - I40 - I95	125,411	300	DURHAM		Slow Joes	150		
	SC	I95	125,611	200						
	GA	I95	125,722	111			Peach Stop	150		
4/17/2009	FL	I95 - I4	126,122	400	ORLANDO					
	GA	I95	126,233	111			Peach Stop	100		
	SC	I95	126,433	200						
4/23/2009	NC	I95 - I40	126,583	150	CHAPEL HILL					

ENDING ODOMETER READING

126,583

TOTAL TRIP DISTANCE

3,582

Joe Smith

DRIVER'S NAME/SIGNATURE

State Abbreviations: AL AZ AR CA CO CT DC DE FL GA ID IL IN IA KS KY LA ME MD MA MI MN MS MO MT NE NV NH NJ NM NY NC ND OH OK OR PA RI SC SD TN TX UT VT VA WA WV WI WY Other Jurisdictions Abbreviations: AB BC MB NB NF NS NT ON PE QC SK YT MX



## INDIVIDUAL UNIT (TRUCK) SUMMARY

UNIT 5	2008				2009											
	July	August	September	3rd Qtr	October	November	December	4th Qtr	January	February	March	1st Qtr	April	May	June	2nd Qtr
Ending Odometer Reading													126,583			
Beginning Odometer Reading													123,001			
Or																
Ending Hubodometer Reading																
Beginning Hubodometer Reading																
<b>Total Elapsed Distance</b>													3,582			
Estimated Distance (Meter Broke)																
<b>Total Monthly Distance</b>													3,582			
<b>State Distribution</b>																
FL													400			
GA													222			
KY													240			
MI													150			
NC													750			
OH													455			
SC													400			
TN													700			
VA													75			
WV													190			
<b>TOTALS</b>													3,582			





# Maintaining IFTA Fuel Records

- Licensee must maintain complete records of all fuel purchased, received, or used in the conduct of its business.
- Separate totals must be compiled for each fuel type.
- The licensee must keep records for a period four (4) years for auditing purposes.
- Audits will include the verification of all fuel purchased or withdrawn.



## Maintaining IFTA Fuel Records

- Original receipts shall be maintained for verification.
- Receipts which are illegible, contained alterations or erasures will not be accepted by the Division for tax-paid credits.

Reference: P550.200



# Maintaining IFTA Fuel Records

## IFTA Monthly Fuel Summaries:

- A monthly summary of the fleet's operations reported on the corresponding quarterly tax return that includes the fuel placed into each vehicle in the fleet during the quarter, both in total and by jurisdiction, may be necessary for the efficient audit of the licensee's records. The licensee shall make such summaries available for audit upon due notice and demand by the base jurisdiction.

Reference: P560

# Acceptable Fuel Documentation

- Fuel reporting system statement/printout
  - Third party system
  - Company Maintained Bulk System
- Fuel credit card receipt
- Cash ticket

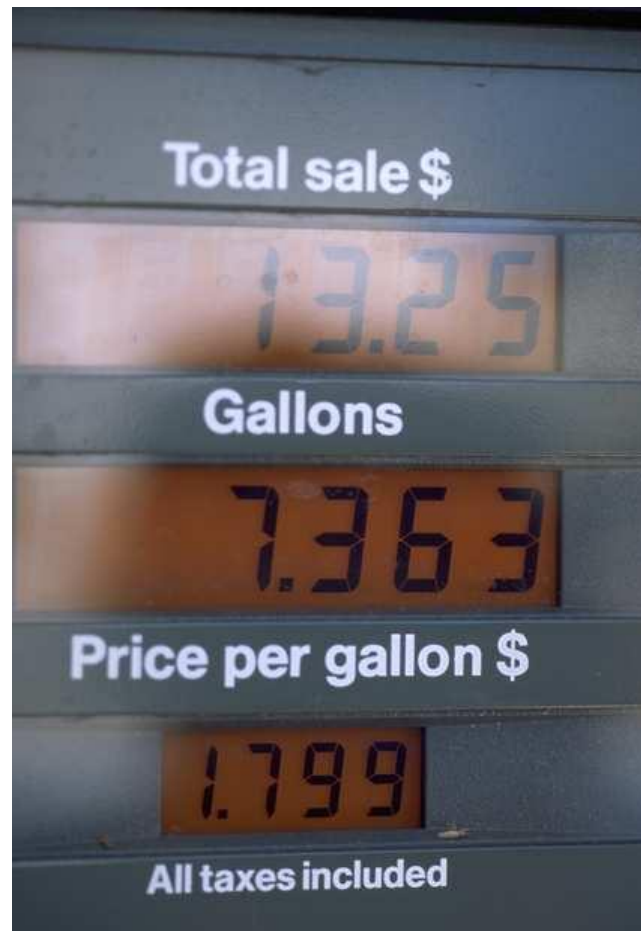




# Required Data for a Fuel Document

- Date of the fuel purchase;
- Name and address of seller of the fuel;
- Quantity of fuel purchased;
- Type of fuel purchased;
- Price of the fuel per gallon;
- Identification of the qualified motor vehicle into which fuel was placed;
- Name of purchaser of the fuel.

Reference: P550.300





# Example of Fuel Receipt

0701-02-26817 Sheetz #701 540-477-3110  
227 Conicville Blvd Mount Jackson, VA 22842 Fed ID: [REDACTED]

Disp	Product	Reefer	Volume	Unit Cost	Net Cost	Total
10	TRUCK DIESEL	N	135.172 Gal	\$ 3.699	\$ 3.699	\$500.00

Salesperson Clerk Invoice Number: 0226817  
Truck #: 2

COMPANY NAME: [REDACTED] CARRIER  
RESPONSE: Cash Transaction  
Cash \$500.00

Fuel Total-) \$500.00  
Subtotal-) \$500.00  
Total-) \$500.00

Signature: \_\_\_\_\_  
Mon Dec 16 2013

Diesel Tax Distribution  
GROSS DSL FED F/T=0.0000 STA F/T=0.0000 STA S/T=0.0000 NET DSL  
500.00 0.00 0.00 0.00 500.00

FUEL CONTAINS NO VISIBLE EVIDENCE OF DYE





# Example of Fuel Receipt

Prepaid receipts are  
not acceptable source  
documents for fuel  
purchases.

WELCOME TO  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Descr.	qty	amount
CUSTOMER COPY Prepay CARD		175.00
	Sub Total	175.00
	Tax	0.00
	<b>TOTAL</b>	<b>175.00</b>
	CREDIT \$	175.00

CARD TYPE: VISA  
CARD NAME: [REDACTED]  
ACCT NUMBER: XXXX XXXX XXXX [REDACTED]  
TRANS TYPE: SALE  
APPROVAL: 031952      INVOICE: 206292  
AMOUNT:                      \$ 175.00

APPROVED 031952  
\*\*\*\*\*  
THANKS, COME AGAIN

REG# 0002 CSH# 002 DR# 01    TRAN# 23418  
10/31/14 15:57:36                      ST# [REDACTED]

# NC Bulk End-User

- Maintains storage facilities for motor fuel and uses part or all of the fuel in a motor vehicle
- Not required to be licensed
- Required to keep mileage and fuel records





# NC Bulk End-User Required Documentation

- All fuel receipts, highway and non-tax-paid;
- Withdrawal statements of highway and non-highway fuel from bulk storage;
- Quarterly odometer readings, regardless of weight classification;
- Purchase and disposition dates of fleet vehicles; and
- List of vehicles by registered gross weight.

Reference: 17 NCAC 12B .0502

It is recommended that meter readings and physical inventory readings be maintained.



# NC Required Data for a Bulk Fuel Withdrawal

- Date of withdrawal;
- Number of gallons;
- Fuel type;
- Company unit number or vehicle license plate number and state; and
- Purchase and inventory records to substantiate that tax was paid on all bulk fuel purchases.

Reference: 17 NCAC 12A .0202



# IFTA Bulk Fuel Required Data for a Fuel Document

1. Receipts for all deliveries;
2. Quarterly inventory reconciliations for each tank;
  - Monthly beginning and ending inventories
  - Monthly totalizer reading
3. Capacity of each tank;
4. Bulk withdrawal records for every bulk tank at each location.

Reference: P550.400



# IFTA Bulk Fuel Required Data for a Fuel Document

In addition, the licensee shall retain the following records for its bulk storage withdrawals:

1. Location of the bulk storage from which the withdrawal was made;
2. Date of the withdrawal;
3. Quantity of fuel withdrawn;
4. Type of fuel withdrawn;
5. Identification of the vehicle or equipment into which the fuel was placed.

Reference: P550.600





# Maintaining Decal Records

- Records should be maintained of all decals received and used.
- The licensee must keep all unused decals for a period of four (4) years for auditing purposes.
- Audits will include the verification of all decals ordered and received.

Reference: NCGS 105-449.47(a1)





# Decal Inventory

- Decal Inventory shall be maintained for audit purposes
- Inventory shall include:
  - Vehicle number (VIN, license plate, or unit #)
  - Decal number assigned to the vehicle
  - Period (2015, etc.)
  - Any special notes (truck wrecked, painted, washed off, etc.)

# Decal Inventory

**YEAR** \_\_\_\_\_

**Instructions:**

1. Complete all columns with requested information for all vehicles.
2. List any special circumstances in the Notes column.
3. Retain this document for a period of 4 years for audit purposes.

	Date	Decal Number	Unit Number	Last 4 Digits of VIN	Notes*
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					
26.					
27.					
28.					
29.					
30.					

# Questions?

