



WISCONSIN IFTA AND IRP PRE-AUDIT QUESTIONNAIRE

Wisconsin Department of Transportation
MV2684 3/2018

Please return this form and any requested information to:

If using USPS:

WisDOT – Division of Motor Vehicles
Motor Carrier Services Audit Unit
P.O. Box 7955
Madison, WI 53707-7955

If using FedEx, UPS or Spee-Dee:

WisDOT – Division of Motor Vehicles
Motor Carrier Services Audit Unit
4822 Madison Yards Way, 3rd Floor South
Madison, WI 53705

This form may be downloaded from wisconsindot.gov and filled in electronically.

Company Information

1. Licensee/Registrant Legal Name		2. Trade/DBA Name (if different from legal name)		
3. Telephone Number (including area code)		4. Fax Number (including area code)		
5. Contact Name		6. Contact Title		
7. Contact Telephone or Cell Number (including area code)		8. Contact Email Address		
9. Best Time to Contact		10. Person in Charge of Records		
11. Names and Titles of Corporate Officers		12. Pre- and Post- Audit Conference Representative		
13. Physical Address:		Street	City	State Zip Code
14. Mailing Address:		Street	City	State Zip Code
15. Records Location Address		Street	City	State Zip Code
16. Federal Employer Identification Number (FEIN)		17. US DOT Number		
18. IFTA Account Number		19. IRP Account Number or IRP Exemption Reason		
20. Previous IFTA and/or IRP Audit (if any) Year:		State:		
21. Do you use a permit or compliance service? No <input type="checkbox"/> Yes <input type="checkbox"/>		(Skip to question 27 if non-applicable)		
22. Service Agent Business Name		23. Service Agent Contact Name		
24. Service Agent Address:		Street	City	State Zip Code
25. Service Agent Telephone Number (including area code)		26. Service Agent Email Address		



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Business Operation Information

27. What is your operating authority?

- For-Hire Motor Carrier (MC Number):
 Private
 Owner/Operator

28. Which States or Jurisdictions do you drive or have activity?

- United States: AK AL AR AZ CA CO CT DC DE FL GA IA ID IL IN
KS KY LA MA MD ME MI MN MO MS MT NC ND NE NH NJ
NM NV NY OH OK OR PA RI SC SD TN TX UT VA VT WA
WI WV WY

- Canada: AB BC MB NB NF NS NT ON PE QC SK YT

29. Has there been any significant changes in accounting procedure during the audit period? (e.g., changes in personnel responsible for preparation of IFTA/IRP returns, changes in computer systems.)

- No
 Yes – please explain:

30. List what change(s) occurred (if any):

31. What commodities do you haul?

32. How are loads obtained?

33. Do back-haul routes differ from outbound routes?

- No
 Yes – please explain:

34. Are there seasonal or peak hauling periods?

- No
 Yes – please explain:

35. Additional Business Information or comments:



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Mileage Information Attach a copy of the source documents (e.g., Trip sheet/envelope used for interstate travel)

36. Miles are based on

- Odometer Readings
 - Map Miles – Type of map:
 - Standard Routes – Source:
 - Computer Software – Commercial name of program:
 - Global Position System (GPS) – Name of program:
 - Other (describe):
-

37. Reported miles are based on entries/information from

- Drivers only Drivers and reviewed by office staff Office personnel
 - Computer software – Commercial name of program:
 - Other (describe):
-

38. When are miles reported?

- In the month the trip ends In the month the trip begins
 - Other (describe):
-

39. What is your cut-off day of the month for data entry to meet the reporting deadline?

40. During the audit period, adjustments have been made to miles for:

- No adjustments were made Single trip permits Off-highway activity Trip lease miles (leasee or leasor)
 - Other (describe):
-

41. Additional Mileage Information:



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Driver(s) Information Please provide a complete list of all owner/operators including their IRP account number and a copy of the lease agreement(s) for each owner/operator with start and end dates of each lease (if any).

55. Are drivers paid by the mile or by the hour?

- By the mile By the hour Not applicable

56. How many owner/operators do you have leased?

Number: None

57. If owner/operators are leased, how many supply their own registration but you provide fuel tax credentials?

None All Other:

58. Additional Driver's Information:

Fleet Information Provide copies of long term (over 30 days) rental unit lease agreement(s) including start and end dates of each lease

59. How many units are included in the interstate fleet reports?

IFTA: IRP:

60. Has this number varied significantly during the past four years?

- No Yes

61. Address where vehicles are domiciled: Street City State Zip Code

62. Address where maintenance is performed: Street City State Zip Code

63. Do you maintain an inventory of decal serial numbers and vehicles to which they are affixed?

- No Yes

64. Are you utilizing any vehicles not included in your fuel tax or apportioned fleet, and/or off-road equipment?

- No Yes

65. If yes, what type of vehicles or off-road equipment (explain in detail)?

66. How many "long term" rental units (over 30 days) do you operate?

67. Additional Fleet Information:

68. Please provide your fleet information on the following page. If additional space is needed then attach additional sheet(s). You may include your own table in lieu of the next page.



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Fleet information for

Unit Number	Vehicle Identification Number (VIN)	IFTA Decal Serial Number	Owner Operator	
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
Check if the owner/operator is responsible for their own <input type="checkbox"/> IFTA <input type="checkbox"/> IRP				
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
Check if the owner/operator is responsible for their own <input type="checkbox"/> IFTA <input type="checkbox"/> IRP				
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
Check if the owner/operator is responsible for their own <input type="checkbox"/> IFTA <input type="checkbox"/> IRP				
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
Check if the owner/operator is responsible for their own <input type="checkbox"/> IFTA <input type="checkbox"/> IRP				
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
Check if the owner/operator is responsible for their own <input type="checkbox"/> IFTA <input type="checkbox"/> IRP				
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
Check if the owner/operator is responsible for their own <input type="checkbox"/> IFTA <input type="checkbox"/> IRP				
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
Check if the owner/operator is responsible for their own <input type="checkbox"/> IFTA <input type="checkbox"/> IRP				
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
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			<input type="checkbox"/> No	<input type="checkbox"/> Yes
Check if the owner/operator is responsible for their own <input type="checkbox"/> IFTA <input type="checkbox"/> IRP				
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
Check if the owner/operator is responsible for their own <input type="checkbox"/> IFTA <input type="checkbox"/> IRP				
			<input type="checkbox"/> No	<input type="checkbox"/> Yes
Check if the owner/operator is responsible for their own <input type="checkbox"/> IFTA <input type="checkbox"/> IRP				



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Reporting Information

69. Provide the names of the person(s) responsible for preparation and review for the following:

Report:	Preparer's Name	Reviewer's Name
Driver's trip reports		
Monthly vehicle distance reports		
Monthly fleet distance reports		
Driver fuel reports		
Individual vehicle fuel reports		
Monthly vehicle fuel reports		
Monthly fleet fuel reports		

70. Who compiles the information to prepare the IFTA return?

71. Who compiles the information to prepare the IRP renewal?

72. Have you experienced any problems in filing the quarterly or annual returns

No Yes – please explain:

73. Do you use an electronic system to track mileage?

No (If not applicable please skip to the end) Yes – system name/service provider:

74. When was the electronic data first used for reporting?

Month: Year:

75. Are all the trucks equipped with the same electronic equipment?

No Yes

76. Do your drivers still maintain manual records?

No Yes

77. How are location points determined?

GPS Cell Towers Manual by driver

78. What routing software is used to take location points and create a route between location points (pings)?

79. Is there a set time interval between location points (pings)?

No Yes – What is the interval (in minutes):

80. Are all location points (pings) identified with a time and date?

No Yes

81. How are location points (pings) translated (e.g., latitudes and longitudes, city name, street name, etc.)?

82. Is a life-to-date meter reading used within the electronic process (ECM integration or keying of odometer by the driver)?

No Yes

83. How are the trip load origin/destination integrated into the system?



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84. Are the trip load origin/destination identified with a time, date, and life-to-date meter reading?

No Yes

85. Is the actual state line crossing identified with a location point (geo fencing), or is it interpolated via a routing software?

No Yes

86. Is the state line identified with a time, date, and life-to-date meter reading?

No Yes

87. Are fuel stops electronically identified within the on-board system?

No Yes

88. Are fuel stops identified with a time, date, and life-to-date meter reading?

No Yes

89. Does the system have an edit function (are there two reports, an edited version and an unedited version)?

No Yes

90. How does the system deal with or account for, erroneous and/or incorrect locations?

Certification

I certify with my signature that to the best of my knowledge the information and statements on this form are true and correct.

X _____
(Signature of Licensee/Registrant or Authorized Representative)

Date Signed (MM/DD/YYYY)

Document Check List: Please check below if including any of the following with this questionnaire:

- Source Document.** Copies of your source documents (e.g., trip sheet/envelope used for interstate travel)
- Bulk Fuel.** Samples of your bulk disbursement and reconciliation reports, if applicable
- Owner/Operators.** Complete list of all owner/operators including their IRP account number and a copy of the lease agreement(s) for each owner/operator including start and end dates for each lease
- Long Term Rental Units.** Copies of all long term (over 30 days) rental unit lease agreement(s), including the start and end dates for each lease