WISCONSIN IFTA AND IRP RECORDS REVIEW QUESTIONNAIRE

Wisconsin Department of Transportation
MV2685   11/2019

Please return this form and any requested information to:

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. Physical Address:	Street	City	State	Zip Code

12. Mailing Address:	Street	City	State	Zip Code

13. Records Location Address	Street	City	State	Zip Code

14. Federal Employer Identification Number (FEIN)	15. US DOT Number
16. IFTA Account Number	17. IRP Account Number or IRP Exemption Reason

18. Do you use a permit or compliance service?   No ☐   Yes ☐   (Skip to question 24 if non-applicable)

19. Service Agent Business Name	20. Service Agent Contact Name

21. Service Agent Address	Street	City	State	Zip Code

22. Service Agent Telephone Number (including area code)	23. Service Agent Email Address

Business Operation Information

24. What is your operating authority?

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

25. 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

26. What commodities do you haul?

27. Additional Business Information or comments:

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

28. 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):

29. 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):

30. When are miles reported?

☐In the month the trip ends   ☐In the month the trip begins

☐Other (describe):

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

32. Have you made adjustments to your miles for:

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

☐ Other (describe):

33. Additional Mileage Information:

Fuel Information   Provide a sample of your bulk disbursement and reconciliation reports (if any).

34. Do you use bulk fuel storage facilities? ☐ No ☐ Yes	35. If yes, list license # and state(s) where facilities exist License #: State(s):

36. What are the bulk fuel storage capacities and types of fuel in gallons/liters? (if any)

☐ Diesel – Gallons: ☐ Bio-Diesel – Gallons: ☐ Dyed Diesel – Gallons:

37. If you use bulk facilities, how do you account for withdrawals between IFTA qualified vehicles and other uses?

38. Do any of your vehicles use fuel types other than Diesel or Diesel-blends? If yes, how many?

☐ No   ☐ Gasoline: ☐ Propane: ☐ Ethanol/Gasohol: ☐ Natural Gas: ☐ Bio-Diesel:

☐ Blends (describe):   ☐ Other (describe):

39. Fuel purchase records you maintain are:

☐ Original vendor receipts/invoices

☐ Billings via card services (e.g., card services, cardlock). Name of provider:

☐ Other (describe):

40. Fuel receipts/invoices are filed by:

☐ Individual trip envelopes/sheets   ☐ Segregated by state   ☐ Unsorted with other invoices

☐ Other (describe):

41. Was tax exempt fuel purchased during the audit period? ☐ No ☐ Yes	42. If yes, was each individual fuel receipt/invoice reviewed to distinguish between tax-paid and tax-exempt fuel? ☐ No ☐ Yes

43. Have you made adjustments to fuel for:

☐ No adjustments were made   ☐ Single trip permits   ☐ Off-highway activity   ☐ Trip lease miles (lessee or lessor)

☐ Other (describe):

44. Do you make any adjustments based on "idle-time"? ☐ No ☐ Yes	45. If yes, what procedures were used to make the adjustments?

46. Additional Fuel Information:

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).

47. How many owner/operators do you have leased?	48. If owner/operators are leased, how many supply their own registration but you provide fuel tax credentials?		
Number: ☐ None	☐ None	☐ All	☐ Other:

49. 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

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

IFTA: IRP:

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

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

☐ No   ☐ Yes

53. Are you utilizing any vehicles not included in your fuel tax or apportioned fleet, and/or off-road equipment?	54. If yes, what type of vehicles or off-road equipment (explain in detail)?
☐ No ☐ Yes	

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

56. Additional Fleet Information:

57. 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.

Fleet information for

Unit Number	Vehicle Identification Number (VIN)	IFTA Decal Serial Number	Owner Operator	
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			
			☐ No	☐ Yes
	Check if the owner/operator is responsible for their own ☐ IFTA ☐ IRP			

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Reporting Information

58. 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		

59. Who compiles the information to prepare the IFTA return?	60. Who compiles the information to prepare the IRP renewal?

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

☐ No   ☐ Yes – please explain:

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

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

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

Month: Year:

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

☐ No   ☐ Yes

65. Do your drivers still maintain manual records?

☐ No   ☐ Yes

66. How are location points determined?

☐ GPS   ☐ Cell Towers   ☐ Manual by driver

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

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

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

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

☐ No   ☐ Yes

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

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

☐ No   ☐ Yes

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

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

☐ No   ☐ Yes

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

☐ No   ☐ Yes

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

☐ No   ☐ Yes

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

☐ No   ☐ Yes

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

☐ No   ☐ Yes

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

☐ No   ☐ Yes

79. 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)