

EROAD

Weight Mileage Tax (WMT)

Audit Checklist

Easy as 1-2-3

Confidence in every mile.

With this audit checklist, you will be well prepared and ready for your Oregon Weight Mileage Tax (WMT) audit. You can rest easy knowing that EROAD has all the necessary information about your vehicles ready at your fingertips



STEP 1. Contact your EROAD Account Manager.

- EROAD Account Managers can support you throughout your WMT audit.
https://www.oregon.gov/ODOT/MCT/Documents/MCReg_TaxManual.pdf
- To reach an Account Manager, contact EROAD's support line 503-305-2255 and select for Account Manager at the prompt.



STEP 2. Understanding the audit requirements.

- You may be working with your auditor to understand the scope of the audit.
- You should receive a notice of an audit, which comes in the form of a letter or a report.
- The audit letter or report outlines:
 - Type of audit
 - Audit period
 - Sample quarters within the audit period
 - Sample vehicles – selected once you provide the list of vehicles in your fleet to the auditor



STEP 3. Preparing your records.

- The following EROAD records will be requested by your auditor for the WMT audit. An auditor can ask for records going back three years.
 - A copy of each month's Oregon Weight Mileage Tax Report
<https://help.eroad.com/us/depot/tax-reports/what-is-a-weight-mileage-report/us-weightmileage/>
 - A copy of each truck's Vehicle Trip Record
<https://help.eroad.com/us/depot/reports/tax-reports/us-vehicle-trip-record/>
 - If requested, a copy of each truck's Daily Activity Report
<https://help.eroad.com/us/depot/reports/fleet-reports/us-dailyactivity/>
- Alongside these records, auditors may request:
 - Equipment lists
 - Bills of lading
 - RUAF Records
 - Other source documents