

# EROAD

## IFTA Audit Checklist

### Easy as 1-2-3

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**Confidence in every mile.**

With this audit checklist, you will be well prepared and ready for your IFTA 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 IFTA audit.
  
- To reach an Account Manager, contact EROAD's support line 503-305-2255 and select 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 IFTA audit:
  - A copy of each quarter's IFTA Fleet Summary Report  
<https://help.eroad.com/us/depot/reports/tax-reports/us-iftafleetsummary/>
  - A copy of each truck's Fuel Trip Record  
<https://help.eroad.com/us/depot/reports/tax-reports/us-fueltriprecord/>
  - If requested, a copy of each truck's Daily Activity Report  
<https://help.eroad.com/us/depot/reports/fleet-reports/us-dailyactivity/>
- Ask your auditor which method to use in transferring the reports, such as USB, email (PDF or CSV) or printed paper copies
- Along with these records, the auditor might request:
  - Equipment lists
  - Lease contracts
  - Bills of lading
  - Fuel receipts
  - Registration and fuel tax trip permits, if any
  - Other source documents