How Do I Respond to an Audit Request?

FAQs · https://atsfleetmanagement.com/docs/how-do-i-respond-to-an-audit-request/

Overview

Receiving an audit notice does not necessarily indicate a problem. The key is responding promptly and professionally.

Recommended Steps

1. Review the audit request.
2. Gather requested records.
3. Verify documentation completeness.
4. Organize records logically.
5. Respond within required timeframes.

Best Practice

Maintain electronic copies of all records to simplify document retrieval.