

3. Audit Readiness Checklist

Description

An Audit Readiness Checklist helps motor carriers proactively verify that all mileage, fuel, filing, vehicle, and supporting documentation is complete before an IFTA audit occurs. Maintaining audit readiness throughout the year significantly reduces compliance risk, minimizes audit findings, and improves the accuracy of IFTA filings.

Why an Audit Readiness Checklist Matters

- Reduces audit risk
- Improves filing accuracy
- Identifies missing documentation
- Supports fuel tax credits
- Improves compliance management

Mileage Documentation Checklist

- ✓ ELD Trip Records
- ✓ GPS History
- ✓ State Mileage Reports
- ✓ Dispatch Records
- ✓ Driver Logs
- ✓ Mileage Calculator Adjustments

Fuel Documentation Checklist

- ✓ Fuel Receipts
- ✓ Fuel Card Reports
- ✓ Bulk Fuel Invoices
- ✓ Bulk Fuel Withdrawal Logs
- ✓ Fuel Reconciliation Reports

Filing Documentation Checklist

- ✓ Quarterly IFTA Returns
- ✓ Amended Returns
- ✓ Tax Calculations
- ✓ Filing Confirmations
- ✓ Credit Carryover Documentation

Vehicle Documentation Checklist

- ✓ Vehicle Registrations
- ✓ VIN Records
- ✓ Lease Agreements
- ✓ IRP Documentation
- ✓ Fleet Inventory Records

Audit Risk Indicators

Missing fuel receipts, missing mileage, unsupported adjustments, duplicate transactions, missing state mileage, unresolved exception reports, and incomplete documentation.

Monthly Review Checklist

Review exception reports, verify ELD imports, reconcile fuel purchases, upload missing receipts, and investigate MPG variances.

Quarterly Review Checklist

Verify filing calculations, review jurisdiction mileage, reconcile fuel records, review adjustments, and prepare supporting documentation.

Annual Review Checklist

Build a complete audit package, review fleet records, verify documentation retention, and perform a compliance review of all filings.

How Advanced IFTA Helps

ELD integration, OCR fuel receipt capture, exception reporting, mileage calculations, adjustment tracking, audit readiness monitoring, and compliance documentation storage.

Recommended Actions

1. Maintain records throughout the year.
2. Resolve exceptions monthly.
3. Verify fuel documentation before filing.
4. Document all adjustments.
5. Retain records for at least four years.

Tags

Audit Readiness, Compliance, IFTA Audit, Mileage Reporting, Fuel Reporting, Documentation, Exception Reports, Fleet Compliance, Advanced IFTA