WISCONSIN IFTA AND IRP PRE-AUDIT QUESTIONNAIRE

Wisconsin Department of Transportation
MV2684   08/2022

Due Date:

Instructions: Fill out the requested information as it best describes your fleet's normal operations. This form may be downloaded from wisconsindot.gov and filled in electronically. Search for MV2684. If you require additional space, attach sheets to the end of this form. Where sample records are asked to be attached, please send copies and not the actual record. If you require assistance in completing this questionnaire, contact the auditor assigned to your audit at the contact information listed below. Further information on record keeping and audits can be found at https://wisconsindot.gov/Pages/dmv/com-drv-vehs/mtr-car-trkr/audit.aspx .

Complete and return this form to:	**Assigned Auditor Contact Information**
WisDOT – Division of Motor Vehicles Motor Carrier Services Audit Unit 4822 Madison Yards Way, 3rd Floor South Madison, WI 53705	Name: Phone: Email:

Company Information

1. Licensee/Registrant Legal Name	2. IFTA Account Number:
	IRP Account Number:
	USDOT Number:

3. Contact Name(s)

4. Contact Phone Number *(include area code and any extension)*

5. Contact Email Address

6. Best Day(s) and Time(s) to Contact

7. Mailing Address	Street/PO Box	City	State	Zip Code

8. Do you use a permit or compliance service?	☐ Yes ☐ No *(Skip to question 14)*

9. Service Agent Business Name	10. Service Agent Contact Name
11. Service Agent Phone number *(with area code)*	12. Service Agent Email Address

13. When did you begin using this service?

Business Operations Information

14. What is your operating authority?

☐For-Hire Carrier   ☐Private   ☐Owner/Operator

15. Which States or Jurisdictions do you drive or have activity?

<u>United States</u>   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 ☐

<u>Canada</u>   AB ☐   BC ☐   MB ☐   NB ☐   NF ☐   NS ☐   NT ☐   ON ☐   PE ☐   QC ☐   SK ☐   YT ☐

16. Where are your vehicles primarily domiciled?

17. What commodities do you haul?

18. How are your loads obtained?

19. Do your back-haul routes differ from your outbound routes? *If yes, please explain.*

20. Do you have seasonal or peak hauling periods? *If yes, please explain.*

21. List any significant changes in your accounting or record keeping procedures or personnel in the past five years?

22. Where are your records stored (physical address), and how long do you keep your IFTA and IRP records?

Mileage Information

Attach a sample copy of the source document you use for mileage recording (e.g., trip sheet/envelope)

23. Do you use an electronic system to track mileage? ☐ Yes ☐ No

24. Miles are based on:

☐ Odometer Readings   ☐ Hubodometer Readings
☐ Map Miles – Type of map:
☐ Standard Routes – Source:
☐ Computer Software – Name of Program:
☐ Global Positioning System (GPS) - Name of System:
☐ Electronic Logging Device (ELD) – Name of System:
☐ Other (Describe):

25. Reported miles are based on entries/information from

☐ Drivers only   ☐ Drivers and reviewed by office staff   ☐ Office staff

☐ GPS or ELD reports (ECM miles)   ☐ GPS or ELD reports (driver keyed miles)

☐ Computer Software – Name of Program:
☐ Other (Describe):

26. When are miles reported?   ☐ In the month the trip ends   ☐ In the month the trip begins
☐ Other (Describe):

27. When is your cut-off for data entry to meet the reporting deadline? Day and Month:

28. During the past five years, adjustments have been made to miles for:

☐ No Adjustments Made   ☐ Off-Highway Activity   ☐ Single Trip Permits   ☐ Trip Lease Miles
☐ Tax Holiday   ☐ Other (Describe):

Fuel Information

29. What type of fuel purchase records do you maintain? *(check all that apply)*

☐ Original vendor receipts/invoices

☐ Third party vendor billings/reports – name of provider(s):

☐ Other (Describe):

30. Have you purchased any tax-exempt fuel the past five years? ☐ Yes ☐ No

31. During the past five years, adjustments have been made to fuel for:
☐ No Adjustments Made   ☐ Off-Highway Activity   ☐ Single Trip Permits   ☐ Trip Lease Miles
☐ Tax Holiday   ☐ Other (Describe):

32. Do you make adjustments based on "idle-time"? ☐ Yes ☐ No

33. Have you filed any fuel tax refund claims (MF-001) with the Wisconsin Department of Revenue during the past five years? ☐ Yes ☐ No

34. Did you use bulk fuel storage facilities during the past five years?

☐ Yes - *attach a list of fuel type(s), capacity (in gallons or liters), license #(s), physical address(es) of bulk storage location(s) and fuel supplier/vendor name(s) and address*
☐ No – *skip to question 37*

35. Do any non-IFTA qualified vehicles or off-road vehicles use the same bulk storage facilities as your IFTA qualified vehicles? ☐ Yes ☐ No

36. How are bulk fuel withdrawals accounted for? *Attach a sample copy of fuel disbursement log (such as the MV2952 Bulk Fuel Inventory Withdrawal Record) and a copy of a bulk fuel reconciliation report.*

Fleet Information

Attach a complete listing of all vehicles owned and operated under your IFTA and IRP accounts. If owner/operators are part of your fleet, ensure the listing includes owner/operator company names and associated IFTA and/or IRP account numbers where applicable.

37. How many units are included in the interstate fleet reports?
IFTA: IRP:

38. Have these numbers varied significantly during the past five years?	☐ Yes	☐ No
39. Do you maintain an inventory of IFTA decal serial numbers and vehicles to which they are affixed?	☐ Yes	☐ No

40. Have you had any long-term rental unit leases during the past five years?

☐ Yes – *attach copies of all lease agreements ensuring all start and end dates are included*

☐ No – *go to next question*

41. Have you leased on any owner/operators during the past five years?

☐ Yes – *attach copies of all lease agreements ensuring all start and end dates are included*

☐ No – *skip to question 43*

42. If owner/operators are leased on, how many supply their own IRP registration but you provide the IFTA credentials?

☐ None   ☐ All *(how many?)* _____   ☐ Some *(how many?)* _____

Reporting Information

43. Provide the names of the people responsible for the preparation and review of 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		
IFTA quarterly tax returns		
IRP renewals		
MCS-150 updates		

Electronic Records

If you answered "yes" to question 23, complete the following questions. If no, skip to the question 67.

44. When did you start using the system?

Month: Year:

45. Are all the trucks equipped with the same system?	☐ Yes	☐ No
46. Is the system used for reporting hours of service (HOS)?	☐ Yes	☐ No
47. Is the system permanently mounted to the truck?	☐ Yes	☐ No

48. How long does the system maintain records?

49. Do you download and store the electronic data?	☐ Yes	☐ No
50. Is the system integrated into the truck's ECM so that it captures life-to-date odometer readings?	☐ Yes	☐ No
51. Do your drivers still maintain paper records?	☐ Yes	☐ No

52. What is your process to capture and report information if the system becomes inoperative?

53. What type of reports does the system generate? *(check all that apply)*

☐ formatted trip sheets   ☐ travel data in a spreadsheet format   ☐ fuel reports

summary reports: ☐ by truck   ☐ by fleet   ☐ by jurisdiction

54. What is the set time interval (in minutes) between GPS readings (ping rate)?

55. Are all GPS readings (pings) identified with a time and date stamp?   ☐ Yes   ☐ No

56. How are the GPS readings (pings) translated and recorded? *(check all that apply)*

☐ by latitude/longitude   ☐ by closest city of 5,000 or more   ☐ by street and city name

☐ other (describe)

57. Do you use a mileage routing software program to take location points and create routes of travel?

☐ Yes – *name of routing software*:   ☐ No

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

59. Are the trip load origin/destination identified with a time, date, and life-to-date meter reading?   ☐ Yes   ☐ No

60. How are state line crossings identified? *(check all that apply)*

☐ a location point (geo-fencing)   ☐ determined by routing software   ☐ don't know

61. Are state line crossings identified with a time, date, and life-to-date meter reading?   ☐ Yes   ☐ No

62. Are fuel stops electronically identified within the system?   ☐ Yes   ☐ No

63. Are fuel stops identified with a time, date, and life-to-date meter reading?   ☐ Yes   ☐ No

64. Does the system have an edit function?   ☐ Yes   ☐ No

65. How does the system account for erroneous and/or incorrect locations?

66. Provide the following information for the electronic system(s) your fleet is using:

Brand name of system:

Company website:

Contact name:

Contact email:

Contact phone:

Summary Instructions and Document Checklist

67. If the person(s) who prepared this questionnaire is different from the contact person listed in question 3, provide the name(s) and contact information:

68. Provide the names and position titles of the people that should be included in the opening audit teleconference:

Names: **Position Titles:**

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Please use the checklist below to identify which sample documents you are sending with the questionnaire. Do not send original records or documents. Electronic sample copies may be sent to the Auditor if prior coordination is completed. Contact your assigned Auditor for further information.

Distance Source Documents. If you have both paper and electronic records, provide a sample of each. If you use multiple electronic systems, provide a sample of each.

☐ Paper copy of the trip sheet/envelope used by your drivers

☐ Paper printout of trip sheet produced from your fleet's electronic system

Bulk Fuel Records. If you have both paper and electronic records, provide a sample of each. If you use multiple electronic systems or vendors, provide a sample of each.

☐ Paper copy of the bulk fuel disbursement log (such as the MV2952 or similar form)

☐ Paper printout of the bulk fuel disbursement log from your fleet's electronic system

☐ Bulk fuel reconciliation report

☐ List of fuel type(s), capacity (in gallons or liters), license #(s), physical address(es) of bulk storage location(s) and fuel supplier/vendor name(s) and address

Owner/Operators. Information for any drivers or fleets operating under some or all of your operating credentials.

☐ List of all owner/operators who operated under your credentials for the past five years include their IFTA and/or IRP account numbers if they had their own credentials

☐ Copies of the lease agreement for each owner/operator including start and end dates for each lease

Long Term Rental Units. Information for your fleet's long term rental units (over 30 days in length) for the past five years.

☐ Copies of long term rental unit lease agreements including the start and end dates for each lease

Fleet Vehicle Listing. The listing can be an existing report you already use as long as it includes, at a minimum, the unit number, VIN and IFTA decal serial number for each vehicle operated under all or some of your credentials. For vehicles in your fleet that are owner/operators leased onto you, attach copies of all lease agreements with; owner/operator name, unit information, start and end dates of lease for affected units.

☐ Fleet vehicle listing *(include all company owned vehicles, long-term rental vehicles and owner/operator vehicles)*

☐ Owner/Operator listing

☐ Lease agreement information/copies