



West Virginia

IFTA Information and Compliance Manual

2020

STATE OF WEST VIRGINIA
INTERNATIONAL FUEL TAX AGREEMENT INSTRUCTION MANUAL

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INTRODUCTION

The International Fuel Tax Agreement (IFTA) significantly reduces your paperwork and compliance burdens for fuel tax reporting of gasoline, diesel, propane, blended fuel (gasohol, ethanol), and compressed natural gas. IFTA is a base state fuel tax agreement among jurisdictions to simplify the reporting and fuel taxes by interstate motor carriers. Upon application, the carrier's base jurisdiction will issue credentials, which will allow the IFTA licensee to travel in all IFTA jurisdictions. Jurisdiction refers to a State of the United States, the District of Columbia or a Province or Territory of Canada.

The International Fuel Tax Agreement (IFTA) is administered by the International Fuel Tax Association, Inc. (IFTA, Inc.) and governed by the three IFTA Manuals; the IFTA Articles of Agreement, the IFTA Procedures Manual; and the IFTA Audit Manual. The WV IFTA Information and Compliance Manual is used to summarize important rules, requirements, and policies detailed within the IFTA Articles of Agreement, the Procedures Manual, and the Audit Manual, but does not contain the entirety of the governing documents.

For more information on IFTA visit the IFTA, Inc. Web Site at: iftach.org

Advantages of IFTA include:

- A single fuel tax license and decal that authorizes your vehicles to travel in all member jurisdictions.
- A single fuel tax report that details your operations in each of the member jurisdiction.
- Fewer audits, usually conducted by the auditors from your base jurisdiction.

License your vehicles through West Virginia IFTA if:

- You are a West Virginia based interstate motor carrier (your qualified motor vehicles are registered in West Virginia) traveling in your base state in addition to one additional IFTA jurisdiction.
- You have qualified motor vehicles which travel on West Virginia highways.
- You keep operational control in an established place of business and records for your vehicles in West Virginia.

Do **NOT** register your vehicles for IFTA if they do not leave WV. For qualified vehicles in which all fuel is purchased in WV and travel exclusively WV (except for the occasional trip permit), contact the WV DMV to obtain WV Motor Carrier Road Tax decals.

DEFINITIONS

Audit: a physical examination of the records and source documents supporting the licensee's quarterly tax reports.

Base Jurisdiction: indicates the member jurisdiction in which qualified motor vehicles are based for vehicle registration purposes and:

- Operational control and operational records of the licensee's qualified motor vehicles are maintained or can be made available.
- Where some travel is accrued by qualified motor vehicles within the fleet.

Carrier: a person who operates or causes to be operated a qualified motor vehicle on any highway in West Virginia.

Commissioner: the official designated by the jurisdiction to be responsible for the administration of IFTA.

Fleet: one or more vehicles.

In-Jurisdiction Miles: the total number of miles or kilometers operated by a registrant's/licensee's qualified motor vehicle within a jurisdiction. In-jurisdiction miles or kilometers do not include those operated on a fuel tax trip permit or those exempted from fuel taxation by a jurisdiction.

Jurisdiction: a state of the United States, the district of Columbia or a Province or Territory of Canada.

Licensee: a person who holds an active IFTA license issued by the base jurisdiction.

Member Jurisdiction: a jurisdiction which is a member of the International Fuel Tax Agreement.

Motor Fuels: all fuels used or capable for use for the generation of power for propulsion of qualified motor vehicles.

Qualified Motor Vehicle: a motor vehicle used, designed or maintained for the transportation of persons or property and:

- Has two axles and a gross vehicle weight or registered gross vehicle weight exceeding 26,000 pounds or 11,797 kilograms; or
- Has three or more axles regardless of weight; or

- Is used in combination when the weight of such combination exceeds 26,000 pounds or 11,797 kilograms gross vehicle weight or registered gross vehicle weight.

Recreational vehicles are not considered IFTA qualified vehicles.

Recreational Vehicles are vehicles such as motor homes, pickup trucks with attached campers and buses, when used exclusively for personal pleasure by an individual. To qualify as a recreational vehicle, the vehicle shall **not** be used in connection with any business endeavor.

Reporting Period implies a period consistent with the calendar quarterly periods of January 1 through March 31; April 1 through June 30; July 1 through September 30; and October 1 through December 31.

Revocation signifies withdrawal of license and privileges by the licensing jurisdiction.

Suspension is temporary removal of privileges granted to the licensee by the licensing jurisdiction.

Total Gallons Used are all gallons of motor fuel placed in the supply tank of each qualified vehicle during the reporting period.

Total Miles Traveled include all miles or kilometers traveled during the reporting period by every qualified motor vehicle in the licensee's fleet, regardless of whether the miles or kilometers are considered taxable or nontaxable by a jurisdiction.

Weight implies the maximum weight of the loaded vehicle or combination of vehicles during the registration period.

QUALIFIED MOTOR VEHICLE

A qualified motor vehicle (QMV) is a motor vehicle or combination of vehicles used, designed or maintained for the transportation of persons or property having:

- Two axles and gross vehicle weight exceeding 26,000 pounds or 11,797 kilograms; or
- Two axles and a registered weight exceeding 26,000 pounds or 11,797 kilograms;
- Three or more axles regardless of weight; or a combined weight or combined registered weight exceeding 26,000 pounds or 11,797 kilograms.

Qualified motor vehicles **MUST** have miles traveled in **TWO OR MORE**-member jurisdictions. Vehicles that otherwise meet the definition of a “qualified Motor Vehicle” but do not travel outside the State of West Virginia do not meet the qualifications of the International Fuel Tax Agreement. Vehicles that travel only within the State should purchase West Virginia Motor Carrier Road Tax (WV MCRT) decals and will be responsible for filing an annual or quarterly MCRT return, whichever is applicable.

Fleet Must Meet Basing Requirement

- Registrant maintains an Established Place of Business* in West Virginia, operational records are maintained or readily available in West Virginia and mileage is accrued in West Virginia.
- The fleet is most frequently dispatched, garaged, serviced, or maintained or operated or otherwise controlled from or in West Virginia.

*“Established Place of Business” means a physical structure within the base jurisdiction that is owned, leased or rented by the fleet registrant. The physical structure shall be designated by a street number or road location. The physical structure must be open during normal business hours and have located with it:

- A telephone publicly listed in the name of the fleet operation.
- A person in the permanent employment of the registrant conducting the fleet registrant’s trucking business.
- The operation records of the fleet and the maintenance of such records.

NOTE: The truck-related business within the jurisdiction must constitute more than just credentialing, distance and fuel reporting, and/or answering a telephone. A jurisdiction may require whatever information the jurisdiction deems pertinent to show that the registrant has an established place of business within the jurisdiction and that all proper fees and taxes are paid.

- The State of West Virginia will grant vehicles proportionally registered in this jurisdiction the privilege of interstate and intrastate operations.

- Any registrant operating vehicles solely intrastate (i.e. moving between points in the state of West Virginia) and cannot be proportionally registered.
- Apportioned registration is not a substitute for other fees and requirements of other jurisdictions.

This manual explains your responsibilities as a participant of IFTA but does not replace any. If you have any questions about IFTA after reading this manual, please email us at:

taxwvifta@wv.gov

APPLICATION/LICENSING

Original Application for License

To receive your IFTA license and decals, you must complete an application form online at <https://transportation.wv.gov/DMV/Motor-Carriers/Pages/IRP-IFTA.aspx> , mail or deliver to the Division of Motor Vehicles at:

Division of Motor Vehicles
Motor Carrier Services Office
5707 MacCorkle Ave SE, Box 17900
Charleston, West Virginia 2531

The application requests general information about you and your interstate operations. When the department receives an IFTA license application, all entries are reviewed to ensure completeness. If more information is required, the applicant is contacted. If the application is correct, the account is in good standing and appropriate decal fees are paid, the fuel tax credentials are issued and renewable annually. There is no fee for the application or license. All correspondence from this office will be mailed using the mailing address information provided on this form; please provide a current and correct address.

To reactivate a previously closed account, you must file an original license application.

Account Identification Number

Your Business Registration account number will be your federal employer identification number (FEIN). This is the number issued to your business by the Internal Revenue Service (IRS). This number allows you to register to do business with the West Virginia State Tax Department.

If you are registered as a sole proprietor (not as a corporation or partnership) and have no FEIN, you may use your social security number to create your account. Your IFTA account number will be an eight (8) digit number created by the Tax Department specifically for your IFTA account.

If you have an IRP account and an IFTA account, it is your responsibility to ensure that the FEIN is the same on both accounts.

Cancellation Procedures

You may close your IFTA account **when you are no longer operating qualified motor vehicles** interstate, provided all reporting requirements and tax liabilities to all member jurisdictions have been satisfied. To request the cancellation of your fuel license, complete the quarterly tax report for the last operational quarter. On the report **mark your request for cancellation.** We must

have a signed and dated request or notification of business closure from the West Virginia Secretary of State's Office before your account will be closed.

If the licensee closes their IFTA account, the licensee must return the IFTA license along with all used and unused decals to the WV State Tax Department. To ensure the IFTA account is closed properly, decals must be removed from the cab of the truck and mailed to the WV State Tax Department along with all correctly-filed fuel tax returns. West Virginia's auditors have the discretion to conduct an exit audit of your records after your IFTA account is closed. For this reason, after cancellation of your IFTA account, you must keep all records for four years.

If you sell your business, you must immediately notify the Fuel Tax Administration Unit in writing to ensure the existing license is cancelled and proper license issued to the new owner. IFTA decals issued to you **MUST** be removed prior to the sale and returned with your final tax report. Should you wish to reactivate your closed account, a new application form is needed.

IFTA License

A single IFTA license will be issued for your fleet of vehicles. The license is valid from January 1 through December 31 of the same year. Make photocopies of the original license and place in each of your qualified motor vehicles. Failure to be in possession of a copy of the fuel tax license may result in the required purchase of a trip permit, issuance of a citation or both. Keep the original license in a safe place and use to make additional copies when adding a qualified motor vehicle to your fleet during the license year.

IFTA Decals

You will receive a set of two fuel decals for each vehicle in your fleet at a cost of \$5.00 per set. You may purchase extra decals for any additional WV registered vehicles you add to your fleet anytime during the year. The identification decals must be placed on the exterior portion of both sides of the **cab**, **DO NOT PLACE DECALS ON ANY WINDOW!** Decals are not vehicle specific. Manufacturers, dealers or driveaway operations may be temporarily displayed in a visible manner on both sides of the cab. If assigned decals are not properly displayed in the required locations of your vehicle, you may be cited and required to purchase a trip permit per the IFTA Articles of Agreement, Article VI, R600.

You may **not** sell, or transfer decals and you may **not** receive or purchase decals from anyone other than the Department of Motor Vehicles because these are felonious activities.

Decals shall be removed from the vehicle(s) prior to:

- The vehicle being sold or traded
- When requesting that the IFTA account be closed or cancelled
- When the business ceases operation
- When the IFTA account is revoked

Lease and Rental Agreements

Provide a copy of any lease or rental agreement that affects the IFTA qualified vehicle to the Tax Department. Leases and rental agreements must detail which party, lesser or lessee is responsible for fuel tax reporting. These agreements must specifically define the period the agreement covers. Should you hire a third party for reporting your IFTA information, it is your ultimate responsibility to ensure the reporting and payments are correct.

LICENSE RENEWAL

If in good standing at the West Virginia State Tax Department, at least thirty days before your IFTA license expiration date you will receive an IFTA Renewal Application. Complete the form and make any changes to your name and address, if applicable. Return your renewal and licensing fees to the Division of Motor Vehicles office before December 31st.

If you do not receive an IFTA renewal notice, please call Taxpayer Services at 304-558-3333.

REINSTATEMENT

Reinstatement of Fuel Tax License

To reinstate your revoked fuel tax license, you must satisfy the requirements which resulted in the revocation and make all required payments. This includes all taxes, penalties and interest paid in full, all reports filed, and receipt of all records requested by us. You will be required to complete a new application and pay any outstanding fee or liabilities to reactivate your account.

Revocation and Suspension

If you do not file on time, pay your taxes in full, or follow our record keeping requirements, your IFTA license will be revoked. An account can be suspended for other outstanding DOT audit assessments, or for failure to comply with other DOT requirements. The notice of revocation or suspension will be mailed to the mailing address listed on your license application. If your license is revoked or suspended, you must surrender your original license and all unused decals. You must also destroy all copies of your license and remove all decals from your vehicle(s). Notification will be given to all West Virginia law enforcement agencies and other IFTA jurisdictions of your revocation or suspension.

DO NOT OPERATE VEHICLES IN YOUR FUEL FLEET WHILE YOUR LICENSE IS REVOKED OR SUSPENDED.

Bonds/Guarantees

IFTA members are not normally required to post a bond with West Virginia. You may be required to post a bond if you do not file fuel reports, pay taxes, penalties and interest in the time allotted, or audit results determine that a guarantee is necessary to protect the interests of IFTA member jurisdictions. You may also be required to post a bond if your check(s) is returned by your banking institution.

TAX REPORTING/REFUNDS & CREDITS

Quarterly Reporting

You must complete fuel tax forms (with complete payments) four times each year. The reporting quarters and due dates are:

REPORTING QUARTER	DUE DATE
January-March	April 30
April-June	July 31
July-September	October 31
October-December	January 31

Failure to receive the quarterly tax report does not release the licensee from reporting obligations. A quarterly tax report must be filed even if the licensee does not operate or purchase taxable fuel in any IFTA member jurisdiction in that quarter. IFTA tax returns may also be filed online at <https://mytaxes.wvtax.gov/>.

You must report to the West Virginia State Tax Department each quarter. If you do not operate your vehicles in IFTA jurisdictions, please note on your return. To ensure the return is filed timely, please file online at <https://mytaxes.wvtax.gov/>. When you do not report, it is presumed that you operated and are avoiding fuel tax payments. Failure to file a report may result in the revocation of your fuel tax license. Mail your report and payment to the address shown on the report.

NOTE: To ensure your paper IFTA report is postmarked on or before the due date, please mail at least three days before the due date.

Annual Reporting

West Virginia does not currently support annual filing for IFTA reports. You will be notified if the current policy for annual filing changes.

Late Reporting (Penalties and Interest)

IFTA required penalties for failure to file a report, filing a report after the due date, or underpayment of taxes:

- The minimum penalty is \$50.00 per month, or 10% of your total tax liability, whichever is greater. The \$50.00 penalty will also be assessed on late returns that are filed with a credit balance.
- Interest will be charged on all late taxes due EACH JURISDICTION. Annual IFTA rates can be located at www.iftach.org. IFTA charges a full month of interest for each month or part of a month when your report is late. For example, your first quarter report has a postmark of May 1st and/or the total payment is not enclosed, you would be charged on month's interest on any tax due for any jurisdiction. Interest and tax due may never be waived.

On time filing requirements:

- The correct *and* complete return is postmarked or filed online and submitted using MyTaxes by the due date.
- The correct *and* complete payment is submitted by the due date.

Measurements

West Virginia filers must report fuel usage and mileage traveled in U.S. measurements. Convert fuel and mileage by using the following table. Round your totals to the nearest whole gallon or mile.

Conversion Table

FROM	TO
One Liter	.2642 Gallons
One Gallon	3.785 Liters
One Mile	1.609 Kilometers
One Kilometer	.6214 Miles

Tax Exempt Miles

West Virginia exempts fuel tax reporting **ONLY** when your vehicle(s):

- Operates under a temporary fuel trip permit

When audited you must provide proof of exempt mileage claimed on fuel tax reports. Exempt miles are included in your total miles for computing miles per gallon (MPG) and included in each jurisdiction's total miles (column C) but then are excluded from taxable miles (column D). If you have questions regarding exempt mileage contact our office at 1-800-542-1902. IFTA recognizes that some jurisdictions have unique economic and geographic characteristics which have given rise to various definitions of tax-exempt miles. For further information, contact the appropriate jurisdiction. See IFTA Member listing in the back of this manual.

West Virginia Off-Highway miles are **NOT** exempt.

Tax Exempt Vehicles

Recreational vehicles and vehicles owned and operated by the United States Government and subsidiaries are exempt from fuel tax licensing and reporting by West Virginia IFTA. These are the **ONLY** exempt vehicles.

Exempt Fuel Use

- Dyed Fuel
- Some off-highway uses of fuel on which West Virginia tax has previously been paid are refundable but not exempt. A motor fuel refund application must be filed to obtain this refund.
- IFTA recognizes that some jurisdictions allow exemptions for fuel used for offloading purposes. This exemption is not calculated on the IFTA return. Exemptions must be obtained from the state in which the tax was paid. The licensee must maintain adequate records to support the exemption claimed. For further information, contact the appropriate jurisdiction.

Taxes Due, Refunds & Credits

When completing your tax report, apply any overpayment in one jurisdiction to the taxes owed another jurisdiction. If your tax owed is more than your overpayment, pay the net tax owed. If your overpayment is more than your tax owed, send no money; the overpayment will be applied as credit to your account for use in future quarters. To request a refund of \$20 or more, mark the refund box on your tax report. Credits of less than \$20.00 will **not** be refunded. However, accumulated credits of \$20.00 or more will be refunded upon request. After a refund has been requested, the credit no longer exists and should not be reported as credit on later tax reports. All

credit up to and including this report will be refunded. You must request your refund within two years (8 quarters) of filing the report.

Completing a Fuel Tax Report

- All licensees must file an IFTA quarterly tax report. The quarterly tax report indicates the tax or refund due for each member jurisdiction. Only one check is written to the State Tax Department for the net taxes due.
- Tax returns that are completed in red ink or pencil will not be accepted.
- If a licensee reports “No Operations” in four continuous quarters but request decals, the State Tax Department must presume that the licensee is operating and avoiding fuel tax payments.
- If you deduct tax-exempt miles, it is your responsibility to provide evidence of the exemption upon request by the Tax Department or our auditors.

Instructions for completion of your report and tax return forms are available on the Tax Department website at: Tax.wv.gov

You may contact us Monday-Friday, 8:00 AM to 5:00 PM for assistance at 304-558-3333.

Each quarterly fuel tax report provides a section on the front of the form for fast completion. This section has areas for:

- License Cancellation- Mark an “X” if you no longer operate your QMV(s) in any IFTA jurisdiction and provide the last IFTA quarterly report for the period. An exit audit of your cancelled account may be scheduled by this department.
- No Operations- Mark an “X” if you did not operate your QMV(s) in any IFTA jurisdiction for the reporting period.
- Amended Report- Mark an “X” and show all corrections. You cannot file amended reports if you are scheduled for a fuel tax audit.

Payments

All tax payments should be made payable to the West Virginia State Tax Department and credential fees should be made payable to the Division of Motor Vehicles. When checks are returned by any banking institution, all licenses and vehicle registration will be suspended. We will hold any refund (fuel tax or audit) to cover the returned check until full payment is received. If your authorized agent provides payments and issues a check that is returned, we will hold you (your account) responsible for complete payment. The state Tax Department charges a fee for each returned check. The West Virginia State Tax Department has the option of requiring future payments by certified check.

FAILURE TO FILE OR PAY FUEL TAXES

Failure to File Fuel Tax Forms

If you fail to file your fuel tax form(s) your license will be revoked. All IFTA member jurisdictions and law enforcement agencies will be notified of this action. This office may require the licensee to post a fuel tax bond that will be applied to future tax liability.

Failure to Pay Fuel Taxes

Failure to pay the fuel tax due each jurisdiction according to the fuel tax report, will result in penalty and interest charges. You must clear the liability for each IFTA member jurisdiction through our office, or your license will be revoked. If you do not agree with this assessment, you must prove the assessment is not correct or appropriate. Tax credits pending on your account or credit from an audit will first be applied to the tax due, penalty or interest on a quarterly fuel tax report. This department may require the licensee to post a fuel tax bond that will be applied to future tax liability. **You are responsible to pay all charges billed to you by our office or your license will be revoked. All IFTA member jurisdictions and law enforcement agencies will be notified of the revocation.**

Revocation/Suspension/Closure

Your fuel tax license (account) will be closed if you fail to file fuel tax reports, fail to pay all fees or do not follow our record keeping requirements. Do not operate vehicles in your fleet while your account is closed, revoked or suspended. All IFTA member jurisdictions and law enforcement agencies will be notified of this revocation. **Vehicles operating after revocation/suspension/closure will be subject to a citation.** This action renders travel illegal for you in all IFTA member jurisdictions. If your license is revoked or suspended or IFTA tax account closed, you must remit your original license and all unused decals to the WV State Tax Department. You must also destroy all copies of your license, remove all decals from your vehicles(s) and mail all used and unused decals to the WV State Tax Department. The West Virginia State Tax Department may suspend or refuse any registration, certificate or permit issued by this department. Anyone who fails or refuses to report and/or provide payment may be fined, imprisoned or both. Anyone who commits fraud on any application, report or claim for refund may be fined, imprisoned or both.

Reinstatement of Fuel Tax License

To reinstate your revoked fuel tax license, you must satisfy the requirements which resulted in the revocation and make all required payments. This includes all taxes, penalties and interest paid in full, all reports filed, and receipt of all records requested by us. You will be required to complete a new application to reactivate your account.

Cancellation Procedures

If you decide to cancel or close your IFTA account, you must return the original IFTA license and any unused decals or provide a notarized statement explaining you are cancelling the account and why you cannot provide the used and unused decals. Remove the used decals from the vehicles and return them to the State Tax Department. You must also file any required tax returns, pay all outstanding fees associated with the IFTA account and notify the WV State Tax Department in writing. Until these conditions are met, the account will remain open and you are required to file additional tax returns.

RECORD KEEPING REQUIREMENTS

Record Retention

Adequate record keeping is important to the carrier when seeking a refund or credit for tax-paid fuel and is equally important to the Department to ensure compliance with the reporting and payment of all tax liabilities. Every licensee shall maintain records to substantiate information reported on the quarterly tax report. These records must be maintained for a period of **four years** from the due date of the return or the date that the return was filed, whichever is later. Records must be made available upon request by any member jurisdiction. A licensee's records should be maintained at a location in West Virginia. If these records are not maintained in West Virginia or are not made available in West Virginia, the auditor's travel expenses will be billed to the licensee upon completion of the audit.

It is your responsibility to maintain records of ALL interstate and intrastate operations by the qualified motor vehicles in your fuel fleet. These records will be reviewed in an audit.

The Fuel Trip Report/Individual Mileage Record (IVMR)

Your records must support the information you provided on the fuel tax report. This includes proof of tax-paid fuel purchases, tax-exempt mileage traveled (temporary fuel permit miles), taxable miles and taxable fuel.

On-board recording devices, vehicle tracking systems, or other electronic data recording systems may be used in addition to handwritten trip reports for tax reporting. Any device or electronic system used in conjunction with a device shall meet the requirement stated in the IFTA Procedures Manual. A copy of these reports will be reviewed in an audit.

On-board recording tracking devices may be used in conjunction with manual systems or in conjunction with computer systems. The entire system must meet the requirements stated in the IFTA Procedure Manual and approval of the base jurisdiction. To obtain the information needed

to verify fleet distance and to prepare the IVMR, the recording device and/or manual records must contain the following data for each trip:

Required Trip Data

- Date of trip (starting and ending)
- Trip origin and destination (location code is acceptable)
- Route of travel or latitude/longitude positions used in lieu thereof (may be waived by base jurisdiction). If latitude/longitude positions are used, they must be accompanied by the name of the nearest town, intersection or crossing street. If latitude/longitude positions are used, jurisdiction crossing points must be calculated or identified.
- Beginning and ending odometer or hub-odometer reading of the trip
- Total trip distance
- Distance by jurisdiction
- Power unit number or vehicle identification number
- Vehicle fleet number
- Registrant's name

Optional Trip Data:

- Driver ID or name; and
- Intermediate trip stops

Licensees shall maintain detailed distance records showing operations on an individual-vehicle basis. The operational records shall contain, but not be limited to:

- Taxable and non-taxable usage of fuel
- Distance traveled for taxable and non-taxable use
- Distance recaps for each vehicle for each jurisdiction in which the vehicle traveled.

Required Fuel Data

For purposes of fuel tax reporting, recording devices and manual records must contain the following:

- Date of purchase
- Seller's name and address (vendor code acceptable)
- Number of gallons or liters purchased
- Fuel type (may be referenced from vehicle file)
- Price per gallon or liter or total amount of sale (required only for purchases from vendors)
- Unit numbers

- Purchaser's name (in the case of lessee/lesser agreement, receipts will be accepted in either name, provided a legal connection can be made to reporting party)

Keep a copy of the lease or rental agreement indicating the party responsible for paying fuel taxes.

Fuel tax receipt documentation may include credit card receipts or other computerized or condensed record storage systems which meet the legal requirements of the base jurisdiction. These are valid for audit purposes.

Bulk Fuel Storage

Keep all delivery tickets and receipts for bulk fuel. Your records must distinguish between fuel placed in qualified motor vehicles from non-qualified motor vehicles (such as cars, pickup trucks, small trucks, and recreational vehicles). Records must show non-highway vehicles (such as construction equipment and farm vehicles) using the bulk fuel. The jurisdiction in which your bulk fuel tax was paid is the jurisdiction where you purchased the fuel. Your records must identify the number of gallons taken from bulk storage and the unit number of the QMV in which it was placed.

Only withdrawals from bulk storage into IFTA vehicles may be shown as tax-paid gallons. Your records, from recording devices and manual reports, must contain the following information:

- Date of withdrawal
- Number of gallons or liters
- Fuel type
- Unit number
- Purchase and inventory records to substantiate that tax was paid on all bulk purchases
- Over-the-Road (OTR) purchases

Support your OTR purchases with original receipts or invoices, credit card receipts, automated vendor-generated invoices, or transaction listing showing evidence of such purchases and tax paid directly to the applicable jurisdiction or at the pump. Altered photocopies or erased receipts presented to support any claim or tax-paid purchases will NOT be accepted. Fuel purchased on Indian Reservation lands may or may not include tax for that jurisdiction.

Documentation of All Exemptions Claimed

Documentation of exemptions may include temporary fuel trip permits or miles traveled on exempt roads. Keep a copy of each temporary fuel trip permit with your records.

Monthly Summaries

The fleet summary will be less complicated to compile by summarizing each vehicle monthly. Summarize each vehicle monthly by grouping:

- Trip reports by jurisdiction
- Fuel receipts by jurisdiction

Compile the monthly vehicle summary into a single fleet report for each jurisdiction. Receipts, invoices and IVMR's for each qualified motor vehicle must support your summary.

AUDITS

The purpose of an IFTA audit is the verification of fuel and mileage data reported on the IFTA quarterly tax reports. When you are selected for an audit, the West Virginia State Tax Department will contact you in writing at least 30 days in advance. This department will make every effort to schedule the audit at a mutually convenient time.

When records are not acceptable to West Virginia State Tax Department auditors, one or more of the following actions may be taken:

1. Estimate your miles traveled and fuel consumed based on your reporting history or the history of a similar operation.
2. Apply a standard average of 4.0 miles per gallon calculating your tax liability.
3. Refuse your unsupported claims for exemptions and tax-paid purchases.

At the completion of the audit, the auditor will discuss preliminary findings with you. He or she will give you suggestions on how to improve or simplify your record keeping. The West Virginia State Tax Department will send you the audit findings that will show any additional tax liability or credits available. If you do not keep your records in West Virginia and we must send our auditor to another jurisdiction, you (or your company) will pay all travel expenses connected with your audit.

The West Virginia State Tax Department will send the audit results to the IFTA jurisdictions in which your vehicles traveled. If the West Virginia State Tax Department's auditor finds that you owe taxes to any member jurisdiction(s), you will pay the tax, penalty and interest owed directly to the West Virginia State Tax Department. These funds will be distributed to each applicable member jurisdiction. If it is determined that you are due a refund, the Tax Department will credit your account on behalf the other IFTA jurisdictions(s).

Audits are usually completed by West Virginia auditors, but IFTA member jurisdiction representatives may join the audit if they wish. A joint audit of International Registration Plan and your IFTA fuel tax account may be conducted. You will receive at least 30 days written notice of such an audit.

Driver Instructions for proper completion of I.V.D.R

Only for Qualified Motor Vehicles

Top portion:

CARRIER NAME: Company Name

IRP ACCT NUMBER: Internation Registration Plan number (4-5 digits)

IFTA ACCT NUMER: International Fuel Tax Agreement number (8 digits)

TRUCK NUMBER: Truck or Equipment number

FLEET NUMBER: Enter Fleet Number

FUEL DECAL NUMBER: The serial number on fuel deal on the truck (5 digits)

TRIP BEGIN DATE: Date Trip Begins

TRIP END DATE: Date Trip Ends

TRIP NUMBER: Enter Trip Number

TRIP ORGIN: City & State where the trip begins

TRIP DESTINATION: City & State where the trip ends- can be multiple

Bottom Chart:

BEGINNING ODOMETER READING: Record your odometer reading before start of trip

DATE COLUMN: List the date (month/day/year)

STATE COLUMN: List the State abbreviation traveled through on that date

ROUTES TRAVELED/HIGHWAYS USED: List each major highway traveled in that state

ODOMETER READING/STATE EXIT: List the odometer reading at the time you exit that state

TOTAL MILES PER STATE: Record the overall miles travled in that state

GAL/FUEL: Record the total gallons of fuel PURCHASED in that state, if any

ENDING ODOMETER READING: Record your odometer reading at the end of the trip

TOTALS COLUMN:

MILES: Add up the total miles per state

GALLONS: Add up the total gallons purchased per state

NOTE: The Ending Odometer Reading should be the Beginning Odometer Reading for the next trip

MEMBER JURISDICTION CONTACT INFORMATION

IFTA Commissioner: **Stacy Acree, Assistant Director, Tax Account Administration Division**

Phone: (304) 558-8714

Fax: (304) 558-8713

Email: Stacy.L.Acree@wv.gov

Assistant IFTA Commissioner: **Patrick Bryant, Assistant Director, Auditing**

Phone: (304) 558-8532

Fax: (304) 558-8526

Email: Pat.R.Bryant@wv.gov

Office Level IFTA Supervisor: **Stacy Acree, Assistant Director, Tax Account Administration Division**

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Primary Agency for IFTA Administration: **West Virginia State Tax Department**