

NOTICE

You have been selected for an IFTA and IRP audit.

Return the following within 30 days of this letter

ALL mileage and fuel records - Audit Period
Quarterly summaries - Audit period
Completed Notification Questionnaire
Vehicle list for the audit period to current

See Sample 1 for examples of typical records.

See Sample 2 for a list of detailed information that are required on your records.

If you have questions regarding what mileage and fuel records to submit, you should contact the auditor BEFORE the due date.

Record Retention

You are required to retain all mileage and fuel records for up to 6 years to support your IFTA and IRP filings.

Failure to provide complete and adequate records by the due date, could result in penalties as allowed by IFTA and IRP.

You can still be audited even if you have closed your IFTA and/or IRP accounts



COMMONWEALTH of VIRGINIA

Department of Motor Vehicles
2300 West Broad Street

Gerald F. Lackey, Ph.D.
Commissioner

Post Office Box 27412
Richmond, VA 23269-0001

November 17, 2023

WHITE GLOVE TRUCKING LLC
ATT: EDWARD W ANDERSON
5382 SUMMER PLAINS DR
MECHANICSVILLE, VA 231166663

RE: IFTA License #: VA – xxxxx169501; IRP Account #:

Dear EDWARD W ANDERSON;

The Virginia Department of Motor Vehicles, as a member of the International Fuel Tax Agreement (IFTA) and the International Registration Plan (IRP), is required to conduct periodic audits of Virginia based carriers. The above referenced account(s) have been selected for audit and this letter will serve as both your notification and a 30 day demand to provide records for the audit. **Please complete and return the enclosed notification questionnaire along with ALL additional documents listed in Section V #1, 2 and 3 by December 17, 2023.**

Acceptable records (see examples on Sample 1) are those that include the items listed on Sample 2, if any items are missing the records may be considered inadequate. The audit records are due by the due date, otherwise penalties allowed by IFTA and IRP can be applied for inadequate records and could be in excess of \$1.379.62

The auditor will contact you to discuss the audit(s) after receiving the questionnaire and records. Should you have any questions, please contact me at 804-658-7117 or by e-mail at terrell.roberts@dmv.virginia.gov. All correspondence should be directed to the address listed below.

Sincerely,

A handwritten signature in cursive script that reads "Terrell J. Roberts".

Terrell J. Roberts, Senior Auditor
Office of Enforcement and Compliance
External Audit
Post Office Box 37373
North Chesterfield, VA 23234

Attachment

**Virginia Department of Motor Vehicles
Office of Enforcement and Compliance – External Audit
Audit Notification Questionnaire**

This questionnaire is designed to assist in determining the timing and extent of the audit field work. Please complete and return to: **Virginia Department of Motor Vehicles, ATT: Terrell J. Roberts, DMV_DIVISION3, PO Box 27412 - Rm 630 External Audit, Richmond, VA 23269-0001. If you wish you may also return these items via the email address shown in the above letter.**

Please review the following information and make corrections if necessary.

IFTA License #: VA – xxxxx169501; IRP Account #:
WHITE GLOVE TRUCKING LLC
5382 SUMMER PLAINS DR
MECHANICSVILLE, VA 231166663

I. Type of Operation.

Registered Classification:

- For Hire
 Private
 Household Goods Carrier
 Rental or Leasing Company

DOT # _____

Briefly describe your primary business activity: _____

Briefly describe the type(s) cargo transported: _____

II. Vehicles Operated During Audit Period (see section V-1 for audit period)

Diesel Gas Other

Total # vehicles (power unit) operated in excess of 26,000 lbs (GVW). _____
(Indicate the number of vehicles to include owned and leased vehicles).

Do any of these vehicles travel exclusively in Virginia? No. Yes. (If YES, how many? _____)

Are any of these vehicles leased from owner-operators? No. Yes. If No, go to page 2, section III.

If you answered yes to the above, how many vehicles are leased for less than thirty days? _____: Thirty days or longer? _____.

Do you maintain the mileage and fuel records for your owner-operator? Yes. No.

Are any of your owner-operators responsible for securing their own license plates? Yes. No. (If yes, see Page 3, section V # 3)

III. Records Maintained. The following questions relate to mileage and fuel records maintained.

Are mileage and fuel records maintained at same location? Yes. No.

If no, please explain: _____

Are individual vehicle trip reports used by the drivers? Yes. No. If yes, please check which information is contained on the trip report.

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Date of trip. | <input type="checkbox"/> Trip number. | <input type="checkbox"/> Driver's name. | <input type="checkbox"/> Vehicle number. |
| <input type="checkbox"/> Fleet number. | <input type="checkbox"/> Trailer number. | <input type="checkbox"/> Total trip miles. | <input type="checkbox"/> Jurisdictional (by state) miles. |
| <input type="checkbox"/> Intermediate Stops. | <input type="checkbox"/> Routes of travel. | <input type="checkbox"/> Trip origin and destination. | |
| <input type="checkbox"/> Odometer or Hub odometer readings. | | <input type="checkbox"/> Fuel purchases or withdrawal from bulk storage. | |

Individual trip data is filed by: Trip number; Driver ID #; Vehicle number;
 Date trip started; Date trip ended;
 Other (please explain) _____

How are total and jurisdiction (state) miles determined?

- Odometer/hub odometer readings. Map/route miles. Computer software.
 Other (please explain): _____

How is fuel purchased: Tax paid at the pump. Tax paid in bulk. Tax unpaid in bulk.

Fuel purchase invoices are: Filed with individual trip record. Segregated by jurisdiction.
 Segregated by vehicle. Segregated by vendor.
 Other (please explain): _____

Mileage and fuel data is summarized: Weekly; Monthly; Quarterly; Yearly;

Answer the following if bulk fuel storage is maintained. Otherwise, go to page 3, section IV.

How often is fuel inventory(ies) reconciled?

- Daily; Weekly; Monthly; Quarterly; Yearly.

Are physical inventory readings taken? Yes. No.

Are fueling records maintained listing the date and vehicle fueled? Yes. No.

If No, explain how fuel withdrawals are accounted for: _____

Does your company maintain bulk fuel storage in any other jurisdiction? No. Yes.

If Yes, in which jurisdiction(s): _____

WHITE GLOVE TRUCKING LLC

IV. Administrative.

Does your company claim any other jurisdiction(s) as its base for vehicle registration (IRP) purposes?

No. Yes. If Yes, indicate jurisdiction(s) and account #: _____.

Has your company been audited by this jurisdiction(s)? No. Yes. If Yes, by which jurisdiction and for what period of time? _____.

Does your company claim any other jurisdiction(s) as its base for fuels tax (IFTA) purposes? No. Yes. If Yes, indicate jurisdiction(s) and license #: _____.

Has your company been audited by this jurisdiction(s)? No. Yes. If Yes, by which jurisdiction and for what period of time? _____.

V. Additional documentation required to be returned with this questionnaire:

The audit period is: January 1, 2022 through December 31, 2022.

- 1.) **Monthly or quarterly mileage and fuel summaries** (*worksheets used to complete the tax report*), for the audit period.
- 2.) **ALL mileage and fuel records for the audit period**, that document vehicle movements. See “Sample 1 & Sample 2 if you need guidance.
- 3.) **A vehicle listing to include vehicles operated from the beginning of the audit period until the current time.** (Including make, vehicle type, VIN, license plate, registered GVW, number of axles, fuel type, and indicator if leased – for all company and leased vehicles.)

Name of person responding to questionnaire: _____

Title: _____ Telephone number: (_____)_____

Fax number: (_____)_____ Email address: _____

Audit Contact (If different): _____

Title: _____ Telephone number: (_____)_____

Fax number: (_____)_____ Email address: _____

Sample 1 – Examples of records requested

**You may or may not have these exact documents.
If you don't, see Sample 2 for specific required information.**

MILEAGE

<input checked="" type="checkbox"/>	Driver trip records (IVMR)	<input checked="" type="checkbox"/>	DOT logs
<input checked="" type="checkbox"/>	Distance summaries	<input type="checkbox"/>	Trip / fuel permits
<input type="checkbox"/>	Lease contracts	<input type="checkbox"/>	Driver pay records
<input checked="" type="checkbox"/>	Delivery receipts	<input checked="" type="checkbox"/>	Toll receipts
<input checked="" type="checkbox"/>	Equipment lists	<input checked="" type="checkbox"/>	Dispatch reports/logs
<input checked="" type="checkbox"/>	Bills of lading	<input type="checkbox"/>	Cash disbursement records
<input type="checkbox"/>	Cash receipt records	<input checked="" type="checkbox"/>	GPS/ELD records (detailed with Long/Lat)
<input checked="" type="checkbox"/>	Additional sources for odometer readings, i.e., annual vehicle inspection receipts, maintenance records, and vehicle titling information		

FUEL

<input checked="" type="checkbox"/>	Over-the-road fuel records	<input type="checkbox"/>	Cash disbursement records
<input type="checkbox"/>	Cash receipt records	<input checked="" type="checkbox"/>	Fuel invoices
<input checked="" type="checkbox"/>	Detailed vendor transaction invoice/listing	<input checked="" type="checkbox"/>	Fuel Summaries
<input checked="" type="checkbox"/>	Bulk fuel records, i.e., disbursement logs, automated disbursement printouts, purchase invoices, inventory records		

Sample 2 – Items required on the records

The records provided should contain the following trip information.

IF any information is missing the records could be found to be inadequate, and all penalties for inadequate records may be applied.

Mileage Records

1. Vehicle identification number;
2. Date of trip (starting and ending of trip);
3. Trip origin and destination;
4. Intermediate stops;
5. Routes of travel;
6. Distance by jurisdiction;
7. Driver's name;
8. Total Distance
9. Beginning and ending odometer /hubodometer readings of the trip;
10. Retail purchases and withdrawals from bulk storage of fuel made in connection with the reported trip.
11. Summarized monthly by vehicle and quarterly by fleet; for each jurisdiction

Retail and Over the Road Fuel Purchases. Each licensee shall maintain a complete record of all fuel purchased or received, including retail and bulk storage used in the conduct of its business. A receipt or invoice, a credit card receipt, or automated vendor-generated invoice or transaction listing showing evidence of purchases and taxes paid must be retained to support retail "over the road" purchases of fuel.

Acceptable retail or OTR fuel receipts must include:

1. Date of the purchase;
2. Seller's name and address;
3. Number of gallons or liters purchased;
4. Fuel type;
5. Price per gallon or liter and total amount of sale;
6. Vehicle unit number; and
7. The purchaser's name.
8. Summarized monthly by vehicle and quarterly by fleet; for each jurisdiction

If bulk fuel storage is maintained, each licensee must retain records supporting inventory on hand, purchases, and tax paid withdrawals. Bulk fuel reconciliations must be conducted and vendor invoices must be retained to substantiate fuel purchases.

Withdrawal records must contain at least the following information:

1. Date of withdrawal;
2. Number of gallons or liters disbursed;
3. Fuel type; and
4. Vehicle unit number.

WHAT TO EXPECT DURING AN AUDIT

- **We are conducting audit(s) on your IFTA and/or IRP accounts.**
- **Complete the notification questionnaire** and return to the address indicated on the questionnaire with **all required mileage/fuel records** that are listed in Section V.
- The **auditor will contact you** once records are received to discuss your responses on the notification questionnaire and conduct an opening conference.

The opening conference will cover:

- Taxes and license fees covered in the audit(s).
 - Audit period(s).
 - Estimated start date of the audit(s).
 - How long the audit(s) should take.
 - Process of how you determine your reported miles/fuel.
 - How you operate your business and what records you have to support your vehicle mileage and fuel purchases.
 - Your IFTA/IRP vehicles operated during the audit period(s).
- If additional questions arise, the auditor may need to contact you for clarification.
 - As the audit progresses **the auditor will keep you updated**, but you may be asked to provide additional records.
 - A **closing conference** will be held with you to discuss the audit findings. The auditor may make suggestions for improving your recordkeeping.



COMMONWEALTH of VIRGINIA

Department of Motor Vehicles
2300 West Broad Street

Gerald F. Lackey, Ph.D.
Commissioner

Post Office Box 27412
Richmond, VA 23269-0001

**WAIVER OF TIME PERIOD BETWEEN
AUDIT NOTIFICATION AND AVAILABILITY OF RECORDS**

The Department of Motor Vehicles has a policy of allowing a 30-day time period between the audit notification and the date that records are made available for audit. This policy is to ensure that the auditee is provided an adequate opportunity to make all the required records available for the audit.

I, _____, representing _____, do agree to waive this time period.

(Signature of authorized carrier representative)

Date

(Print name and title)