

IFTA International Fuel Tax Agreement

Renewal Year: _____
FEIN: _____ Account Number: _____

Company Name: _____
Mailing Address: _____ Physical Address: _____

IF you have **ANY changes** to the above information in the past 12 months, please check here and note on the reverse of this form.

DOT Information:

Your Company's DOT #

If you lease to another company, that Company's DOT #.
• A copy of the lease agreement must be included.

Do you have Bulk Storage?

Yes: List Jurisdictions where bulk storage is located. _____
No:

Business Contact Information (Not the service agent contact):

Name _____ Phone Number _____

Email Address: _____

A \$10.00 License fee plus \$3.00 per set of decals must be remitted with this application. Make checks payable to WYDOT.

IFTA License Fee: \$10.00	\$ <u>10.00</u>
Decal Fee: \$3.00 X (# of Decal Sets you would like to purchase) _____	+ \$ _____
Total Due	\$ _____

The applicant agrees to comply with the reporting, payment, record keeping, and license display requirements as specified in the International Fuel Tax Agreement. The applicant further agrees the Wyoming may withhold any refunds due if the applicant is delinquent on payment of fuel taxes due any member jurisdictions. Failure to comply with these provisions shall be cause for revocation of the IFTA license in all member jurisdictions. Applicant certifies that the information given on the IFTA application is, to the best of their knowledge, true, accurate and complete. Any falsification subjects the applicant to appropriate civil and/or criminal sanction of the base jurisdiction.

NOTE: THIS FORM MUST BE SIGNED BY AN OWNER, PARTNER OR AUTHORIZED REPRESENTATIVE.

Signature/Date

Printed Name/ Title

FOR WYDOT USE ONLY

Date License Issued: _____
Check Number: _____
Amount Paid: _____
Decals Issued: _____ to _____

PLEASE TURN OVER AND COMPLETE THE BACK PAGE 

IFTA International Fuel Tax Agreement

ACCOUNT UPDATES

If your FEIN has changed as a result of a change in the Company Name, Corporate Officers, Articles of Incorporation or Company Entity, please check this box to cancel your current license. **YOU CANNOT RENEW** at this time. You must reapply under the new name and FEIN.

A new application can be found on our website at:

http://www.dot.state.wy.us/home/trucking_commercial_vehicles/ifta.html

Reporting Service Information:

IF YOU REQUIRE THE IFTA RETURN TO BE MAILED TO A REPORTING SERVICE, OR ACCOUNTANT, ETC., PLEASE PROVIDE THE FOLLOWING AND **ATTACH A POWER OF ATTORNEY.**

Reporting Service Name: _____

Reporting Service Address: _____ City _____ State _____ Zip _____

Reporting Service Contact _____ Phone Number _____

Business Physical Location:

If your physical address has changed, please check this box and provide the new address with proof of the new physical location. (Provide 3 Proofs of Residency).

New Physical Address _____ City _____ State _____ Zip _____

Business Mailing Address:

PLEASE NOTE: If your mailing address is in another jurisdiction please provide three proofs of your physical location in Wyoming.

If your mailing address has changed, please check this box and provide the new address.

New Mailing Address _____ City _____ State _____ Zip _____

WYDOT
MVS -IRP/IFTA
5300 Bishop Blvd
Cheyenne, WY 82009
www.dot.state.wy.us

**2018 AGREEMENT TO PREPARE AND MAINTAIN RECORDS IN ACCORDANCE WITH
THE INTERNATIONAL REGISTRATION PLAN AND THE INTERNATIONAL FUEL TAX AGREEMENT**

DISTANCE RECORDS (IFTA and IRP): You must maintain original driver-prepared Individual Vehicle Distance Record (IVDR) on each vehicle for each trip and recap on monthly and quarterly fleet summaries. Driver prepared source documents must include the following:

- | | |
|-----------------------------------------------------------------|-------------------------------------------------------------|
| 1. Date of trip (starting and ending) | 5. Total trip distance |
| 2. Trip origin and destination | 6. Distance traveled in each Jurisdiction |
| 3. Route of travel (highway numbers) | 7. Unit number or vehicle identification |
| 4. Beginning and ending odometer/hubometer readings of the trip | 8. Vehicle fleet number (for carriers with multiple fleets) |

Note: Licensees using on-board recording devices or GPS for reporting purposes should refer to the IFTA and IRP manuals for requirements. Odometer readings and physical distance record copies are still required when using on-board recording devices.

Accountable distance includes interjurisdictional and intrajurisdictional distance, loaded and empty distance, deadhead and/or bobtail distance, off-highway distance, and trip permit distance. All distance accumulated by the power units apportioned in the fleet within the preceding year (July 1 through June 30 proceeding the registration year) must be reported as actual on the IRP application.

Interjurisdictional Travel: Apportioned registration is intended for commercial vehicles traveling in two or more member jurisdictions. Vehicles traveling only in one jurisdiction are not eligible for apportionment and are subject to full registration fees.

FUEL RECORDS (IFTA Only): You must maintain original fuel source documents for each fuel type for each vehicle. This information should flow into monthly and quarterly fleet summaries. Over-the-road fuel purchases and bulk fuel purchases are to be accounted for separately:

Over-the-Road Fuel Purchases must be supported by a receipt, invoice, credit card receipt, or an automated vendor-generated invoice or transaction listing for *tax-paid* credit. An *acceptable* fuel receipt or invoice must include:

- | | |
|---------------------------------------|------------------------------------------|
| 1. Date of purchase | 5. Price per gallon/liter |
| 2. Name and address of seller | 6. Unit number or vehicle identification |
| 3. Number of gallons/liters purchased | 7. Licensee's name |
| 4. Type of fuel purchased | |

Bulk Storage Fuel Purchases must be supported by delivery tickets and/or receipts. You must also have a reliable meter on your bulk tank. To receive tax paid credit the following information must be maintained:

- | | |
|------------------------------------------|----------------------------------------------------------------------------|
| 1. Date of withdrawal | 4. Unit number or vehicle identification |
| 2. Number of gallons/liters withdrawn | 5. Purchase and inventory records showing tax paid on all bulk withdrawals |
| 3. Type of fuel | 6. Meter readings, inventory measurements, and monthly reconciliations |
| 4. Unit number or vehicle identification | |

RECORD RETENTION: All records pertaining to IFTA must be kept for four years, including unused decals. IRP distance records must be retained to support the reported distance for the **current registration year and three previous registration years**. Failure to make records available or provide adequate records for audit may result in an assessment based on estimation in the amount of 20% of the Apportionable Fees paid by the Registrant for the registration of its Fleet in the Registration Year to which the records pertain including Apportionable Fees based on Estimated Distance for the first offense. In an instance where the Registrant has a second such offense, the assessment will be 50%. In an instance where the Registrant has a third offense, the assessment will be 100%.

DECLARATION: The undersigned has read this document, and agrees to prepare and maintain records and report information in accordance with the IRP and IFTA requirements. I understand failure to maintain complete records could result in disallowing all tax-paid fuel credit and reducing MPG to 4.00 for IFTA. WY IRP percent can be increased to 20%, 50% or up to 100% and privileges may be canceled if records are unacceptable.

COMPANY NAME		ACCOUNT NUMBER	DATE
AUTHORIZED EMPLOYEE'S NAME (PRINT)	SIGNATURE	TITLE	

NOTE: This document must be signed by a corporate officer, owner, partner, or an authorized company employee, not a registration service agent.
MVS 09/17



2018 Certification of Wyoming Established Place of Business or Residency

This form must be completed prior to IRP/IFTA Registration or Renewal. If you answer no, an explanation must be provided.

1. Is your only place of business an office within your personal residence in Wyoming?
 Yes No **(If Yes, please skip to question 8. You must prove that you are a Wyoming resident.)**

2. Do you have an "established place of business" (outside of your personal residence) in Wyoming or any other jurisdiction? An established place of business is defined as a physical structure (not your home) open and staffed during regular business hours by one or more employees who manage the trucking related business (not contract employees). Trucking related business must constitute more than just credentialing, distance and fuel reporting and/or answering the phone. Employees must be in the permanent employment of the registrant, not contractual labor, performing trucking related duties.
 Yes; Please list the physical address of every "established place of business" in every jurisdiction. (Attach a separate page if more space is required.) _____
 No **(If No, please skip to question 8. You must prove that you are a Wyoming resident.)**

3. Is the physical structure of the "established place of business" located in Wyoming and owned, leased, or rented by the fleet registrant?
 Yes No **If Yes, provide the proof of ownership or lease/rental agreements**
If no, please explain _____

4. Is this location open during normal business hours? (Monday – Friday 8 a.m. to 5p.m.)
 Yes No If No, please explain _____

5. Can you produce an invoice from a Wyoming utility company for this location, listed in the name of the fleet registrant?
 Yes; Please provide invoice No ; Please explain _____

6. Is there a company employee(s) conducting the fleet registrant's business in the location during normal business hours?
 Yes; Please provide a copy of employee paystub No; Please explain _____

7. Are the operational records of the fleet located at this location? Yes No
If no, can the operational records be made available at the Wyoming location in the event of an audit? Yes No

If the records cannot be brought to the Wyoming location, the registrant must pay all costs of travel and per diem expenses that the auditors incur in conducting the examination, in accordance with the IRP Plan, Section 1020 and in accordance with IFTA Plan, Article III, Section 325.

8. Are you a Wyoming resident?
 Yes; Please provide 3 proofs of residency **ONLY** if your address No; Provide proofs required in questions 2-7.
has changed.

Under penalties of perjury, the applicant declares that the information given is to the best of the applicant's knowledge true, accurate and complete. The applicant understands that in the event the established place of business or residency is proven to be outside the State of Wyoming, the registrant will be suspended and registration fees will not be refunded.

Please print or type :

Company Name _____

Company Physical Address _____

Printed Name of Registrant _____

Registrant's Signature _____ Date _____