

IFTA QUARTERLY PREP CHECKLIST

Purpose

Use this checklist to organize mileage, fuel, jurisdiction, and supporting documents before preparing a quarterly IFTA filing.

Quarter Information

Carrier Name: _____
USDOT / MC #: _____
IFTA Account #: _____
Quarter: ☐ Q1 ☐ Q2 ☐ Q3 ☐ Q4
Filing Year: _____
Prepared By: _____
Review Date: _____

Mileage Records

- ☐ Total miles by unit collected
- ☐ Jurisdiction miles by state/province collected
- ☐ GPS/ELD mileage report exported
- ☐ Manual trip sheets reviewed, if used
- ☐ Deadhead and loaded miles included
- ☐ Odometer gaps reviewed
- ☐ Personal/non-IFTA miles reviewed, if applicable

Fuel Records

- ☐ Fuel receipts collected
- ☐ Fuel card report exported
- ☐ Bulk fuel records collected, if applicable
- ☐ Gallons by jurisdiction summarized
- ☐ Missing receipt list created
- ☐ Fuel dates reviewed against trip dates
- ☐ Unit numbers matched to fuel purchases

Vehicle / Unit Review

- ☐ Active IFTA-qualified units listed
- ☐ Added units reviewed
- ☐ Removed/sold units reviewed
- ☐ VIN/unit numbers checked
- ☐ Leased-on vehicles reviewed, if applicable

Reconciliation

- ☐ Total miles reconcile to ELD/GPS reports
- ☐ Fuel gallons reconcile to fuel card report
- ☐ MPG reviewed for unusual results
- ☐ State-by-state miles reviewed for obvious errors
- ☐ Prior quarter carryover or corrections reviewed

Records to Save

- ☐ Filed return confirmation
- ☐ Payment confirmation, if applicable
- ☐ Mileage backup
- ☐ Fuel backup
- ☐ Supporting notes / corrections

Notes

DISCLAIMER

This checklist is for general organization only. It is not tax, legal, accounting, or regulatory advice. IFTA requirements and recordkeeping expectations can vary by jurisdiction and facts. Verify current requirements with your base jurisdiction, IFTA materials, or a qualified professional.