



Motor Vehicle Division

96-0537 R05/18 azdot.gov

Mail Drop 527M
Motor Carrier Licensing Unit
Motor Vehicle Division
PO Box 2100
Phoenix AZ 85001-2100

RECORD KEEPING AGREEMENT

Individual Vehicle Mileage

Any registrant filing for an IRP registration and/or IFTA application with the State of Arizona must prepare and maintain operational records to support all distances traveled, combined gross vehicle weight (GVW), purchase price and all other required information reported on the applications and tax reports.

Records Retention: Pursuant to the International Registration Plan (IRP) and Arizona Revised Statutes 28-2238, all operational records and mileage records that support the application and supplements must be kept for:

1. **IRP:** the current registration year plus three years after the end of the current registration year (4 years total)
2. **IFTA:** a period of four (4) years following the date the IFTA tax return for such operations was due or was filed

Distance Records: An Individual Vehicle Mileage Report (IVMR) or Individual Vehicle Distance Record (IVDR), form # 96-0531, must be prepared for each trip made by a qualified vehicle. IVMRs/IVDRs are commonly referred to as Driver Trip Records. Use this document (or similar document) to record each trip, distance, and fuel information of the individual IRP and/or IFTA qualified vehicle. The IRP and IFTA agreements require all of the following information be included on an IVMR/Driver Trip Record:

- | | |
|---|--|
| 1. Company name | 7. Routes or highway numbers traveled |
| 2. Fleet number | 8. Beginning and ending odometer/hubodometer readings for the trip |
| 3. Operator Equipment Number (OEN) | 9. Total trip miles |
| 4. Dates of trip (beginning and ending) | 10. Miles traveled in each jurisdiction |
| 5. Trip origin and destination | 11. Driver's name or ID |
| 6. Intermediate trip stops | 12. Over the road fuel purchases and fuel withdrawal records from bulk storage |

Bulk fuel records must be maintained and include purchase invoices, fuel withdrawal records, pump meter readings, physical inventory, and monthly or quarterly bulk fuel reconciliations. In addition to the IVMR/IVDR/Driver Trip Record, the registrant must prepare the following summaries:

1. **Monthly summary:** Recaps by equipment number, jurisdiction, and fleet total miles traveled and fuel purchased by each qualified unit in each jurisdiction during the calendar month, based on the information recorded on the IVMR.
2. **Quarterly summary:** Recaps by equipment number, jurisdiction, and fleet total miles traveled and fuel purchased by the fleet in each jurisdiction during the calendar quarter. This summary cannot be used as a substitute for monthly summaries.
3. **Yearly summary:** Recaps by month/quarter, jurisdiction, and fleet total miles traveled by the fleet in each jurisdiction during the preceding year. The summary must support all actual miles reported on Schedule B of the Apportioned Registration Application.

Accountable Distance: All distance accumulated by the power units in the IFTA fleet and apportioned in the IRP fleet within the appropriate July 1 through June 30 reporting period must be reported as actual miles on the quarterly IFTA returns and IRP application, regardless of changes in fleet vehicles, base jurisdictions, IRP account numbers, business names, business ownership, and/or business location. All distance includes interjurisdictional and intrajurisdictional distance, loaded and empty distance, deadhead and/or bobtail distance, off-highway distance, and trip permit distance.

Audits: Failure to make records available or provide adequate records for audit will result in an assessment based on the best information available.

1. **For IRP Audits:** Apportionable fees are increased by 20% of the fees paid plus interest
2. **For IFTA Audits:**
 - a. MPG will be reduced to 4.0 or by 20%
 - b. Reported miles will be increased by 25% for all jurisdictions
 - c. All tax-paid gallons will be disallowed

Interjurisdictional Travel: IRP registration and IFTA licensing is intended for commercial vehicles that travel in two or more member jurisdictions. Vehicles traveling only in one jurisdiction are not eligible for apportionment and/or IFTA and are subject to full Arizona registration fees and requirements.

Declaration: The undersigned has read this document and agrees to prepare, maintain records and report all information in accordance with IRP registration and IFTA reporting requirements. This document must be signed by the licensee or an authorized officer of the business. No power of attorney or agent's signature will be accepted.

Registrant Name (first, middle, last, suffix)	Account Number	Phone Number		
Authorized Employee Name	Title	Signature X	Date	
Mailing Address 6535 W Camelback Rd Suite 1	City Phoenix	State AZ	Zip 85033	