

## IFTA Decals Best Practice Guide

### Understanding an IFTA Decal and it's purpose

**Definition:** An IFTA Decal is a sticker provided by your base jurisdiction when receiving your IFTA License, and is to be placed to each side of the rear of the vehicle in the lower corner. You will receive two sets of decals per qualified vehicle operated and or requested.

**Purpose:** It authorizes a qualified vehicle to operate in an interstate capacity. In addition, it provides a more streamlined method in which to report Fuel Taxes for a Motor Carrier.

### Recordkeeping best practice when receiving IFTA Decals

Upon receipt of your IFTA Decals for a given period, it is important that you document the information received as you will be required to answer certain questions pertaining to the decals in the event that your company is selected for audit. For example:

- The IFTA License year
- Include a copy (in color) of your IFTA License and Decals with the form
- How many sets were requested and how many received
- The range of sequence numbers (10100-10150)
- The number of decals used in the fleet
- The number of decals unused, and the reason as to why

\*This information should be kept on file for the statute period of 4 years from the date of the license period filed.

### Recordkeeping best practice for additional IFTA Decal Requests

In the event that an IFTA Decal is misplaced or damaged and an additional one is requested, you should follow the same process when receiving your original set(s) of decals during a given year. However, in addition to that, you should also notate the reason for the additional decal request. For example:

- The IFTA License year
- How many additional sets were requested and how many received?
- Include a copy (in color) of the Decal(s) received with the form
- The range of sequence numbers (10151-10155)
- The reason for the additional decals
- The unit number that each additional decal is for

If the reason for the additional decal(s) is simply due to more vehicles in the fleet being added, then no further action would be necessary.

\*This information should be kept on file for the statute period of 4 years from the date of the license period filed.

## IFTA Decals Best Practice Guide

### Best practice for replacement or removal of IFTA Decals

There are instances when a decal can become misplaced, damaged or is no longer needed as the vehicle has ceased its operation in a capacity that requires the use of it.

When replacing an IFTA Decal the following items should be documented for audit and historical purposes:

- Include a copy (in color) of the IFTA Decal(s) with the form – if applicable
- The sequence number and license year of the IFTA Decal being replaced
- The unit number that the replaced decal is assigned to
- The reason as to why the decal is being replaced
- The sequence number and license year of the new decal

If a decal is to be removed from a qualified vehicle for the purpose that it will no longer operate in an interstate capacity it is best to follow the process as follows:

- Include a copy (in color) of the IFTA Decal(s) with the form
- The sequence number and license year of the IFTA Decal being removed
- The unit number that the decal was removed from
- Send back to your IFTA License state with a request to void the decal and the reason why.

\*This information should be kept on file for the statute period of 4 years from the date of the license period filed.

### Best practice for unused IFTA Decals

Auditors recognize that a motor carrier may request more decals than actually needed for the express purpose of utilizing them when a decal is misplaced, damaged, or to use for qualified vehicles that could potentially be added to the fleet.

However, it is important to document when a set of decals is not used for the vehicle it was originally ordered for.

For example:

- Include a copy (in color) of the IFTA Decal(s) with the form
- Notate the number of unused decals and the license year
- List the sequence number of each set of unused decals
- List the reason as to why the decals were not used
- Return the unused decals to your IFTA license state requesting to void the decal(s) and the reason why

\*This information should be kept on file for the statute period of 4 years from the date of the license period filed.

You will find an IFTA Decal Recordkeeping form included with this guide, which gives you the ability to track information pertaining to each section outlined.