

IFTA Decal Recordkeeping Form

Objective

The purpose of this form is to maintain a record of all IFTA Decals received for a given license year. In addition, to be able to cover all aspects of what takes place with the decal(s) in the event your company is selected for audit. If sections 2-4 have already been completed for a given period, and an additional request, replacement or removal takes place, then you will need to complete a secondary form and maintain it with the first one completed.

Section 1: Record of IFTA Decal(s) Received

IFTA License Year:	Decal Sequence Range:
Number of Decals Requested:	Number of Decals Received:
Number of Decals Used:	Number of Decals Unused:
Reason for Unused Decals:	

Section 2: Record of additional Decal(s) Requested

IFTA License Year:	Decal Sequence Range:
Number of Decals Requested:	Number of Decals Received:
Reason for Request:	
Unit Number and Sequence of Assigned Decal:	
Unit Number and Sequence of Assigned Decal:	
Unit Number and Sequence of Assigned Decal:	
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Unit Number and Sequence of Assigned Decal:	
Unit Number and Sequence of Assigned Decal:	

*If additional unit numbers need to be documented, include an addendum with this form detailing each one.

Section 3: Record of Decal(s) Replaced

IFTA License Year:	Unit Number:
Current Decal Sequence:	New Decal Sequence:
Reason for Replacement:	
IFTA License Year:	Unit Number:
Current Decal Sequence:	New Decal Sequence:
Reason for Replacement:	
IFTA License Year:	Unit Number:
Current Decal Sequence:	New Decal Sequence:
Reason for Replacement:	

Section 4: Record of Decal(s) Removed

IFTA License Year:	Unit Number:
Decal Sequence:	Date Returned to State:
Reason for Removal:	
IFTA License Year:	Unit Number:
Decal Sequence:	Date Returned to State:
Reason for Removal:	
IFTA License Year:	Unit Number:
Decal Sequence:	Date Returned to State:
Reason for Removal:	

*Be sure to include a copy of the request sent to the state to void the decal(s) and the explanation as to why with this form.

Section 5: Record of Unused IFTA Decal(s)

IFTA License Year:	Decal Sequence Range:
Number of Unused Decals:	Date Returned to State:
Reason for Unused Decals:	

*Be sure to include a copy of the explanation letter sent to the state detailing why they were unused with this form.

Completed By:	Date:
Addendums Included:	