



Nevada Recordkeeping Requirements for IFTA

Nevada law (NRS 366.685) states, you are required to maintain records, receipts, invoices, and other pertinent papers for a period of four (4) years from the date the information was first reported to the Department. Nevada requires that any company operating or traveling in Nevada under the authority of IFTA, maintain original source documents to support the actual miles traveled and fuel purchased in Nevada. These original documents must also be used to prepare your quarterly Fuel Use Tax Return. Pre-determined routes of travel generated from mileage software programs are not considered original source documents.

Furthermore, NRS 366.650 states, you must be able to prove to the satisfaction of the Department that the special fuel purchases in Nevada exceed the use. To establish the validity of any claim for refund, the Department may, upon demand, examine the books and records of the claimant. Failure to maintain and use the original source documents required by Nevada to prepare your tax return will result in the denial of all Nevada fuel tax credit generated from non-compliant reporting.

Likewise, the failure of the claimant to agree to the request of the Department to examine the books and records constitutes a waiver of all rights to the refund claimed on account of the transactions questioned. If the books or records are maintained outside of Nevada, the claimant is responsible for costs incurred by the Department as a result of the examination. (NRS366.150)

Under the International Fuel Tax Agreement (IFTA) Procedures Manual, P500, the licensee is provided with several recordkeeping instructions: Preservation of Records; Availability of Records; Non-Compliance; Distance Records; Fuel Records; Tax Paid Retail Purchases; and Tax Paid Bulk Fuel Purchases.

P600 contains the requirements and instructions for Electronic Data Recording Systems: Optional Use for Fuel Tax Reporting; Devices used with Manual Systems; Devices used with Computer Systems; Data Collection Requirements; Reporting Requirements; Minimum Device Requirements; Carrier Responsibilities.

For your convenience, we have prepared a checklist for quick reference. Nevada law regarding special fuel use can be found at <http://leg.state.nv.us/NRS/NRS-366.html> and the complete IFTA Articles of Agreement, Procedures Manual, and Audit Manual can be found at <http://www.iftach.org/> under the "Manuals" link.

NEVADA DOES NOT WAIVE ODOMETER OR ROUTES OF TRAVEL RECORDKEEPING REQUIREMENTS

Nevada Law

NRS 366.650 Requirements for refund or credit; examination of records of claimant.

1. If illegally or through error the Department collects or receives any excise tax, penalty or interest imposed pursuant to this chapter, the excise tax, penalty or interest must be refunded to the person who paid the tax, penalty or interest. A written application for a refund, including, without limitation, a request for a refund that is submitted on an amended tax return, stating the specific grounds therefor, must be made within 12 months after the date of payment, whether or not the excise tax, penalty or interest was paid voluntarily or under protest.

2. Refunds must be made to a successor, assignee, estate or heir of the person if written application is made within the time limit.

3. Any amount determined to be refundable by the Department must be refunded or credited to any amounts then due from the special fuel supplier or special fuel dealer.

4. All amounts refunded pursuant to the provisions of this chapter must be paid from the State Highway Fund on claims presented by the Department, approved by the State Board of Examiners, and allowed and paid as other claims against the State are allowed and paid.

5. **A licensed special fuel user operating interstate or off road, or both, who can prove to the satisfaction of the Department that his special fuel purchases in Nevada exceed his use of the special fuel over the highways of this State for a certain quarter must apply credit to any excise taxes, penalties or interest required by this chapter or fees, taxes, penalties or interest applicable pursuant to [chapter 371](#), [482](#) or [706](#) of NRS and any balance may be refunded or credited to succeeding reports.**

6. A person who wishes to apply for a refund of the tax on special fuel paid by him pursuant to subsection 5 of [NRS 366.207](#) must:

(a) Submit an application for the refund on a form prescribed by the Department; and

(b) Establish to the satisfaction of the Department that within a period of 6 months he purchased not less than 200 gallons of special fuel in this State which was used for a purpose that is exempt from the tax on special fuel pursuant to [NRS 366.200](#).

☞ The Department shall refund to an applicant who complies with the provisions of this subsection a refund in an amount equal to the tax paid by the applicant less the percentage allowed the special fuel supplier pursuant to [NRS 366.390](#).

7. **To establish the validity of any claim for a refund, the Department may, upon demand, examine the books and records of the claimant. The failure of the claimant to accede to such a demand constitutes a waiver of all rights to the refund claimed on account of the transactions questioned.**

8. No refund of special fuel taxes may be made for off-highway use of special fuel consumed in watercraft in this State for recreational purposes.

[20:364:1953]—(NRS A 1957, 607; 1969, 581; 1971, 88; 1973, 704; 1983, 474; 1987, 492, 968; 1995, 2377; 1997, 3404; [1999, 155](#); [2003, 2918](#); [2007, 1585](#))

NRS 366.685 Records, receipts, invoices and other papers regarding special fuel: Maintenance and availability; violation of provisions.

1. Every special fuel supplier, special fuel dealer, special fuel exporter, special fuel transporter, **special fuel user** and retailer, and every other person transporting or storing special fuel in this State **shall keep such records, receipts, invoices and other pertinent papers with respect thereto as the Department requires.**

2. The records, receipts, invoices and other pertinent papers described in subsection 1 **must be preserved for 4 years** after the date on which the record, receipt, invoice or other pertinent paper was created or generated.

3. **The records, receipts, invoices and other pertinent papers must be available at all times during business hours to the Department or its authorized agents.**

4. In addition to any other penalty that may be imposed, any violation of the provisions of this section constitutes grounds for the Department to deny any future application for a license pursuant to this chapter that is submitted by a person who is determined to be responsible for the violation.

[22:364:1953]—(NRS A 1957, 601; 1969, 577; 1977, 378; 1987, 965; 1995, 2371; 1997, 3396; [2003, 2912](#); [2005, 1152](#); [2007, 1579](#))—(Substituted in revision for NRS 366.140)



IFTA Recordkeeping Checklist

P540 DISTANCE RECORDS

.100 Licensees shall maintain detailed distance records which show operations on an individual-vehicle basis. The operational records shall contain, but not be limited to:

- .005 Taxable and non-taxable usage of fuel;
- .010 Distance traveled for taxable and non-taxable use; and
- .015 Distance recaps for each vehicle for each jurisdiction in which the vehicle operated.

.200 An acceptable distance accounting system is necessary to substantiate the information reported on the tax return filed quarterly or annually. A licensee's system at a minimum, must include distance data on each individual vehicle for each trip and be recapitulated in monthly fleet summaries. Supporting information should include:

- .005 Date of trip (starting and ending);
- .010 Trip origin and destination;
- .015* Route of travel;
- .020* Beginning and ending odometer or hubodometer reading of the trip;
- .025 Total trip miles/kilometers;
- .030 Miles/kilometers by jurisdiction;
- .035 Unit number or vehicle identification number;
- .040 Vehicle fleet number;
- .045 Registrant's name; and
- .050 may include additional information at the discretion of the base jurisdiction.

P550 FUEL RECORDS

.100 The licensee must maintain complete records of all motor fuel purchased, received, and used in the conduct of its business.

.200 Separate totals must be compiled for each motor fuel type.

.300 Retail fuel purchases and bulk fuel purchases are to be accounted for separately.

.400 The fuel records shall contain, but not be limited to:

- .005 The date of each receipt of fuel;
- .010 The name and address of the person from whom purchased or received;
- .015 The number of gallons or liters received;
- .020 The type of fuel; and
- .025 The vehicle or equipment into which the fuel was placed.

***NOTE:** Nevada will consider a waiver of either the route of travel or odometer readings, issued within the authority of the base jurisdiction, provided the waiver was granted to the licensee in writing prior to notification of an audit. However, Nevada still reserves the right to confirm the validity of the audit findings. A waiver of both requirements is out of compliance with the International Registration Plan and will not be considered valid recordkeeping in Nevada. An audit conducted using Best Information Available is not eligible for refund under Nevada law.

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IFTA Recordkeeping On-board Device Checklist

P640 DATA COLLECTION REQUIREMENTS

To obtain the information needed to verify fleet distance and to prepare the "Individual Vehicle Distance Record", the device must collect the following data on each trip.

.100 Required Trip Data

- .005 Date of Trip (starting and ending);
- .010 Trip origin and destination (location code is acceptable);
- .015* Routes of travel or latitude/longitude positions used in lieu thereof. If latitude/longitude positions are used, they must be accompanied by the name of the nearest town, intersection or cross street. If latitude/longitude positions are used, jurisdiction crossing points must be calculated or identified;
- .020* Beginning and ending odometer or hubodometer reading of the trip;
- .025 Total trip distance;
- .030 Distance by jurisdiction;
- .035 Power unit number or vehicle identification number;
- .040 Vehicle fleet number; and
- .045 Registrant's name.

.200 Optional Trip Data (may be included at the discretion of the base jurisdiction)

- .005 Driver ID or name; and
- .010 Intermediate trip stops.

.300 Fuel Data For purposes of fuel tax reporting, the device must collect the following data:

- .005 Date of purchase;
- .010 Seller's name and address (vendor code acceptable);
- .015 Number of gallons or liters purchased;
- .020 Fuel type (may be referenced from vehicle file);
- .025 Price per gallon or liter or total amount of sale (required only for purchases from vendors);
- .030 Unit numbers; and
- .035 Purchaser's name (in the case of lessee/lessor agreement, receipts will be accepted in either name, provided a legal connection can be made to reporting party).

P660 MINIMUM DEVICE REQUIREMENTS

.100 Certification of Testing

The carrier must obtain a certificate from the manufacturer certifying that the design of the on-board recording or vehicle tracking device has been sufficiently tested to meet the requirements of this provision.

.200 Security

The on-board recording or vehicle tracking device and associated support systems must be, to the maximum extent practicable, tamperproof, and must not permit altering of the information collected. Editing the original information collected will be permitted. All editing must be identified, and both the edited and original data must be recorded and retained.

.300 Function Warning

The on-board recording or vehicle tracking device shall warn the driver visually and/or audibly that the device has ceased to function.

.400 Time and Date Stamping

The device must time and date stamp all data recorded.

.500 Memory Full Warning

The device must not allow data to be overwritten before the data has been extracted. The device shall warn the driver visually and/or audibly that the device's memory is full and can no longer record data.

.600 Odometer Update

The device must automatically update a life-to-date odometer when the vehicle is placed in motion or the operator must enter the current vehicle odometer reading when the on-board recording or vehicle tracking device is connected to the vehicle

.700 Confirmation of Data Entered

The device must provide a method for the driver to confirm that the entered data is correct (e.g., a visual display of the entered data that can be reviewed and edited by the driver before the data is finally stored).

A complete list of the recordkeeping requirements in the IFTA Procedures Manual (P500 & P600) can be found at <http://www.iftach.org/> under the "Manuals" link.

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