



## IFTA Checklist

To apply for your International Fuel Tax Agreement (IFTA) License today, you must:

- Get an IFTA-1A Registration application and make sure you have:
  - Residency – This is proven by the fact that you have filed income taxes for the last three years (IT-40 for individuals and IT-65, IT-20S or IT-20 for businesses) with the Indiana Department of Revenue OR by proof of a valid Indiana physical address like a lease or mortgage statement.
  - License plate – You must have an IRP license plate to get an IFTA unless you are using a farm or transporter plate on your vehicle.
  - DOT number - If you are driving for someone else, you'll need to provide a copy of your DOT authority lease and your Registrant DOT Number when you submit your IFTA-1A.
  - Owner/Officer information – This includes the names and Social Security numbers (FEINs if applicable) of all owners or officers.
  
- Learn about the IFTA Fuel Tax License by reading the International Fuel Tax Agreement (IFTA) Information Handbook found at [www.in.gov/dor/4233.htm](http://www.in.gov/dor/4233.htm)
  
- Be sure to put a copy of the IFTA License in each vehicle and stick the decals to both sides of any cab that meets the IFTA requirements.
  
- Keep track of your fuel purchases and the miles driven by each of your vehicles in each jurisdiction (that's all states and all Canadian providences). Make sure all those receipts and trip tickets get back to the office and are kept in a safe place.
  
- File and pay a quarterly tax return that will include all the miles you traveled and all the fuel gallons you purchased during the last three months.
  
- Complete an IFTA license renewal application each year by Sept. 1 so that we can send you the next year's IFTA License and decals.
  
- File and pay all your tax bills or your license can be revoked.
  
- Learn more about the Proportional Use (Fuel) Tax Credit if you have a dump truck, a super sucker, an auxiliary power unit (APU), or other equipment that is operated from the same fuel tank as your engine.

For more information about IFTA, visit [www.in.gov/dor/4233.htm](http://www.in.gov/dor/4233.htm)