

5. Price per gallon or total amount of sale;
6. Unit number or vehicle identification number; and
7. Purchaser's name (In the case of a lessee/lessor agreement, receipts for tax paid purchases may be in the name of either party provided a legal connection can be made to the reporting party).

Bulk fuel is normally delivered into storage facilities maintained by the licensee, and fuel tax may or may not be paid at the time of delivery. The licensee must retain copies of all delivery tickets and/or receipts. Bulk fuel inventory reconciliations must be maintained. For withdrawals from bulk storage, records must be maintained to distinguish fuel placed in qualified vehicles from other uses. To obtain credit for withdrawals from licensee-owned, tax paid bulk storage, the following records must be maintained:

1. Date of withdrawal;
2. Number of gallons;
3. Fuel type;
4. Unit number or vehicle identification number; and
5. Purchase and inventory records to substantiate that tax was paid on all bulk purchases.

AUDITS

Under the provisions of the IRP and IFTA, the State of Alabama is required to audit the operational records maintained by licensees based in Alabama. At least thirty (30) days prior to conducting the audit, the licensee shall be contacted and advised that they have been selected for audit. Records shall be made available upon request, and shall be available during normal business hours. An audit may be conducted at the following locations:

1. Licensee's principal place of business;
2. Offices of the licensing agencies, leasing companies, or service representatives;
3. Offices of the Alabama Department of Revenue; or
4. Other locations as agreed upon by the licensee or its representative.

If the records are not made available, or if the records are inadequate for examination purposes, an assessment of liability may be imposed and the license(s) subsequently revoked. Note: mileage/fuel recaps are not acceptable at face value and must be supported by IVMRs and fuel receipts.

Upon completion of the audit, the Department of Revenue shall provide the audit findings to the licensee and all affected member jurisdictions. If the licensee does not agree with the audit findings, the licensee will have thirty (30) days from the date it is notified of the audit findings to file a written appeal.

Penalty and/or interest on audit assessments shall be made in accordance with the statute of each jurisdiction and may be individually assessed by affected IRP/IFTA member jurisdictions.

APPEALS

A licensee or applicant may appeal an action or audit finding issued by the Department of Revenue by making a written request for a hearing within 30 days after the service of notice of the original action or finding. If the hearing is not requested in writing within 30 days, the original finding or action is final.

The hearing shall be held expeditiously, but may be continued for reasonable cause being shown by either party. The base jurisdiction shall give at least 20 days' written notice of the time and place of the hearing.

The licensee may appear in person and/or be represented by counsel at the hearing, and is entitled to produce witnesses, documents, or other pertinent material to substantiate the appeal. If the licensee appeals an assessment for one or more jurisdictions, it will be the responsibility of the base jurisdiction to participate in the appeal process on behalf of the other jurisdictions.

The base jurisdiction will notify the appellant of the findings of fact and the ruling on the appeal.

Further appeal of any jurisdiction's finding will proceed in accordance with the Alabama Taxpayers' Bill of Rights. In the case of an audit, if the licensee is still in disagreement with the original finding, the licensee may request any or every jurisdiction to audit the licensee's records. Each jurisdiction to which a request is made may elect to accept or deny the request. Each jurisdiction electing to audit the licensee's records will audit for its portion of the licensee's operations. The licensee shall make records available at the office of the jurisdiction or at a place designated by the jurisdiction or pay reasonable per diem and travel expenses associated with conducting an audit at the licensee's place of business.