

IFTA Filing Prep Sheet

What to Track Daily, Weekly, and Quarterly for Smooth Filings

Accurate and timely International Fuel Tax Agreement (IFTA) filings keep your fleet compliant and avoid costly penalties. This prep sheet highlights the critical data points you should track year-round – and shows how the right tools can make it almost effortless.

Daily	Weekly	Quarterly
Odometer readings at start and end of each trip.	Review trip sheets or ELD reports for accuracy.	Compile all mileage and fuel data by jurisdiction.
Jurisdiction changes – record mileage in each state or province.	Confirm fuel receipts are complete and legible	Reconcile IFTA data with IRP mileage reports.
Fuel purchases: gallons/ liters, cost, and location.	Match mileage data with fuel purchase locations for consistency.	Review for missing receipts or trip records



Tracks fuel purchases, mileage by jurisdiction, and deadlines all in one dashboard to make IFTA headaches a thing of the past! GWConnect has you covered.