

Fuel Tax Reporting: Paper-based

- ▶ Flexible Reporting
- ▶ Reduce Exposure

**CORPORATE AND
COMMERCIAL**

ALLIANCES

**TRANSPORTATION RELATED
SERVICES**

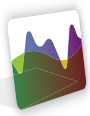
Fuel Tax Reporting: Paper-based

A solution is available to companies that manage their fleet with only paper or a combination of [electronic](#) and paper data. Work with data entry staff whose primary job is to key DTRs (Drivers Trip Records), cash fuel receipts and Massachusetts and New York Turnpike receipts.

Various types of DTRs are currently keyed. Whether it is from a trip sheet, trip card or from the Driver's Daily Log, OTS will discuss which way is the most accurate way to report your fleet's miles. When supplied with a trip sheet or a trip card, we will utilize the drivers recorded beginning and ending odometer readings along with the state line odometer readings. When using the driver's daily log, the driver's city and state information for origin, destination and stop points for each day traveled are recorded. Once all records have been keyed, your personal tax accountant will run and review the following reports as part of their review process:

- ▶ Fuel Error conflict: Looks for fuel purchases that do not have corresponding trips
- ▶ Exception reports: Look for units with miles, but no fuel, units with fuel but no miles, and units with MPGs outside of the acceptable set range
- ▶ State and Odometer Continuity: Identifies state and odometer continuity gaps usually from the result of a missing trip record

Once all keyed records have been reviewed, client's monthly and/or quarterly tax returns will be prepared and sent to the client for review and signature. Upon completion, the client has access to more than 25 fuel, mileage and tax reports via the Web that is accessible 24/7.



Fuel Tax Reporting: Paper-based

Reports in real time. Access more than 25 web-based fuel, mileage and tax reports 24 hours a day.

We key in the information. Work with the data entry staff who key in all trip records and discuss the most accurate way to report the miles.

Reduce audit exposure. Once all records have been keyed a personal tax accountant will run and review fuel error conflicts, exception reports, and state and mileage continuity.

Knowledgeable service. Experienced tax auditors eliminate the headache of tax preparation and management.

Flexible reporting options. Fuel tax preparation and reporting can be processed using GPS/ dispatch data, or driver trip reports.

Focus on other areas of the business. Reporting keeps the customer informed while allowing them to focus staff energies on activities that directly grow the business.



Transform DATA into INTELLIGENCE