

IFTA MILEAGE REPORTING REQUIREMENTS ADDENDUM

In accordance with the master Lease Agreement, one of the requirements is the quarterly reporting of all fuel taxes and miles driven in each state. In order to comply with ifta regulations, either the Lessee or ERS must comply with all IFTA reporting requirements of each state in which the leased unit is operated.

ERS shall be responsible for all IFTA Mileage and Fuel Reporting for the Lessee. This means that ERS must have trip reports and either fuel receipts, or, if the fuel comes from the Lessee bulk tank, vendor fuel invoice showing taxes paid with fuel logs or Statement on Lessee Letterhead stating ERS trucks are fueled out of the bulk tank. The following items must be consistent with the IFTA requirements.

- ! The ending odometer and hub meter reading for one trip must also be the beginning odometer and hub meter reading on the next trip. If this does not occur, it will cause a number of missing miles that still must be reported and taxed.
- ! Miles that are incurred that are not over the road miles should be recorded as in plant or off highway use miles.
- ! If you leave the state in which your truck is domiciled, the odometer reading must be recorded at each state line.
- ! All fuel stops must be documented on the trip reports
- ! All fuel receipts, and/or fuel logs must be turned in with trip reports.

NOTE: If your company's records are not in this format, or if your company fails to provide fuel and trip documentation, ERS will be required to bill your company \$.50 per estimated gallon of unreported fuel determined by dividing the vehicle mileage for which there is no receipt(s) by 5.5 and multiplying that figure by \$.50. This charge is necessary in order to pay the taxes and penalties incurred for having inaccurate, incomplete records.

The previous month's trip reports are due by the 5th day of the month following rental ending date, or monthly billing date. Upon request, ERS will provide Lessee with the necessary blank trip report forms for the Lessee's drivers to keep with them and complete

All Mileage logs must be sent to this office via e-mail, fax, or U.S. Mail no later than the 5th day of the following month or at the time of rental return:

Environmental Rental Services, Ltd
1416 Gatlin Drive
Griffith, IN 46319
(219) 934-1940
kim@ersvacrent.com

The undersigned company/customer agrees to adhere to the above policy and acknowledges that failure to do so will result in additional charges being incurred as provided above.

Company Name: _____ Position _____

Signature Date

Printed Name