

EROAD

IRP Audit Checklist

Easy as 1-2-3

Confidence in every mile.

With this audit checklist, you will be well prepared and ready for your IRP audit. You can rest easy knowing that EROAD has all the necessary information about your vehicles ready at your fingertips.



STEP 1. Contact your EROAD Account Manager.

- EROAD Account Managers can support you throughout your IRP audit.

- To reach an Account Manager, contact EROAD's support line 503-305-2255 and press select for Account Manager at the prompt.



STEP 2. Understanding the audit requirements.

- You may be working with your auditor to understand the scope of the audit.

- You should receive a notice of an audit, which comes in the form of a letter or a report.

- The audit letter or report outlines:
 - Type of audit
 - Audit period
 - Sample quarters within the audit period
 - Sample vehicles – selected once you provide the list of vehicles in your fleet to the auditor



STEP 3. Preparing your records.

- The following EROAD records will be requested by your auditor for the IRP audit:
 - A copy of each year's IRP Report <https://help.eroad.com/us/depot/tax-reports/us-irp-reports/us-irpreport/>
 - A copy of each truck's IRP Vehicle Trip Record <https://help.eroad.com/us/depot/reports/tax-reports/us-irp-vehicle-trip-records/>
 - If requested, a copy of each truck's Daily Activity Report <https://help.eroad.com/us/depot/reports/fleet-reports/us-dailyactivity/>

- Ask your auditor which method to use in transferring the reports, such as USB, email (PDF or CSV) or printed paper copies.

- Alongside these records, you may be requested for:
 - Bills of lading
 - Equipment lists
 - Other source documents