



# SPECIAL NOTICE

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ADMINISTRATION  
450 N Street  
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**GAVIN NEWSOM**  
Governor

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Secretary  
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Director

CDTFA WEBSITE  
[www.cdtfa.ca.gov](http://www.cdtfa.ca.gov)

CUSTOMER SERVICE CENTER  
**1-800-400-7115**

CRS  
**711**

## New Records Review Program Beginning January 1, 2023

### Records Review Program

Beginning January 1, 2023, a new Records Review Program for International Fuel Tax Agreement (IFTA) licensees will become available. This free program is part of an overall plan to educate licensees on IFTA recordkeeping requirements.

The purpose of performing a records review is to identify and reduce potential recordkeeping compliance issues and ensure licensees are paying the correct amount of tax, no more and no less than the tax owed. We will thoroughly evaluate your internal controls and recordkeeping system with you, to ensure compliance with the IFTA Agreement. The documentation we will review includes, but is not limited to, distance records, such as travel logs, or software and fuel records, such as fuel receipts. We will also discuss with you how long your records should be retained. If we identify any errors, we will assist you with filing an amended return or claim for refund online.

If you are selected to participate in the Records Review Program, a notification letter will be mailed to you in advance. The program focuses on licensees in their first year of operation. If you do not receive a letter and wish to voluntarily participate, please contact us at the phone number below.

### File your return online

[Online filing](#) is available to all IFTA and Interstate User Diesel Fuel Tax licensees. Our video tutorial, [How to File an IFTA Quarterly Fuel Use Tax Return](#), is easy to follow and guides you through the online filing process. If you need assistance filing your return, you may contact our Customer Service Center at the phone number below.

### Renew your license

As a reminder, you must renew your IFTA license and order new decals beginning December 1 of each year. You may renew these IFTA credentials through our [online services](#).

### For more information

Please visit our [Tax Guide for IFTA and Diesel Fuel Interstate User](#). You may also call our Customer Service Center at 1-800-400-7115 (CRS:711), then select the option for *Special Taxes and Fees*. Customer service representatives are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (Pacific time), except state holidays.