



WHAT YOU MUST KNOW:

Submitting Data through Onboard Systems

Today, many fleet owners are utilizing onboard computers (OBC) and electronic onboard recorders (EOBRs) to report everything from distance traveled to fuel purchased. If you use, or plan to use a device for reporting, the following sections will outline all requirements that must be met in order to electronically submit your data to Penske. Any request that ventures from the below stated requirements will be handled on a case-by-case scenario and must be approved by Penske's Fleet Services Team before implementation.

Selecting an Onboard System

There are many on-board devices, but not all aggregate the data into an IFTA/IRP compliant format. Listed below are the current systems that automatically aggregate data in the required format:

- Trimble
- Omnitrac (Turnpike)
- Omnitrac (XRS)
- TCH
- Omnitrac (Xatanet)*
- Telogis

If you do not use a device listed, Penske requires a third party aggregator such as: Promiles and Vusion, to process your distance traveled and fuel purchased.

ProMiles offers an expansive list of compatible devices that Penske can accept data from for the purpose of distance/fuel tax reporting. ProMiles may also offer preferred pricing as it pertains to processing your OBC data.**

If one of the devices listed, and/or aggregators is not chosen, a manual process of providing your distance and fuel may be possible using a Penske approved format. In addition, you also have the option of collecting and filing the appropriate distance and fuel taxes on your own behalf or through a third-party.

Helpful hints when implementing an OBC:

- Make sure the device manufacturer is able to provide a certification testing
- The certification will verify that the device meets the required standards set by IFTA and IRP

*Translator software is required and it is your responsibility to place the file on Penske's FTP.
**For a list of current compatible devices with Promiles, please email penske.customersupport@penske.com.

- A complete listing of regulatory requirements can be found in the IFTA procedures manual which is available on the IFTA website, iftach.org/index.php

Submitting Your Data to Penske

To submit data electronically to Penske, your detail must:

- Be sent monthly by the fifth business day through a File Transfer Protocol (FTP) in Penske's required file format; the basis for Penske's format is stipulated by the International Fuel Tax Agreement (IFTA) and the International Registration Plan (IRP)
- Stay in this file format so that Penske's tax system can handle the supplied data without manual interaction
- Include fuel detail in addition to distance, but if fuel detail is not provided to the OBC purveyor, then the fuel information needs to be supplied to Penske through an approved spreadsheet weekly or at most, monthly, by the fifth business day

Once the file is uploaded, it creates individual trip records for the purpose of monthly and quarterly tax reporting.

Account Requirements

Penske requires applicable distance and fuel taxes to be filed under an account as it correlates to your federal identification. This is mandatory because of the specific audit requirements set by IFTA and IRP that are not maintained by Penske but by you and/or the device/data aggregator.

Penske will continue being your service provider and establish the account with your assistance where necessary and file the distance/fuel detail just like prior periods. If an account(s) already exist, then a decision needs to be made as to whether Penske or another entity will oversee the account(s).

If Penske is chosen to administer the account(s), there will be a one-time setup fee and a monthly charge to provide legalization services per unit for non-Penske vehicles not under contract.

On-Going Maintenance

OBC devices do not guarantee compliance, but can be a very useful reporting tool. All OBC devices require on-going maintenance to ensure proper function. The device and data supplied to Penske is your responsibility and any other third parties involved. The driver must be aware of a defective device and complete paper Driver Trip Reports when the device is not operational. You must also be aware that any changes to the device and/or data aggregator account could affect the information being sent to Penske. This includes but is not limited to changes in unit numbers, fuel providers and account setups. Any change must be reported to Penske immediately.

Weekly review and maintenance is strongly encouraged to promote sound distance and fuel tax compliance.

For more information, contact your Penske support representative Monday through Friday from 8 a.m. to 5 p.m. EST at 800-526-0664.