

The quarterly fuel taxes are done every three months. The quarters and their due dates in our office and in the state Offices are as follows:

Quarter	Period Covered	Due in Our Office No Later Than	Late As Of (Cannot Guarantee no Late Penalties)	Due to the State Office with Payment No Later Than	Late As Of (Penalties & Interest Must Be Added)
1st Quarter	Jan 1 - Mar 31	April 15th	April 16th	April 30th	May 1st
2nd Quarter	Apr 1 - Jun 30	July 15th	July 16th	July 31st	Aug 1st
3rd Quarter	July 1 - Sep 30	Oct 15th	Oct 16th	Oct 31st	Nov 1st
4th Quarter	Oct 1 - Dec 31	Jan 15th	Jan 16th	Jan 31st	Feb 1st

In order to process your fuel taxes, Briggamite IRP Services, LLC will need to know how many miles you traveled in each state during each period. We will also need to know the gallons of fuel you purchased in each state during each period. This can be calculated with log books and fuel receipts or with trip sheets. The trip sheets must list each state traveled in along with the beginning and ending odometer readings. It must include the number of gallons of fuel purchased in each state. The trip sheets are the most accurate method. We have standard bland trip sheets available if you need one to get started. Please add your company information at the top of the form if you utilize our form.

If you are sending log books and fuel receipts, you can mail them to:

Briggamite Trucking, LLC  
P. O. Box 1162  
Pooler, Ga 31322

If you are sending trip sheets, you may fax them to 912-358-1514. The fee for doing your fuel taxes is \$100 for the first truck/driver and \$25 each additional truck/driver per quarter. If the documents you submit are not organized, there will be an extra \$15 charge per truck/driver.

When you send your first quarter to us, we will need to know your KYU#, New Mexico WDT#, NY Hut, and a copy of your IFTA license. We will also need a signed, dated, and notarized Power of Attorney before any work can be started. You can find this on our website at [www.briggamitetrucking.com](http://www.briggamitetrucking.com) under IRP Registration; click on Limited Power of Attorney. Print, fill out, sign and date and forward back to us. We will have it notarized in our office. This enables us to contact the state offices on your behalf. If you have any further questions please feel free to contact us at 912-359-7350.