

# Hello.



## This is an interactive PDF.

Step 1: Download the PDF from the browser

Step 2: Open the file in Adobe Acrobat



**Your default settings may open this PDF in Chrome or another browser. Only use Adobe Acrobat to fill out the form.**

[Click here for instructions about how to open a PDF in Adobe Acrobat or Adobe Acrobat Reader.](#)

Step 3:

Fill out the form

Enter text here

Check boxes



Step 4: Save the form

Step 5: email the completed form to:  
[penske.customersupport@penske.com](mailto:penske.customersupport@penske.com)

with the subject:

"Electronic Reporting Form  
[Customer Name and Number]"

**PENSKE**



## Customer Information

Customer Name and Number:

Device Name:

Device Account Number (Optional):

## Primary Contact Information

Name:

Address:

Phone:

Email:

## Back-up Contact Information

Name:

Address:

Phone:

Email:

## General Information

How is your Fuel Acquired? Please enter Type or Provider below:

☐ Penske Fuel

☐ Fuel Card

☐ Bulk Fuel

☐ On-Site Wet Hose

☐ Other

Will all taxable units known to Penske be equipped with GPS?

☐ Yes ☐ No

Will Penske unit numbers be used to represent each device in use?

☐ Yes ☐ No

*If no, please provide an excel spreadsheet with the device unit number in one column and its respected Penske unit number in the subsequent column and row.*

Enter any additional comments below.

Penske may require companies to be filed under their own company name IFTA account if using an Onboard Recording device for reporting. This is due to the information that is required and may not be met under audit or is not owned by Penske. Penske will assist in setting up an account, managing, and filing on the customer's behalf.

## Next Steps:

- Email the filled out form to [penske.customersupport@penske.com](mailto:penske.customersupport@penske.com) with the subject, "Electronic Reporting Form [Customer Name and Number]"
- Penske will then reach out to the Primary Contact with additional information for setup. If you would like to schedule a 15-30 minute call to discuss further please reply to the email with available dates and times.
- Penske will review and test the integrity of the data which may require feedback to ensure accuracy.
- Once test data is confirmed by the customer, Penske will send a Transmission Agreement form.
- Upon receipt of the form, Penske will inform you of completion and your go live date to no longer submit physical Driver Trip Reports. Until the Transmission Agreement form has been submitted and go live date presented, physical Driver Trip Reports are required to be submitted.