

Overview

The objective of the International Fuel Tax Agreement user guide is to provide a step-by-step description of the new system flow with various screen prints. The user guide is intended for both external users and service providers.

1.1 MoDOT Carrier Express IFTA Navigation

Please refer to the MoDOT Carrier Express Enterprise User Guide, Volume 1, Section 1.1

1.2 Home

Please refer to the MoDOT Carrier Express Enterprise User Guide, Volume 1, Section 1.1.1.1

1.3 IFTA

IFTA processing includes the following Supplements:

Supplement	Abbreviation
Additional Decals	ADC

1.3.1 Tax Returns

An IFTA (Quarterly Tax Return form) is generated via a batch process prior to the end of each calendar quarter for each active customer. A separate return is generated for each fuel type and the appropriate tax rates are pre-populated on the form.

- Tax returns are due the last day of the month following the calendar quarter end
 - 1st quarter (Jan. – March) are due April 30 of the given year
 - 2nd quarter (April – June) are due July 31 of the given year
 - 3rd quarter (July – Sept.) are due Oct. 31 of the given year
 - 4th quarter (Oct. – Dec.) are due Jan. 31. of the following year
- If the due date falls on a Saturday, Sunday or holiday, the final filing date for the return is the following business day.
- Quarterly tax reports must be filed on time even though no operations happened during the reporting period.
- Reports must be filed, even if there is no out-of-state activity for the reporting period. The base jurisdiction distance and fuel purchased must be reported.

Returns are subdivided into four categories:

- Original Return
 - The initial entry of a quarterly return
- Amended Return
 - When the original return is completed – including payment, any changes requested by the customer result in an amended return.

The following are the statuses for the IFTA tax return:

- **Open** – Data entry started and is in progress.
- **Calculated** – Tax return is entered, but the payment is yet to be processed – such returns are eligible for transmittal.
- **Invoiced** – Return has been entered, calculated and a refund is due – such returns are eligible for transmittal.
- **Paid** – Return has been entered, calculated, and paid in full – such returns are eligible for transmittal.
- **Closed** – amendment/audit has been filed - such returns are eligible for transmittal.

Incomplete returns can be accessed through the Tax Return option within the Continue Tax Return/Supplement menu.

A user can either select a No Operations tax return or Tax Return with mileage and gallons reported. Refer to sections below for more details.

- If No Operations is selected, then the system disables the ability to record miles and gallons.

1.3.1.1 Original Tax Return (File/Amend)

Perform the following steps to enter an Original Tax Return:

- From the IFTA application-level menu, select FILE/AMEND RETURN from the TAX RETURN menu tile
- On the Tax Return Search screen, the MCE Customer ID is prepopulated and protected.
NOTE: For external users, the MCE Customer ID is prepopulated and protected for all supplements. For service providers, the MCE Customer ID field is enabled where the provider can enter the carrier's MCE Customer ID.
 - Enter the Fleet No.
 - Select the Fuel Type from the drop-down
 - Select the Return Year from the drop-down
 - Select the Return Quarter from the drop-down
 - Annual Filer checkbox – checking this box allows the user to file one return for all the quarters at once in the last quarter. The penalties pertinent to previous quarters are charged in the last quarter.
 - 4th Qtr. Postmark Date – the date entered for this field is considered the Postmark Date for all the previous quarters. This field opens if the user checks the Annual Filer checkbox. The date defaults to current date and cannot be changed.
- Click PROCEED to display the Tax Return screen

MoDOT Motor Carrier Services - IFTA User Guide

IFTATAX124: [!] Tax Returns paid online must be paid in full. IFTA tax returns not paid in full by the due date will accrue interest until the full payment is made. Once the payment has been made, it cannot be cancelled.

IFTAWEBP02: [!] Selecting quit from any point during the transaction will save the information until the transaction has been processed or paid in full. If you do not wish to save the transaction select Cancel.

Tax Return File/Amend

Tax Return Search

MCE Customer ID 746576374	*Fleet No. <input type="text"/>	*Fuel Type DSL - DIESEL	*Return Year 2021
*Return Quarter 3rd - due Oct 31	<input type="checkbox"/> Annual Filer	4th Qtr Postmark Date MM/DD/YYYY <input type="text"/>	

[Proceed](#) [Refresh](#) [Quit](#) [?](#)

[TAX RETURN](#) [PAYMENT](#) [MAINMENU](#) [INQUIRIES Q](#)

Tax Return Tax Return Original

SUCCESS TRUCK LEASING INC | MCE Customer ID: 746576374 | Fleet Number#: 001 | Return Year: 2021
Amendment No.#: 0 | Return Quarter#: 1 | Fuel Type#: DIESEL | ...+

Tax Return Information

Amend./Orig. Original	Due Date 04/30/2021	*Postmark Date 10/04/2021	<input type="checkbox"/> No Operation
--------------------------	------------------------	------------------------------	---------------------------------------

Jurisdiction Details

Jurisdiction List --Select--	Jurisdiction <input type="text"/>	Total Miles <input type="text"/>	Total Taxable Miles <input type="text"/>
Total Paid Gallons <input type="text"/>	Add		
Show Map			

Please make sure you enter all jurisdiction where you traveled for the quarter.

MoDOT Motor Carrier Services - IFTA User Guide

REMOVE	JUR (A)	WAIVE INT.	EFF. DATE (B)	RATE (C)	TOTAL MILES (D)	TOTAL TAXABLE MILES (E)	TAX PAID GALLONS (G)	PRV. TOTAL MILES	PRV. TOTAL TAXABLE MILES	PRV. TAX PAID GALLONS
<input type="checkbox"/>	MO	<input type="checkbox"/>	01/01/2021	0.1700				0	0	0
<input type="checkbox"/>	AL	<input type="checkbox"/>	01/01/2021	0.2700				0	0	0
<input type="checkbox"/>	AR	<input type="checkbox"/>	01/01/2021	0.2850				0	0	0
<input type="checkbox"/>	AZ	<input type="checkbox"/>	01/01/2021	0.2600				0	0	0
<input type="checkbox"/>	CA	<input type="checkbox"/>	01/01/2021	0.7950				0	0	0
<input type="checkbox"/>	CO	<input type="checkbox"/>	01/01/2021	0.2050				0	0	0
<input type="checkbox"/>	CT	<input type="checkbox"/>	01/01/2021	0.4460				0	0	0
<input type="checkbox"/>	DE	<input type="checkbox"/>	01/01/2021	0.2200				0	0	0
<input type="checkbox"/>	FL	<input type="checkbox"/>	01/01/2021	0.3557				0	0	0
<input type="checkbox"/>	GA	<input type="checkbox"/>	01/01/2021	0.3220				0	0	0
<input type="checkbox"/>	IA	<input type="checkbox"/>	01/01/2021	0.3250				0	0	0
<input type="checkbox"/>	ID	<input type="checkbox"/>	01/01/2021	0.3200				0	0	0
<input type="checkbox"/>	IL	<input type="checkbox"/>	01/01/2021	0.5810				0	0	0
<input type="checkbox"/>	IN	<input type="checkbox"/>	01/01/2021	0.5100				0	0	0
<input type="checkbox"/>	KS	<input type="checkbox"/>	01/01/2021	0.2600				0	0	0
<input type="checkbox"/>	KY	<input type="checkbox"/>	01/01/2021	0.2160				0	0	0
	KY-Sur		01/01/2021	0.1020						
<input type="checkbox"/>	LA	<input type="checkbox"/>	01/01/2021	0.2000				0	0	0
<input type="checkbox"/>	MA	<input type="checkbox"/>	01/01/2021	0.2400				0	0	0
<input type="checkbox"/>	MD	<input type="checkbox"/>	01/01/2021	0.3705				0	0	0
<input type="checkbox"/>	ME	<input type="checkbox"/>	01/01/2021	0.3120				0	0	0
<input type="checkbox"/>	MI	<input type="checkbox"/>	01/01/2021	0.4070				0	0	0
<input type="checkbox"/>	MN	<input type="checkbox"/>	01/01/2021	0.2850				0	0	0
<input type="checkbox"/>	MS	<input type="checkbox"/>	01/01/2021	0.1800				0	0	0
<input type="checkbox"/>	MT	<input type="checkbox"/>	01/01/2021	0.2945				0	0	0

MoDOT Motor Carrier Services - IFTA User Guide

<input type="checkbox"/>	NC	<input type="checkbox"/>	01/01/2021	0.3610				0	0	0
<input type="checkbox"/>	ND	<input type="checkbox"/>	01/01/2021	0.2300				0	0	0
<input type="checkbox"/>	NE	<input type="checkbox"/>	01/01/2021	0.2870				0	0	0
<input type="checkbox"/>	NH	<input type="checkbox"/>	01/01/2021	0.2220				0	0	0
<input type="checkbox"/>	NJ	<input type="checkbox"/>	01/01/2021	0.5770				0	0	0
<input type="checkbox"/>	NM	<input type="checkbox"/>	01/01/2021	0.2100				0	0	0
<input type="checkbox"/>	NV	<input type="checkbox"/>	01/01/2021	0.2700				0	0	0
<input type="checkbox"/>	NY	<input type="checkbox"/>	01/01/2021	0.3815				0	0	0
<input type="checkbox"/>	OH	<input type="checkbox"/>	01/01/2021	0.4700				0	0	0
<input type="checkbox"/>	OK	<input type="checkbox"/>	01/01/2021	0.1900				0	0	0
<input type="checkbox"/>	OR	<input type="checkbox"/>	01/01/2021	0.0000				0	0	0
<input type="checkbox"/>	PA	<input type="checkbox"/>	01/01/2021	0.7410				0	0	0
<input type="checkbox"/>	RI	<input type="checkbox"/>	01/01/2021	0.3400				0	0	0
<input type="checkbox"/>	SC	<input type="checkbox"/>	01/01/2021	0.2400				0	0	0
<input type="checkbox"/>	SD	<input type="checkbox"/>	01/01/2021	0.2800				0	0	0
<input type="checkbox"/>	TN	<input type="checkbox"/>	01/01/2021	0.2700				0	0	0
<input type="checkbox"/>	TX	<input type="checkbox"/>	01/01/2021	0.2000				0	0	0
<input type="checkbox"/>	UT	<input type="checkbox"/>	01/01/2021	0.3140				0	0	0
<input type="checkbox"/>	VA	<input type="checkbox"/>	01/01/2021	0.2020				0	0	0
	VA-Sur		01/01/2021	0.1370						
<input type="checkbox"/>	VT	<input type="checkbox"/>	01/01/2021	0.3100				0	0	0
<input type="checkbox"/>	WA	<input type="checkbox"/>	01/01/2021	0.4940				0	0	0
<input type="checkbox"/>	WI	<input type="checkbox"/>	01/01/2021	0.3290				0	0	0
<input type="checkbox"/>	WV	<input type="checkbox"/>	01/01/2021	0.3570				0	0	0
<input type="checkbox"/>	WY	<input type="checkbox"/>	01/01/2021	0.2400				0	0	0
<input type="checkbox"/>	AB	<input type="checkbox"/>	01/01/2021	0.3834				0	0	0

MoDOT Motor Carrier Services - IFTA User Guide

<input type="checkbox"/>	BC	<input type="checkbox"/>	01/01/2021	0.7440				0	0	0
<input type="checkbox"/>	MB	<input type="checkbox"/>	01/01/2021	0.4128				0	0	0
<input type="checkbox"/>	NB	<input type="checkbox"/>	01/01/2021	0.6930				0	0	0
<input type="checkbox"/>	NL	<input type="checkbox"/>	01/01/2021	0.7239				0	0	0
<input type="checkbox"/>	NS	<input type="checkbox"/>	01/01/2021	0.4541				0	0	0
<input type="checkbox"/>	ON	<input type="checkbox"/>	01/01/2021	0.4217				0	0	0
<input type="checkbox"/>	PE	<input type="checkbox"/>	01/01/2021	0.6546				0	0	0
<input type="checkbox"/>	QC	<input type="checkbox"/>	01/01/2021	0.5957				0	0	0
<input type="checkbox"/>	SK	<input type="checkbox"/>	01/01/2021	0.4423				0	0	0

Miles in Non-IFTA Jurisdictions
 Fuel for Non-IFTA Jurisdictions

Return Details

Current Return "Schedule A"	Total	Previous Return
Total Miles (I) <input type="text"/>	Total Column D <input type="text"/>	Total Miles (I) <input type="text"/>
Total Tax Paid Gallons (II) <input type="text"/>	Total Column G <input type="text"/>	Total Tax Paid Gallons (II) <input type="text"/>
MPG <input type="text" value="0.0"/>		MPG <input type="text"/>

Carrier Details

- The Legal Name, DBA Name, and USDOT default to information printed on the IFTA license.
- The License Year, Return Year, Return Quarter, and Fuel Type are prepopulated based on the search criteria previously entered.
- For an original return the Amendment No. is always zero.
- The Due Date is automatically populated based on the tax return quarter and year.
- The Postmark Date defaults to the current date and cannot be changed.

- The Amend/Orig field defaults based upon the tax return category and is unchangeable. *For the purpose of this example, it defaults to Original as the tax return for this carrier account is processed for the first time.*
- The DBA name defaults to information drawn from the license record.

1.3.1.1.1 No Operations

If a carrier has had no operations for the quarter, they must still report the no operations tax return information.

Perform the following steps to record a No Operations return:

- Check the No Operation checkbox on the File/Amend Tax Return screen
- The system displays a confirmation message in a pop up. Click OK to confirm and all the fields on this screen will be disabled for entry.
- Click PROCEED to go to the verification screen.

The screenshot shows a web interface for filing a tax return. At the top, there are navigation tabs: TAX RETURN (highlighted), PAYMENT, MAINMENU, and INQUIRIES Q. Below the tabs, the page title is "Tax Return" and "Tax Return Original". The user information includes "SUCCESS TRUCK LEASING INC", "MCE Customer ID: 746576374", "Fleet Number#: 001", and "Return Year: 2021". Other details include "Amendment No.#: 0", "Return Quarter#: 1", and "Fuel Type#: DIESEL".

The main form is divided into two sections:

- Tax Return Information:** Contains fields for "Amend./Orig" (set to "Original"), "Due Date" (04/30/2021), and "*Postmark Date" (10/04/2021). A checkbox labeled "No Operation" is checked.
- Jurisdiction Details:** Includes a "Jurisdiction List" dropdown (set to "--Select--"), "Jurisdiction" and "Total Miles" input fields, and "Total Taxable Miles" input field. Below these are "Total Paid Gallons" input field and an "Add" button. A "Show Map" button is also present.

At the bottom of the form, a note reads: "Please make sure you enter all jurisdiction where you traveled for the quarter."

MoDOT Motor Carrier Services - IFTA User Guide

REMOVE	JUR (A)	WAIVE INT.	EFF. DATE (B)	RATE (C)	TOTAL MILES (D)	TOTAL TAXABLE MILES (E)	TAX PAID GALLONS (G)	PRV. TOTAL MILES	PRV. TOTAL TAXABLE MILES	PRV. TAX PAID GALLONS
<input type="checkbox"/>	MO	<input type="checkbox"/>	01/01/2021	0.1700	0	0	0	0	0	0
<input type="checkbox"/>	AL	<input type="checkbox"/>	01/01/2021	0.2700	0	0	0	0	0	0
<input type="checkbox"/>	AR	<input type="checkbox"/>	01/01/2021	0.2850	0	0	0	0	0	0
<input type="checkbox"/>	AZ	<input type="checkbox"/>	01/01/2021	0.2600	0	0	0	0	0	0
<input type="checkbox"/>	CA	<input type="checkbox"/>	01/01/2021	0.7950	0	0	0	0	0	0
<input type="checkbox"/>	CO	<input type="checkbox"/>	01/01/2021	0.2050	0	0	0	0	0	0
<input type="checkbox"/>	CT	<input type="checkbox"/>	01/01/2021	0.4460	0	0	0	0	0	0
<input type="checkbox"/>	DE	<input type="checkbox"/>	01/01/2021	0.2200	0	0	0	0	0	0
<input type="checkbox"/>	FL	<input type="checkbox"/>	01/01/2021	0.3557	0	0	0	0	0	0
<input type="checkbox"/>	GA	<input type="checkbox"/>	01/01/2021	0.3220	0	0	0	0	0	0
<input type="checkbox"/>	IA	<input type="checkbox"/>	01/01/2021	0.3250	0	0	0	0	0	0
<input type="checkbox"/>	ID	<input type="checkbox"/>	01/01/2021	0.3200	0	0	0	0	0	0
<input type="checkbox"/>	IL	<input type="checkbox"/>	01/01/2021	0.5810	0	0	0	0	0	0
<input type="checkbox"/>	IN	<input type="checkbox"/>	01/01/2021	0.5100	0	0	0	0	0	0
<input type="checkbox"/>	KS	<input type="checkbox"/>	01/01/2021	0.2600	0	0	0	0	0	0
<input type="checkbox"/>	KY	<input type="checkbox"/>	01/01/2021	0.2160	0	0	0	0	0	0
	KY-Sur		01/01/2021	0.1020						
<input type="checkbox"/>	LA	<input type="checkbox"/>	01/01/2021	0.2000	0	0	0	0	0	0
<input type="checkbox"/>	MA	<input type="checkbox"/>	01/01/2021	0.2400	0	0	0	0	0	0
<input type="checkbox"/>	MD	<input type="checkbox"/>	01/01/2021	0.3705	0	0	0	0	0	0
<input type="checkbox"/>	ME	<input type="checkbox"/>	01/01/2021	0.3120	0	0	0	0	0	0
<input type="checkbox"/>	MI	<input type="checkbox"/>	01/01/2021	0.4070	0	0	0	0	0	0
<input type="checkbox"/>	MN	<input type="checkbox"/>	01/01/2021	0.2850	0	0	0	0	0	0
<input type="checkbox"/>	MS	<input type="checkbox"/>	01/01/2021	0.1800	0	0	0	0	0	0
<input type="checkbox"/>	MT	<input type="checkbox"/>	01/01/2021	0.2945	0	0	0	0	0	0

MoDOT Motor Carrier Services - IFTA User Guide

<input type="checkbox"/>	NC	<input type="checkbox"/>	01/01/2021	0.3610	0	0	0	0	0	0
<input type="checkbox"/>	ND	<input type="checkbox"/>	01/01/2021	0.2300	0	0	0	0	0	0
<input type="checkbox"/>	NE	<input type="checkbox"/>	01/01/2021	0.2870	0	0	0	0	0	0
<input type="checkbox"/>	NH	<input type="checkbox"/>	01/01/2021	0.2220	0	0	0	0	0	0
<input type="checkbox"/>	NJ	<input type="checkbox"/>	01/01/2021	0.5770	0	0	0	0	0	0
<input type="checkbox"/>	NM	<input type="checkbox"/>	01/01/2021	0.2100	0	0	0	0	0	0
<input type="checkbox"/>	NV	<input type="checkbox"/>	01/01/2021	0.2700	0	0	0	0	0	0
<input type="checkbox"/>	NY	<input type="checkbox"/>	01/01/2021	0.3815	0	0	0	0	0	0
<input type="checkbox"/>	OH	<input type="checkbox"/>	01/01/2021	0.4700	0	0	0	0	0	0
<input type="checkbox"/>	OK	<input type="checkbox"/>	01/01/2021	0.1900	0	0	0	0	0	0
<input type="checkbox"/>	OR	<input type="checkbox"/>	01/01/2021	0.0000	0	0	0	0	0	0
<input type="checkbox"/>	PA	<input type="checkbox"/>	01/01/2021	0.7410	0	0	0	0	0	0
<input type="checkbox"/>	RI	<input type="checkbox"/>	01/01/2021	0.3400	0	0	0	0	0	0
<input type="checkbox"/>	SC	<input type="checkbox"/>	01/01/2021	0.2400	0	0	0	0	0	0
<input type="checkbox"/>	SD	<input type="checkbox"/>	01/01/2021	0.2800	0	0	0	0	0	0
<input type="checkbox"/>	TN	<input type="checkbox"/>	01/01/2021	0.2700	0	0	0	0	0	0
<input type="checkbox"/>	TX	<input type="checkbox"/>	01/01/2021	0.2000	0	0	0	0	0	0
<input type="checkbox"/>	UT	<input type="checkbox"/>	01/01/2021	0.3140	0	0	0	0	0	0
<input type="checkbox"/>	VA	<input type="checkbox"/>	01/01/2021	0.2020	0	0	0	0	0	0
	VA-Sur		01/01/2021	0.1370						
<input type="checkbox"/>	VT	<input type="checkbox"/>	01/01/2021	0.3100	0	0	0	0	0	0
<input type="checkbox"/>	WA	<input type="checkbox"/>	01/01/2021	0.4940	0	0	0	0	0	0
<input type="checkbox"/>	WI	<input type="checkbox"/>	01/01/2021	0.3290	0	0	0	0	0	0
<input type="checkbox"/>	WV	<input type="checkbox"/>	01/01/2021	0.3570	0	0	0	0	0	0
<input type="checkbox"/>	WY	<input type="checkbox"/>	01/01/2021	0.2400	0	0	0	0	0	0
<input type="checkbox"/>	AB	<input type="checkbox"/>	01/01/2021	0.3834	0	0	0	0	0	0

MoDOT Motor Carrier Services - IFTA User Guide

<input type="checkbox"/>	BC	<input type="checkbox"/>	01/01/2021	0.7440	0	0	0	0	0	0
<input type="checkbox"/>	MB	<input type="checkbox"/>	01/01/2021	0.4128	0	0	0	0	0	0
<input type="checkbox"/>	NB	<input type="checkbox"/>	01/01/2021	0.6930	0	0	0	0	0	0
<input type="checkbox"/>	NL	<input type="checkbox"/>	01/01/2021	0.7239	0	0	0	0	0	0
<input type="checkbox"/>	NS	<input type="checkbox"/>	01/01/2021	0.4541	0	0	0	0	0	0
<input type="checkbox"/>	ON	<input type="checkbox"/>	01/01/2021	0.4217	0	0	0	0	0	0
<input type="checkbox"/>	PE	<input type="checkbox"/>	01/01/2021	0.6546	0	0	0	0	0	0
<input type="checkbox"/>	QC	<input type="checkbox"/>	01/01/2021	0.5957	0	0	0	0	0	0
<input type="checkbox"/>	SK	<input type="checkbox"/>	01/01/2021	0.4423	0	0	0	0	0	0

Miles in Non-IFTA Jurisdictions ?
 Fuel for Non-IFTA Jurisdictions ?

Return Details

Current Return "Schedule A"	Total	Previous Return
Total Miles (I)	Total Column D	Total Miles (I)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Tax Paid Gallons (II)	Total Column G	Total Tax Paid Gallons (II)
<input type="text"/>	<input type="text"/>	<input type="text"/>
MPG		MPG
0.0		<input type="text"/>

- Review the return information on the verification screen:
 - To uncheck the No Operations checkbox and provide tax return information, click BACK to return to the Tax Return screen
 - To continue with No Operations, click PROCEED to display the Tax Return Payment Details screen.

1.3.1.1.1.1 Web Processing – Submit

Refer to section 1.3.5.1 for details on Web Processing – Submit.

1.3.1.1.1.2 Payment Details

1.3.1.1.2 Returns with Reported Mileage and Gallons

Original Tax Returns with reported mileage and gallons might result in additional taxes or a refund based on the jurisdiction distance and amount of fuel purchased within the jurisdiction. Perform the following steps to record the distance and fuel for a tax return:

- From the IFTA application-level menu, select FILE/AMEND RETURN from the TAX RETURN menu tile.
- On the Tax Return Search screen, the MCE Customer ID is prepopulated and protected. The user can enter additional search parameters to narrow down the search.
- Select the appropriate Return Year, Return Quarter, and Fuel Type from the drop-down menu.
- Click PROCEED to display the Tax Return screen
- Postmark Date – defaults to the current date and cannot be changed
 - This date is used to determine if the return is filed on time and whether penalty and interest should be applied.

Jurisdiction information

- If the customer filed a tax return previously, the Tax Return screen will display a list of jurisdictions that were included on the previous return.

TAX RETURN PAYMENT MAINMENU INQUIRIES Q

Tax Return Tax Return Original

SUCCESS TRUCK LEASING INC MCE Customer ID: 746576374 Fleet Number#: 001 Return Year: 2021

Amendment No.#: 0 Return Quarter#: 1 Fuel Type#: DIESEL ...+

Tax Return Information

Amend./Orig. Due Date *Postmark Date No Operation

Original 04/30/2021 10/04/2021

Original Post Mark Date

10/04/2021

Jurisdiction Details

Jurisdiction List Jurisdiction Total Miles Total Taxable Miles

--Select--

Total Paid Gallons Add

Show Map

MoDOT Motor Carrier Services - IFTA User Guide

Please make sure you enter all jurisdiction where you traveled for the quarter.

REMOVE	JUR (A)	WAIVE INT.	EFF. DATE (B)	RATE (C)	TOTAL MILES (D)	TOTAL TAXABLE MILES (E)	TAX PAID GALLONS (G)	PRV. TOTAL MILES	PRV. TOTAL TAXABLE MILES	PRV. TAX PAID GALLONS
<input type="checkbox"/>	MO	<input type="checkbox"/>	01/01/2021	0.1700	0	0	0	0	0	0
<input type="checkbox"/>	AL	<input type="checkbox"/>	01/01/2021	0.2700	0	0	0	0	0	0
<input type="checkbox"/>	AR	<input type="checkbox"/>	01/01/2021	0.2850	0	0	0	0	0	0
<input type="checkbox"/>	AZ	<input type="checkbox"/>	01/01/2021	0.2600	0	0	0	0	0	0
<input type="checkbox"/>	CA	<input type="checkbox"/>	01/01/2021	0.7950	0	0	0	0	0	0
<input type="checkbox"/>	CO	<input type="checkbox"/>	01/01/2021	0.2050	0	0	0	0	0	0
<input type="checkbox"/>	CT	<input type="checkbox"/>	01/01/2021	0.4460	0	0	0	0	0	0
<input type="checkbox"/>	DE	<input type="checkbox"/>	01/01/2021	0.2200	0	0	0	0	0	0
<input type="checkbox"/>	FL	<input type="checkbox"/>	01/01/2021	0.3557	0	0	0	0	0	0
<input type="checkbox"/>	GA	<input type="checkbox"/>	01/01/2021	0.3220	0	0	0	0	0	0
<input type="checkbox"/>	IA	<input type="checkbox"/>	01/01/2021	0.3250	0	0	0	0	0	0
<input type="checkbox"/>	ID	<input type="checkbox"/>	01/01/2021	0.3200	0	0	0	0	0	0
<input type="checkbox"/>	IL	<input type="checkbox"/>	01/01/2021	0.5810	0	0	0	0	0	0
<input type="checkbox"/>	IN	<input type="checkbox"/>	01/01/2021	0.5100	0	0	0	0	0	0
<input type="checkbox"/>	KS	<input type="checkbox"/>	01/01/2021	0.2600	0	0	0	0	0	0
<input type="checkbox"/>	KY	<input type="checkbox"/>	01/01/2021	0.2160	0	0	0	0	0	0
<input type="checkbox"/>	KY-Sur		01/01/2021	0.1020						
<input type="checkbox"/>	LA	<input type="checkbox"/>	01/01/2021	0.2000	0	0	0	0	0	0
<input type="checkbox"/>	MA	<input type="checkbox"/>	01/01/2021	0.2400	0	0	0	0	0	0
<input type="checkbox"/>	MD	<input type="checkbox"/>	01/01/2021	0.3705	0	0	0	0	0	0
<input type="checkbox"/>	ME	<input type="checkbox"/>	01/01/2021	0.3120	0	0	0	0	0	0
<input type="checkbox"/>	MI	<input type="checkbox"/>	01/01/2021	0.4070	0	0	0	0	0	0
<input type="checkbox"/>	MN	<input type="checkbox"/>	01/01/2021	0.2850	0	0	0	0	0	0
<input type="checkbox"/>	MS	<input type="checkbox"/>	01/01/2021	0.1800	0	0	0	0	0	0

MoDOT Motor Carrier Services - IFTA User Guide

<input type="checkbox"/>	MT	<input type="checkbox"/>	01/01/2021	0.2945	0	0	0	0	0	0
<input type="checkbox"/>	NC	<input type="checkbox"/>	01/01/2021	0.3610	0	0	0	0	0	0
<input type="checkbox"/>	ND	<input type="checkbox"/>	01/01/2021	0.2300	0	0	0	0	0	0
<input type="checkbox"/>	NE	<input type="checkbox"/>	01/01/2021	0.2870	0	0	0	0	0	0
<input type="checkbox"/>	NH	<input type="checkbox"/>	01/01/2021	0.2220	0	0	0	0	0	0
<input type="checkbox"/>	NJ	<input type="checkbox"/>	01/01/2021	0.5770	0	0	0	0	0	0
<input type="checkbox"/>	NM	<input type="checkbox"/>	01/01/2021	0.2100	0	0	0	0	0	0
<input type="checkbox"/>	NV	<input type="checkbox"/>	01/01/2021	0.2700	0	0	0	0	0	0
<input type="checkbox"/>	NY	<input type="checkbox"/>	01/01/2021	0.3815	0	0	0	0	0	0
<input type="checkbox"/>	OH	<input type="checkbox"/>	01/01/2021	0.4700	0	0	0	0	0	0
<input type="checkbox"/>	OK	<input type="checkbox"/>	01/01/2021	0.1900	0	0	0	0	0	0
<input type="checkbox"/>	OR	<input type="checkbox"/>	01/01/2021	0.0000	0	0	0	0	0	0
<input type="checkbox"/>	PA	<input type="checkbox"/>	01/01/2021	0.7410	0	0	0	0	0	0
<input type="checkbox"/>	RI	<input type="checkbox"/>	01/01/2021	0.3400	0	0	0	0	0	0
<input type="checkbox"/>	SC	<input type="checkbox"/>	01/01/2021	0.2400	0	0	0	0	0	0
<input type="checkbox"/>	SD	<input type="checkbox"/>	01/01/2021	0.2800	0	0	0	0	0	0
<input type="checkbox"/>	TN	<input type="checkbox"/>	01/01/2021	0.2700	0	0	0	0	0	0
<input type="checkbox"/>	TX	<input type="checkbox"/>	01/01/2021	0.2000	0	0	0	0	0	0
<input type="checkbox"/>	UT	<input type="checkbox"/>	01/01/2021	0.3140	0	0	0	0	0	0
<input type="checkbox"/>	VA	<input type="checkbox"/>	01/01/2021	0.2020	0	0	0	0	0	0
	VA-Sur		01/01/2021	0.1370						
<input type="checkbox"/>	VT	<input type="checkbox"/>	01/01/2021	0.3100	0	0	0	0	0	0
<input type="checkbox"/>	WA	<input type="checkbox"/>	01/01/2021	0.4940	0	0	0	0	0	0
<input type="checkbox"/>	WI	<input type="checkbox"/>	01/01/2021	0.3290	0	0	0	0	0	0
<input type="checkbox"/>	WV	<input type="checkbox"/>	01/01/2021	0.3570	0	0	0	0	0	0
<input type="checkbox"/>	WY	<input type="checkbox"/>	01/01/2021	0.2400	0	0	0	0	0	0

MoDOT Motor Carrier Services - IFTA User Guide

<input type="checkbox"/>	AB	<input type="checkbox"/>	01/01/2021	0.3834	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	BC	<input type="checkbox"/>	01/01/2021	0.7440	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	MB	<input type="checkbox"/>	01/01/2021	0.4128	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	NB	<input type="checkbox"/>	01/01/2021	0.6930	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	NL	<input type="checkbox"/>	01/01/2021	0.7239	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	NS	<input type="checkbox"/>	01/01/2021	0.4541	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	ON	<input type="checkbox"/>	01/01/2021	0.4217	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	PE	<input type="checkbox"/>	01/01/2021	0.6546	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	QC	<input type="checkbox"/>	01/01/2021	0.5957	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	SK	<input type="checkbox"/>	01/01/2021	0.4423	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Miles in Non-IFTA Jurisdictions
 Fuel for Non-IFTA Jurisdictions

Return Details

Current Return "Schedule A" Total Miles (I) <input type="text"/> Total Tax Paid Gallons (II) <input type="text"/> MPG <input type="text" value="0.0"/>	Total Total Column D <input type="text"/> Total Column G <input type="text"/>	Previous Return Total Miles (I) <input type="text"/> Total Tax Paid Gallons (II) <input type="text"/> MPG <input type="text"/>
--	--	--

Perform the following steps to add individual jurisdictions to the list:

- Select the jurisdiction from the Jurisdiction dropdown or select the Show Map link and select the appropriate jurisdiction from the map.
 - Enter the total miles and total tax paid gallons,
 - The Total Taxable Miles auto populate based on the entered total miles
 - Click ADD
- To add multiple jurisdictions
 - Select one of the following options from the jurisdiction dropdown:
 - All IFTA Jurisdictions

- All US Jurisdictions
- All Jurisdictions
- Surrounding Jurisdictions
 - The base jurisdiction as well as immediate surrounding jurisdictions
- Click ADD
 - Each jurisdiction will display in the list of jurisdictions.
 - If applicable, additional lines will be included for jurisdictions with surcharges or if a jurisdiction has had a rate change during the quarter.
 - Miles and gallons will be entered separately for each jurisdiction.

Perform the following steps to delete one or more jurisdictions from the list:

- Check the checkbox on the left of the jurisdiction(s) in the jurisdiction grid
- Click the REMOVE button from the bottom of the Jurisdiction Details section

Perform the following steps to remove all of the jurisdictions that are currently listed:

- Click the REMOVE ALL button from the bottom of the Jurisdiction Details section and the system removes all the listed jurisdictions at once.

Perform the following steps for all jurisdictions within the list that have not been updated:

- Enter the total miles and total paid gallons for each jurisdiction that was previously populated.
 - The total taxable miles will default to the total miles.
- If the jurisdiction has a surcharge rate (i.e., IN, KY, and VA), a separate line will appear displaying the effective date and rate. The miles and gallons are not entered for the surcharge line.
- If a jurisdiction's rate changes during the quarter (split rates), a separate line will appear for each effective date and rate. The miles and gallons must be entered for each line based on travel between the effective date and the next effective date or end of the quarter.

Miles in Non IFTA jurisdictions

- Make an entry to capture the total miles traveled in a non-IFTA jurisdiction. Round to the nearest whole mile.

Return Details section

The Return Details section balances the miles and gallons provided by the customer on Schedule A and the miles and gallons that were entered by jurisdiction. This process also calculates the MPG to compare to the MPG calculated by the customer as part of Schedule A.

- Enter the Total Miles and Gallons from Schedule A of the tax return.
 - The total miles should include the Non IFTA miles.
- Click CALCULATE
 - The MPG will be calculated based on the Total Miles and Gallons entered.

- Column D (total miles) and column G (tax paid gallons) are totaled for all jurisdictions. This information will be used to compare to the totals that were entered from Schedule A.

A comment field is available for any required notes. This field is available for internal as well as external users.

The following buttons provide additional functionality:

- CANCEL
 - The tax return transaction will be completely canceled.
- SAVE/QUIT
 - The information entered for the tax return is saved.
 - The user is returned to the IFTA application-level menu.
 - The tax return can be accessed and resumed through Continue Tax Return/Supplement.
- PROCEED
 - The total miles and gallons that were entered are compared to the totals calculated for columns D and G and Non-IFTA jurisdictions mileage.
 - If an error is identified, a message will display at the top of the screen. In case of any validations, the user must enter supporting comments in the comment section. The system also auto-updates comments to the record based on the occurred validation(s). After proceeding from the verification screen, the system auto-submits the transaction to the internal review queue.
 - If no errors are identified, the Tax Return verification details screen will display.

1.3.1.1.2.1 Web Processing – Submit

Refer to section 1.3.5.1 for details on Web Processing – Submit.

GEN1285: [!] Please select and upload one document at a time. The maximum size for the document to be uploaded must be 4MB.

Web Processing Submit

Submit Process

*MCE Customer ID 746576374	Fleet No. 001	Legal Name SUCCESS TRUCK LEASING INC	DBA Name SUCCESS NATIONALEASE
License Year	Supplement No.	*Return Year 2021	*Return Quarter 1
*Amendment No. 0	Status PEN - Pending	*Fuel Type DSL - DIESEL	<input checked="" type="checkbox"/> Tax Return
License Type IFTA - IFTA	Location No.		

+ Comments

EXEMPTION LETTER	MCE CUSTOMER ID	FLEET NO.	RETURN YEAR	RETURN QUARTER	FUEL TYPE	AMENDMENT NO.	SUBMIT DATE	STATUS	APPLICATION
	746576374	001	2021	1	DSL	000	10/04/2021	INP	F

Showing 1 to 1 of 1 entries

Document Type: BULKSTOR - Bulk Storage Reconciliatio

Select appropriate file: Choose file... Browse Upload

DOCUMENT TYPE	FILE NAME	DELETE
FUELLIST - Fuel Listing	746576374_1_2021_1_0_FUELLIST.PDF	
BULKSTOR - Bulk Storage Reconciliation	746576374_1_2021_1_0_BULKSTOR.PDF	

Showing 1 to 2 of 2 entries

Proceed View List Refresh Quit

1.3.1.1.2.2 Payment Details

Tax Return Payment Details screen

- Provides a summary of the tax return.

TAX RETURN PAYMENT MAINMENU INQUIRIES Q

IFTATAX124: [!] Tax Returns paid online must be paid in full. IFTA tax returns not paid in full by the due date will accrue interest until the full payment is made. Once the payment has been made, it cannot be cancelled.
 IFTAFLT178: [!] To correct Tax Return, select "Correct Tax Return" button.

Payment Tax Return Original

SUCCESS TRUCK LEASING INC | MCE Customer ID: 746576374 | Fleet Number#: 001 | Return Year: 2021
 Amendment No.#: 0 | Return Quarter#: 1 | Fuel Type#: DIESEL | ...+

Return Details			
License Year	IFTA System Credit	Enterprise System Credit	Tax Return Status
2021	0.00	0.00	INVOICED
Invoice No.	<input type="checkbox"/> Cancel IFTA License	Cancellation Date	*Payment Receipt Date
3161898		MM/DD/YYYY	10/04/2021

Fees Section	
Base Jurisdiction Tax	Return Amt
39.61	-81.64
Base Jurisdiction Interest	Penalty Amt
0.99	50.00

Other Jurisdiction Taxes	-122.24	Additional Interest	0.00
Other Jurisdiction Interest	0.00	Payments Made/Credit	0.00
Return Amount	-81.64	Prev. Return Interest and Penalty	0.00
Tax Return Balance	-31.64	Previous Payments Made/Credit	0.00
<input type="checkbox"/> Set Appeal Flag		Amount Due	-31.64
		Adjustment Amount	

Payment Details Section

Electronic Delivery Type:

Request Refund: Yes No

+ Payment Details Section Comments

- Review and make any necessary adjustments to the Tax Return Payment Details screen or return to the actual Tax Return to make detailed corrections.
- The Payment Receipt Date defaults to the postmark date and cannot be changed.
- The Electronic Delivery Type defaults to PDF and is disabled.
- Request Refund radio dial buttons display if the tax return due is negative.
 - The user must select either Yes or No on the refund request.
 - Refund amounts will always go to System Credit.

The following buttons provide processing alternatives:

- **VIEW INVOICE**
 - The tax return details will be displayed online, if payment is not made at this time, the user can print the return as the invoice for the customer.
- **CORRECT TAX RETURN**
 - To correct a return prior to making the payment, click CORRECT TAX RETURN and the Tax Return detail screen appears. Make corrections and click PROCEED.
- **REFRESH**
 - The screen will reset.
- **SAVE/QUIT**
 - To save the tax return information without making the payment. The transaction can be accessed through Continue Tax Return/Supplement.
- **PROCEED**
 - To continue the payment process and display the Payment Details Verification screen.

TAX RETURN PAYMENT MAINMENU INQUIRIES Q ▾

Payment
Tax Return Original

Return Details

MCE Customer ID 746576374	Legal Name SUCCESS TRUCK LEASING INC	DBA Name SUCCESS NATIONALEASE	Fleet No. 001
USDOT No. 000339745	License Year 2021	IFTA System Credit \$0.00	Enterprise System Credit \$0.00
Return Year 2021	Return Quarter 1	Fuel Type DIESEL	Amendment No. 0
Tax Return Status INVOICED	License Status D - DELINQUENT	Invoice No. 3161898	Cancel IFTA License N
Cancellation Date	Payment Receipt Date 10/04/2021		

Fees Section

Base Jurisdiction Tax	\$39.61	Return Amt	\$-81.64
Base Jurisdiction Interest	\$0.99	Penalty Amt	\$50.00
Other Jurisdiction Taxes	\$-122.24	Additional Interest	\$0.00
Other Jurisdiction Interest	\$0.00	Payments Made/Credit	\$0.00
Return Amount	\$-81.64	Prev. Return Interest and Penalty	\$0.00
Tax Return Balance	\$-31.64	Previous Payments Made/Credit	\$0.00

Set Appeal Flag	N	Amount Due	\$-31.64
		Adjustment Amount	\$0.00

Payment Details Section

Electronic Delivery Type D - PDF	Request Refund No
------------------------------------	---------------------

Complete Return
Pay Now
Add To Cart
Back

Tax Return Payment Details Verification screen

The verification screen provides the user with a final review of the information prior to:

- Completing the transaction, in the case of a zero net due or a refund due to the customer based upon the fee calculation.
- Proceeding with the payment process, in the case of a net due greater than zero..

The user has multiple options from this screen:

- COMPLETE RETURN
 - If, based on the total miles and gallons entered and calculated for columns D and G and Non IFTA jurisdictions mileage, the total due amount is zero.
 - Click the COMPLETE RETURN button to complete the Tax Return.
- BACK
 - Redirects user to the Tax Return Payment Details screen. At this point the user can choose to correct the tax return by clicking CORRECT TAX RETURN.
- ADD TO CART
 - This function is used when additional MCE transactions are included within a single payment. This process is covered in detail in the Enterprise user guide.

- PAY NOW
 - If the net due is zero
 - The IFTA tax return and payment receipt are generated based upon the Electronic Delivery Method chosen.
 - The IFTA application-level menu are displayed with a message identifying the MCE Customer ID, return year, quarter, amendment no., and fuel type was completed.
 - If the net due is less than zero.
 - The IFTA tax return and payment receipt will generate in a PDF format.
 - The IFTA application-level menu will display with a message identifying the MCE Customer ID, license year, quarter, amendment no., and fuel type was completed.
 - All credits due will go to IFTA System Credit.
 - If a refund is requested:
 - All refund records written/requested will have a “Pending” status for amounts of -\$100.00 and greater.
 - If the refund option was selected and the refund due is \$999 or greater, Refund Request option will be enabled for External Users.
 - If the net due is greater than zero, the Payment Details screen will display.
 - If the amount due is less than \$10 and more than \$0.00, the amount will be moved to IFTA System Credit as a negative balance.
 - Any IFTA invoice that is less than \$10.00 (\$0.00 to \$9.99) which does not have a payment associated with it, will not create an invoice during the non-payer process and is considered paid in full. The system will, however, accept payment if the carrier provides the payment.

Payment Process for a Single Tax Return

The MoDOT Carrier Express Cart Management – The Payment screen will display once the user clicks PAY NOW on the Tax Return Payment Details Verification screen.

- Verify the invoice information
 - The transaction description will include the type of application, MCE Customer ID, return year and quarter, fuel type, and amendment number.
 - The amount due should be equal to the actual payment amount from the Tax Return Details Verification screen.
- If the information is incorrect, check the checkbox beside the MCE Customer ID and click REMOVE to remove it from the Cart and QUIT
 - Return to the tax return through Continue Tax Return/supplement and make the necessary changes.
- If the information is correct
 - Click PROCEED, the verification screen will display

Payment Process for Multiple Tax Returns

The user will select ADD TO CART on the Tax Return Payment Details Verification screen for each return. The returns could be for different quarters or for different fuel types for the same quarter.

To access the transactions for payment:

- Click CART PAYMENT from the PAYMENT menu tile on the Enterprise level menu.
- The Enterprise Payment Details screen will automatically display with the returns that were assigned to the Cart Payment function based upon the user's ID. Only one customer's MoDOT Carrier Express transactions can be made with the same payment
- Verify the invoice information, a separate line will be displayed for each return.
 - The invoice description will include the type of application, MCE Customer ID, return year and quarter, amendment no and fuel type.
 - The amount will be equal to the actual payment amount from the Tax Return Details Verification screen.
 - The net due will be the total of all returns listed on the screen.
- If the information is incorrect and you need to remove the transaction from the cart, check the checkbox beside the invoice no. and click REMOVE.
 - To correct the return prior to making the payment,
 - Click QUIT.
 - Return to the tax return through Continue Tax Return/Supplement and make the necessary changes.
 - Click ADD TO CART on the Tax Return Payment Details screen.
 - Return to the Enterprise level menu and click PAY from the PAYMENT menu tile.
- If the information is correct,
 - Click PROCEED and the verification screen will display.
 - Click PAY to complete the payment.