



IFTA

INTERNATIONAL FUEL TAX AGREEMENT

Online Processing Manual

- Quarterly Tax Returns – Page 2
- 30-Day Temporary Decal Permits – Page 9
- Additional/Replacement Decals – Page 13

Need ID and Password help?

Email us – contactmcs@modot.mo.gov

Processing an IFTA Quarterly Tax Return

To file an IFTA Quarterly Tax Return online using the MoDOT Carrier Express System visit:

<http://www.modot.org/mce>

Need a User ID? – Send an email – contactmcs@modot.mo.gov

IFTA carriers are required to file fuel tax returns by fuel type each quarter reporting all miles traveled and all fuel consumed during the quarter.

If no miles were traveled during a quarter, a return indicating no operation (zero) must be filed.

Tax returns and any additional taxes due must be filed and paid by the due dates below or penalty and interest will be assessed.

Quarter	Reporting Period	Due Date
1st	January – March	April 30
2nd	April – June	July 31
3rd	July – September	October 31
4th	October - December	January 31

If a due date falls on a weekend or federal holiday, an extension is granted until the next business day.

Log into MoDOT Carrier Express System

Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Visit www.modot.org/mcs/MotorCarrierExpress.htm to send a request.
- **MoDOT Carrier Express works with Internet Explorer 6, 7 and 8.0.** (If using IE 7.0, turn off the built-in pop-up blocker). Other web browsers cannot support MoDOT Carrier Express programming.
- [General Information](#) about system requirements and system instructions on Motor Carrier Services web site.
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuation on the main page of our Web site www.modot.org/mcs
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.
- MoDOT takes seriously its responsibility to keep motor carriers' information private. We can only discuss accounts with those people appointed as official contacts by the companies we serve.

MoDOT Motor Carrier Services
1320 Creek Trail Drive, PO Box 893
Jefferson City, MO 65102-0893
1-866-831-6277
e-mail: contactMCS@modot.mo.gov

By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2006), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri.

Enter **User ID** and **Password**.
Click **Log In**.

If you have your user id but can't remember your password, click the **ORANGE** button and enter the requested information to receive a new password via email.

The Welcome Carrier page is displayed.

Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

Welcome to the MoDOT Carrier Express!



Account Name: **MISSOURI DEPARTMENT OF TRANSPORTATION** Customer ID: **19747** USDOT Number: **1124373**

Use the menu above to navigate to a program or use the quick links below to go directly to an action.

- Update your MCS 150 FORM
- Begin OSOW Activities
- Begin an INTRASTATE AUTHORITY activity
- Begin UCR activities
- Click on the type of REPORT needed below

1. Click **IFTA** from the **APPLICATIONS** drop down menu **OR** click **IFTA Activities**.

MoDOT **MoDOT CARRIER EXPRESS** 12/17/2013 6:31:38 AM
SYSTEM MODE: SIT Logout

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HOME **APPLICATIONS** UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

Welcome to the MoDOT Carrier Express!

Account Name: **QUALITY CARRIERS INC** Customer ID: **3606** USDOT Number: **76600**



Use the menu above to navigate to a program or use the quick links below to go directly to an action.

- Update IRP Information
- View IRP Information
- IFTA Activities**
- View IFTA Information
- Update your MCS 150 FORM
- Click on the transaction below for Payment activity
- Begin OSOW Activities
- Begin an INTRASTATE AUTHORITY activity
- Begin ICR activities
- Begin HW/WT activities
- Click on the type of REPORT needed below

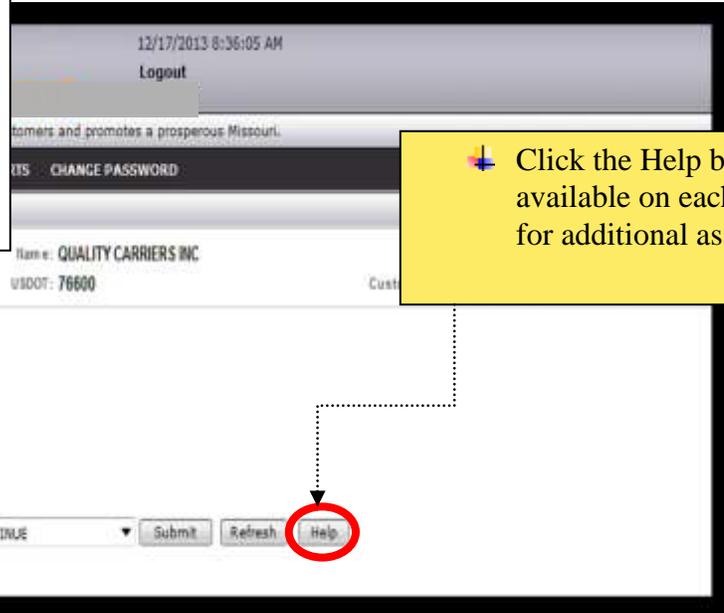
The IFTA Main Menu screen is displayed.

2. Click on **QUARTERLY TAX RETURN** then click **SUBMIT**.

IMPORTANT NOTE:

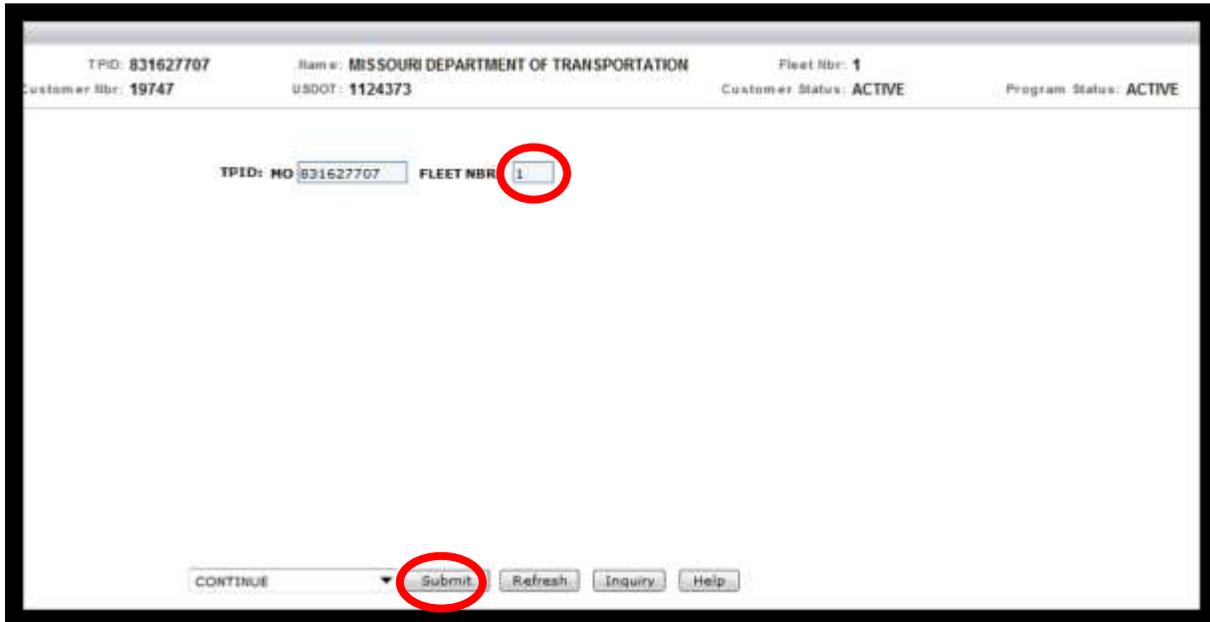
Supplement Continuance

In a case where you have stopped (at any point during a transaction) prior to completion you can use this function to continue. Supplement continuance is a process that allows you to access an unfinished renewal/supplement transaction at the point where the last piece of work was completed.



Click the Help button available on each screen for additional assistance.

3. Enter the **FLEET NUMBER** then click **SUBMIT**.



The IFTA Return screen is displayed.

The screenshot shows the IFTA Return screen with the following elements:

- Navigation Tabs:** HOME, APPLICATIONS, UCR, PAYMENT, CUSTOMER, SEARCH, REPORTS, MY SETTINGS, DATA ADMIN, CHANGE PASSWORD
- Page Header:** IFTA Return
- User Information:** TID: 831627707, Name: MISSOURI DEPARTMENT OF TRANSPORTATION, Fleet Id: 1, Customer Rbr: 19747, USDOT: 1124373, Customer Status: ACTIVE, Program Status: ACTIVE
- Reporting Period:** A dropdown menu for the reporting period.
- Year:** A text input field containing '2013'.
- Amendment:** A checkbox labeled 'AMENDMENT'.
- In House:** A checkbox labeled 'IN HOUSE'.
- Fuel Types:** A section with checkboxes for DIESEL, GASOLINE, GASAHOL, LPG, ENG, ETHANOL, H-85, E-85, METHANOL, LNG, and A-55.
- No Operation:** A checkbox labeled 'NO OPERATION'.
- Filed Date:** A date picker showing '12 / 17 / 2013'.
- Received Date:** A date picker showing '12 / 17 / 2013'.
- Buttons:** CONTINUE (dropdown), Submit, Quit, Refresh, Inquiry, Help.

4. Complete the fields on this screen as follows:

REPORTING PERIOD*	Click the drop down arrow and select the quarter you wish to report.
YEAR*	Enter the registration year of your report. Default is the current year.
AMENDMENT	Check this box if you are amending a previously finalized return.
FUEL TYPES*	Choose <u>one</u> fuel type. If operating multiple fuel types, file each fuel type as a separate quarterly tax return.
NO OPERATION	Check this box if you did not operate during the quarter.
FILED DATE	The system will display the current date
RECEIVED DATE	The system will display the current date

Click **SUBMIT** twice to confirm.

If this is a quarterly tax return reporting zero miles (a no operation return), **advance to the IFTA Billing Screen instructions.**

The IFTA Quarterly Tax Return screen is displayed.

IFTA Quarterly Tax Return

EPD: 831627707 Name: MISSOURI DEPARTMENT OF TRANSPORTATION Fleet ID: 1
 Customer ID: 19747 USDOT: 1124373 Customer Status: ACTIVE Program Status: ACTIVE

Total Miles Traveled: 0 Total Gallons Purchased: 0 Avg Miles Per Gallon: 0.00 Late Penalties: 0.00
 Reporting Period: 3RD QUARTER Reporting Year: 2013 Fuel Type: D - DIESEL Outstanding Tax: 0.00
 Override Edit: Outstanding Interest: 0.00
 Total Amount Due: 0.00

Jur	Effective Date	Miles	Taxable Miles	Gallons Consumed	Gallons Purchased	Net Taxable Gallons	Tax Rate	Tax Due	Interest Due	Total
AK	07/01/2013					0.00	0.00000	0.00	0.00	0.00
AL	07/01/2013					0.00	0.19000	0.00	0.00	0.00
AR	07/01/2013					0.00	0.22500	0.00	0.00	0.00
AZ	07/01/2013					0.00	0.26000	0.00	0.00	0.00
CA	07/01/2013					0.00	0.45300	0.00	0.00	0.00
CO	07/01/2013					0.00	0.20500	0.00	0.00	0.00
CT	07/01/2013					0.00	0.54900	0.00	0.00	0.00
DC	07/01/2013					0.00	0.00000	0.00	0.00	0.00
DE	07/01/2013					0.00	0.22000	0.00	0.00	0.00
FL	07/01/2013					0.00	0.33070	0.00	0.00	0.00
GA	07/01/2013					0.00	0.38400	0.00	0.00	0.00
IA	07/01/2013					0.00	0.22500	0.00	0.00	0.00
ID	07/01/2013					0.00	0.25000	0.00	0.00	0.00
IL	07/01/2013					0.00	0.43000	0.00	0.00	0.00
IN	07/01/2013					0.00	0.16000	0.00	0.00	0.00
IN	SURCHARGE						0.11000	0.00	0.00	
KS	07/01/2013					0.00	0.26000	0.00	0.00	0.00
KY	07/01/2013					0.00	0.27900	0.00	0.00	0.00

5. Complete the fields on this screen as follows:

TOTAL MILES TRAVELED	Total Miles Traveled = Enter the total miles traveled in all jurisdictions, by quarter. Enter the total miles traveled in all jurisdictions (IFTA and non-IFTA) by all qualified vehicles in your fleet. Report all miles whether taxable or non-taxable. Round to the nearest whole mile. Example 848.
TOTAL GALLONS PURCHASED	Enter the total gallons of fuel placed in the supply tank of the qualified motor vehicles in your fleet. Report all fuel purchased – tax paid purchases, withdrawal from bulk, purchases made on Indian Reservations, and lost receipts. Round to the nearest whole gallon. Example 105. Enter the total fuel consumed in <u>all</u> jurisdictions during the quarter.
MILES	Enter the total miles traveled in <u>each</u> jurisdiction for this fuel type.
TOTAL TAXABLE MILES	Enter the total taxable miles in <u>each</u> jurisdiction minus fuel trip permit miles. Toll miles and off-highway miles are not taxable in some jurisdictions. Contact each jurisdiction for information on these exceptions. Note: Total Taxable Miles cannot be greater than Miles. Fuel trip permit miles are not included in taxable miles. Missouri off-highway miles must be included in your taxable miles.
GALLONS PURCHASED	Enter the total fuel purchased in <u>each</u> jurisdiction for this fuel type.

6. Click **SUBMIT**. Please note: if an error message appears at the bottom of this screen, click on **HELP** for further instruction.
7. If there is no message or the error is resolved, the tax return computes.
8. Click **SUBMIT** again to confirm and proceed to the IFTA Billing screen.

The IFTA Billing screen is displayed.

9. Choose one of the following **DELIVERY OPTIONS**.

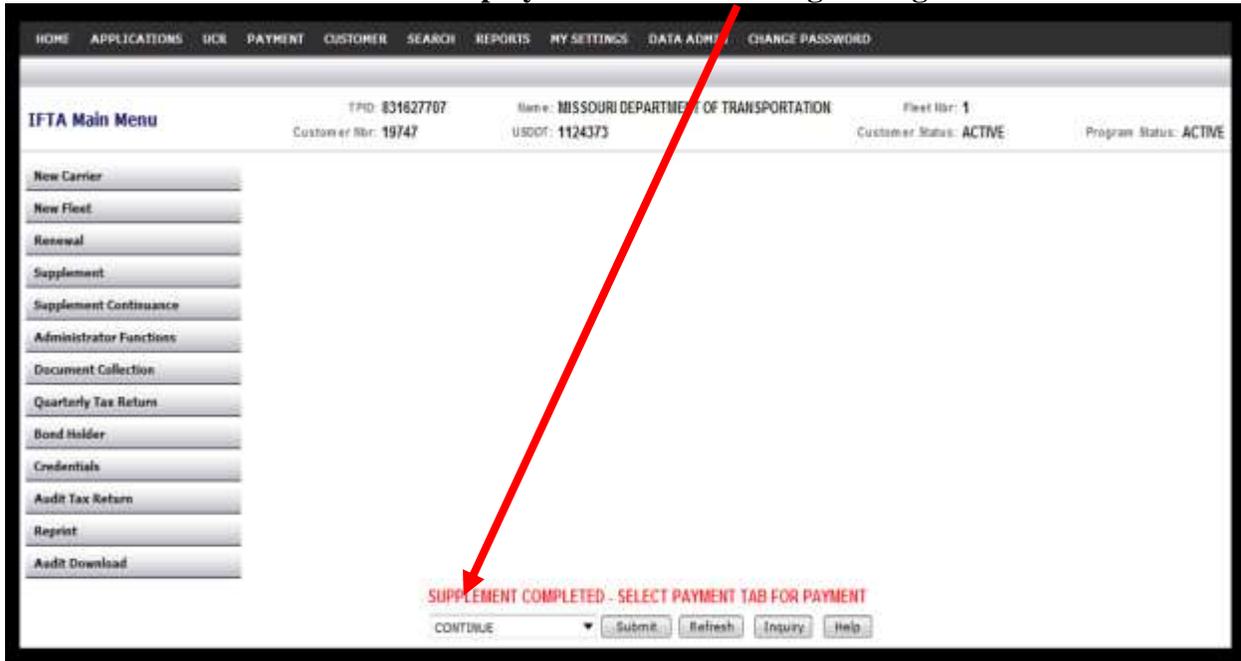
FAX	Select and enter your FAX number to receiving the billing and invoice
EMAIL	Select and enter an e-mail address to receive billing and invoice over the Internet
PREVIEW	Select to send the billing and invoice to the REPORT LIST (choose Report List from the Reports drop down menu) for review

- i. You can return to the quarterly tax return by choosing **QUARTERLY TAX** from the drop down menu then click **SUBMIT**.

- ii. To start over, select **CANCEL TRANSACTION** from the drop menu then click **SUBMIT**. Return to Step 2 to restart.

10. Click **SUBMIT** twice to invoice the return.

The IFTA Main Menu screen is displayed with the following message:

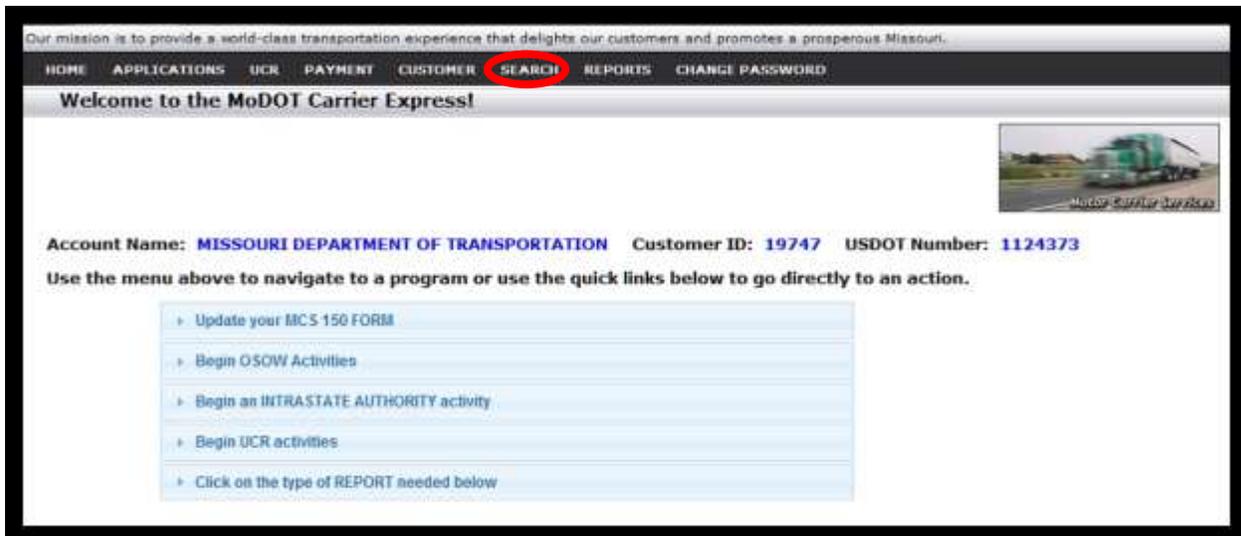


The IFTA tax return has been filed and invoiced. To avoid a penalty or accumulated interest, PAYMENT must be made (or postmarked) on or before the last day of the filing period.

Inquiry Process

This function allows you to search (inquire/view) information about your IFTA account. However, you cannot process additional transactions from this view. In order to process transactions you must access IFTA using the Applications drop down menu.

1. Choose **IFTA SEARCH** from the **SEARCH** drop down menu.



- Choose the option you wish to view from the **INQUIRY MENU**, Fleet and Supplement are the most common options, then click **SUBMIT**.



FLEET	View carrier data, including address, contact info and status per Fleet Year.
SUPPLEMENT	View all supplements, including quarterly tax return data. Choose Fleet Year and quarter.

From this point, you can move back and forth through the screens reviewing your account activity as you wish. The search function is only a tool for viewing and does not allow any changes to these transactions.

Processing a request for a 30-Day IFTA Decal Permit

To process a request for a 30-day IFTA decal permit using the online MoDOT Carrier Express System, start by visiting:

<http://www.modot.org/mce>

30-Day IFTA decal permits are vehicle specific and issued to a Missouri vehicle in lieu of displaying the permanent IFTA annual decals.

1. Log into MoDOT Carrier Express System – if you are already logged in, proceed to step 2.

Sign in to begin using MoDOT Carrier Express. Welcome to MoDOT Carrier Express

User ID:

Password:

Enter **User ID** and **Password**.
Click **Log In**.

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- MoDOT takes seriously its responsibility to keep motor carriers' information private. We can only discuss accounts with those people appointed as official contacts by the companies we serve.

MoDOT Motor Carrier Services
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1-866-831-6277
e-mail: contactMCS@modot.mo.gov

By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in sections 390.020, RSMo 300.0), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri.

The Welcome Carrier page is displayed.

2. Choose **PERMITS** from the **APPLICATIONS** drop down menu.

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HOME **APPLICATIONS** UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

Welcome to the MoDOT Carrier Express!

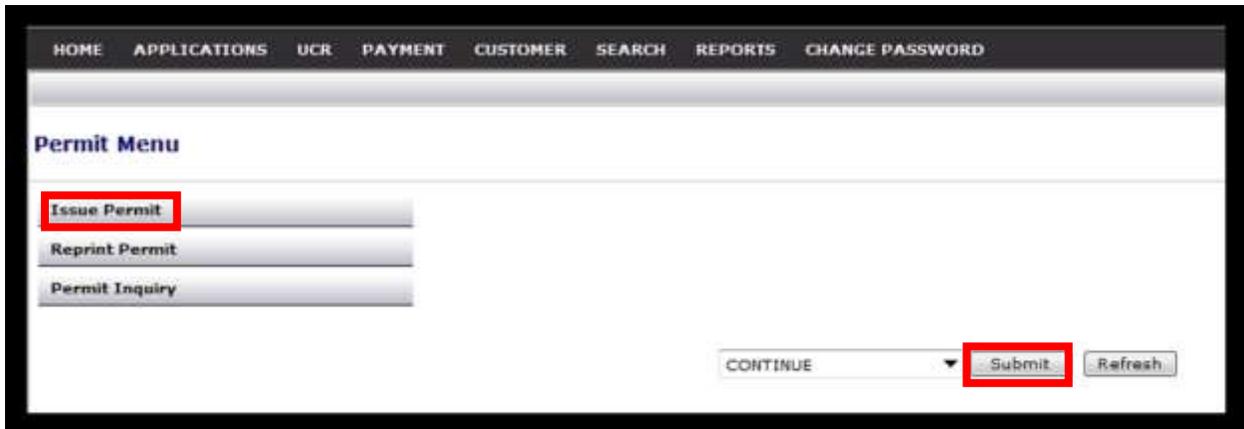
Account Name: **MISSOURI DEPARTMENT OF TRANSPORTATION** Customer ID: **19747** USDOT Number: **1124373**

Use the menu above to navigate to a program or use the quick links below to go directly to an action.

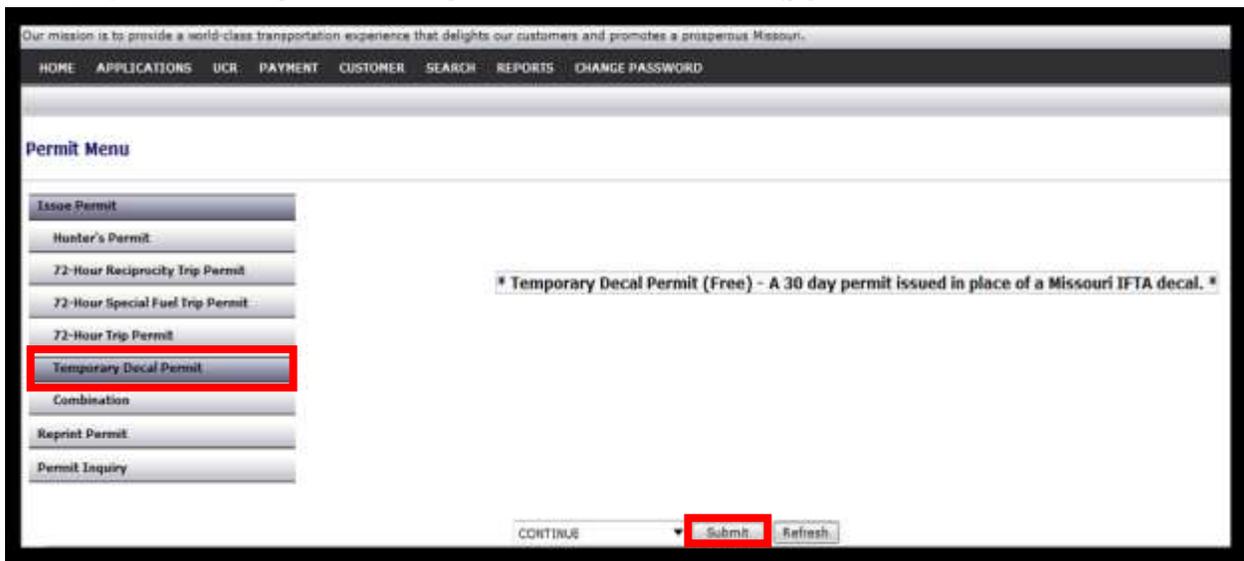
- ▶ Update your MCS 150 FORM
- ▶ Begin OSOW Activities
- ▶ Begin an INTRASTATE AUTHORITY activity
- ▶ Begin UCR activities
- ▶ Click on the type of REPORT needed below

The Permit Menu is displayed.

3. Click **ISSUE PERMIT**.



4. Click **TEMPORARY DECAL PERMIT** then click **SUBMIT**.



The IFTA Temporary Decal Permit screen is displayed.

5. Complete the decal permit screen as follows:

COPY PERMIT NBR	Leave this field blank.						
BEGINNING DATE	Enter the date you want the permit to start. The permit will be valid for 30 days from this date.						
TIME	Enter the time you want the permit to begin.						
ADDRESS	Update the defaulted address if necessary.						
CITY	Update the defaulted city if necessary.						
STATE	Update the defaulted state if necessary.						
ZIP	Update the defaulted zip code if necessary						
MAKE	Select the vehicle make from the drop down list.						
VIN	Enter the complete vehicle identification number of the vehicle.						
MODEL YEAR	Enter the vehicle manufactured year.						
LICENSE NBR	Enter the vehicle license number. If no number you can leave blank.						
REG STATE	Select the state where the vehicle is currently registered from the drop down list.						
DELIVERY OPTION (How do you want to receive your permit?)	<table border="1"> <tr> <td>FAX</td> <td>Select and enter your FAX number.</td> </tr> <tr> <td>EMAIL</td> <td>Select and enter an email address to receive and print permit.</td> </tr> <tr> <td>PREVIEW</td> <td>Select to send the permit to your REPORT LIST. Access the REPORT LIST from the REPORTS drop down menu.</td> </tr> </table>	FAX	Select and enter your FAX number.	EMAIL	Select and enter an email address to receive and print permit.	PREVIEW	Select to send the permit to your REPORT LIST. Access the REPORT LIST from the REPORTS drop down menu.
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7. Click SUBMIT.

8. Click **SUBMIT** again to confirm your order.

A message is displayed asking if you would like to issue another Temporary Decal Permit.

Temporary Decal Permit

Copy Permit Nbr: [] Application Nbr: **9340** Permit Nbr: []

Beginning Date: 12 / 19 / 2013 Time: 10 : 00 AM End Date: 1/18/2014

Applicant's Name: MISSOURI DEPARTMENT OF TRANSPORTATION

Address: 105 W CAPITOL

City: JEFFERSON CITY State: MO - MISSOURI Zip: 65102

Make: FORD - FORD Vin: 1FD0K79LHA7389749 Model Year: 2010

License Nbr: 5MA7489 Reg State: MO - MISSOURI USDOT: 1124872

Date Issued: 12/19/2013 Issued By: []

Fees Due: \$8.00

Delivery Options: V - Decals

As the requester of this permit, I affirm that all the requirements as stated in RSMo 301.266 in obtaining this permit have been met and the information I have indicated is true and correct.

PRESS ENTER TO CONFIRM

CONTINUE Submit Return Refresh

VBScript: Issue Another Permit

Would you like to issue another Temporary Decal Permit?

Yes No

9. Select **YES** or **NO**.

- Click **YES** to issue another permit.
- Click **NO** to finish issuing the single permit.

If there are no additional permits to be issued the Permit Menu is displayed again and you can retrieve your 30-day IFTA Decal Permit via the “Delivery Option” you chose.

SAMPLE OF 30-DAY IFTA DECAL PERMIT

Missouri Department of Transportation
Motor Carrier Services
1000 South Main Street, P.O. Box 680
Jefferson City, MO 65102-0680
Phone: 816-425-2200
Fax: 816-425-2200

30 Day International Fuel Tax Agreement Decal Permit

LICENSEE: MISSOURI DEPARTMENT OF TRANSPORTATION
ISSUE STATE: MISSOURI
ISSUANCE DATE: 12/19/2013
ISSUANCE TIME: 10:00 AM
ISSUANCE LOCATION: JEFFERSON CITY, MO 65102
ISSUANCE OFFICE: MISSOURI DEPARTMENT OF TRANSPORTATION
ISSUANCE OFFICER: E. J. Smith

THIS 30 DAY DECAL PERMIT IS ISSUED UNDER THE TERMS OF THE INTERNATIONAL FUEL TAX AGREEMENT AND MUST BE DISPLAYED IN THE VEHICLE ALONG WITH A CURRENT IFTA LICENSE.

YEAR	MAKE	VIN	LICENSE STATE
2010	FORD	1FD0K79LHA7389749	MISSOURI

EFFECTIVE PERM: 12/19/2013 FROM PERMID: 2010-07118
ISSUANCE NBR: 4071000000 ISSUANCE TIME: 10:00 AM
ISSUANCE LOCATION: JEFFERSON CITY, MO 65102

APPROVED BY: *E. J. Smith*

Additional Decals

Prior to the expiration of a 30-day temporary decal permit you will need to process a request for additional decals to display on the qualified vehicle. Decals are free of charge but must reconcile with the number of trucks licensed and are subject to audit.

Processing Additional/Replacement Decal Supplements

To process requests for additional or replacement IFTA decals using the online MoDOT Carrier Express System visit:

Decals are free of charge but must reconcile with the number of trucks licensed and are subject to audit.

Log into MoDOT Carrier Express System – if you are already logged in, proceed to step 2

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User ID:

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If you have forgotten your password, Click Here

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Enter your Customer ID and Password.
Click Sign In.

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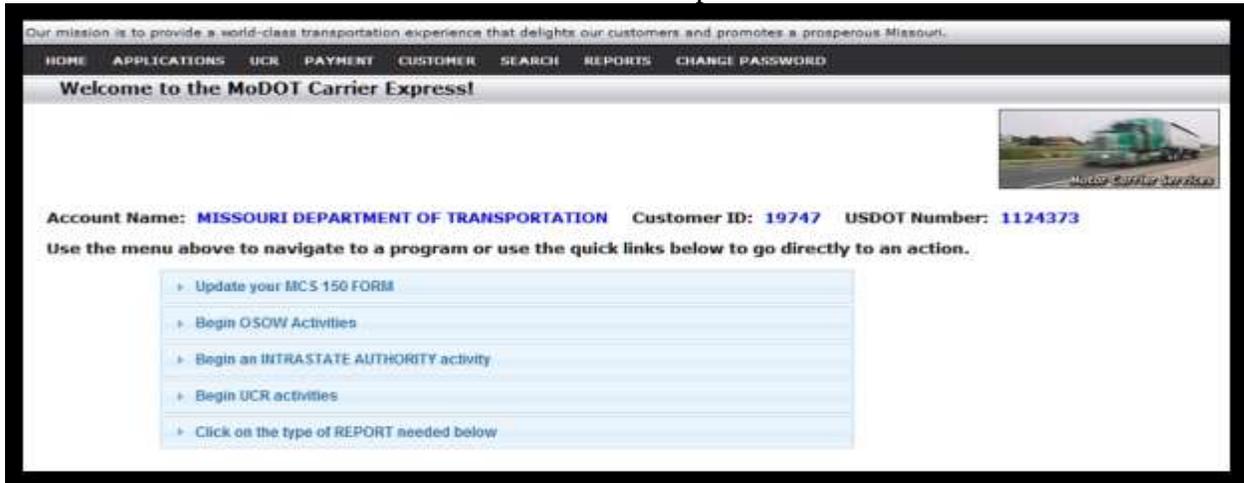
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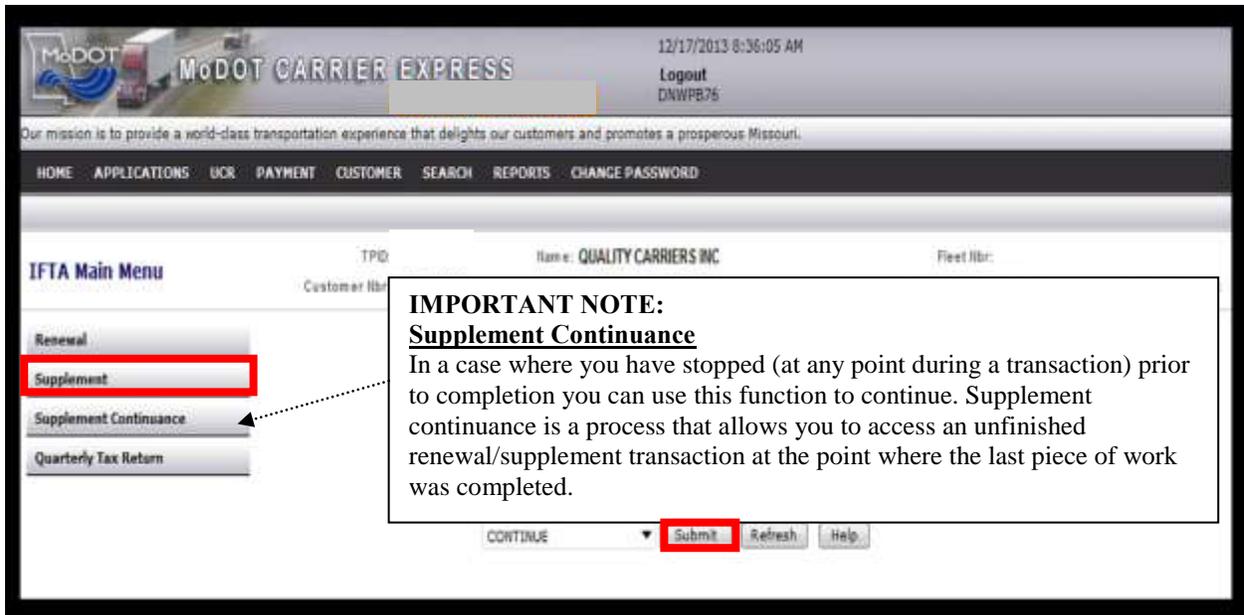
- ▶ Update your MCS 150 FORM
- ▶ Begin OSOW Activities
- ▶ Begin an INTRASTATE AUTHORITY activity
- ▶ Begin UCR activities
- ▶ Click on the type of REPORT needed below

1. Choose **IFTA** from the **APPLICATIONS** drop down menu.



The IFTA Main Menu is displayed.

2. Click on **SUPPLEMENT** then click **SUBMIT**.



3. Click **ADDITIONAL/REPLACEMENT DECALS**.
4. Enter the **FLEET NUMBER**.
5. Enter the **REGISTRATION YEAR**.
6. Enter the **NUMBER OF IFTA DECALS REQUESTED**.
7. Enter **MAIL** as a **DELIVERY TYPE**.
8. Click **SUBMIT**.
9. Click **SUBMIT** to confirm your order.

Your request will print in the MoDOT Motor Carrier Services office. MoDOT will package the request and ship your IFTA decals to the mailing address indicated on your account.