MoDOT Motor Carrier Services
IFTA User Guide

Prepared for

Missouri Department of Transportation
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Celtic Systems

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Revision History

Version	Date	Name	Description
1.0	09/17/2021	Celtic Systems	First Draft

Missouri User Guide, Version 1.0

Document release date:

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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

ⓘ IFTATAX124 : [I] 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 : [I] 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	*Fleet No.	*Fuel Type	*Return Year
746576374		DSL - DIESEL	2021

*Return Quarter	☐ Annual Filer	4th Qtr Postmark Date
3rd – due Oct 31		MM/DD/YYYY

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.	Due Date	*Postmark Date	
Original	04/30/2021	10/04/2021	☐ No Operation

Jurisdiction Details

Jurisdiction List	Jurisdiction	Total Miles	Total Taxable Miles
--Select--			

Total Paid Gallons

	Add

Show Map

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
☐	MO	☐	01/01/2021	0.1700				0	0	0
☐	AL	☐	01/01/2021	0.2700				0	0	0
☐	AR	☐	01/01/2021	0.2850				0	0	0
☐	AZ	☐	01/01/2021	0.2600				0	0	0
☐	CA	☐	01/01/2021	0.7950				0	0	0
☐	CO	☐	01/01/2021	0.2050				0	0	0
☐	CT	☐	01/01/2021	0.4460				0	0	0
☐	DE	☐	01/01/2021	0.2200				0	0	0
☐	FL	☐	01/01/2021	0.3557				0	0	0
☐	GA	☐	01/01/2021	0.3220				0	0	0
☐	IA	☐	01/01/2021	0.3250				0	0	0
☐	ID	☐	01/01/2021	0.3200				0	0	0
☐	IL	☐	01/01/2021	0.5810				0	0	0
☐	IN	☐	01/01/2021	0.5100				0	0	0
☐	KS	☐	01/01/2021	0.2600				0	0	0
☐	KY	☐	01/01/2021	0.2160				0	0	0
	KY-Sur		01/01/2021	0.1020						
☐	LA	☐	01/01/2021	0.2000				0	0	0
☐	MA	☐	01/01/2021	0.2400				0	0	0
☐	MD	☐	01/01/2021	0.3705				0	0	0
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☐	MN	☐	01/01/2021	0.2850				0	0	0
☐	MS	☐	01/01/2021	0.1800				0	0	0
☐	MT	☐	01/01/2021	0.2945				0	0	0

☐	NC	☐	01/01/2021	0.3610				0	0	0
☐	ND	☐	01/01/2021	0.2300				0	0	0
☐	NE	☐	01/01/2021	0.2870				0	0	0
☐	NH	☐	01/01/2021	0.2220				0	0	0
☐	NJ	☐	01/01/2021	0.5770				0	0	0
☐	NM	☐	01/01/2021	0.2100				0	0	0
☐	NV	☐	01/01/2021	0.2700				0	0	0
☐	NY	☐	01/01/2021	0.3815				0	0	0
☐	OH	☐	01/01/2021	0.4700				0	0	0
☐	OK	☐	01/01/2021	0.1900				0	0	0
☐	OR	☐	01/01/2021	0.0000				0	0	0
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☐	RI	☐	01/01/2021	0.3400				0	0	0
☐	SC	☐	01/01/2021	0.2400				0	0	0
☐	SD	☐	01/01/2021	0.2800				0	0	0
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☐	UT	☐	01/01/2021	0.3140				0	0	0
☐	VA	☐	01/01/2021	0.2020				0	0	0
	VA-Sur		01/01/2021	0.1370						
☐	VT	☐	01/01/2021	0.3100				0	0	0
☐	WA	☐	01/01/2021	0.4940				0	0	0
☐	WI	☐	01/01/2021	0.3290				0	0	0
☐	WV	☐	01/01/2021	0.3570				0	0	0
☐	WY	☐	01/01/2021	0.2400				0	0	0
☐	AB	☐	01/01/2021	0.3834				0	0	0

☐	BC	☐	01/01/2021	0.7440				0	0	0
☐	MB	☐	01/01/2021	0.4128				0	0	0
☐	NB	☐	01/01/2021	0.6930				0	0	0
☐	NL	☐	01/01/2021	0.7239				0	0	0
☐	NS	☐	01/01/2021	0.4541				0	0	0
☐	ON	☐	01/01/2021	0.4217				0	0	0
☐	PE	☐	01/01/2021	0.6546				0	0	0
☐	QC	☐	01/01/2021	0.5957				0	0	0
☐	SK	☐	01/01/2021	0.4423				0	0	0

Remove   **Remove All**

Miles in Non–IFTA Jurisdictions ❓

0

Fuel for Non-IFTA Jurisdictions ❓

0

Return Details

Current Return "Schedule A"

Total Miles (I)

Total Tax Paid Gallons (II)

MPG

0.0

Calculate

Total

Total Column D

Total Column G

Previous Return

Total Miles (I)

Total Tax Paid Gallons (II)

MPG

+ Comments

Proceed   **Save/Quit**   **Cancel**   **Refresh**   ❓

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.

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
☐	MO	☐	01/01/2021	0.1700	0	0	0	0	0	0
☐	AL	☐	01/01/2021	0.2700	0	0	0	0	0	0
☐	AR	☐	01/01/2021	0.2850	0	0	0	0	0	0
☐	AZ	☐	01/01/2021	0.2600	0	0	0	0	0	0
☐	CA	☐	01/01/2021	0.7950	0	0	0	0	0	0
☐	CO	☐	01/01/2021	0.2050	0	0	0	0	0	0
☐	CT	☐	01/01/2021	0.4460	0	0	0	0	0	0
☐	DE	☐	01/01/2021	0.2200	0	0	0	0	0	0
☐	FL	☐	01/01/2021	0.3557	0	0	0	0	0	0
☐	GA	☐	01/01/2021	0.3220	0	0	0	0	0	0
☐	IA	☐	01/01/2021	0.3250	0	0	0	0	0	0
☐	ID	☐	01/01/2021	0.3200	0	0	0	0	0	0
☐	IL	☐	01/01/2021	0.5810	0	0	0	0	0	0
☐	IN	☐	01/01/2021	0.5100	0	0	0	0	0	0
☐	KS	☐	01/01/2021	0.2600	0	0	0	0	0	0
☐	KY	☐	01/01/2021	0.2160	0	0	0	0	0	0
	KY-Sur		01/01/2021	0.1020						
☐	LA	☐	01/01/2021	0.2000	0	0	0	0	0	0
☐	MA	☐	01/01/2021	0.2400	0	0	0	0	0	0
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☐	MI	☐	01/01/2021	0.4070	0	0	0	0	0	0
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☐	MS	☐	01/01/2021	0.1800	0	0	0	0	0	0
☐	MT	☐	01/01/2021	0.2945	0	0	0	0	0	0

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

☐	BC	☐	01/01/2021	0.7440	0	0	0	0	0	0
☐	MB	☐	01/01/2021	0.4128	0	0	0	0	0	0
☐	NB	☐	01/01/2021	0.6930	0	0	0	0	0	0
☐	NL	☐	01/01/2021	0.7239	0	0	0	0	0	0
☐	NS	☐	01/01/2021	0.4541	0	0	0	0	0	0
☐	ON	☐	01/01/2021	0.4217	0	0	0	0	0	0
☐	PE	☐	01/01/2021	0.6546	0	0	0	0	0	0
☐	QC	☐	01/01/2021	0.5957	0	0	0	0	0	0
☐	SK	☐	01/01/2021	0.4423	0	0	0	0	0	0

Remove   Remove All

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)
Total Tax Paid Gallons (II)	Total Column G	Total Tax Paid Gallons (II)
MPG		MPG
0.0		

Calculate

+ Comments

Proceed   Save/Quit   Cancel   Refresh   ?

- 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
  - o 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.

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
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☐	AR	☐	01/01/2021	0.2850	0	0	0	0	0	0
☐	AZ	☐	01/01/2021	0.2600	0	0	0	0	0	0
☐	CA	☐	01/01/2021	0.7950	0	0	0	0	0	0
☐	CO	☐	01/01/2021	0.2050	0	0	0	0	0	0
☐	CT	☐	01/01/2021	0.4460	0	0	0	0	0	0
☐	DE	☐	01/01/2021	0.2200	0	0	0	0	0	0
☐	FL	☐	01/01/2021	0.3557	0	0	0	0	0	0
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☐	MT	☐	01/01/2021	0.2945	0	0	0	0	0	0
☐	NC	☐	01/01/2021	0.3610	0	0	0	0	0	0
☐	ND	☐	01/01/2021	0.2300	0	0	0	0	0	0
☐	NE	☐	01/01/2021	0.2870	0	0	0	0	0	0
☐	NH	☐	01/01/2021	0.2220	0	0	0	0	0	0
☐	NJ	☐	01/01/2021	0.5770	0	0	0	0	0	0
☐	NM	☐	01/01/2021	0.2100	0	0	0	0	0	0
☐	NV	☐	01/01/2021	0.2700	0	0	0	0	0	0
☐	NY	☐	01/01/2021	0.3815	0	0	0	0	0	0
☐	OH	☐	01/01/2021	0.4700	0	0	0	0	0	0
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☐	OR	☐	01/01/2021	0.0000	0	0	0	0	0	0
☐	PA	☐	01/01/2021	0.7410	0	0	0	0	0	0
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☐	SC	☐	01/01/2021	0.2400	0	0	0	0	0	0
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☐	UT	☐	01/01/2021	0.3140	0	0	0	0	0	0
☐	VA	☐	01/01/2021	0.2020	0	0	0	0	0	0
	VA-Sur		01/01/2021	0.1370						
☐	VT	☐	01/01/2021	0.3100	0	0	0	0	0	0
☐	WA	☐	01/01/2021	0.4940	0	0	0	0	0	0
☐	WI	☐	01/01/2021	0.3290	0	0	0	0	0	0
☐	WV	☐	01/01/2021	0.3570	0	0	0	0	0	0
☐	WY	☐	01/01/2021	0.2400	0	0	0	0	0	0

☐	AB	☐	01/01/2021	0.3834	0	0	0	0	0	0
☐	BC	☐	01/01/2021	0.7440	0	0	0	0	0	0
☐	MB	☐	01/01/2021	0.4128	0	0	0	0	0	0
☐	NB	☐	01/01/2021	0.6930	0	0	0	0	0	0
☐	NL	☐	01/01/2021	0.7239	0	0	0	0	0	0
☐	NS	☐	01/01/2021	0.4541	0	0	0	0	0	0
☐	ON	☐	01/01/2021	0.4217	0	0	0	0	0	0
☐	PE	☐	01/01/2021	0.6546	0	0	0	0	0	0
☐	QC	☐	01/01/2021	0.5957	0	0	0	0	0	0
☐	SK	☐	01/01/2021	0.4423	0	0	0	0	0	0

Remove   Remove All

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)

Total Tax Paid Gallons (II)   Total Column G   Total Tax Paid Gallons (II)

MPG   MPG

0.0

Calculate

+ Comments

Proceed   Save/Quit   Cancel   Refresh   ❓

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

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- All US Jurisdictions
- All Jurisdictions
- Surrounding Jurisdictions
  - The base jurisdiction as well as immediate surrounding jurisdictions
  o 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.
  o 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.
  o The total miles should include the Non IFTA miles.
- Click CALCULATE
  o The MPG will be calculated based on the Total Miles and Gallons entered.

  o 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
  - o The tax return transaction will be completely canceled.
- SAVE/QUIT
  - o The information entered for the tax return is saved.
  - o The user is returned to the IFTA application-level menu.
  - o The tax return can be accessed and resumed through Continue Tax Return/Supplement.
- PROCEED
  - o The total miles and gallons that were entered are compared to the totals calculated for columns D and G and Non-IFTA jurisdictions mileage.
  - o 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.
  - o 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.

1.3.1.1.2.2 Payment Details

Tax Return Payment Details screen
- Provides a summary of the tax return.

- 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 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
  - o The transaction description will include the type of application, MCE Customer ID, return year and quarter, fuel type, and amendment number.
  - o 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
  - o Return to the tax return through Continue Tax Return/supplement and make the necessary changes.
- If the information is correct
  - o 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.
  - o The invoice description will include the type of application, MCE Customer ID, return year and quarter, amendment no and fuel type.
  - o The amount will be equal to the actual payment amount from the Tax Return Details Verification screen.
  - o 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.
  - o 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,
  - o Click PROCEED and the verification screen will display.
  - o Click PAY to complete the payment.

1.3.1.2   Amend Tax Return

IFTA carriers can amend any tax return filed within the last 3 years or 12 quarters. Many of the business rules for original tax returns apply to the amended tax returns. When an amended tax return is being filed, the previous return (usually the original) entry fields will show for reference on the right side of the screen.

Perform the following steps to enter an Amended Tax Return:
- From the IFTA application-level menu, click FILE/AMEND RETURN from the TAX RETURN menu tile.
- On the Tax Return Search screen, the MCE Customer ID is prepopulated and protected.
    o   Select the appropriate Return Year, Return Quarter, and Fuel Type.
- Click PROCEED.
    o   If a return has not been entered, the return will be considered an original tax return.
    o   If the original return has been entered but not paid, a message will display indicating that the return is available through Continue Tax Return/Supplement for updates.
    o   If a return has been entered and paid, the following message will display to verify that the user is attempting to amend a return that was completed.
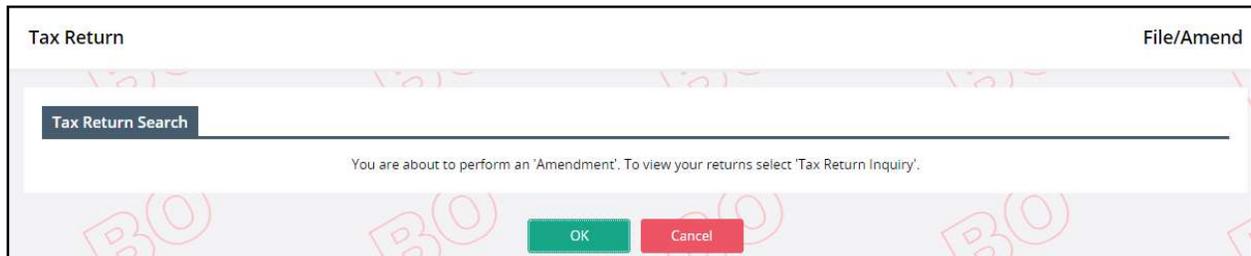
- Click CANCEL, if the return is not considered an amendment.
- Click OK, to continue the transaction as an amended return.
    o   The Tax Return screen will display with the following information:
        ▪ The Amendment No. will be updated to the next amendment number. The original will have amendment number 0. Each amendment following the original is incremented by one.
        ▪ The Amend/Orig. field will default to Amendment.
        ▪ The Miles and Gallons fields will be pre-populated with the previous return's values (normally the original) and also display in previous return columns.

TAX RETURN ⟩ PAYMENT ⟩ MAINMENU ⟩ INQUIRIES Q ˅

Tax Return   **Tax Return Amendment**

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

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

Tax Return Information

Amend./Orig.	Due Date	*Postmark Date	☐ No Operation
Amendment	04/30/2021	10/05/2021	

Jurisdiction Details

Jurisdiction List	Jurisdiction	Total Miles	Total Taxable Miles
--Select--			

Total Paid Gallons

[   ]   Add

Show Map

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
☐	MO	☐	01/01/2021	0.1700	5078	5078	1000	5078	5078	1000
☐	IA	☐	01/01/2021	0.3250	457	457	160	457	457	160
☐	IL	☐	01/01/2021	0.5810	1677	1677	590	1677	1677	590

Remove

Miles in Non–IFTA Jurisdictions ❓	Fuel for Non-IFTA Jurisdictions ❓
0	0

Return Details

Current Return "Schedule A"	Total	Previous Return
Total Miles (I)	Total Column D	Total Miles (I)
		7212
Total Tax Paid Gallons (II)	Total Column G	Total Tax Paid Gallons (II)
		1750
MPG		MPG
0.0		4.12

➕ Comments

Proceed   Save/Quit   Cancel   Refresh   ❓

- Update the Total Miles and Tax Paid Gallons in accordance with the amendment.
- Jurisdictions may be added following the instructions from the original tax return.
- To remove a jurisdiction that was entered on the previous return, enter zero in the total mile, total taxable miles, and tax paid gallons.
- Follow the same steps as for an original return to display the Tax Return Details Verification screen.

TAX RETURN	PAYMENT	MAINMENU	INQUIRIES Q ˅

Tax Return   **Tax Return Amendment**

Tax Return Information

MCE Customer ID 746576374	Legal Name SUCCESS TRUCK LEASING INC	DBA Name SUCCESS NATIONALEASE	Fleet No. 001
USDOT No. 000339745	License Year 2021	Return Year 2021	Return Quarter 1
Fuel Type DIESEL	Amendment No. 1	Amend./Orig. Amendment	License Status D - DELINQUENT
Due Date 04/30/2021	Postmark Date 10/05/2021	No Operation N	

Return Details

Current Return		Total	
Months Late	6	Return Amt	$33.42
Total Miles (I)	8690	Penalty Amt	$0.00
Total Tax Paid Gallons (II)	1900	Additional Interest	$0.00
MPG	4.57	Prev. Return Interest and Penalty	$50.99
		Previous Payments Made/Credit	$-31.64
		Amount Due:	$116.05

Jurisdiction Details

JUR (A)	EFF. DATE (B)	RATE (C)	TOTAL MILES (D)	TOTAL TAXABLE MILES (E)	TAXABLE GALLONS (F)	TAX PAID GALLONS (G)	NET TAXABLE GALLONS (H)	TAX DUE (I)	INTEREST DUE (J)	TOTAL DUE (K)
MO	01/01/2021	0.1700	5590	5590	1223	1250	-27	-4.59	0.00	-4.59
IA	01/01/2021	0.3250	600	600	131	200	-69	-22.42	0.00	-22.42
IL	01/01/2021	0.5810	2500	2500	547	450	97	56.36	4.07	60.43
Total			8690	8690	1901	1900	1	29.35	4.07	33.42

Tax Return Information

Miles in Non–IFTA Jurisdictions 0   Fuel for Non-IFTA Jurisdictions 0

— Comments

COMMENT TEXT	TIMESTAMP	USER ID
Miles updated	10/05/2021 01:00:25 AM	MO1011

Proceed   Back

- The Tax Return verification screen will display the amendments to the return as well as calculate the fees.
- The Return Details section displays the penalty due for the amendment, if applicable, the return amount, previously paid return interest and penalty, additional interest for the amendment, previous payments, and the total net due associated with the amendment.
- The amendment may result in additional fees or a refund to the customer. 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.
- Review the results and continue processing the amended return as you would an original return.

1.3.1.3   Upload Tax Return

The Upload Tax Return option is available for service providers to upload IFTA tax returns in their carriers' stead. The service provider can enter the tax return information including the jurisdictions, total miles, total taxable miles, and tax paid gallons as well as total miles and total non-IFTA miles.

Perform the following steps to upload tax return:

- From the IFTA level menu, click UPLOAD TAX RETURN from the TAX RETURN menu tile
- On the Upload Tax Return screen, enter the following information:
  - Service Provider MCE Customer ID – is prepopulated and protected.
  - Return Year – defaults to the current year.
  - Return Quarter – select the appropriate quarter from the drop-down.
  - Select Appropriate File – Click Browse to select the required file and then click Upload button to upload the chosen file.
- Click PROCEED to navigate to the verification screen.
- Click PROCEED to complete the tax return upload.

1.3.2 Supplement Functions

Access various transactions by selecting the associated option within the Other Supplements menu tile on the IFTA Application main menu screen. IFTA supplements include Additional Decals
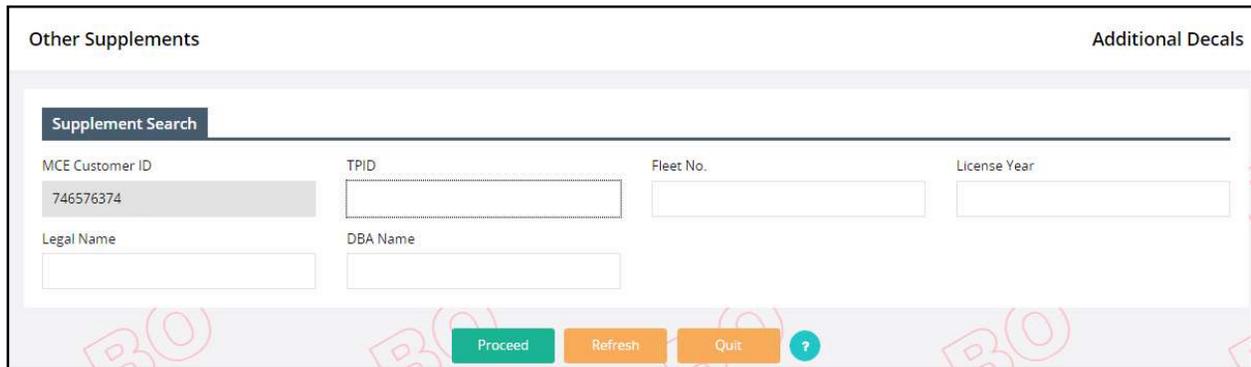
The user will click the desired supplement option. A supplement search screen will appear. The initial supplement search screen is common among all the available supplements with the Supplement Type appearing at the upper right corner of the screen. The common search fields include MCE Customer ID, Legal Name, DBA Name, and License Year.
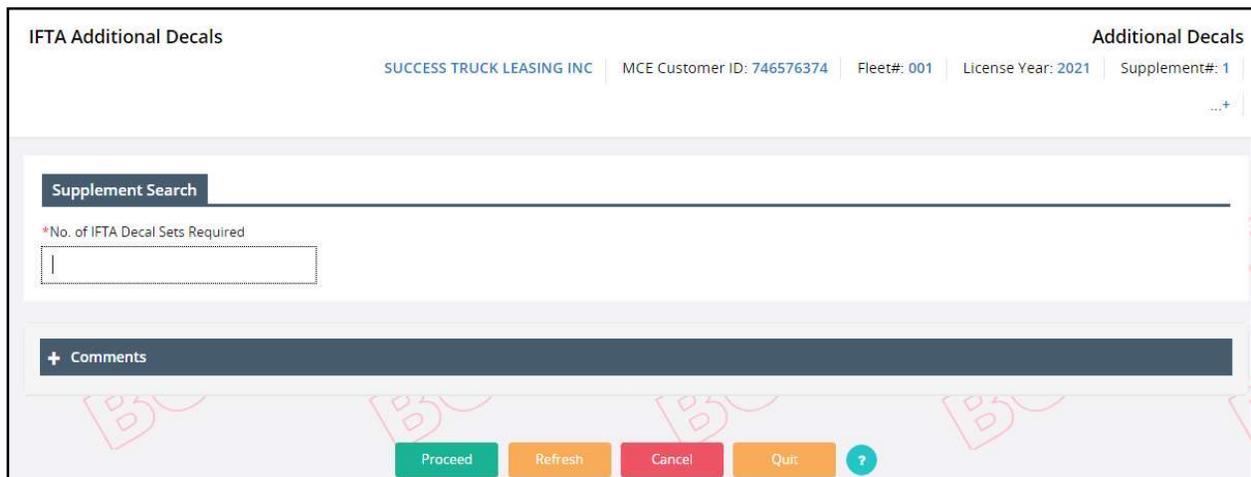
1.3.2.1   Additional Decals

The additional decal supplement allows the user to issue additional decals for the license year. Perform the following steps to issue additional decals:
- From the IFTA level menu, click ADDITIONAL DECALS from OTHER SUPPLEMENTS menu tile.
- The MCE Customer ID is prepopulated and protected.

- o Enter additional search parameters (TPID, Fleet No., License Year, Legal Name, DBA Name) to narrow down the search.
- o NOTE: The IFTA account status must be Active. If the IFTA account is in Cancelled or Removed status, an error message will display refraining the user to perform the supplement. The decal information will be provided to the Clearinghouse.

Other Supplements   **Additional Decals**

Supplement Search

MCE Customer ID	TPID	Fleet No.	License Year
746576374			

Legal Name	DBA Name		

Proceed   Refresh   Quit   ?

- Click Proceed to view the search results. The system will display the results in a grid. Select the preferred record by clicking the Select icon on the left of the MCE Customer ID in the grid. The Additional Decal screen will display.

IFTA Additional Decals   **Additional Decals**

SUCCESS TRUCK LEASING INC | MCE Customer ID: 746576374 | Fleet#: 001 | License Year: 2021 | Supplement#: 1

...+

Supplement Search

*No. of IFTA Decal Sets Required

| |

+ Comments

Proceed   Refresh   Cancel   Quit   ?

- On the Additional Decal screen, enter the No. of IFTA Decal Sets required.
- Enter any comments in the Comment section, if required.
- Click PROCEED to view the verification screen. Click PROCEED from the verification screen and the supplement is automatically submitted to the internal review queue.
- After an authorized user reviews and approves the supplement, the user receives an email notification.
- If the supplement is approved or an action is required, the user must continue the supplement via Search Supplement menu under Continue Tax Return/Supplement menu tile (refer to section 1.3.3).

	MCE CUSTOMER ID	FLEET NO.	SUPPLEMENT NO.	LICENSE YEAR	TRANSACTION TYPE	SUPPLEMENT STATUS
↻	746576374	001	001	2021	ADC - ADDITIONAL DECALS	I - INVOICED

Continue Tax Return/Supplement — Search Supplement

Search Supplement

MCE Customer ID: 746576374
Fleet No.:
License Year:
Supplement No.:

Proceed   Refresh   Quit   ?

Showing 1 to 1 of 1 entries   First Previous 1 Next Last

- The following details on the Billing screen pre-populate and are protected:
    o Billing Details:
        ▪ Supplement Status – defaults to Open once auto-submitted.
        ▪ Invoice Date – defaults to current date.
        ▪ No. of IFTA Decal Sets Required – populated from the value entered on the Additional Decals screen.
    o Fees Details – displays the available Enterprise and IFTA System Credit balance for the carrier account.
    o Comment – Use the plus (+) or minus (-) icon to expand and close this section and add free-form comments in this area. Select the ADD/UPDATE COMMENT button to apply comments to the record. Enter comments as necessary.
    o Click PROCEED to move to the Permit screen.

1.3.2.1.1 IFTA Temporary Permit

- If the user opts for a 30-day temporary permit, the following screen will appear.
  - Check the 30-day Temporary checkbox.
  - Enter the following vehicle information:
    - VIN
    - Make
    - Unit No.
    - Year
    - Click Add
  - Comments – add any comments, if necessary.
- Click PROCEED to navigate to the payment screen.
- If the IFTA Temporary Permit is not required, leave the 30-Day Temporary checkbox unchecked and click PROCEED to navigate to the Payment screen.

- Once the Payment is finished, the system generates a Payment Receipt.

1.3.3 Continue Tax Return/Supplement

The Continue Tax/Supplement function provides users the ability to resume incomplete tax return supplements. The information entered by the user up to the point of leaving the supplement is retained and stored within the system. This helps the user to continue the transaction later.

- Continue Tax Return/Supplement consists of the following options:
  - o Tax Return
  - o Search Supplement
  - o Uploaded Tax Return

Perform the following steps to continue a Tax Return supplement:
- From the MoDOT Carrier Express main screen, select IFTA under the SERVICES header on the left column of the screen.
- From the IFTA Menu, select TAX RETURN from the CONTINUE TAX RETURN/SUPPLEMENT menu tile.
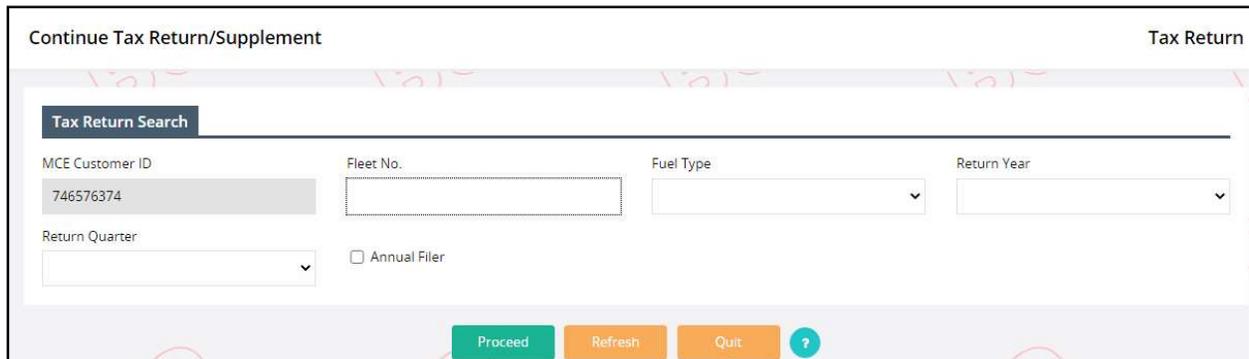
- Enter the search parameters – The MCE Customer ID is prepopulated and disabled. Enter additional parameters and a list of relevant supplements will display in a grid below.
  - o Enter additional search parameters to narrow down the search.
  - o If only one tax return record exits, the system will automatically navigate to the tax return details screen.
  - o If multiple tax return records exist, a list will display, and the user must select the desired tax return record to continue processing.
- Note: A user cannot resume a supplement if the account/license status is Canceled.

1.3.3.1 Uploaded Tax Return

Use this function to resume an incomplete upload tax return transaction. Perform the following steps to resume upload tax return:

- From the IFTA level menu, click UPLOADED TAX RETURN from the CONTINUE TAX RETURN/SUPPLEMENT menu tile.
- On the Uploaded Tax Return screen, enter the following required information:
  - Service Provider MCE Customer ID – is prepopulated and protected.
  - MCE Customer ID – enter the MCE Customer ID of the carrier for whom the Upload Tax Return needs to be resumed.
  - Fleet No.
  - Return Year – select the option from the drop-down.
  - Return Quarter - select the option from the drop-down.
  - Fuel Type - select the option from the drop-down.
  - Annual Filer – check this checkbox to file return for all quarters annually.
- Click PROCEED from the command line to view the search results.
- Select the appropriate record from the grid to continue Upload Tax Return.

1.3.4 Inquiry

MoDOT Carrier Express allows users to inquire about all of the IFTA-related information using a tree structure. Various inquiry options are available in the menu tile at the IFTA application-level menu. Below is a list of available inquiries from the IFTA application-level menu:
- From the Tax Return menu tile:
  - Tax Return Inquiry
- From the License menu tile:
  - License Inquiry
- From the Other Supplements menu tile:
  - Supplement Inquiry

Perform the following steps to generate an inquiry related to a specific account or tax return:
- Enter one search parameter on the search screen at the minimum. NOTE: The MCE Customer ID is auto populated and protected on all inquiry search screens. Users may enter the additionally available search parameters such as USDOT No., Legal Name, DBA Name, etc. to narrow down the search.

- Click PROCEED to view the search results in a grid.
  - o Paging is available on the screen. If more than one page of results is found, the buttons at the bottom right of the list will be enabled and allow the user to navigate by clicking the First, Previous, (Page Number), Next or Last links.

- The results grid contains two icons, i.e., Tree and View on the left of the MCE Customer ID.

  - o Click the Tree icon and an account structure will appear on the left side of the grid displaying all License years along with tax returns filed within the given license years.
    - Each level with a "+" can be expanded or if a "-" is displayed can be collapsed
  - o Click the VIEW icon to view the Tax Return Inquiry screen. The Tax Return Inquiry details will display in a new pop-up window.
    - User can scroll through the screen to view the associated details, then click PRINT to print the details or CLOSE to exit from the screen.
    - After returning to the Tax Return Inquiry search screen, click the QUIT button to return to the IFTA application-level menu.

TAX RETURN INQUIRY   ✖

Tax Return   Tax Return Inquiry

Tax Return Information

MCE Customer ID	Legal Name	DBA Name	Fleet No.	001
746576374	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE		

USDOT No.	000339745	License Year	2021	Return Year	2021	Return Quarter	1

Fuel Type **DIESEL**   Amendment No. **0**   Amend./Orig. **ORIGINAL**   Old MCE Customer ID

Due Date **04/30/2021**   Postmark Date **10/04/2021**   Set Appeal Flag **N**   No Operation **N**

Request Refund **N**   Invoice No. **3161898**   Invoice Date **10/04/2021**   Remitted Date

Reverse Interest **N**   Reverse Penalty **N**   Cancel IFTA License **N**   Cancellation Date

Uncollectable   Uncollectable Remitted Date   Repayment   Repayment Remitted Date

Return Details

Current Return		Total	
Current Tax Return	INVOICED	Return Amt	$-81.64
Months Late	6	(+) Penalty Amt	$50.00
Total Miles (I)	7,212	(+) Additional Interest	$0.00

Print   Close

License Inquiry

License   🖥   License Inquiry

License Search

MCE Customer ID	Fleet No.	License Year	Legal Name
746576374			

DBA Name

Proceed   Refresh   Quit   ?

Tree 📌
- 🗀 MCE Customer ID - 746576374
  - ⊞ 🗀 History
  - ⊟ 🗀 Years
    - ⊟ 🗀 Year-2021
      - ⊟ 🗀 FleetList
        - ⊟ 🗀 License-001
          - ⊞ 🗀 License History
          - Bulk Storage
          - ⊞ 🗀 Supplement
          - ⊞ 🗀 TaxReturn

	MCE CUSTOMER ID	FLEET NO.	LEGAL NAME	DBA NAME	LICENSE YEAR
⊞ 👁	746576374	001	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	2021

Showing 1 to 1 of 1 entries   First Previous 1 Next Last

Supplement Inquiry

SUPPLEMENT INQUIRY ☒

Supplement Details

MCE Customer ID	Legal Name	DBA Name	Fleet No. **001**
746576374	**SUCCESS TRUCK LEASING INC**	**SUCCESS NATIONALEASE**	
USDOT No. **339745**	License Year **2021**	Supplement No. **000**	Supplement Desc. **NEW ACCOUNT**
Supplement Status **C - CLOSED**	Supp. Eff. Date **09/24/2021**	Total Decals **4**	30 Day Temporary **N**
Start Decal No. **60149**	End Decal No. **60152**	Payment Receipt Date	

Temporary Decal Vehicle Information

Effective Date **01/01/2021**	Expiration Date **01/30/2021**

VIN	MAKE	UNIT NO.	YEAR	PERMIT NO.
1FVXA7009ALA12692	FREIGHTLINER - FRHT	R56	2010	2038

Print   Close

1.3.5 Document submission

The MoDOT Carrier Express system allows users to perform a number of supplements for document submission at any point of time during the transaction. Agents at MoDOT will then access these transactions for review, processing, and approval.

The limitations for Web Processing by External users include:

- Access to an account only assigned to them – When processing a transaction, the MCE Customer ID will be auto-populated and protected on all MCE screens.
- The IFTA Account status must be Active.
- If the IFTA Account status is Suspended, the external user is allowed to process payments only.
- Only one supplement can be open at a time – An existing supplement must be closed before an external user can process another supplement.
- External web users cannot perform a supplement in the current year if the renewal for the next year is initiated.
- After the external user has entered all the required IFTA information, the system navigates to the Web Processing – Submit screen.

1.3.5.1 Submit

Perform the following steps to submit a transaction to the internal review queue:

- The Submit screen will auto populate and disable the following required fields:
  - MCE Customer ID
  - Return Year
  - Return Quarter
  - Amendment No.
  - Fuel Type
  - Status will default to Pending and cannot be changed
- Beneath the comment section, click the "SELECT" link for the appropriate supplement to upload the necessary documents for the supplement being submitted.
- Select the appropriate document from the Document Type drop-down.
- Click Browse to select the document to be uploaded and click on Upload.
  - Upload one file at a time
  - Ensure the file size is less than 4 MB
- Repeat the two steps above to upload additional documents.
- The uploaded document and associated details will display in the grid beneath the Documents section.
  - Click the Delete icon next to the uploaded document in the grid to remove a document
- Click PROCEED to submit the transaction to the internal review queue.

External users should ensure a valid email address exists in the IFTA Account in order to receive email notifications advising that the supplement is ready to be paid online and to receive alerts if additional action is required.

Once the documents are submitted to the internal review queue, the internal user will review the submitted documents and approve or reject them based on appropriateness.

When the documents are approved, the external user will be informed via email. External users can, thereafter, access the same supplement via Continue Tax/Supplement functions, as applicable.

If the documents are not approved, the system sends an email notification to the external user indicating that an action is required to resubmit correct documents.

1.3.6 Reprint Functionality

The system provides the ability to reprint the items listed below:
- License
- Tax Return
  - Reprint of a filed tax return for a specific customer, year, and quarter.
- Temporary Decal Permit

1.3.6.1 Reprint License

Perform the following steps to reprint a license:
- From the IFTA application-level menu, click LICENSE from the REPRINT menu tile.
- The MCE Customer ID is prepopulated and protected. Enter additional search parameters to narrow down the search.
- The Electronic Delivery Type defaults to PDF and cannot be changed.
- Click PROCEED to display a list search results in a grid. Select the preferred record by clicking the Select icon from the grid and the license will be printed.

1.3.6.2 Reprint Tax Return

Perform the following steps to reprint a tax return:
- From the IFTA application-level menu, click TAX RETURN from the REPRINT menu tile.
- The MCE Customer ID is prepopulated and protected. Enter additional search parameters to narrow down the search.
- Annual Filer checkbox - checking this checkbox allows to file return for all the quarters at once in the last quarter. The penalties pertinent to previous quarters will be charged in the last quarter.

- o 4th Qtr. Postmark Date – the date entered for this field is considered the Postmark Date for all the previous quarters. This field opens when the user checks the Annual Filer checkbox. The date defaults to current date and cannot be changed.
- The Electronic Delivery Type defaults to PDF and cannot be changed.
- Click PROCEED to display a list search results in a grid. Select the preferred record by clicking the Select icon from the grid and the tax return will be printed.

1.3.6.3 Reprint Temporary Decal Permit

Perform the following steps to reprint a temporary decal permit:
- From the IFTA application-level menu, click TEMPORARY DECAL PERMIT from the REPRINT menu tile.
- The MCE Customer ID is prepopulated and protected. Enter additional search parameters to narrow down the search.
- The Electronic Delivery Type defaults to PDF and cannot be changed
- Click PROCEED to display a list search results in a grid. Select the preferred record by clicking the Select icon from the grid and the temporary decal permit will be printed.

Appendix A – Acronyms

Acronyms	Description
MoDOT	Missouri Department of Transportation
MO	Missouri
IFTA	International Fuel Tax Agreement
MCE	MoDOT Carrier Express
ID	Identification
USDOT	United States Department of Transportation
No.	Number
VIN	Vehicle Identification Number
DBA	Doing Business As
MPG	Miles Per Gallon
PDF	Portable Document Format – a filetype