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Celtic Systems

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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
 - o 1st quarter (Jan. March) are due April 30 of the given year
 - \circ 2nd quarter (April June) are due July 31 of the given year
 - o 3rd quarter (July Sept.) are due Oct. 31 of the given year
 - \circ 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

made, it cannot be cancelled. B IFTAWEBP02 : [] Selecting quit from any poiselect Cancel.	nt during the transaction will save the in	formation until the transaction has been prov	cessed or paid	in full. If you do not wish to s	ave the transactic
ax Return					File/Amer
Tax Return Search				the Transformer	
MCE Customer ID	*Heet No.	*Fuel Type	v	*Return Year	
*Return Quarter 3rd – due Oct 31	 Annual Filer 	4th Qtr Postmark Date		2021	
15	Proceed	Refresh Quit 2		15	

Tax Return SUCCESS TRUCK LEASING INC MCE Custo Amend./Orig. Oue Date *Postmark Date Original 04/30/2021 10/04/2021 Jurisdiction Details Jurisdiction Total Miles -Select- ✓ Initial Custo Total Paid Gallons Add Add	Tax Return Origina
SUCCESS TRUCK LEASING INC MCE Custe Amenda Tax Return Information Amend./Orig. Due Date Original Odd/30/2021 Jurisdiction Details Jurisdiction List Select Total Paid Gallons Add	
Amenda Tax Return Information Amend./Orig. Original Due Date *Postmark Date 04/30/2021 10/04/2021 Jurisdiction Details Jurisdiction ListSelect Total Paid Gallons Add	omer ID: 746576374 Fleet Number#: 001 Return Year: 2021
Tax Return Information Amend./Orig. Original Our Due Date *Postmark Date 04/30/2021 Jurisdiction Details Jurisdiction List Jurisdiction Select Total Paid Gallons Add	ment No.#: 0 Return Quarter#: 1 Fuel Type#: DIESEL+
Tax Return Information Amend./Orig. Due Date *Postmark Date Original 04/30/2021 10/04/2021 10/04/2021 Jurisdiction Details Jurisdiction Total Miles Jurisdiction List Jurisdiction Total Miles Total Paid Gallons Add Add	
Amend./Orig. Due Date *Postmark Date Original 04/30/2021 10/04/2021 E Jurisdiction Details Jurisdiction List Jurisdiction Total Miles Total Paid Gallons Add	
Original 04/30/2021 E Jurisdiction Details Jurisdiction List Jurisdiction Control Miles Select- Total Paid Gallons Add	
Jurisdiction Details Jurisdiction List Jurisdiction Total MilesSelect Total Paid Gallons Add	I No Operation
Select Total Paid Gallons Add	Total Taxable Miles
Total Paid Gallons Add	
Add	
Show Map	

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
0	МО		01/01/2021	0.1700				0	0	0
D	AL		01/01/2021	0.2700				0	0	0
0	AR		01/01/2021	0.2850				0	0	0
0	AZ		01/01/2021	0.2600				0	0	0
	CA		01/01/2021	0.7950				0	0	0
0	со		01/01/2021	0.2050				0	0	0
	ст		01/01/2021	0.4460				0	0	0
0	DE		01/01/2021	0.2200				0	0	0
	FL		01/01/2021	0.3557				0	0	0
0	GA		01/01/2021	0.3220				0	0	0
0	IA		01/01/2021	0.3250				0	0	0
0	ID		01/01/2021	0.3200				0	0	0
0	IL		01/01/2021	0.5810				0	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						
0	LA		01/01/2021	0.2000				0	0	0
	MA		01/01/2021	0.2400				0	0	0
0	MD		01/01/2021	0.3705				0	0	0
0	ME		01/01/2021	0.3120				0	0	0
0	MI		01/01/2021	0.4070				0	0	0
D	MN		01/01/2021	0.2850				0	0	0
	MS		01/01/2021	0.1800				0	0	0
0	MT		01/01/2021	0.2945				0	0	0

	NC	01/01/2021	0.3610		0	0	0
D	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
	ОН	01/01/2021	0.4700		0	0	0
0	ок	01/01/2021	0.1900		0	0	0
	OR	01/01/2021	0.0000		0	0	0
D	PA	01/01/2021	0.7410		0	0	0
	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
	TN	01/01/2021	0.2700		0	0	0
	TX	01/01/2021	0.2000		0	0	0
	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

D	BC		01/01/2021	0.7440			0	0	0
	MB		01/01/2021	0.4128			0	0	0
D	NB		01/01/2021	0.6930			0	0	0
O	NL		01/01/2021	0.7239			0	0	0
	NS		01/01/2021	0.4541			0	0	0
O	ON		01/01/2021	0.4217			0	0	0
	PE		01/01/2021	0.6546			0	0	0
O	QC		01/01/2021	0.5957			0	0	0
	SK		01/01/2021	0.4423			0	0	0
Remo Miles in No 0	ion-IFTA Jurisd	nove All	Fuel ft	or Non-IFTA Jurisdictions (0				
Remo Miles in No 0 Return	ion-IFTA Juriso	nove All	Fuel fo	or Non-IFTA Jurisdictions	0 Dravia	ur Dature.			
Remov Viles in No 0 Return Current F	NVE Rem Non-IFTA Jurisco Details Return "Sche	dictions 🧿	Fuel fo	or Non-IFTA Jurisdictions	Previc Total M	us Return hiles (i)			
Remov Viles in Ni 0 Return Current F Total Miles	NVE Rem Ion-IFTA Jurisd Details Return "Sche Is (I) Paid Gallons (I	dictions 2 dictule A"	Fuel fo 0 Total Total (or Non-IFTA Jurisdictions	Previo Total N Total T	us Return liles (I) ax Paid Gallons (II)	_		
Remov O Return Current F Total Mile:	Details Return "Sche Is (I) Paid Gallons (I	nove All dictions ②	Fuel fr 0 Total Total f	or Non-IFTA Jurisdictions	Previo Total N Total T MPG	us Return liles (I) ax Paid Gallons (II)			
Remov Miles in Nr 0 Return Current F Total Miles Total Tax F MPG 0.0	ove Rem lon-IFTA Jurisd Details Return "Sche Is (I) Paid Gallons (I	nove All dictions ② edule A"	Fuel fr 0 Total Total	or Non-IFTA Jurisdictions	Previo Total M Total T MPG	us Return liles (l) ax Paid Gallons (ll)			
Remov Villes in Nr 0 Return Current F Total Miles Total Miles Otal Tax R VPG 0.0 Calcula	In Details Return "Sche Is (I) Paid Gallons (I Interest of the set	nove All dictions 2 cdule A"	Fuel fi 0 Total Total	or Non-IFTA Jurisdictions	Previo Total N Total T MPG	us Return liles (I) ax Paid Gallons (II)			
Return O Return Current F Total Miles Total Tax F 0.0 Calcula	ive Rem lon-IFTA Jurisd Details Return "Sche is (I) Paid Gallons (I late	nove All dictions ② edule A" II)	Fuel fr 0 Total Total (or Non-IFTA Jurisdictions	Previo Total N Total T MPG	us Return liles (I) ax Paid Gallons (II)			
Remov Miles in Ni 0 Return Current F Total Miles Total Tax S MPG 0.0 Calcula + Com	ve Rem ion-IFTA Jurisd Details Return "Sche is (I) Paid Gailons (I late	nove All dictions ②	Fuel fr 0 Total Total f	or Non-IFTA Jurisdictions	Previo Total N Total T MPG	us Return liles (I) ax Paid Gallons (II)			

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.

	TAX RETURN PAYMEN	T MAINMENU INQUIRIES Q ~	
Tax Return	SUCCESS TRUCK L	EASING INC MCE Customer ID: 7465763 Amendment No.#: 0	Tax Return Original 874 Fleet Number#: 001 Return Year: 2021 Return Quarter#: 1 Fuel Type#: DIESEL +
Tax Return Information	$\sim (\langle \rangle)$	$\sim (\langle \rangle)$	\sim (())
Amend./Orig.	Due Date	*Postmark Date	✓ No Operation
Jurisdiction Details		Total Miles	Toral Tavable Miler
Select	×	Total Wiles	
Total Paid Gallons	Add		
Please make sure you enter all juris	diction where you traveled for the quarte	r.	

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
0	MO		01/01/2021	0.1700	0	0	0	0	0	0
0	AL		01/01/2021	0.2700	0	0	0	0	0	0
0	AR		01/01/2021	0.2850	0	0	0	0	0	0
0	AZ		01/01/2021	0.2600	0	0	0	0	0	0
0	CA		01/01/2021	0.7950	0	0	0	0	0	0
0	со		01/01/2021	0.2050	0	0	0	0	0	0
0	ст		01/01/2021	0.4460	0	0	0	0	0	0
0	DE		01/01/2021	0.2200	0	0	0	0	0	0
0	FL		01/01/2021	0.3557	0	0	0	0	0	0
0	GA		01/01/2021	0.3220	0	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
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
0	KY		01/01/2021	0.2160	0	0	0	0	0	0
	KY-Sur		01/01/2021	0.1020						
0	LA		01/01/2021	0.2000	0	0	0	0	0	0
	MA		01/01/2021	0.2400	0	0	0	0	0	0
	MD		01/01/2021	0.3705	0	0	0	0	0	0
	ME		01/01/2021	0.3120	0	0	0	0	0	0
0	MI		01/01/2021	0.4070	0	0	0	0	0	0
	MN		01/01/2021	0.2850	0	0	0	0	0	0
0	MS		01/01/2021	0.1800	0	0	0	0	0	0
	MT		01/01/2021	0.2945	0	0	0	0	0	0

0	NC	Ő	01/01/2021	0.3610	0	0	0	0	0	0
D	ND		01/01/2021	0.2300	0	0	0	0	0	0
	NE		01/01/2021	0.2870	0	0	0	0	0	0
D	NH		01/01/2021	0.2220	0	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
D	NV		01/01/2021	0.2700	0	0	0	0	0	0
	NY		01/01/2021	0.3815	0	0	0	0	0	0
	ОН		01/01/2021	0.4700	0	0	0	0	0	0
	ОК		01/01/2021	0.1900	0	0	0	0	0	0
	OR		01/01/2021	0.0000	0	0	0	0	0	0
D	PA		01/01/2021	0.7410	0	0	0	0	0	0
D	RI	D.	01/01/2021	0.3400	0	0	0	0	0	0
D	SC		01/01/2021	0.2400	0	0	0	0	0	0
	SD		01/01/2021	0.2800	0	0	0	0	0	0
D	TN		01/01/2021	0.2700	0	0	0	0	0	0
	ТХ		01/01/2021	0.2000	0	0	0	0	0	0
D	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
D	WV		01/01/2021	0.3570	0	0	0	0	0	0
	WY		01/01/2021	0.2400	0	0	0	0	0	0
D	AB		01/01/2021	0.3834	0	0	0	0	0	0

								0	0	0
0	BC		01/01/2021	0.7440	0	0	0	U	U	
	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
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
0	SK		01/01/2021	0.4423	0	0	0	0	0	0
Remo	ve Rer on-IFTA Jurise	nove All	Fuel f	or Non-IFTA J	urisdictions 🔞)				E
Remov Niles in No Return urrent R	ve Rer on-IFTA Juriso Details	nove All dictions 🕜	Fuel f	for Non-IFTA J	urisdictions 🔞	Previ				
Remo files in Nr Return urrent F otal Mile:	ve Rer on-IFTA Juriso Details Return "Sche s (I)	nove All dictions ? edule A"	Fuel f	ior Non-IFTA J	urisdictions 🕤	Previ Total I	bus Return /iiles (I)	_		2
Remo files in No Return urrent R otal Miles otal Tax F	ve Rer on-IFTA Jurisc Details Return "Sche s (I) Paid Gallons (nove All dictions ? edule A"	Fuel f	for Non-IFTA J	urisdictions 🕤	Previo Total 1 Total 1	Dus Return diles (I) ax Pald Gallons (II)			2
Remo files in No Return urrent F otal Miles otal Tax F	ve Rer on-IFTA Jurisc Details Return "Sche s (I) Paid Gallons (nove All dictions ? edule A"	Fuel f	for Non-IFTA J I Column D Column G	urisdictions 3	Previo Total 1 Total 1	Dus Return Jilles (I) 'ax Pald Gallons (II)			
Remov files in No Return urrent F otal Miles otal Tax F 1PG 0.0	ve Rer on-IFTA Jurisc Details Return "Sche s (I) Paid Gallons (nove All dictions ? edule A"	Fuel f	for Non-IFTA J	urisdictions 3	Previo Total 1 Total 1 MPG	Dus Return /iiles (l) 'ax Pald Gallons (ll)			
Remov Niles in Nr Return urrent R otal Miles otal Tax R 1PG 0.0 Calcula	ve Rer on-IFTA Juriso Details Return "Sche s (I) Paid Gallons (dictions 2	Fuel f	for Non-IFTA J	urisdictions 3	Previo Total 1 Total 7 MPG	ous Return Ailes (I) ax Pald Gallons (II)			
Remov files in Nr Return urrent F otal Miles otal Tax F 0tal Tax F 0tal Calcula	ve Rer on-IFTA Juriso Details Return "Sche s (i) Paid Gallons (ate	dictions ?	Fuel f	for Non-IFTA J	urisdictions	Previ Total 1 Total 1 MPG	us Return Miles (I) fax Paid Gallons (II)			
Remov files in Ni Return urrent F otal Miles otal Tax F 1PG 0.0 Calcula + Comm	ve Rer on-IFTA Jurisc Details Return "Sche s (i) Paid Gallons (ate ments	nove All dictions ? edule A" 11)	Fuel f	for Non-IFTA J	urisdictions	Previ Total 1 Total 1 MPG	ous Return Ailes (I)			

- 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 PAYMEN		
Tax Return	SUCCESS TRUCK L	EASING INC MCE Customer ID: 7465763 Amendment No.#: 0	Tax Return Original 874 Fleet Number#: 001 Return Year: 2021 Return Quarter#: 1 Fuel Type#: DIESEL +
Tax Return Information	\sim	$\sim (())$	~!())
Amend./Orig.	Due Date	*Postmark Date	No Operation
Original Post Mark Date	049002221		
Jurisdiction List	Jurisdiction	Total Miles	Total Taxable Miles
Select	•		
Show Map	Add		

Please make sure you enter all jurisdiction where you traveled for the quarter. TOTAL MILES (D) WAIVE INT. 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 01/01/2021 AL 0.2700 01/01/2021 AR 0.2850 AZ 01/01/2021 0.2600 CA 01/01/2021 0.7950 со 01/01/2021 0.2050 СТ 01/01/2021 0.4460 DE 01/01/2021 0.2200 FL 01/01/2021 0.3557 01/01/2021 GA 0.3220 ~ IA 01/01/2021 0.3250 ID 01/01/2021 0.3200 \Box IL 01/01/2021 0.5810 IN 01/01/2021 0.5100 KS 01/01/2021 0.2600 01/01/2021 KY 0.2160 01/01/2021 0.1020 KY-Sur LA 01/01/2021 0.2000 01/01/2021 MA 0.2400 MD 01/01/2021 0.3705 ME 01/01/2021 0.3120 MI 01/01/2021 0.4070 MN 01/01/2021 0.2850 ~ MS 01/01/2021 0.1800

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
ОН		01/01/2021	0.4700	0	0	0	0	0	0
ОК		01/01/2021	0.1900	0	0	0	0	0	0
OR		01/01/2021	0.0000	0	0	0	0	0	0
PA	0	01/01/2021	0.7410	0	0	0	0	0	0
RI	0	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
ТХ		01/01/2021	0.2000	0	0	0	0	0	0
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

_										
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
0	NS		01/01/2021	0.4541	0	0	0	0	0	0
0	ON		01/01/2021	0.4217	0	0	0	0	0	0
0	PE		01/01/2021	0.6546	0	0	0	0	0	0
0	QC		01/01/2021	0.5957	0	0	0	0	0	0
0	SK		01/01/2021	0.4423	0	0	0	0	0	0
Remov	ve Ren on-IFTA Jurisc	nove All dictions 📀	Fuel f	or Non-IFTA J	urisdictions 🝞					
Remov 1iles in No Return	on-IFTA Jurisc	nove All dictions 🕐	Fuel f	ior Non-IFTA J	urisdictions 😧					
Remov files in No Return urrent R otal Miles	ve Rer on-IFTA Juriso Details Return "Sche s (I)	nove All dictions ? :dule A"	Fuel f	ior Non-IFTA J	urisdictions 🕢	Previo	ous Return Ailes (I)			
Remov liles in No Return urrent R otal Miles	on-IFTA Jurisc Details Return "Sche s (I)	dictions ?	Fuel f	'or Non-IFTA J	urisdictions 🕢	Previo Total M	ous Return Ailes (I)			
Remov files in No Return urrent R otal Miles otal Tax F	ve Rer on-IFTA Jurisc Details Return "Sche s (I) Paid Gallons (dictions ?	Fuel f Total	'or Non-IFTA J I Column D Column G	urisdictions 🕢	Previo Total 1 Total 1	Jus Return Ailes (I) ax Paid Gallons (II)			
Remov files in No Return urrent R otal Miles otal Tax F	ve Rer on-IFTA Jurisc Details Return "Sche s (I) Paid Gallons (dictions ?	Fuel f Total Total	'or Non-IFTA J I Column D Column G	urisdictions 🖓	Previe Total 1 Total 1 MPG	ous Return Ailes (I) 'ax Paid Gallons (II)			
Remov files in No Return urrent R otal Miles otal Tax F IPG 0.0	on-IFTA Jurisc Details Return "Sche s (I) Paid Gallons (nove All dictions ② edule A"	Fuel f Total Total	ior Non-IFTA J	urisdictions 😧	Previo Total N Total 1 MPG	Dus Return Ailes (I) 'ax Paid Gallons (II)			
Remov files in No Return Current R otal Miles otal Tax F 1PG 0.0 Calcula	ve Rer on-IFTA Jurise Details Return "Sche s (I) Paid Gallons (nove All dictions ? edule A" 11)	Fuel f	ior Non-IFTA J	urisdictions 😧	Previo Total 1 Total 1 MPG	Dus Return Ailes (I) ax Paid Gallons (II)			
Remov files in No Return Current R otal Miles otal Tax F 1PG 0.0 Calcula	ve Rer on-IFTA Juriso Details Return "Sche s (I) Paid Gallons (nove All dictions ② edule A" II)	Fuel f	ior Non-IFTA J		Previo Total 1 Total 1 MPG	Dus Return Villes (I) ax Paid Gallons (II)			

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
 - \circ $\;$ 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.

ubmit Process					
CE Customer ID	Fleet No.		Legal Name		DBA Name
46576374	001		SUCCESS TRUCK LEASING INC	5	SUCCESS NATIONALEASE
cense Year	Supplement No.		*Return Year		*Return Quarter
			2021		1
Amendment No.	Status		*Fuel Type		
D	PEN - Pending	~	DSL - DIESEL	~	Tax Return
cense Type	Location No.				
IFTA - IFTA	*				

						1/							
	EXEMPTION LETTER	MCE IF CUSTOMER ID	FLEET IT NO.	RETURN	RETURN II QUARTER	FUEL I	T AMENDMEN	t H	SUBMIT DATE	ų	STATUS 1	APPLIC	TION
4		746576374	001	2021	1	DSL	000		10/04/20	021	INP	F	
howing	; 1 to 1 of <mark>1</mark> entri	es								First	t Previous	s 1 Ne	kt Lä
ocume	ent Type		Select approp	oriate file									
BULKS	TO <mark>R - Bu</mark> lk Stora	ge Reconciliatio 🗸	Choose file					Brow	se	🛓 Up	load		
Docur	ments												
Docur Docur	ments MENT TYPE			IJ	FILE NAME					_	lt De	ELETE	
Docur Docur FUELLIS	ments MENT TYPE ST - Fuel Listing			ţ	File NAME	21_1_0_FUEL	LIST.PDF				lt De t	ELETE	
Docur Docun FUELLIS BULKST	ments MENT TYPE ST - Fuel Listing TOR - Bulk Storaj	ze Reconciliation		ţı	FILE NAME 746576374_1_20 746576374_1_20	21_1_0_FUEL 21_1_0_BULK	LIST.PDF 'STOR.PDF					ELETE T	
Docur DOCUN FUELLIS BULKST	ments MENT TYPE ST - Fuel Listing TOR - Bulk Stora; s 1 to 2 of 2 entri	ge Reconciliation		14	FILE NAME 746576374_1_20 746576374_1_20	21_1_0_FUEL 21_1_0_BULK	LIST.PDF ISTOR.PDF			First	t Previous	elete D D S 1 Ne	Kt Li
Docur Docun FUELLIS BULKST	ments MENT TYPE ST - Fuel Listing TOR - Bulk Stora, 1 to 2 of 2 entri	ge Reconciliation	Pr	JF oceed Vi	 FILE NAME 746576374_1_20 746576374_1_20 w List Ref 	21_1_0_FUEL 21_1_0_BULK	LIST.PDF (STOR.PDF	2		First	t Previous	elette ש ש s 1 Ne	ά L

1.3.1.1.2.2 Payment Details

Tax Return Payment Details screen

• Provides a summary of the tax return.

	TAX RETURN PAY			a ~		
 IFTATAX124 : [I] Tax Returns paid online mumade, it cannot be cancelled. IFTAFLT178 : [I] To correct Tax Return, selection 	ust be paid in full. IFTA tax returns no t "Correct Tax Return" button.	t <mark>paid in full by t</mark> i	ne due date will accrue inter	est until the full	payment is made. O	nce the payment has beer
Payment	SUCCESS TRU	CK LEASING IN	C MCE Customer ID: 7	746576374	Fleet Number#: 00	Tax Return Origin
			Amendment No.#	#: 0 Return	Quarter#: 1 Fu	el Type#: DIESEL
Return Details						
License Year	IFTA System Credit	E	nterprise System Credit		Tax Return Statu:	
2021		0.00		0.00	INVOICED	
Invoice No.		C	ancellation Date		*Payment Receip	t Date
3161898	Cancel IFTA License		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	Additional Interest		
-122.24	0.00		
Other Jurisdiction Interest	Payments Made/Credit		
0.00	0.00		
Return Amount	Prev. Return Interest and Penalty		
-81.64	0.00		
Tax Return Balance	Previous Payments Made/Credit		
-31.64	0.00		
	Amount Due		
Set Appeal Flag	-31.64		
	Adjustment Amount		
Payment Details Section			
Electronic Delivery Type		Request Refund	
D - PDF 🗸		🔾 Yes 🔎 No	
+ Payment Details Section Comments			
	Proceed Save/Quit View Invoic	e Correct Tax Return Refresh	0

- 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			IQUIRIES Q 🗸	
Payment						Tax Return Origina
-						
Return Details	Legal	Name		DBA Name SUCC	ESS NATIONAL FASE	Fleet No. 001
	SUCC	ESS TRUCK LEASING INC				
USDOT No. 000339745	Licens	e Year 2021		IFTA System Credit	\$0.00	Enterprise System Credit \$0.00
Return Year 2021	Retur	n Quarter 1		Fuel Type DIESEL		Amendment No. 0
Tax Return Status INVOICED	Licens	se Status D - DELINQUE	INT	Invoice No. 31618	398	Cancel IFTA License N
Cancellation Date	Paym	ent 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 Inte	erest	\$0.00	
Other Jurisdiction Interest	\$0.00		Payments Ma	de/Credit	\$0.00	
Return Amount	\$-81.64		Prev. <mark>R</mark> eturn l	nterest and Penalty	\$0.00	
Tax Return Balance	\$-31.64		Previous Payn	nents <mark>M</mark> ade/Credit	\$0.00	
Set Appeal Flag	Ν		Amount Due		\$-31.64	
			Adjustment A	mount	\$0.00	
Payment Details Section						
Electronic Delivery Type D - PDF				Request Refund	No	
6		Complete Return	Pay Now	Add To Cart	Back	100

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
 - o 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.

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.
 Select the appropriate Return Year, Return Quarter, and Fuel Type.
- Click PROCEED.
 - If a return has not been entered, the return will be considered an original tax return.
 - 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.
 - 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.

Tax Return				File/Amend
101-	10)	101-	101-	Ň
Tax Return Search	V			0
(\bigcirc)	You are about to perform an Ame	ndment . To view your returns select Tax Ret	curn inquiry .	
BO	BU I	OK Cancel	BO	5

- Click CANCEL, if the return is not considered an amendment.
- Click OK, to continue the transaction as an amended return.
 - 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.

ix Ketu	rn			SI	UCCESS TRUCK L	EASING INC MC	E Customer ID: 7 Amendment No.#	746576374 Fle	Tax Re et Number#: 001 arter#: 1 Fuel T	turn Amendn Return Year: 20 ype#: DIESEL
7 0					11				\sim (())	
Amend./C Amendr	rig. nent		Due [04/3	Date 0/2021 [Ť.	*Postmark 10/05/20	< Date		No Operation	
Jurisdie prisdictio	tion Details	5	Jurisd	iction		Total Mile:	5		Total Taxable Miles	
Select-	Gallons		~							
Show N	ap			Add						
lease m	ake sure you	u enter all j WAIVE INT.	UTISDICTION WHEN	e you travele RATE (C)	ed for the quarte TOTAL MILES (D)	TOTAL TAXABLE MILES (E)	TAX PAID GALLONS (G)	PRV. TOTAL MILES	PRV. TOTAL TAXABLE MILES	PRV. TAX PAID GALLONS
0	мо	Ö	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
Remo liles in N 0	ve on-IFTA Jurisc	dictions 😧	Fuel f	or Non-IFTA Ji	urisdictions 🕜					
	Details Return "Sche s (l)	dule A"	Total Total	Column D		Previous Total Mile 7212	Return s (I)	_		
Return urrent l otal Mile			Total	Co <mark>lumn G</mark>		Total Tax F 1750	Paid Gallons (ll)			
Return urrent I otal Mile otal Tax	Paid Gallons (11)								
Return urrent I otal Mile otal Tax IPG 0.0	Paid Gallons (11)				MPG 4.12				

- 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			INQUIRIES	a ~			
ax Ret	urn									Tax Return /	Amendme
Tax Re	eturn Informa	ation									
ACE Cus	tomer ID 746	576374	Lega	Name ESS TRUCK LEASING ING	-	DBA Name SU	JCCESS NAT	IONALEASE	Fleet No.	001	
JSDOT N	No. 000339745	5	Licen	se Year 2021		Return Year 2	021		Return Qu	arter 1	
Fuel Type	e DIESEL		Ame	ndment No. 1		Amend./Orig.	Amendmer	nt	License St	atus D - DELINQU	JENT
Due Date	e 04/30/2021		Postr	nark Date 10/05/2021		No Operation	N				
Retur	n Details										
Current	Return		Tota	1							
Months l	Late		6 Retu	n Amt	\$33.42						
Fotal Mil	es (I)		8690 Pena	ity Amt	\$0.00						
otal Tax Gallons (Paid		1900 Addit	ional Interest	\$0.00						
MPG			Prev. 4.57 and F	Return Interest Penalty	\$50.99						
			Previ Made	ous Payments e/Credit	\$-31.64						
			Amo	unt Due:	\$116.05						
Jurisd	iction Details	11									
JUR (A)	EFF. DATE (B)	RATE (C)	TOTAL MILES (D)	TOTAL TAXABLE MILES (E)	TAXABLE GALLONS (F)	TAX GALLON	PAID IS (G)	NET TAXABLE GALLONS (H)	TAX DUE (I)	INTEREST DUE (J)	TOTAL DL
мо	01/01/2021	0.1700	5590	5590 <mark>-</mark>	1223	1	1250	-27	-4.59	0.00	-4.5
IA	01/01/2021	0.3250	600	600	131		200	-69	-22.42	0.00	-22.4
ÎL.	01/01/2021	0.5810	2500	2500	547		450	97	56.36	4.07	60.4
Total			8690	8690	1901		1900	1	29.35	4.07	33.4
Tax Re	eturn Informa	ation									
Ailes in I	Non-IFTA Jurisd	ictions 0	Fuel	or Non-IFTA Jurisdiction	5 0						
— Con	nments										
сомм	ENT TEXT			TIMESTAMP					US	SER ID	
Miles u	ndated			10/05/2021.0	1-00-25 AM				M	01011	
				.0/05/2021 0					IV		

- 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:
 - $\circ~$ 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.

Tax Return					Upload Tax Return
Upload Tax Return					
*Service Provider MCE Customer ID	*Return Year		*Return Quarter		
656335656	2021	~	3rd – due Oct 31	~	
Select appropriate file					
Choose file		Browse	ᆂ Upload		
		Proceed	n Quit		

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.

- Enter additional search parameters (TPID, Fleet No., License Year, Legal Name, DBA Name) to narrow down the search.
- 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			Additio	onal Deca
Supplement Search				
MCE Customer ID	TPID	Fleet No.	License Year	
746576374				
Legal Name	DBA Name			
$\bigcirc (0)$	Proceed	Pafrach Quit 0		

• 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	SUCCESS TRUCK LEASING INC	MCE Customer ID: 746576374	Fleet#: 001	A License Year: 2021	dditional Decals Supplement#: 1 +
Supplement Search *No. of IFTA Decal Sets Required					
+ Comments	Proceed Refresh	Cancel Quit	0	B	

- 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).

ontinue ⁻	Tax Return/Supplem	ent				Search Supplemer
Λ."	a^{-}	15		(5)-	101	
Search S	upplement	Fleet No.		License Year	Supplemer	nt No.
746576374	4	1				
		10	Proceed Ref	resh Quit	9	
	MCE CUSTOMER ID	FLEET NO.	IT SUPPLEMENT NO.	11 LICENSE YEAR	ITRANSACTION TYPE	SUPPLEMENT STATUS
(4)	746576374	001	001	2021	ADC - ADDITIONAL DECALS	I - INVOICED
Showing 1 to	o 1 of 1 entries				First	Previous 1 Next Last

- The following details on the Billing screen pre-populate and are protected:
 - 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.
 - Fees Details displays the available Enterprise and IFTA System Credit balance for the carrier account.
 - 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.
 - 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.

	BILLING PERMIT PAYMENT		
IFTAFLT171 : [I] If the IFTA temporary is a	not required, please click Proceed to continue.		
IFTA 30 Day Temporary Permit	SUCCESS TRUCK LEASING INC	MCE Customer ID: 746576374 Fleet#: 001	Additional Decals License Year: 2021 Supplement#: 1*
Supplement Details	1510	(5)~	1510
Effective Date	Expiration Date	No. of IFTA Decal Sets Required	30 Day Temporary
* VIN	* Make	* Unit No. ✓	* Year
Add			
+ Comments	\sim (0)		
(3)	Proceed	Refresh Quit ?	(3)

• 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
 - $\circ \quad \text{Uploaded Tax Return}$

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.

Continue Tax Return/Suppl	ement			Tax Return
101-	101-	101-	(a)	
Tax Return Search				
MCE Customer ID	Fleet No.	Fuel Type	Return Year	
746576374			~	~
Return Quarter	✓ Annual Filer			
	Proceed	Refresh Quit 🥎		

- 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.
 - Enter additional search parameters to narrow down the search.
 - If only one tax return record exits, the system will automatically navigate to the tax return details screen.
 - 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.

ontinue Tax Return/Supplement					Uploaded Tax Ret
Uploaded Tax Return					
Service Provider MCE Customer ID	*MCE Customer	D	*Fleet No.	*Return Year	
656335656	1				
Return Quarter	Fuel Type				
	~		Annual Filer		
		Proceed	Refresh Quit		

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:
 - o 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.
 - 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.

ax Return				-						Tax Retur	n Inquir
				\cap							
Tax Return Search											
MCE Customer ID	Fleet No.			Lega	al Name			DBA Na	me		
746576374											
Status	Return Year			Retu	urn Quarter			Fuel Typ	e		
	~			~			~				~
Return Type	Amendment No.			Invo	pice No.						
	~							Only	with outsi	tanding balance	
Ollesterile											
Uncollectable	📋 Annual Filer										
		Proce	ed	tefresh	Quit	0 6	30				
Tree 🖡 🖻 🗫 MCE Customer ID - 746576374	Total Outs	tanding Due : \$0.0	0								
🖹 💼 History		MCE I	1.	112	17	17	14	18	10	11	
🖻 🍉 Years		CUSTOMER	FLEET NO.	LEGAL	DBA NAME	RETURN ^{OF}	RETURN **	FUEL **	AM NO.	UNCOLLECTABLE	
Elect ist		ID						10000			
🖻 🍉 License-001		745575774	004	SUCCESS TRUCK	SUCCESS	2024	1st – due	DSL -			INVC -
🗄 💼 License History		746576374	001	LEASING	NATIONALEASE	2021	April 30	DIESEL	0		INVOICE
"Bulk Storage											

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

AX RETURN INQUIRY			
ax Return			Tax Return Inquir
Tax Return Information	Ĺ		
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. 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

License Inquiry

License			P			License Inquiry
License Search	Fleet No.		License Year		Legal Name	
746576374		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,]			
DBA Name		Proceed	resh Qu	r 🧿 🖓		
Tree I B MCE Customer ID - 746576374		MCE CUSTOMER ID	FLEET NO.	LEGAL NAME	DBA NAME	II LICENSE YEAR
E Years		746576374	001	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	2021
Year-2021 PeetList Discrete History Bulk Storage Bulk Storage Buscherent Buscherent Buscherent	Showing 1 to 1	of 1 entries			First	Previous 1 Next Last

		N	·
MCE Customer ID	Legal Name	DBA Name	Fleet No. 001
746576374	SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE	
icense Year 2021	USDOT No. 000339745	License Status	Status Effective Date
		D - DELINQUENT	09/27/2021
License Effective Date	Contact Name CONTACT	Electronic Filer N	Email
01/01/2021			
Primary Phone	Alternate Phone	Fax No.	Application Signed Y
736-473-6746			
Audit Flag N	Last Audit Date	Current NSF N	Low/High MPG Verified N
Haul Petroleum Flag N			
Street 77 S JAMES ST	Zip Code 64116	Jur MO - MISSOURI	City KANSAS CITY
County CLAY	Country US	Address Overridden N	

Supplement Inquiry

Other Supplements		P				Supplement Inqu
\frown						
Supplement Search						
MCE Customer ID	Fleet No.	USDOT No.			Supplement No.	
746576374	1					
License Year	Supplement Status					
		~				
	10	101				
	Proce	ed Refresti (Quit 🕜			
Tree						
🖻 🍉 MCE Customer ID - 746576374	MCE CUSTO	MER ID 👪 FLEET NO. 🗍	LICENSE YEAR	SUPP. NO.	L SUPP. TYPE	IT SUPP. STATUS
History	A (@) 746576374	001	2021	000	AAC - NEW ACCOUNT	C - CLOSED
🖮 🖕 Year-2021			A Val			0.0000
😑 🍉 FleetList	Showing 1 to 1 of 1 entries				First Pre	vious 1 Next Last
🖻 🍉 License-001						
🖲 💼 License History						
"Bulk Storage						
Supplement						

SUPPLEMENT INQUIR	¥						×
Supplement Details							
MCE Customer ID	Legal Name		DBA Name		Fleet	No. 001	
746576374	SUCCESS TRUCK LEA	ASING	SUCCESS N	ATIONALEASE			
USDOT No. 339745	License Year 2021		Supplement	No. 000	Supp NEW	element Desc.	
Supplement Status	Supp. Eff. Date		Total Decals	4	30 D	ay Temporary N	
C - CLOSED	09/24/2021						
Start Decal No. 60149	End Decal No. 6015	2	Payment Rec	eipt Date			
Temporary Decal Veh Effective Date 01/01/2021	icle Information Expiration Date 01/30/2021						_
VIN	маке 🏭 🛛	UNIT NO.		YEAR		PERMIT NO.	-11
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:

O GEN1285 : [I] Please select and upload or	e document at a time. The maximum si	ize for the d	ocument to be uploaded must be 4MB.			
Web Processing						Submit
Submit Process						
*MCE Customer ID	Fleet No.		Legal Name		DBA Name	
746576374	001		SUCCESS TRUCK LEASING INC		SUCCESS NATIONALEASE	
License Year	Supplement No.		*Return Year		*Return Quarter	
			2021		1	
*Amendment No.	Status		*Fuel Type			
0	PEN - Pending	~	DSL - DIESEL	~	Tax Return	
License Type	Location No.					
IFTA - IFTA						
+ Comments						
10)	10)		10)		(0)	

	~/						12								
EX LE	XEMPTION ETTER	MCE CUSTOMER ID	IF FLEET IT NO.	RETURN IT YEAR	RETURN QUARTER	ц	FUEL TYPE	.H	AMENDMENT NO.	11	SUBMIT DATE	ų	STATUS ¹¹	APPLIC	ATION
\$		746576374	001	2021	1		DSL		000		10/04/202	.1	INP	F	
howing 1 to	to 1 o <mark>f 1</mark> entrie	5.5										First	Previous	1 Ne	ext La
ocument T	Turpo		Salact approx	ariata filo											
		a Pacanciliatio M	Choose file						:	Brown		.≰.Upl	oad		
Doctoron	N- Duik Storag	e Reconcinació •									1.00				
boeld for	N - Duik Scorag														
Documer	ents			9016									2		
	ents NT TYPE				FILE NAME	E/					tt DELE	TE			
Documen	ents				FILE NAME No data avail	E lable i	n table				t DELE	TE			
Documen Documen	Ints	s			File NAME No data avail	E ilable i	n table				DELE	TE	First Prev	ious Ne	ext La
Documer DOCUMEN	Ents	s			File NAME No data avail	E ilable i	n table				d DELE	TE	First Prev	ious Ne	ext La
Documer DOCUMEN ihowing 0 to	ents NT TYPE	s	Pr	roceed Vi	FILE NAME No data avail	E ilable i Refr	n table		Quit 2		if DELE	TE	First Prev	ious Ne	ext La

- The Submit screen will auto populate and disable the following required fields:
 - MCE Customer ID
 - o Return Year
 - o 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
 - \circ $\,$ 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.

Reprint			Lice
15)	(a)	101-	101-
Search By MCE Customer ID	Fleet No.	License Year	Supplement No.
746576374			
Electronic Delivery Type	· Announcement and a second		
D - PDF	~		
	Proceed	Refresh Quit ?	

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.

- 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.

Reprint				Tax Return
(m)-	101-	1819	101	
MCE Customer ID	Fleet No.	Return Year	Return Quarter	
746576374			~	*
Fuel Type	Amendment No.			
	~	📋 Annual Filer		
Electronic Delivery Type				
D - PDF	~			
BU	Proceed	Refresh Quit ?	B	

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.

Reprint			Temporary Decal Permit
1.50)-	101-	(\circ)	101-
Search By			
MCE Customer ID	Fleet No.	License Year	Supplement No.
746576374			
Unit No.	Electronic Delivery Type		
	D - PDF	~	
	Proceed	Refresh Quit ?	

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