Uploading Tax Returns
Service Provider Procedure

Overview

This process allows service providers to upload a comma delimited text file containing tax return information for one quarter for multiple carriers.

Process

The service provider must create the comma delimited text file using the following requirements:

- File can only be for one quarter and for an original tax return
- File can contain more than one carrier
- File must contain all the required fields listed in the table below

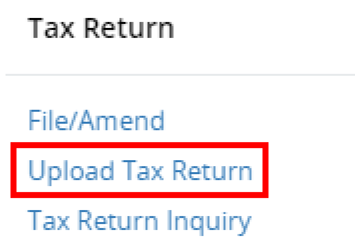
Field Id	Field Name	Field description
1	Return number	This field will provide information about the return number out of N returns.
2	TIN	Tax Identification Number + 2-digit Fleet No.
3	Return Year	Year of the Return
4	Return Quarter	Quarter of the Return
5	Fuel Type	Abbreviation for the Fuel Type
6	Return Type	Only allowed value is ‘ORIG’
7	Total Miles	Total taxable miles for this return quarter.
8	Total Non IFTA Miles	Total non IFTA miles for this return quarter.
9	Total Gallons	Total Gallons consumed for this return quarter
10	Total Non IFTA Gallons	Total non IFTA gallons for this return quarter.
11	Jurisdiction	Two-digit jurisdiction code
12	Rate Code	This is the indicator for multiple rate codes in a quarter and the miles and gallons reported for which fuel rate.
13	Surcharge	This is the surcharge line indicator
14	Jurisdiction Miles	Total miles traveled in this jurisdiction for the quarter
15	Taxable Jurisdiction Miles	Total taxable miles traveled in this jurisdiction for the quarter
16	Jurisdiction Tax Paid Gallons	Tax Paid Gallons reported for this jurisdiction for the quarter

Comma Delimited Text File Example - Notepad

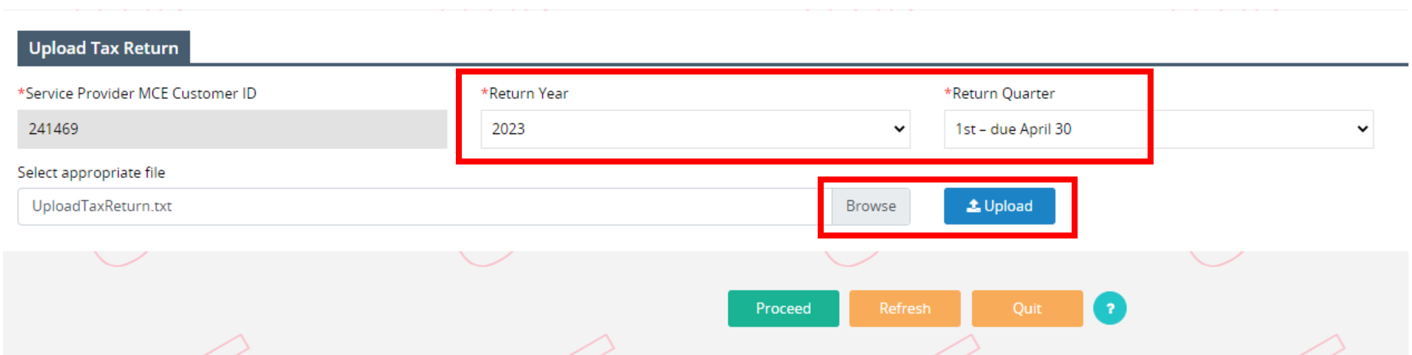
File Edit Format View Help

```
1,33115577702,2023,1,DSL,ORIG,16622,0,3173,0,IL,1,N,7869,7869,1927
1,33115577702,2023,1,DSL,ORIG,16622,0,3173,0,MO,1,N,8753,8753,1246
```

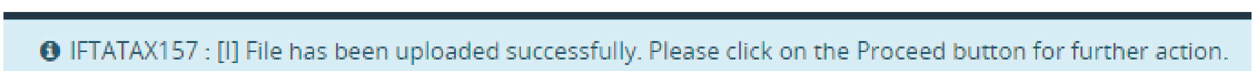
Once the file is created, the service provider will start the upload process. Within Credentialing, go to services – IFTA – tax return – upload tax return.



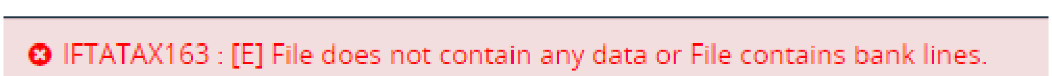
Enter in the return year and quarter and select browse to select the comma delimited text file, from their saved documents, to upload. Once the document is selected, click upload.



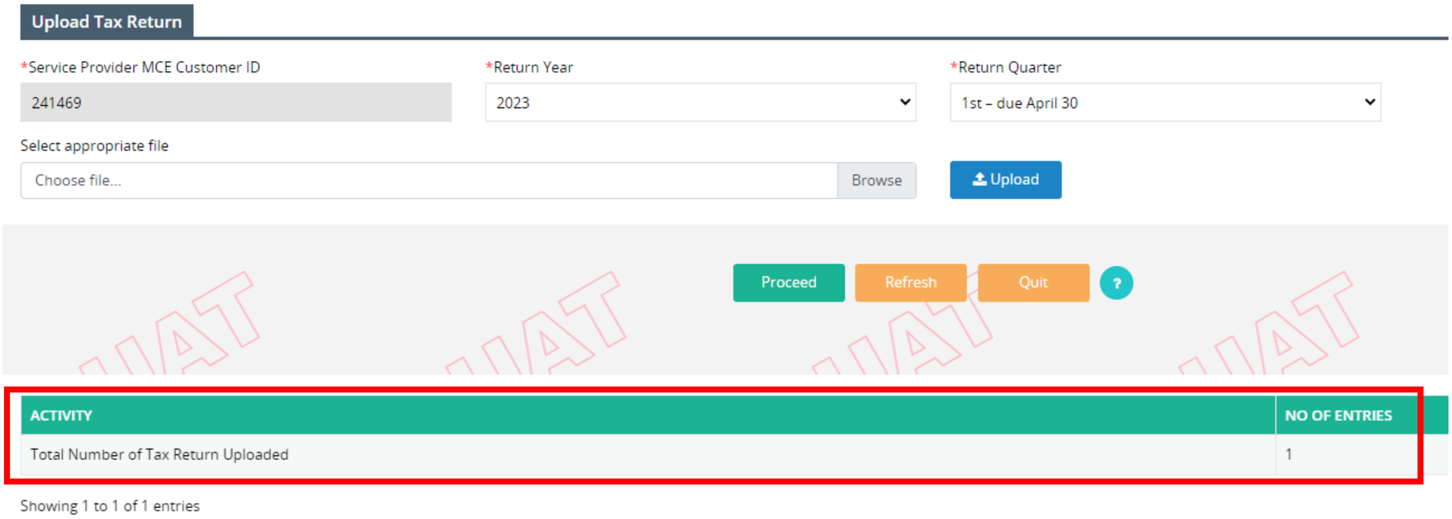
Once the file is uploaded successfully, a successful upload message will be displayed. Select proceed.



If there are any errors in the document, an error message will display on the screen. The document will need to be corrected and reuploaded to proceed.

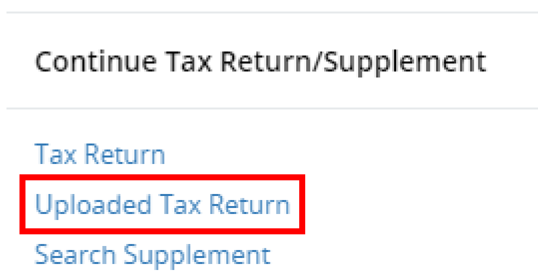


Once upload is successful, the total number of tax returns uploaded will display.



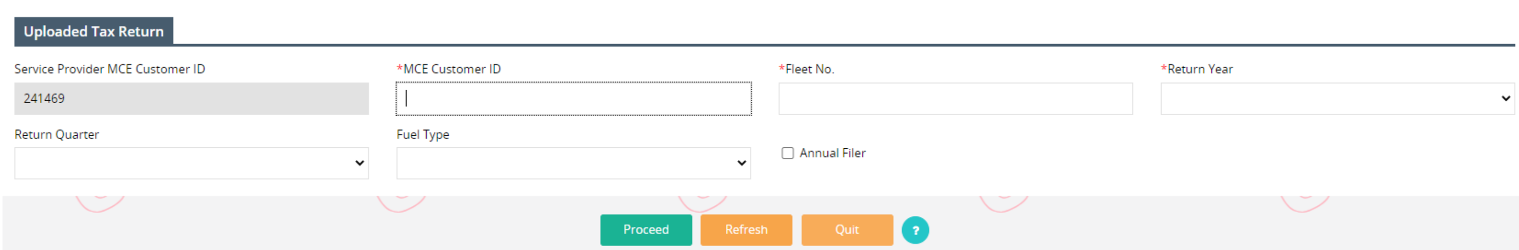
Once this process is complete, select quit to go back to the IFTA menu to continue processing the tax return.

Select upload tax return within the continue tax return/supplement menu tile.



The MCE customer id, fleet number, and return year are required to be inserted in the search fields. Select proceed once fields are entered.

- The user can also select the return quarter, fuel type and/or annual filer to narrow the search.



Select the hand icon for the return that needs continued.

	MCE CUSTOMER ID	FLEET NO.	RETURN YEAR	RETURN QUARTER	AMENDMENT NO.	FUEL TYPE
	241566	002	2023	1	0	DSL - DIESEL

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Within the tax return, the information provided on the comma delimited text file is already populated. Verify the information is uploaded correctly. If there are any errors, corrections can be made at this time.

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 MI
☐	MO	☐	01/01/2023	0.2200	8753	8753	1246	0	0
☐	IL	☐	01/01/2023	0.7570	7869	7869	1927	0	0

Remove Remove All

Miles in Non-IFTA Jurisdictions: 0

Fuel for Non-IFTA Jurisdictions: 0

Once the information is verified, select calculate within the return details.

Return Details

Current Return "Schedule A"

Total Miles (I): 16622

Total Tax Paid Gallons (II): 3173

MPG: 5.24

Calculate

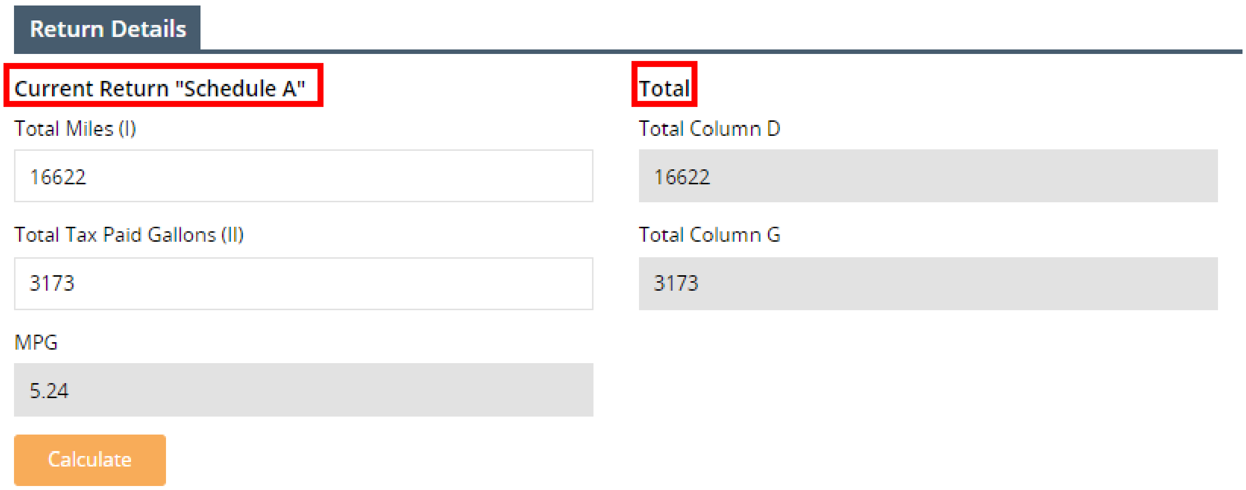
Total

Total Column D

Total Column G

If the current return “schedule a” and total columns match within the return details section, the user may select proceed to go to the verification page.

- If these totals do not match, review their jurisdiction totals and overall totals to determine the discrepancy. These two column totals must match prior to proceeding to the verification page.



If an exception error occurs once proceed is selected, the user will be required to make a comment explaining the information filed.

- The example below is due to rounded miles.

- The user must enter a comment of explanation, select add/update comment, then proceed.

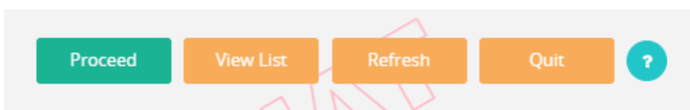
Review the verification page for any errors and will select back to make corrections, if necessary. If everything is correct, select proceed. The web processing submit page will now display.

Here the user will select the following:

- Document type – bulk storage reconciliation, fuel listing, power of attorney, proof of residency or sales listing.
- Browse – this will open a pop-up window for the user to find the required document for upload.
- Upload – this will upload the select document.

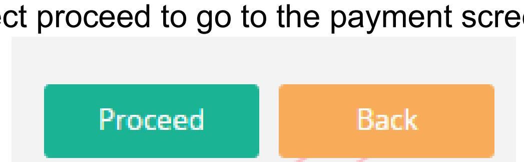
The document will show under the documents section. The file name can be selected to view the document to verify it is the correct one or the trash can icon can be selected if it needs to be deleted.

Once the uploaded document has been verified, select proceed to submit the return for MCS internal review.



At this point, the user will not be able to proceed until the tax return has been approved by MCS.

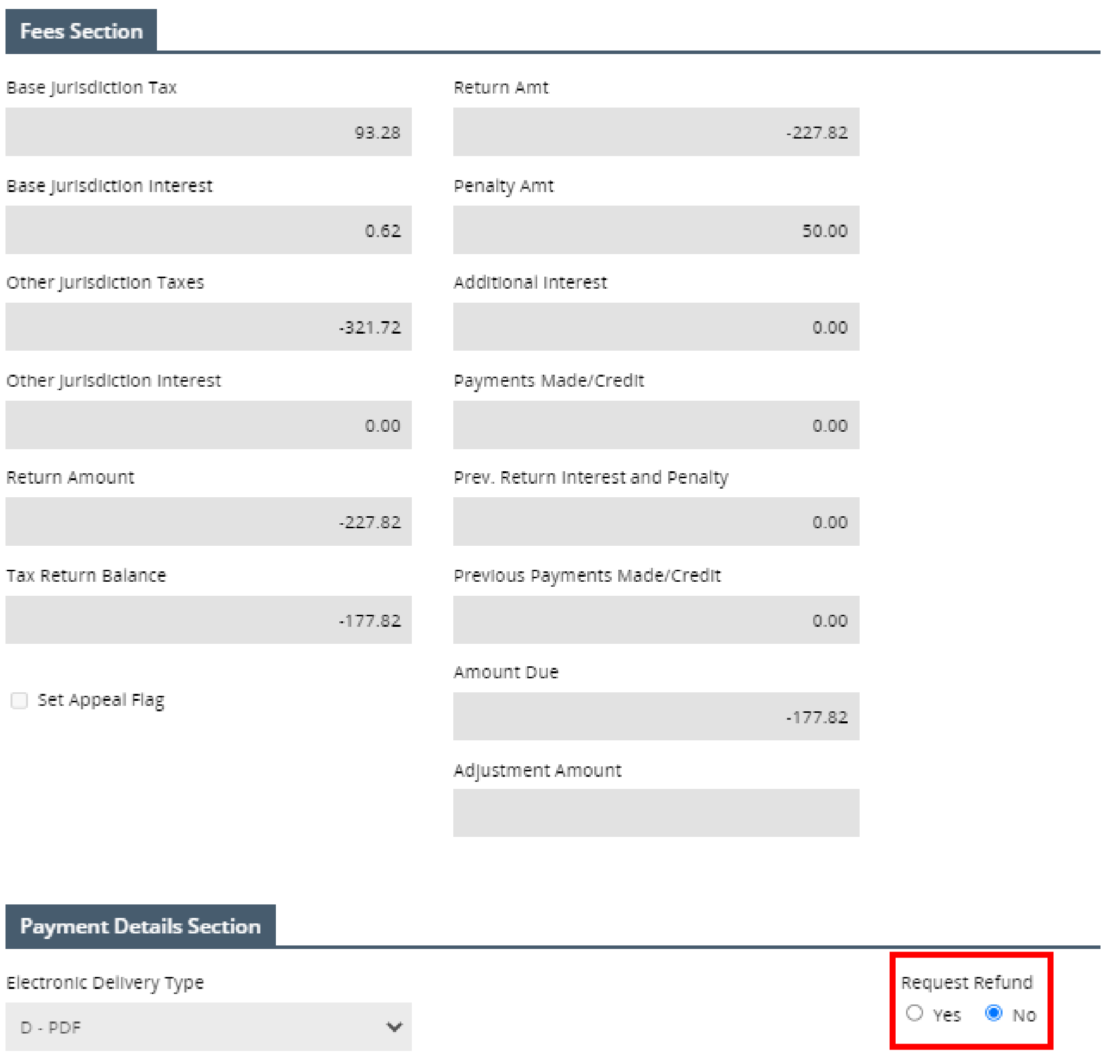
If there were no exceptions on the return, the verification page will display. Review the information for any errors and select back to make corrections, if necessary. If everything is correct, select proceed to go to the payment screen.



The payment screen will provide the return details, fee breakdown and payment details.

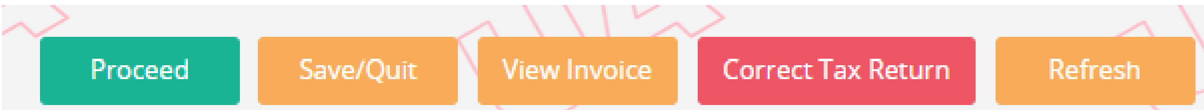
- The user has the ability to request to cancel the IFTA license
  - If the cancel IFTA license box is checked, the cancellation date field will open for the user to designate a cancellation date.
  - This feature is only allowed on final returns filed timely.

- The user can also indicate if they would like a refund if their return has a credit.
  - This button will not actually send the refund request to MCS financial department, it is simply a yes or no indicator. To notify MCS financial department of the refund request, this will be done within the cart payment.



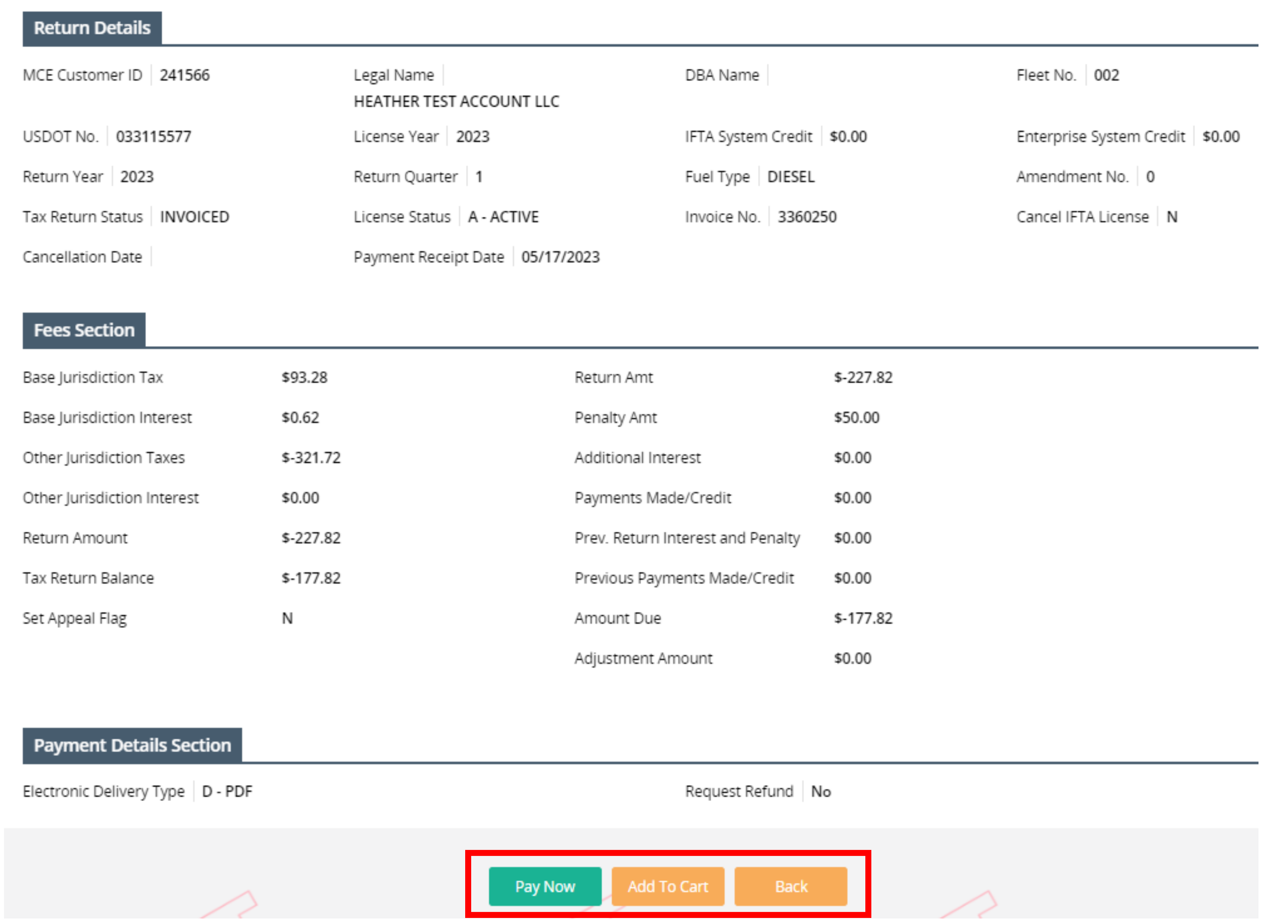
The following options are now available:

- Proceed to go to the verification page.
- Save/Quit to come back later to continue the return.
- View invoice to review the return and invoice details.
- Correct tax return can be selected if the box is red and the user needs to make corrections or recalculate the return.
- Refresh is used to refresh the page back to the original information, prior to the cancellation or refund information being changed.



Once the user selects proceed, they will have the option to review the return information and select one of the following:

- Pay now to go to the cart payment to pay the return or send their request for refund to the MCS financial department.
- Add to cart to pay later or with other transactions.
- Back to make corrections to the previous page(s).



Return Details

MCE Customer ID	241566	Legal Name	HEATHER TEST ACCOUNT LLC	DBA Name		Fleet No.	002
USDOT No.	033115577	License Year	2023	IFTA System Credit	$0.00	Enterprise System Credit	$0.00
Return Year	2023	Return Quarter	1	Fuel Type	DIESEL	Amendment No.	0
Tax Return Status	INVOICED	License Status	A - ACTIVE	Invoice No.	3360250	Cancel IFTA License	N
Cancellation Date		Payment Receipt Date	05/17/2023				

Fees Section

Base Jurisdiction Tax	$93.28	Return Amt	$-227.82
Base Jurisdiction Interest	$0.62	Penalty Amt	$50.00
Other Jurisdiction Taxes	$-321.72	Additional Interest	$0.00
Other Jurisdiction Interest	$0.00	Payments Made/Credit	$0.00
Return Amount	$-227.82	Prev. Return Interest and Penalty	$0.00
Tax Return Balance	$-177.82	Previous Payments Made/Credit	$0.00
Set Appeal Flag	N	Amount Due	$-177.82
		Adjustment Amount	$0.00

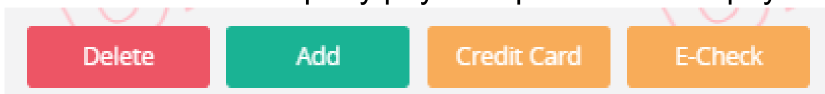
Payment Details Section

Electronic Delivery Type	D - PDF	Request Refund	No

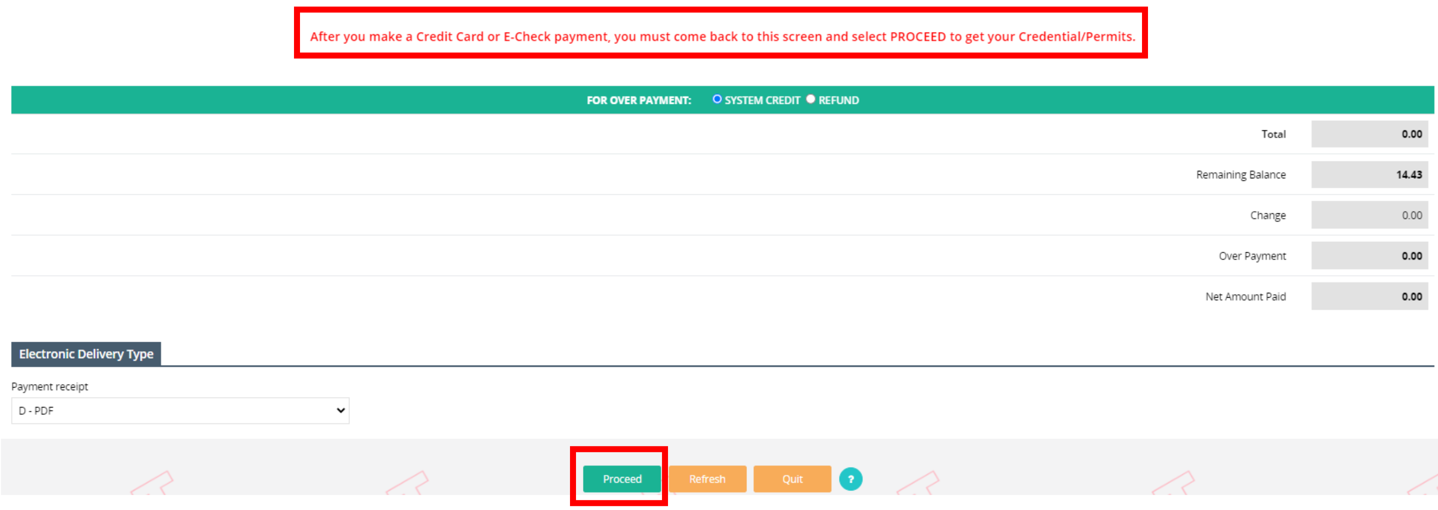
Pay Now | Add To Cart | Back

Once in the cart payment, complete the following:

- If the return is in a calculated status with a balance due, select the credit card or e-check buttons to use our third-party payment portal to make payment.



- Once payment information is entered and completed with the vendor, the user will be brought back to the credentialing solutions system.
    - **User must <u>select proceed</u> to apply payment to their transaction.**



- If the return is in an invoiced status with a credit due to the carrier, the user must indicate if the credit should be applied to system credit or refund, then select proceed.
    - System credit can be selected regardless the credit amount.
    - Refund can only be selected if the amount is $10 or more. This will notify the MCS financial department of the refund request.