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.

• 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.
- 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.