

# Processing an IFTA Quarterly Tax Return

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

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

**Need a User ID? – Send an email – [contactmcs@modot.mo.gov](mailto:contactmcs@modot.mo.gov)**

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

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

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

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

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

## Log into MoDOT Carrier Express System

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

Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

**If you have forgotten your password, Click Here**

Enter **User ID** and **Password**.

Click **Log In**.

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

Welcome to MoDOT Carrier Express

- Visit <https://www.modot.org/modot-carrier-express> to obtain a Customer ID and password.
- Every program in MoDOT Carrier Express now works with any Internet browser.
- MCS accepts eChecks, debit and credit card payments. Convenience fees apply. Visit [www.modot.org/mcs](http://www.modot.org/mcs) for details.
- MoDOT takes seriously its responsibility to keep motor carriers' information private. We can discuss accounts only with those on record as official contacts, appointed by the companies we serve.

MoDOT Motor Carrier Services  
830 MoDOT Drive, PO Box 270  
Jefferson City, MO 65102-0270  
1-866-831-6277  
e-mail: [contactMCS@modot.mo.gov](mailto:contactMCS@modot.mo.gov)


By using the username and password to log in and access the electronic services on this website, I affirm and represent that I am the owner and sole proprietor of, or I am authorized and acting as an agent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as those terms are defined in section 390.020, RSMo 2000), whose account has been assigned this username and password by MoDOT Motor Carrier Services or I am an employee of the state of Missouri.

The **Welcome Carrier** page is displayed.

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

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS CHANGE PASSWORD

**Welcome to the MoDOT Carrier Express!**



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

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

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

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

MoDOT **MoDOT CARRIER EXPRESS** 12/17/2013 8:31:38 AM  
**SYSTEM MODE: SIT** Logout


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

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

**Welcome to the MoDOT Carrier Express!**

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

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



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

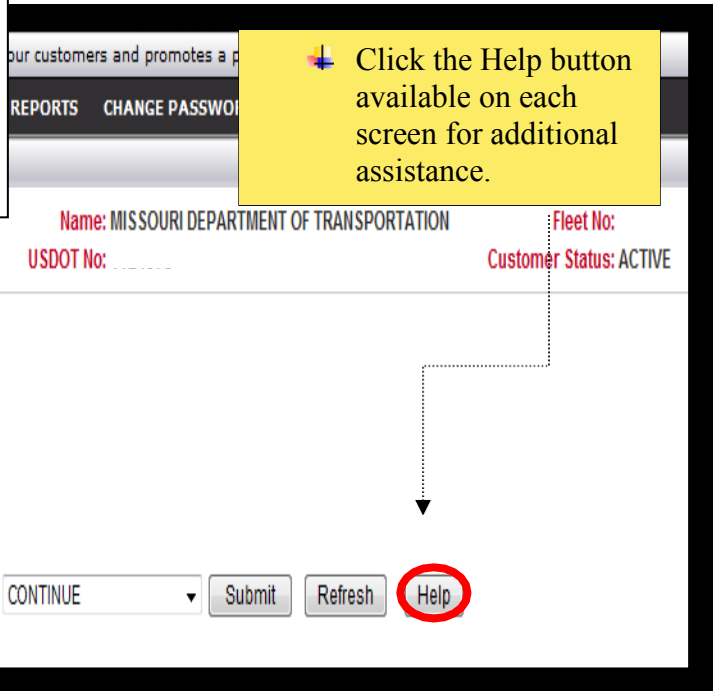
The IFTA Main Menu screen is displayed.

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

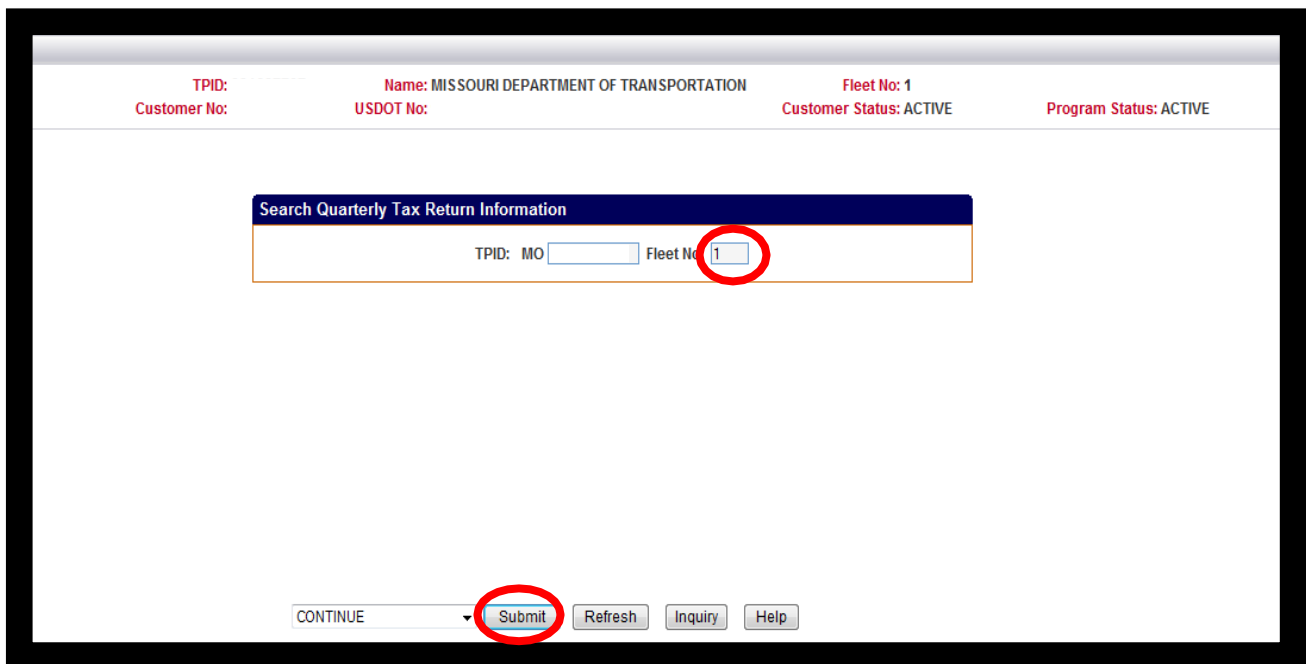
**IMPORTANT NOTE:**

**Supplement Continuance**

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



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



The IFTA Return screen is displayed.

4. Complete the fields on this screen as follows:

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

Click **SUBMIT** twice to confirm.

If this is a quarterly tax return reporting zero miles (a no operation return), **advance to the IFTA Billing Screen instructions Step 10.**

The IFTA Quarterly Tax Return screen is displayed.

5. Complete the fields on this screen as follows:

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

6. Click **File Tax Return**. The information you entered in the popup will populate in the return.

**IFTA Quarterly Tax Return**

TPID: \_\_\_\_\_  
Customer No: \_\_\_\_\_

Name: MISSOURI DEPARTMENT OF TRANSPORTATION  
USDOT No: \_\_\_\_\_

Fleet No: 1  
Customer Status: ACTIVE  
Program Status: ACTIVE

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Total Miles Traveled:   
Reporting Period: 1ST QUARTER  
Override Edits:

Total Gallons Purchased:   
Reporting Year: 2014

Avg Miles Per Gallon: 0.00  
Fuel Type: D - DIESEL

Late Penalties: 0.00  
Outstanding Tax: 0.00  
Outstanding Interest: 0.00  
Total Amount Due: 0.00

JUR	Effective Date	Miles	Taxable Miles	Gallons Consumed	Gallons Purchased	Net Taxable Gallons	Tax Rate	Tax Due	Interest Due	Total
AK	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00000	0.00	0.00	0.00
AL	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.19000	0.00	0.00	0.00
AR	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.22500	0.00	0.00	0.00
AZ	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.26000	0.00	0.00	0.00
CA	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.45300	0.00	0.00	0.00
CO	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.20500	0.00	0.00	0.00
CT	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.54900	0.00	0.00	0.00
DC	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.00000	0.00	0.00	0.00
DE	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.22000	0.00	0.00	0.00
FL	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.33370	0.00	0.00	0.00
GA	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.17900	0.00	0.00	0.00
IA	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.22500	0.00	0.00	0.00
ID	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.25000	0.00	0.00	0.00
IL	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.43400	0.00	0.00	0.00
IN	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.16000	0.00	0.00	0.00
IN	SURCHARGE						0.11000	0.00	0.00	
KS	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.26000	0.00	0.00	0.00
KY	01/01/2014	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0.26400	0.00	0.00	0.00
KY	SURCHARGE						0.12700	0.00	0.00	

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

The IFTA Billing screen is displayed.

**IFTA Billing**

TPID: 831627707  
Customer No: 19747

Name: MISSOURI DEPARTMENT OF TRANSPORTATION  
USDOT No: 1124373

Fleet No: 1  
Customer Status: ACTIVE  
Program Status: ACTIVE

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Reporting Period: 1st Quarter

Reporting Year: 2014

Fuel Type: D - Diesel

**Billing Information**

Tax Fee: 0.00

MO Interest Fee: 0.00

Penalty Fee: 50.00  Waiver Reason:

Outstanding Fee: 0.00

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Total Due: 50.00

Net Amount Due: 50.00

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Supplement Status: O - OPEN      Effective Date: 05/22/2014

Filed Date: 05/22/2014      Received Date: 05/22/2014

Billing Date: 05/22/2014      Payment Due Date: 05/31/2014

Delivery Options: V - Preview

FAX No:

E-mail:

CONTINUE
**Submit**
Quit
Refresh
Inquiry
Help

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

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

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

The screenshot shows a web form titled "Delivery Options:". It includes a dropdown menu currently set to "V - Preview", a "FAX No:" field with three input boxes, and an "E-mail:" field. Below these fields is a row of buttons: "QUARTERLY TAX" (highlighted with a red box), "Submit", "Quit", "Refresh", "Inquiry", and "Help".

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

The screenshot shows the same "Delivery Options:" form. The dropdown menu is now set to "P - Print". The "FAX No:" and "E-mail:" fields are empty. The "CANCEL TRANSACTION" button in the bottom row is highlighted with a red box.

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

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

The screenshot shows the "IFTA Main Menu" interface. At the top, there is a navigation bar with links: HOME, APPLICATIONS, UCR, PAYMENT, CUSTOMER, SEARCH, REPORTS, MY SETTINGS, DATA ADMIN, CHANGE PASSWORD. Below this, the user's information is displayed: TPID: -----, Name: MISSOURI DEPARTMENT OF TRANSPORTATION, Fleet No: 1, Customer No: USDOT No: 1, Customer Status: ACTIVE, Program Status: ACTIVE. On the left, there is a vertical menu with options: New Carrier, New Fleet, Renewal, Supplement, Supplement Continuance, Administrator Functions, Document Collection, Quarterly Tax Return, Bond Holder, Credentials, Audit Tax Return, Reprint, Audit Download. At the bottom, a message box is highlighted with a red box and pointed to by a red arrow. The message reads: "SUPPLEMENT COMPLETED - SELECT PAYMENT TAB FOR PAYMENT". Below the message box are buttons: CONTINUE (dropdown), Submit, Refresh, Inquiry, Help.

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