1.3.3.1 Uploaded Tax Return

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

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

1.3.4 Inquiry

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

- From the Tax Return menu tile:
  - Tax Return Inquiry
- From the License menu tile:
  - License Inquiry
- From the Other Supplements menu tile:
  - Supplement Inquiry

Perform the following steps to generate an inquiry related to a specific account or tax return:

- Enter one search parameter on the search screen at the minimum. NOTE: The MCE Customer ID is auto populated and protected on all inquiry search screens. Users may enter the additionally available search parameters such as USDOT No., Legal Name, DBA Name, etc. to narrow down the search.
• Click PROCEED to view the search results in a grid.
  o Paging is available on the screen. If more than one page of results is found, the buttons at the bottom right of the list will be enabled and allow the user to navigate by clicking the First, Previous, (Page Number), Next or Last links.

  ![Tax Return Search Grid](image)

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