

## MoDOT Carrier Express – IFTA Annual Tax Return

Filing IFTA quarterly tax returns online is easy with the MoDOT Carrier Express System.

[www.modot.org/mce](http://www.modot.org/mce)

IFTA annual filers are carriers that travel less than 5,000 miles during a single calendar year in states other than Missouri. They file their four quarterly IFTA fuel tax returns at one time.

ONLY those carriers notified in writing by MoDOT qualify to file IFTA annually.

Tax returns must be filed and tax paid by January 31<sup>st</sup> each year. Even though you will only file one time during the year, each quarter's mileage and fuel purchases must be reported separately.

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

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

**Carriers that do not travel during a calendar year must file a “No Operation” return.**

### Log into MoDOT Carrier Express System

Need or forgot your ID or password? – Send an e-mail to – [contactmcs@modot.mo.gov](mailto:contactmcs@modot.mo.gov)

Sign in to begin using MoDOT Carrier Express.

User ID:

Password:

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

Welcome to MoDOT Carrier Express

- Don't have a Customer ID and password? Visit [www.modot.org/mcs/MotorCarrierExpress.htm](http://www.modot.org/mcs/MotorCarrierExpress.htm) to send a request.
- **MoDOT Carrier Express works with Internet Explorer 6, 7 and 8.0.** (If using IE 7.0, turn off the built-in pop-up blocker). Other web browsers cannot support MoDOT Carrier Express programming.
- [General Information](#) about system requirements and system instructions on Motor Carrier Services web site.
- If you need to access a transaction you started, but did not finish, see the instructions for Supplement Continuation on the main page of our Web site [www.modot.org/mcs](http://www.modot.org/mcs)
- MCS accepts e-Check, Visa, MasterCard, American Express and Discover. Convenience fees apply. [Click here](#) for more information.
- MoDOT takes seriously its responsibility to keep motor carriers' information private. We can only discuss accounts with those people appointed as official contacts by the companies we serve.

DOT Motor Carrier Services  
10 Creek Trail Drive, PO Box 893  
Jefferson City, MO 65102-0893  
66-831-6277  
Email: [contactMCS@modot.mo.gov](mailto:contactMCS@modot.mo.gov)

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.

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: USDOT Number:

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 Logout

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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

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.

Click the Help button available on each screen for additional assistance.

IFTA Main Menu

Renewal

Supplement

Supplement Continuance

Quarterly Tax Return

TPID: Customer No:

Name: MISSOURI DEPARTMENT OF TRANSPORTATION

USDOT No:

Fleet No:

Customer Status: ACTIVE

CONTINUE Submit Refresh Help

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

TPID: Customer No: Name: MISSOURI DEPARTMENT OF TRANSPORTATION Fleet No: 1 Customer Status: ACTIVE Program Status: ACTIVE

USDOT No:

Search Quarterly Tax Return Information

TPID: MO Fleet No: 1

CONTINUE Submit Refresh Inquiry Help

The IFTA Return screen is displayed.

HOME APPLICATIONS UCR PAYMENT CUSTOMER SEARCH REPORTS MY SETTINGS DATA ADMIN CHANGE PASSWORD

**IFTA Return**

TPID Customer No Name: MISSOURI DEPARTMENT OF TRANSPORTATION Fleet No: 1  
USDOT No Customer Status: ACTIVE Program Status: ACTIVE

**Reporting Period Information**

Reporting Period: [dropdown] Year: 2014 In House: ☐  
No Operation: ☐ Amendment: ☐

**Fuel Types**

Diesel: ☐ Gasoline: ☐ Gasahol: ☐ LPG: ☐ CNG: ☐ Ethanol: ☐  
M-85: ☐ E-85: ☐ Methanol: ☐ LNG: ☐ A-55: ☐

**Return Date Information**

Filed Date: 5/23/2014  
Received Date: 5/23/2014

CONTINUE [dropdown] Submit Quit Refresh Inquiry Help

4. Complete the fields on this screen as follows:

|                           |                                                                                                                        |
|---------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>REPORTIING PERIOD*</b> | Annual filers select <b>4<sup>th</sup> Quarter</b> .                                                                   |
| <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. See Amended instructions on page              |
| <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 an annual tax return reporting zero miles (a **No Operation** return), **advance to the IFTA Billing Screen instructions.**

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>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<br>USDOT No: | Fleet No: 1<br>Customer Status: ACTIVE | Program Status: ACTIVE |
|------------------------------------------|----------------------------|----------------------------|----------------------------------------------------------|----------------------------------------|------------------------|
| Total Miles Traveled: 0                  | Total Gallons Purchased: 0 | Avg Miles Per Gallon: 0.00 |                                                          | Late Penalties: 0.00                   |                        |
| Reporting Period: 1ST QUARTER            | Reporting Year: 2014       | Fuel Type: D - DIESEL      |                                                          | Outstanding Tax: 0.00                  |                        |
| Override Edits: <input type="checkbox"/> |                            |                            |                                                          | 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     |       |               |                  |                   | 0.00                | 0.00000  | 0.00    | 0.00         | 0.00  |
| AL  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.19000  | 0.00    | 0.00         | 0.00  |
| AR  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.22500  | 0.00    | 0.00         | 0.00  |
| AZ  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.26000  | 0.00    | 0.00         | 0.00  |
| CA  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.45300  | 0.00    | 0.00         | 0.00  |
| CO  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.20500  | 0.00    | 0.00         | 0.00  |
| CT  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.54900  | 0.00    | 0.00         | 0.00  |
| DC  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.00000  | 0.00    | 0.00         | 0.00  |
| DE  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.22000  | 0.00    | 0.00         | 0.00  |
| FL  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.33370  | 0.00    | 0.00         | 0.00  |
| GA  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.17900  | 0.00    | 0.00         | 0.00  |
| IA  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.22500  | 0.00    | 0.00         | 0.00  |
| ID  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.25000  | 0.00    | 0.00         | 0.00  |
| IL  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.43400  | 0.00    | 0.00         | 0.00  |
| IN  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.16000  | 0.00    | 0.00         | 0.00  |
| IN  | SURCHARGE      |       |               |                  |                   |                     | 0.11000  | 0.00    | 0.00         |       |
| KS  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.26000  | 0.00    | 0.00         | 0.00  |
| KY  | 01/01/2014     |       |               |                  |                   | 0.00                | 0.26400  | 0.00    | 0.00         | 0.00  |
| KY  | SURCHARGE      |       |               |                  |                   |                     | 0.12700  | 0.00    | 0.00         |       |

7. Click **SUBMIT** to process your **1<sup>st</sup> Quarter**. 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 **2<sup>nd</sup> Quarter**.

**NOTE: The annual filer tax return begins with the 1<sup>st</sup> quarter reporting period. You will enter all fields indicated above for ALL 4 quarters. Each time you hit submit, the screens will guide you through the quarters and provide the total amount due.**

10. Repeat steps 5-9 for the **2<sup>nd</sup> -4<sup>th</sup> Quarters**.
11. Click **SUBMIT** to confirm on the **4<sup>th</sup> Quarter** screen and proceed to the IFTA Billing screen.

Click the **Help** button at the bottom of the tax return for extra assistance.

The IFTA Billing screen is displayed.

12. 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** (will take you back through **all 4 Quarters**) from the drop down menu then click **SUBMIT**.

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

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

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

HOMEAPPLICATIONSUCRPAYMENTCUSTOMERSEARCHREPORTSMY SETTINGSDATA ADMINCHANGE PASSWORD

IFTA Main Menu

TPID:-----Name: MISSOURI DEPARTMENT OF TRANSPORTATIONFleet No: 1Customer No:-----USDOT No:-----Customer Status: ACTIVEProgram Status: ACTIVE

New Carrier

New Fleet

Renewal

Supplement

Supplement Continuance

Administrator Functions

Document Collection

Quarterly Tax Return

Bond Holder

Credentials

Audit Tax Return

Reprint

Audit Download

SUPPLEMENT COMPLETED - SELECT PAYMENT TAB FOR PAYMENT

CONTINUESubmitRefreshInquiryHelp