MoDOT Carrier Express – IFTA Annual Tax Return

Filing IFTA quarterly tax return online is easy with the MoDOT Carrier Express System. www.modot.org/mce

IFTA carriers that travel less than 5,000 miles during a single calendar year in states other than Missouri will file their 4 quarterly IFTA fuel tax returns at one time.

Tax returns must be filed and tax paid by January 31st 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.

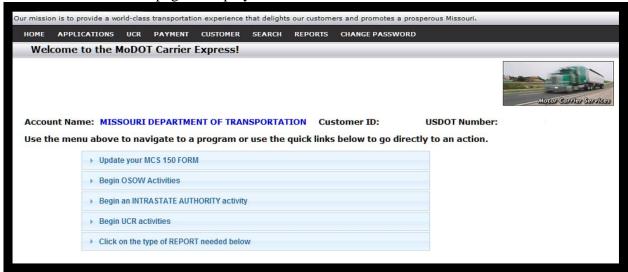
If you do not travel during the year, you must file a "No Operation" return.

Log into MoDOT Carrier Express System

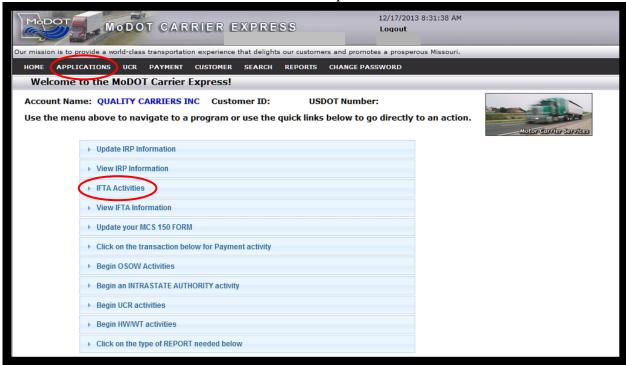
Need or forgot your ID or password? - Send an e-mail to - contactmcs@modot.mo.gov

Sign in to begin using MoDOT Carrier Express. User ID: Password: Log In If you have forgotten your password, Click Here	Pon?t have a Customer ID and password? Visit 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 Continuance on the main page of our Web site www.modot.org/mcs
Enter User ID and Password . Click Log_In .	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.
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.	OOT Motor Carrier Services 10 Creek Trail Drive, PO Box 893 erson City, MO 65102-0893 66-831-6277 nail: contactMCS@modot.mo.gov
and sole proprietor of, or I am authorized and acting as an agent	ctronic services on this website, I affirm and represent that I am the owner ton behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as account has been assigned this username and password by MoDOT Motor Carrier

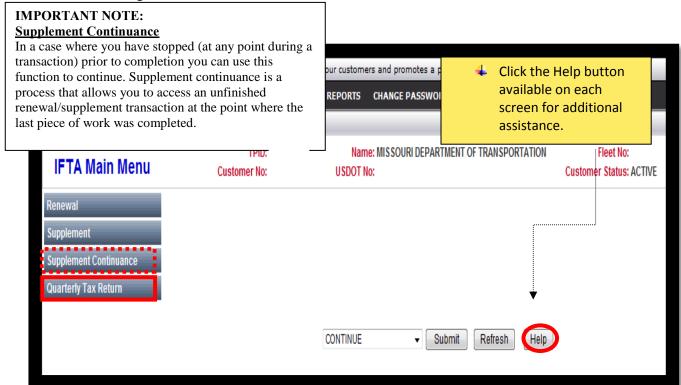
The Welcome Carrier page is displayed.



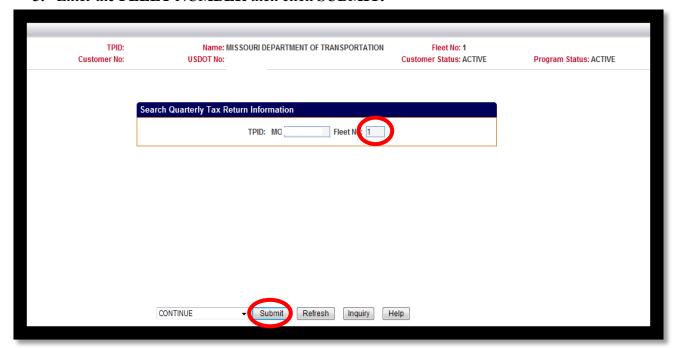
1. Click IFTA from the APPLICATIONS drop down menu OR click IFTA Activities.



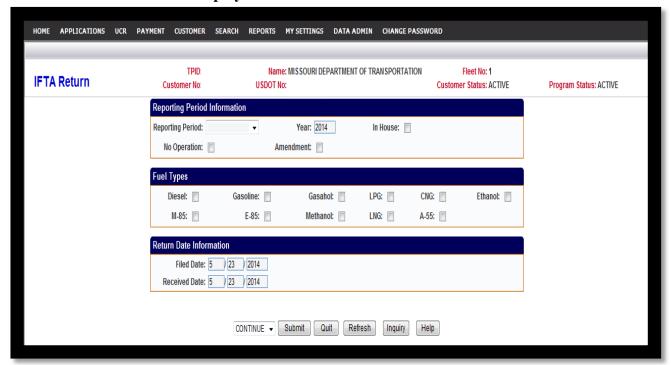
2. Click on QUARTERLY TAX RETURN then click SUBMIT.



3. Enter the FLEET NUMBER then click SUBMIT.



The IFTA Return screen is displayed.



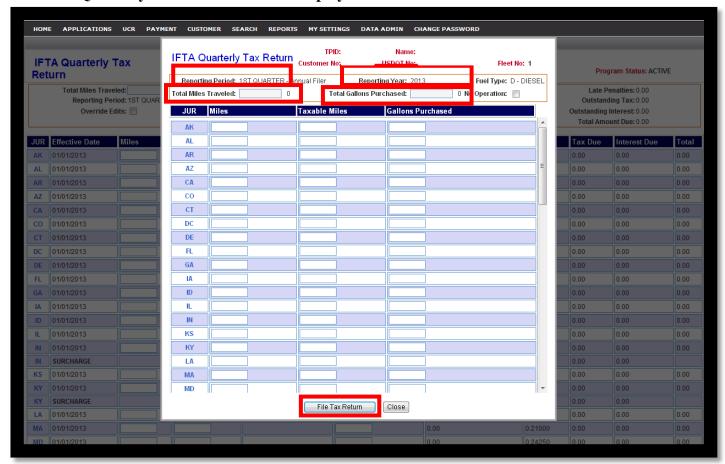
4. Complete the fields on this screen as follows:

REPORTIING PERIOD*	Annual filers select 4 th Quarter.
YEAR*	Enter the registration year of your report. Default is the current year.
AMENDMENT	Check this box if you are amending a previously finalized return. See Amended instructions on page
FUEL TYPES*	Choose <u>one</u> fuel type. If operating multiple fuel types, file each fuel type as a separate quarterly tax return.
NO OPERATION	Check this box if you did not operate during the quarter.
FILED DATE	The system will display the current date
RECEIVED DATE	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.**

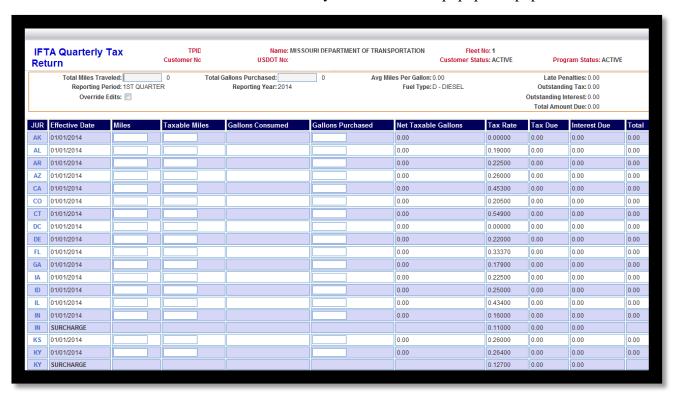
The IFTA Quarterly Tax Return screen is displayed.



5. Complete the fields on this screen as follows:

TOTAL MILES TRAVELED	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.
TOTAL GALLONS PURCHASED	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.
MILES	Enter the total miles traveled in <u>each</u> jurisdiction for this fuel type.
TAXABLE MILES	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. Note: Total Taxable Miles cannot be greater than Miles. Fuel trip permit miles <u>are not</u> included in taxable miles. Missouri off-highway miles must be included in your taxable miles.
GALLONS PURCHASED	Enter the total gallons of fuel purchased in <u>each jurisdiction</u> for this fuel type.

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



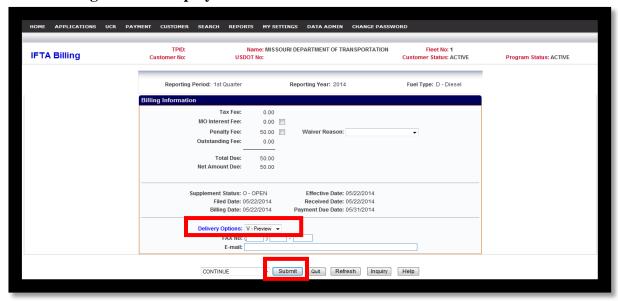
- 7. Click **SUBMIT** to process your **1**st **Quarter**. Please note: if an error message appears at the bottom of this screen, click on HELP for further instruction.
- **8.** If there is no message or the error is resolved, the tax return computes.
- 9. Click SUBMIT again to confirm and proceed to the 2nd Quarter.

NOTE: The annual filer tax return begins with the 1st 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 **2nd -4th Quarters**.
- 11. Click **SUBMIT** to confirm on the **4**th **Quarter** screen and proceed to the IFTA Billing screen.

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

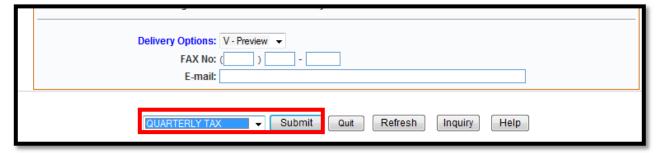
The IFTA Billing screen is displayed.



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

FAX	X	Select and enter your FAX number to receiving the billing and invoice	
EM	AIL	Select and enter an e-mail address to receive billing and invoice over the Internet	
PRI	EVIEW	Select to send the billing and invoice to the REPORT LIST (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.

Delivery Options: P - Print FAX No: () - E-mail:	
CANCEL TRANSACTION ▼ Submit Quit Refresh Inquiry Help	

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

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

