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

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 <u>must be filed and paid</u> by the due dates below or penalty and interest will be assessed.

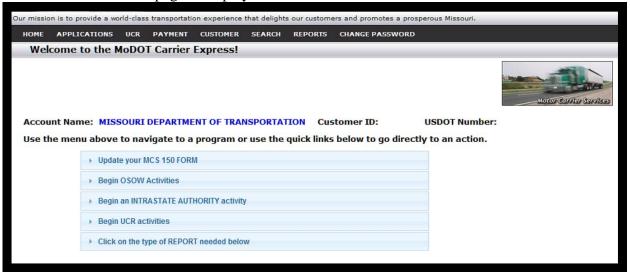
Quarter	Reporting Period	Due Date
1st	January – March	April 30
2nd	April – June	July 31
3rd	July – September	October 31
4th	October - December	January 31

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

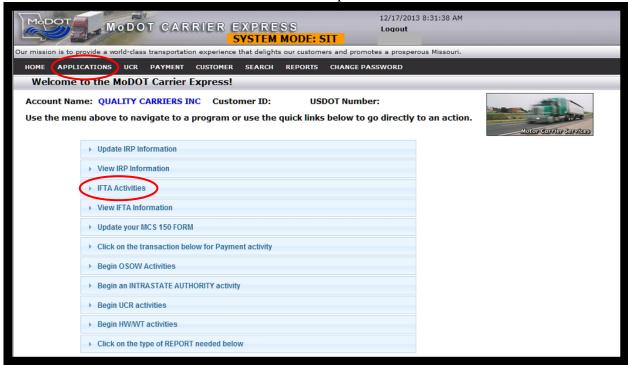
Log into MoDOT Carrier Express System

Sign in to begin using MoDOT Carrier Express. User ID: Password: Log In	Welcome to MoDOT Carrier Express Don?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
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.	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 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. MoDOT Motor Carrier Services 1320 Creek Trail Drive, PO Box 893 Jefferson City, MO 65102-0893 1-866-831-6277 e-mail: contactMCS@modot.mo.gov
and sole proprietor of, or I am authorized and acting as an a	e electronic services on this website, I affirm and represent that I am the owner gent on behalf of, the for-hire motor carrier, or private carrier by motor vehicle (as ose account has been assigned this username and password by MoDOT Motor Carrier

The Welcome Carrier page is displayed.

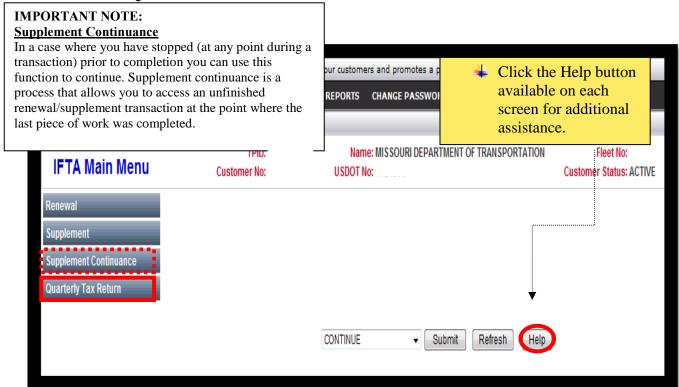


1. Click IFTA from the APPLICATIONS drop down menu OR click IFTA Activities.

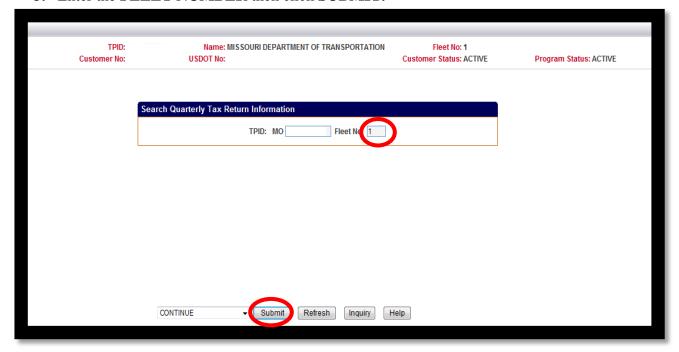


The IFTA Main Menu screen is displayed.

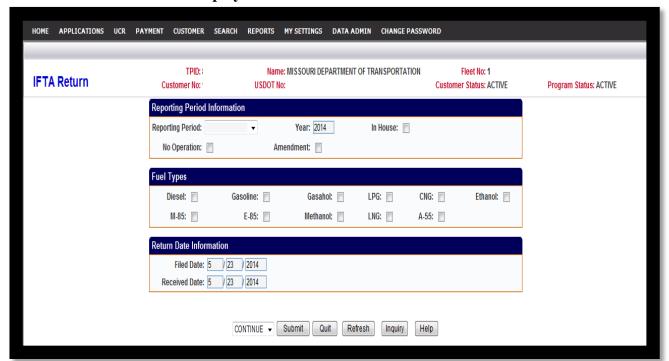
2. Click on QUARTERLY TAX RETURN then click SUBMIT.



3. Enter the FLEET NUMBER then click SUBMIT.



The IFTA Return screen is displayed.



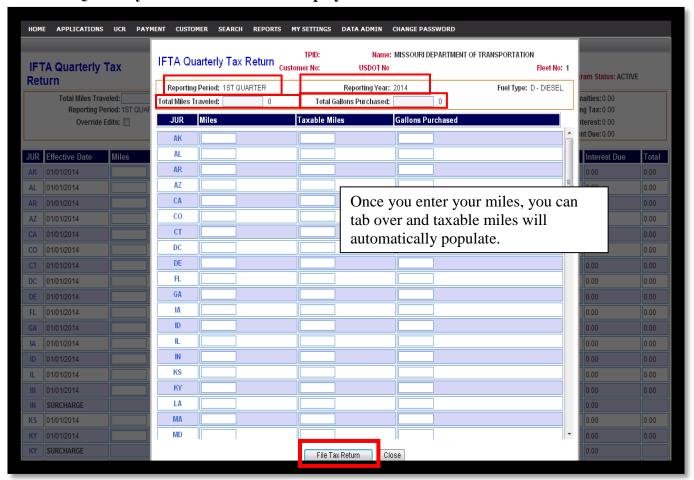
4. Complete the fields on this screen as follows:

REPORTIING PERIOD*	Click the drop down arrow and select the quarter you wish to report.	
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.	
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 a quarterly tax return reporting zero miles (a no operation return), advance to the IFTA Billing Screen instructions Step 10.

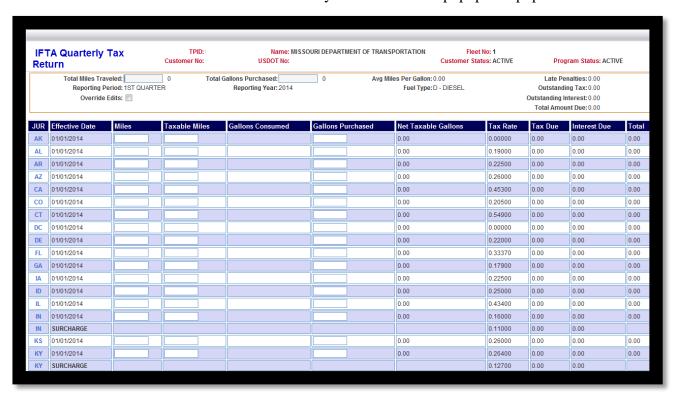
The IFTA Quarterly Tax Return screen is displayed.



5. Complete the fields on this screen as follows:

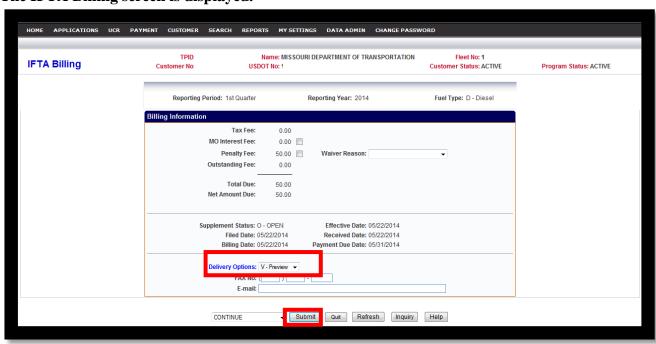
TOTAL MILES TRAVELED	Total Miles Traveled = Enter the total miles traveled in all jurisdictions, by quarter. Enter the total miles traveled in all jurisdictions (IFTA and non-IFTA) by all qualified vehicles in your fleet. Report all miles whether taxable or non-taxable. Round to the nearest whole mile. 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.
TOTAL 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</u> jurisdiction 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 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.

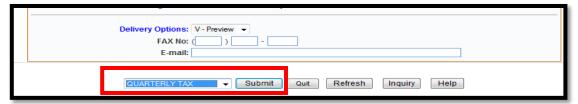
The IFTA Billing screen is displayed.



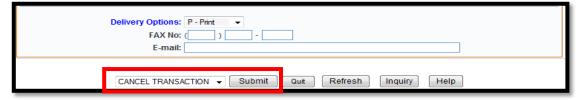
10. Choose one of the following **DELIVERY OPTIONS**.

FAX	Select and enter your FAX number to receiving the billing and invoice	
EMAIL	Select and enter an e-mail address to receive billing and invoice over the Internet	
PREVIEW	W 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** from the drop down menu then click **SUBMIT.**

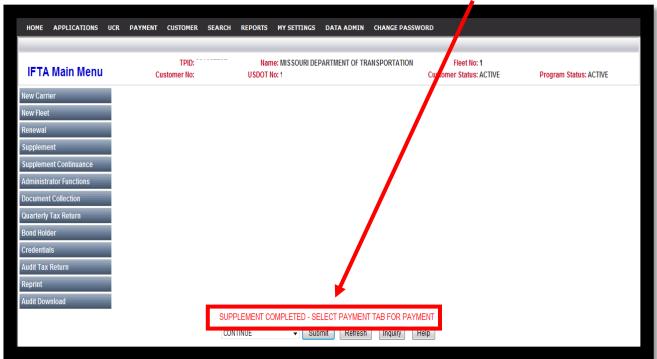


ii. To start over, select **CANCEL TRANSACTION** from the drop menu then click **SUBMIT.** Return to Step 2 to restart.



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

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



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.