

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 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

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

- 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 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


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
SYSTEM MODE: SIT


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.

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

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

The IFTA Return screen is displayed.

4. Complete the fields on this screen as follows:

REPORTING 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.

IFTA Quarterly Tax Return

TPID: Name: MISSOURI DEPARTMENT OF TRANSPORTATION

Customer No.: USDOT No: Fleet No: 1

Reporting Period: 1ST QUARTER Reporting Year: 2014 Fuel Type: D - DIESEL

Total Miles Traveled: 0 Total Gallons Purchased: 0

JUR	Miles	Taxable Miles	Gallons Purchased
AK			
AL			
AR			
AZ			
CA			
CO			
CT			
DC			
DE			
FL			
GA			
IA			
ID			
IL			
IN			
KS			
KY			
LA			
MA			
MD			

Once you enter your miles, you can tab over and taxable miles will automatically populate.

File Tax Return Close

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 are not 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.

- 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

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:
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	

- 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.
- If there is no message or the error is resolved, the tax return computes.
- Click **SUBMIT** again to confirm and proceed to the IFTA Billing screen.

The IFTA Billing screen is displayed.

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

IFTA Billing

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

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
Total Due: 50.00
Net Amount Due: 50.00

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

TAX NO:
E-mail:

CONTINUE **Submit** Quit Refresh Inquiry Help

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	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**.

The screenshot shows a web form titled "Delivery Options:". It has a dropdown menu currently set to "V - Preview". Below this are fields for "FAX No:" (with a small dropdown and input boxes) and "E-mail:". At the bottom, there is a row of buttons: a dropdown menu currently showing "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 "Submit" button is highlighted with a red box, and the dropdown menu below it now shows "CANCEL TRANSACTION".

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" screen. At the top, there is a navigation bar with links: HOME, APPLICATIONS, UCR, PAYMENT, CUSTOMER, SEARCH, REPORTS, MY SETTINGS, DATA ADMIN, and CHANGE PASSWORD. Below this, the main content area displays "IFTA Main Menu" on the left and a list of menu items on the right: New Carrier, New Fleet, Renewal, Supplement, Supplement Continuance, Administrator Functions, Document Collection, Quarterly Tax Return, Bond Holder, Credentials, Audit Tax Return, Reprint, and Audit Download. At the bottom, there is a message box with the text "SUPPLEMENT COMPLETED - SELECT PAYMENT TAB FOR PAYMENT" (highlighted with a red box). Below the message box are buttons: "CONTINUE" (with a dropdown arrow), "Submit", "Refresh", "Inquiry", and "Help". A red arrow points from the top right of the screen down to the message box.

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.