

# **International Fuel Tax Agreement (IFTA)**

## **Quick Reference Guide Online Transactions**



### **Iowa Department of Transportation**

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# GETTING STARTED

## Browser Settings

The IFTA/IRP application was built to be compatible with Internet Explorer v6.0 and higher. However, with advancements in technology this system is now compatible with Microsoft® Internet Explorer® (IE), Google Chrome™, and Mozilla® Firefox®. New IE versions may need to run in the compatibility mode. It is important that your computer security settings be set to allow the IFTA application to run.

## Pop-Up Settings

The application makes use of pop-up windows to display certain documents created in a PDF format. You will have to make some setting adjustments on your computer to allow these pop-up windows as described in [Security Settings and Pop-Ups](#).

## Adobe Reader Software Required

The system makes extensive use of PDF-type documents and this will require you to install the latest version of Adobe Acrobat Reader on your computer. It is free, and you can get the latest version on the internet by following the instructions in [Adobe Reader Software](#).

## Account and Password Maintenance

If you are a new carrier, your temporary password was sent to you when your account was processed, if you are an existing customer, you will need to email the Office of Vehicle & Motor Carrier Services (OVMCS) at [omcs@iowadot.us](mailto:omcs@iowadot.us). You will need to include your Client ID, and we will send you a temporary password, good for 24-hours, to the email we have on file. Once you receive the temporary password, you will need to go to <https://iowadot.gov/mvd/motorcarriers> to set up your account for online processing. Your client ID and password will be the same for both IFTA and IRP.

If you have problems signing on after you have created your new password, you will need to contact our office at 515-237-3268.

## Validation Screens

After you have finished entering data for a particular function, the system will present a validation screen to provide you the opportunity to validate the information before it is stored. The following functions are available on the validation screens:

- **BACK** – Select this button to return to the data entry screen and correct the information as needed.
- **PROCEED** – Select this button to continue navigation to the next logical step of the transaction.
- **QUIT** – Select this button to exit the validation screen and return to the appropriate menu. The information entered on the screen will not be saved.
- **QUIT/SAVE** – Select this button to save mileage and fuel that you have already entered if you need to verify information prior to proceeding with report filing.

## Standard Button Selections

The OVMCS interface has a set of standard buttons displayed at the bottom of the various screens.

- **PROCEED** continues transaction processing to the next logical step in the process.
- **REFRESH** restores all screen fields to their original values, allowing you to start over.
- **QUIT** exits to the appropriate menu and **does not save** the information on the current screen. From an inquiry pop-up, selecting the **QUIT** button will close the pop-up.
- **BACK** returns to the previous screen.
- **CANCEL** returns to the menu and **deletes all information** associated with the transaction being performed.
- **HELP** provides assistance regarding use of the current screen.

## Sign-On Screen

The initial sign-on screen to Iowa's OVMCS system can be accessed by going to: <https://iowadot.gov/mvd/motorcarriers> .

Follow the steps below to sign in:

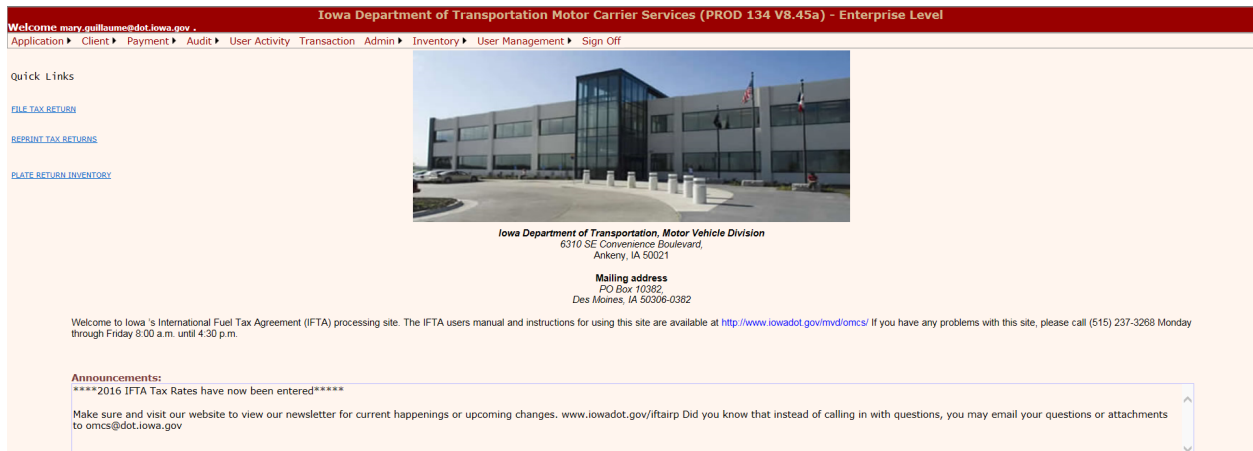
1. Enter your Account ID (this is the same as your Client ID)
2. Enter your password, if this is your first time signing on; use the temporary password provided to you, once you are logged in, you will be asked to set up security questions, and a new password.
3. If you forgot your password, click on **FORGOT PASSWORD** and it will guide you through resetting your password. If you have trouble, call 515-237-3268.
4. Make sure the User Type is "External User" from the drop-down list.
5. Click Sign-In.

### Account Id Examples

Public User Account Format:  
*This application uses custom accounts. Please use the format they provided you at registration.*

State Employee Account Format:  
*firstname.lastname@iowa.gov*  
*\*If you do not have an @iowa.gov account use your*

Once you have signed in to the system, you will be at the main menu (AKA Enterprise Level).



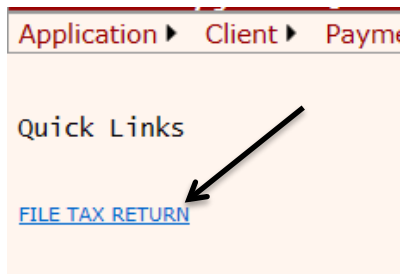
## ENTERPRISE LEVEL

### Licensee and Processing Agents

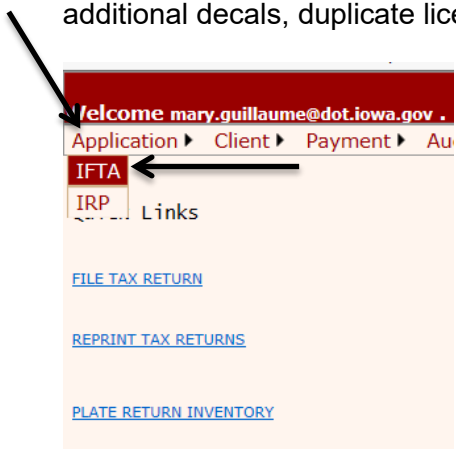
The Enterprise Level will look similar for both the licensee and the processing agent; however, the processing agent will have an extra option, see the [Processing Agents Only Section](#).

The following options are included for both the licensee and processing agent:

1. **File Tax Return Quick Link** – Click on the File Tax Return link and this will take you to the Quarterly Fuel Tax Reporting screen.



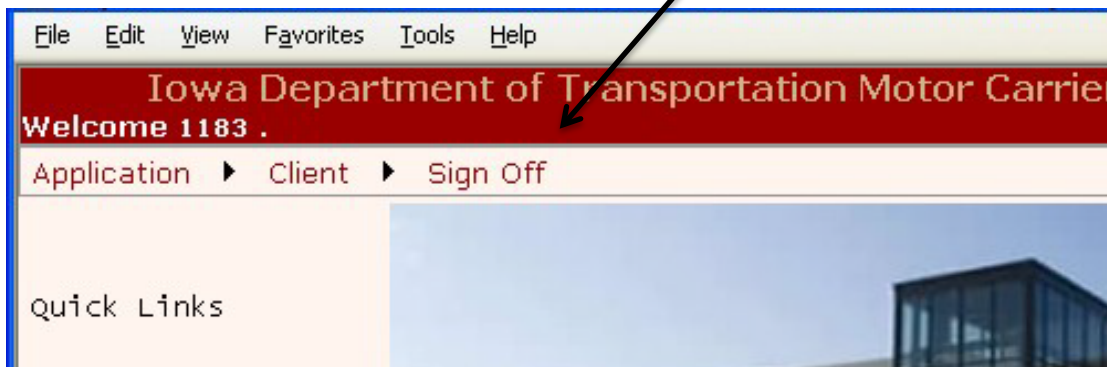
2. **Application** – When you hover over the Application option, a drop-down list will appear, you will select IFTA, this will take you to the IFTA Main Menu where you can order additional decals, duplicate licenses and reprint items.



3. **Client** – When you click on the Client option, it will take you to your client information through Inquiry.



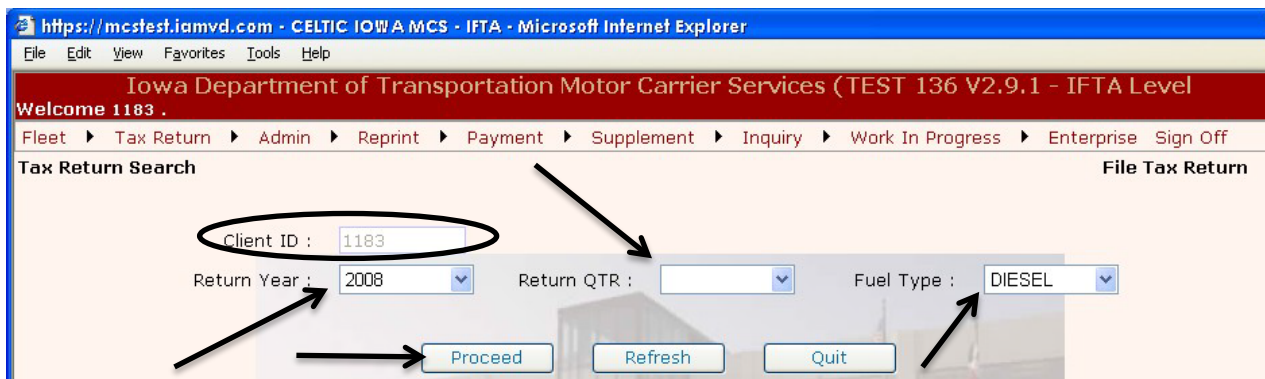
4. **Sign Off** – By clicking on Sign Off, you will exit the system and the Sign-In screen will appear.



## Filing A NEW Tax Return

When you click on the File Tax Return quick link, the Quarterly Fuel Tax reporting screen will pop up.

Your Client ID will prepopulate. To select the Return Year, Return QTR and Fuel Type, click on the down arrow next to each field and select the correct information, and proceed.



After you have entered all the data, and it passes internal edits, the Tax Return Entry screen will be displayed.

It is on this screen you will perform the following steps:

1. Verify the carrier information at the top of the screen, specifically the return year, return quarter, and fuel type.

Welcome KIM.TIRED@IOWAID . Iowa Department of Transportation Motor Carrier Services (TEST 136 V2.9.1 - Ifta Level)

Tax Return Entry. [Tax Return](#) [Payment](#) [MainMenu](#)

Carrier Details

Client ID: 1183 Licensee Name: TEST #1 IA DOT

Amendment No. : 0 Return Year: 2007 Return Quarter: 3 Fuel Type: DIESEL

Amend/Orig: Original Due Date: 10/31/2007 Filed Date: 1/9/2008

No Operation

2. If you have not traveled any miles or purchased any gallons for the quarter, check the “No Operation” check box and select Proceed.

Welcome KIM.TIRED@IOWAID . Iowa Department of Transportation Motor Carrier Services (TEST 136 V2.9.1 - Ifta Level)

Tax Return Entry. [Tax Return](#) [Payment](#) [MainMenu](#)

Carrier Details

Client ID: 1183 Licensee Name: TEST #1 IA DOT

Amendment No. : 0 Return Year: 2007 Return Quarter: 3 Fuel Type: DIESEL

Amend/Orig: Original Due Date: 10/31/2007 Filed Date: 1/9/2008

No Operation

3. If you have miles and gallons to report, enter the Total Miles (5A).

Return Details

Current Return

Total Miles(5A):  Total Column C:

Total Gallons(5B):  Total Column F:

MPG (5A/5B) 1 [Calculate](#)

Previous Return

Total Miles (A):

Total Gallons (B):

MPG (A/B):

4. Enter Total Gallons (5B).

Return Details

Current Return

Total Miles(5A):  Total Column C:

Total Gallons(5B):  Total Column F:

MPG (5A/5B) 1 [Calculate](#)

Previous Return

Total Miles (A):

Total Gallons (B):

MPG (A/B):

5. Select Calculate and the system will calculate and display the MPG.

Return Details

Current Return

Total Miles(5A):  Total Column C:

Total Gallons(5B):  Total Column F:

MPG (5A/5B) 1 [Calculate](#)

Previous Return

Total Miles (A):

Total Gallons (B):

MPG (A/B):

6. The jurisdiction area will pre-populate with the jurisdiction(s) you previously filed.

**Jurisdiction Details**

Jurisdiction:  [Show Map.](#)

Total Miles:

Total Taxable Miles:

Total Paid Gallons:

Jurisdiction List :

| Remove                   | Jur(A) | Eff Date | Rate (B) | Total Miles (C)                | Total Taxable Miles (D)        | Tax Paid Gallons (F)           | Waive Int                | Prv Total Miles                | Prv Total Taxable Miles        | Prv Tax Paid Gallons           |
|--------------------------|--------|----------|----------|--------------------------------|--------------------------------|--------------------------------|--------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> | IA     | 7/1/2007 | 0.2250   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <input type="checkbox"/> | IL     | 7/1/2007 | 0.3670   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

- a. If you need to add a new jurisdiction you have three options:
- i. Type the two-character abbreviation into the Jurisdiction field, followed by the total miles, total taxable miles, and total paid gallons, then select "Add" to enter the information into the spreadsheet;

**Jurisdiction Details**

Jurisdiction:  ←

Total Miles:  ←

Total Taxable Miles:  ←

Total Paid Gallons:  ←

←

Jurisdiction List :

| Remove                   | Jur(A) | Eff Date | Rate (B) | Total Miles (C)                | Total Taxable Miles (D)        | Tax Paid Gallons (F)           | Waive Int                | Prv Total Miles                | Prv Total Taxable Miles        | Prv Tax Paid Gallons           |
|--------------------------|--------|----------|----------|--------------------------------|--------------------------------|--------------------------------|--------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> | IA     | 7/1/2007 | 0.2250   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <input type="checkbox"/> | IL     | 7/1/2007 | 0.3670   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Miles in non-IFTA jurisdictions:

**Offline Tax Return Processing**  
 Select the appropriate file and click on the Upload File button.

- ii. Select the jurisdiction from the drop-down list; enter the total miles, total taxable miles, and total paid gallons. Select "Add" to enter into the spreadsheet.

**Jurisdiction Details**

Jurisdiction:  [Show Map.](#)

Total Miles:  ←

Total Taxable Miles:  ←

Total Paid Gallons:  ←

←

Jurisdiction List :  ←

| Remove                   | Jur(A) | Eff Date | Rate (B) | Total Miles (C)                | Total Taxable Miles (D)        | Tax Paid Gallons (F)           | Waive Int                | Prv Total Miles                | Prv Total Taxable Miles        | Prv Tax Paid Gallons           |
|--------------------------|--------|----------|----------|--------------------------------|--------------------------------|--------------------------------|--------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> | IA     | 7/1/2007 | 0.2250   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <input type="checkbox"/> | IL     | 7/1/2007 | 0.3670   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Miles in non-IFTA jurisdictions:

**Offline Tax Return Processing**  
 Select the appropriate file and click on the Upload File button.

- iii. Click on “Show Map” and select the jurisdiction from the map, enter the total miles, total taxable miles, and total paid gallons. Select “Add” to enter the information into the spreadsheet.

**Jurisdiction Details**

Jurisdiction:  [Show Map.](#) ←

Total Miles:  ←

Total Taxable Miles:  ←

Total Paid Gallons:  ←

←

Jurisdiction List :

| Remove                   | Jur(A) | Eff Date | Rate (B) | Total Miles (C)                | Total Taxable Miles (D)        | Tax Paid Gallons (F)           | Waive Int                | Prv Total Miles                | Prv Total Taxable Miles        | Prv Tax Paid Gallons           |
|--------------------------|--------|----------|----------|--------------------------------|--------------------------------|--------------------------------|--------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> | IA     | 7/1/2007 | 0.2250   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <input type="checkbox"/> | IL     | 7/1/2007 | 0.3670   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Miles in non-IFTA jurisdictions:

**Offline Tax Return Processing**  
 Select the appropriate file and click on the Upload File button.

- 7. To remove a jurisdiction, check the “Remove” box next to each jurisdiction the click on Remove at the bottom of the screen.

**Jurisdiction Details**

Jurisdiction:  [Show Map.](#)

Total Miles:

Total Taxable Miles:

Total Paid Gallons:

Jurisdiction List :

| Remove                   | Jur(A) | Eff Date | Rate (B) | Total Miles (C)                | Total Taxable Miles (D)        | Tax Paid Gallons (F)           | Waive Int                | Prv Total Miles                | Prv Total Taxable Miles        | Prv Tax Paid Gallons           |
|--------------------------|--------|----------|----------|--------------------------------|--------------------------------|--------------------------------|--------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> | IA     | 7/1/2007 | 0.2250   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| <input type="checkbox"/> | IL     | 7/1/2007 | 0.3670   | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

Miles in non-IFTA jurisdictions:

**Offline Tax Return Processing**  
 Select the appropriate file and click on the Upload File button.

8. Enter the total miles, total taxable miles, and tax paid gallons in all applicable jurisdictions.

| Remove                   | Jur(A) | Eff Date | Rate (B) | Total Miles (C) | Total Taxable Miles (D) | Tax Paid Gallons (F) | Waive Int                | Prv Total Miles | Prv Total Taxable Miles | Prv Tax Paid Gallons |
|--------------------------|--------|----------|----------|-----------------|-------------------------|----------------------|--------------------------|-----------------|-------------------------|----------------------|
| <input type="checkbox"/> | IA     | 7/1/2007 | 0.2250   | 0               | 0                       | 0                    | <input type="checkbox"/> | 0               | 0                       | 0                    |
| <input type="checkbox"/> | IL     | 7/1/2007 | 0.3670   | 0               | 0                       | 0                    | <input type="checkbox"/> | 0               | 0                       | 0                    |

Miles in non-IFTA jurisdictions:

**Offline Tax Return Processing**  
 Select the appropriate file and click on the Upload File button.

9. Enter the total miles in non-IFTA jurisdictions, if applicable. (Non-IFTA jurisdictions include: United States - Alaska, Hawaii and the District of Columbia; Canada – Yukon, Nunavut & Northwest Territories. Outside of the United States & Canada – Mexico.)

Jurisdiction:

Total Miles:

Total Taxable Miles:

Total Paid Gallons:

Jurisdiction List :

| Remove                   | Jur(A) | Eff Date | Rate (B) | Total Miles (C) | Total Taxable Miles (D) | Tax Paid Gallons (F) | Waive Int                | Prv Total M |
|--------------------------|--------|----------|----------|-----------------|-------------------------|----------------------|--------------------------|-------------|
| <input type="checkbox"/> | IA     | 7/1/2007 | 0.2250   | 0               | 0                       | 0                    | <input type="checkbox"/> | 0           |
| <input type="checkbox"/> | IL     | 7/1/2007 | 0.3670   | 0               | 0                       | 0                    | <input type="checkbox"/> | 0           |

Miles in non-IFTA jurisdictions:

10. Click the Proceed button to perform the data edits and the Tax Return calculations. If there are edit errors, you must fix them before you continue.

b. The most common error is data entry error in the number of miles and/or gallons. The Calculate button in the Return Details area at the top will calculate the totals of columns C and F to assist you in finding data entry errors.

11. The next screen will show your calculated tax return. If there are any possible errors, the data will display in **RED**, and should be reviewed for accuracy and amended if needed.

12. Once checked and complete, select Proceed.

**Current Return**

|                    |       |                           |        |
|--------------------|-------|---------------------------|--------|
| Months Late:       | 5     | Penalty:                  | 50.00  |
| Total Miles(5A):   | 20000 | Return Amount:            | 385.35 |
| Total Gallons(5B): | 4000  | Prev Return Int. and Pen: | .00    |
| MPG (5A/5B)        | 5.00  | Additional Interest due:  | .00    |
|                    |       | Payments Made:            | .00    |
|                    |       | Total Due:                | 435.35 |

**Jurisdiction Details**

| Jur(A)       | Eff Date | Rate(B) | Total Miles(C) | Taxable Miles(D) | Taxable Gallons(E) | Tax Paid Gallons(F) | Net Taxable Gallons(G) | Tax Due(H)    | Interest Due(I) | Total Due(J)  |
|--------------|----------|---------|----------------|------------------|--------------------|---------------------|------------------------|---------------|-----------------|---------------|
| IA           | 4/1/2007 | 0.2250  | 10000          | 9990             | 1998               | 3000                | -1002                  | 0             | 0.00            | 0.00          |
| IL           | 4/1/2007 | 0.3670  | 10000          | 10000            | 2000               | 1000                | 1000                   | 367.00        | 18.35           | 385.35        |
| <b>Total</b> |          |         | <b>20000</b>   | <b>19990</b>     | <b>3998</b>        | <b>4000</b>         |                        | <b>367.00</b> | <b>18.35</b>    | <b>385.35</b> |

Non-IFTA Miles: 0

Comments:

13. The total amount due is valid only if paid or postmarked on or before the end of the month, based on the filed date. For example, if the return is filed 12/17/2016, the total amount due is accurate until 12/31/2016. If payment has not been paid or postmarked by this time, penalty will be applied and interest will accrue the first of each month until the amount is paid in full.

|                             |                                     |                               |                                      |
|-----------------------------|-------------------------------------|-------------------------------|--------------------------------------|
| Receipt Date                | 12/17/2007                          |                               |                                      |
| <b>Fees Section</b>         |                                     |                               |                                      |
| IOWA Taxes                  | 0.00                                | Penalty                       | 50.00 Waive <input type="checkbox"/> |
| IOWA Interest               | 0.00 Waive <input type="checkbox"/> | Return Amount                 | 385.35                               |
| Other Jurisdiction Taxes    | 367.00                              | Previous Interest and Penalty | 0.00                                 |
| Other Jurisdiction Interest | 18.35                               | Additional Interest           | 0.00 Waive <input type="checkbox"/>  |
| Return Amount               | 385.35                              | Payment Made                  | 0.00                                 |
| Previously Paid Amount      | 0.00                                | <b>Total Due</b>              | <b>435.35</b>                        |
| Prepayment Amount           | 0.00                                | Set Appeal Flag               | <input type="checkbox"/>             |
| <b>NET DUE</b>              | <b>435.35</b>                       | Adjustment Amount             | 0.00                                 |

14. If all information is correct, click on Proceed to save and submit the calculated return until you come to the IFTA payment detail screen and click on Proceed.

**Iowa Department of Transportation Motor Carrier Services (DEV V1.8.9) - Ifta Le**

Welcome lynn.watson@noemail.iowa.gov .

Tax Return **Payment** MainMenu

**IFTA Tax Returns Payment Details**

|                   |                      |                |             |
|-------------------|----------------------|----------------|-------------|
| Client ID         | 12832                | TPID           | IA000452163 |
| Licensee Name     | JINGLE BELL TRUCKING | Fleet No.      | 0           |
| Return Year       | 2007                 | Return Quarter | 2           |
| Fuel Type         | DIESEL               | Amendment No.  | 0           |
| Tax Return Status | WEB PENDING          | Invoice No.    | 127629      |
| Receipt Date      | 12/17/2007           |                |             |

|                             |                                     |                               |                                      |
|-----------------------------|-------------------------------------|-------------------------------|--------------------------------------|
| <b>Fees Section</b>         |                                     |                               |                                      |
| IOWA Taxes                  | 0.00                                | Penalty                       | 50.00 Waive <input type="checkbox"/> |
| IOWA Interest               | 0.00 Waive <input type="checkbox"/> | Return Amount                 | 385.35                               |
| Other Jurisdiction Taxes    | 367.00                              | Previous Interest and Penalty | 0.00                                 |
| Other Jurisdiction Interest | 18.35                               | Additional Interest           | 0.00 Waive <input type="checkbox"/>  |
| Return Amount               | 385.35                              | Payment Made                  | 0.00                                 |
| Previously Paid Amount      | 0.00                                | Total Due                     | 435.35                               |
| Prepayment Amount           | 0.00                                | Set Appeal Flag               | <input type="checkbox"/>             |
| <b>NET DUE</b>              | <b>435.35</b>                       | Adjustment Amount             | 0.00                                 |

**Payment Details Section**

Electronic Delivery Type : D-PDF

15. If you discover you need to change your tax return, click the **Correct Tax Return** button and the Quarterly Tax Return data entry screen will be displayed with all of the submitted information. You may update as required and click the **Proceed** button to return to the payment detail screen.



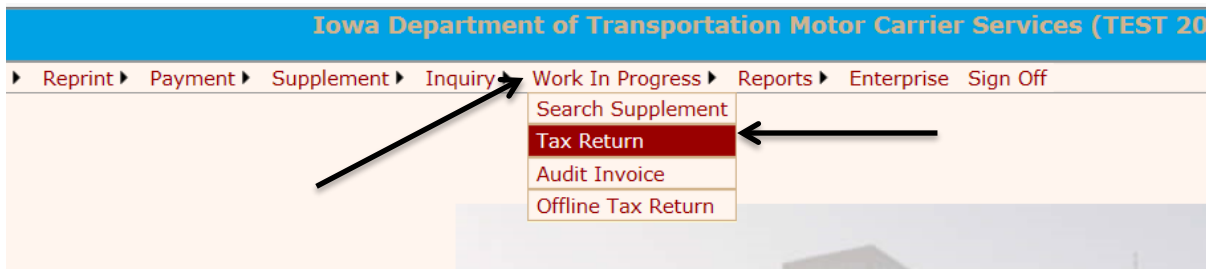
## Returning to complete a tax return

If you started your tax return, but were unable to complete it at that time, and you select “File Tax Return”, the message “Tax Return status for the client is open. Please use the Work in Progress Function.”

If you receive this message, you will know that you did start your tax return, it is not complete, and you need to complete it.

To continue processing your tax return, select the “**Work In Progress**” option, then select “**Tax Return**” from the drop-down list.

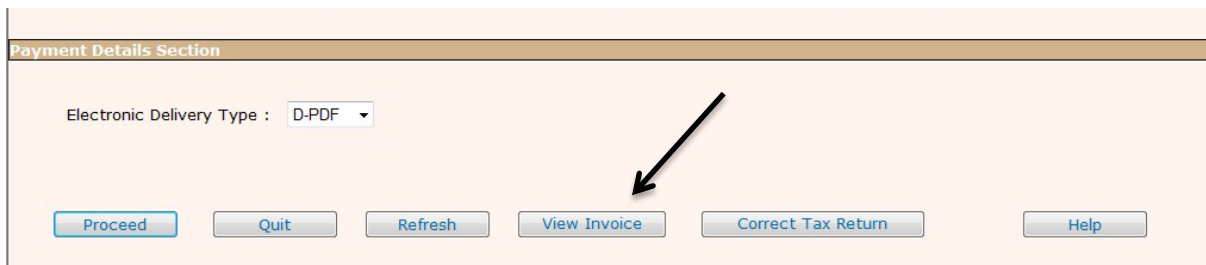
Once you are back in the tax return, follow steps outlined under [Filing A New Tax Return](#).



## Making a Payment

Once you have finished your transaction, and you have proceeded through to the payment screen, you are ready to make payment. You will have three options for submitting payment.

1. If your net amount due is greater than zero and you are mailing in your payment:
  - a. Select “View Invoice” – this will provide a PDF view of your calculated tax return. You can either save this to your hard drive or print it to your local printer. You will need to provide a copy of this invoice along with your payment.



- If your net amount due is greater than zero and you are paying with E-Pay, click the Proceed button and the Payment Processing screen will be displayed. Click on “ePayment” on the lower right-hand side. This will take you to the Electronic Payment Solutions make a payment screen where you enter your information, choose your payment method and click continue, review your payment information, click confirm and the system will do the rest.

Payment Collection

Client ID [redacted] Business Name [redacted]  
 Payment Id [redacted] Payment Date 3/19/2018

**Fees Section**

Total Due 1.50 Escrow Balance 0.00  
 Convenience Fee 1.50

**Payment Section**

| Payment Type | Amount | Check/Receipt Number | Delete                   |
|--------------|--------|----------------------|--------------------------|
| ePayment     |        |                      | <input type="checkbox"/> |

Override Escrow for Refund

- If your net amount due is greater than zero and you are paying with Escrow, click the Proceed button and the Payment Processing screen will be displayed. Click on the down arrow under Payment Type, and select Escrow. Once you select Escrow, you will need to enter the amount being paid, the Check/Receipt number will pre-populate. Click on Proceed.

**Fees Section**

Total Due 3.00

**Payment Section**

| Payment Type  | Amount | Check/Receipt Number |
|---|--------|----------------------|
| Wire Transfer<br>Cash<br><b>Check</b><br>Escrow Funds |        |                      |

Override Escrow for Refund

**Check/Receipt Number**


12345

- If your total due is zero, simply click Proceed to end your transaction.

- Once the Proceed button is selected from the Payment Verification screen, your payment is accepted and a PDF file showing the payment made and any outstanding amount due will be displayed. Keep in mind that if there is an amount due, interest will continue to accumulate monthly and penalty will apply if not previously calculated on the remaining balance at a rate shown on <http://www.iftach.org/> then click on Interest Rates.

You may save this PDF to your hard drive or print it to a local printer using the tool bar at the top of the page.

Close the PDF by clicking the X on the top right-hand corner of the screen and the Enterprise Level will display.


**Iowa Department of Transportation**  
Office of Motor Carrier Services  
P.O. Box 10382, Des Moines, IA 50306-0382

|  |  |   |
|--|--|---|
| <b>Client ID :</b> 12832                             | <b>Carrier Name :</b> JINGLE BELL TRUCKING | <b>Tax ID :</b> 000452163                         |
| <b>Address :</b> 100 REINDEER LANE, JERICO, IA 50659 |  |   |
| <b>Current Status :</b> PARTIALLY PAID               |  |   |
| <b>Return Year :</b> 2007                            | <b>Return Quarter :</b> 2 - June 30        | <b>Fuel Type :</b> DIESEL                         |
| <b>Due Date :</b> 07-31-2007                         | <b>Filed Date :</b> 12-17-2007             | <b>Months Late :</b> 5                            |
| <b>Processed Date :</b> 12-17-2007                   | <b>No Operation :</b> N                    | <b>Amend/Orig :</b> ORIGINAL                      |
| <b>Total Miles (A) :</b> 20000                       |  | <b>Amend No :</b> 0                               |
| <b>Total Gallons (B) :</b> 4000                      |  | <b>Penalty Amt :</b> 50.00                        |
| <b>MPG :</b> 5.00                                    |  | <b>Return Amt :</b> 385.35                        |
| <b>Non-IFTA Miles :</b> 0                            |  | <b>Previous Return Interest and Penalty :</b> .00 |
|  |  | <b>Additional Interest :</b> .00                  |
|  |  | <b>Payment Made :</b> 100.00                      |
|  |  | <b>Previous Payment Made :</b> .00                |
|  |  | <b>Adjusted Amount :</b> .00                      |
|  |  | <b>Total Amount Due :</b> 335.35                  |

| Jur           | Eff Date   | Rate   | Total Miles  | Taxable Miles | Taxable Gallons | Tax Paid Gallons | Net Taxable Gallons | Tax Due       | Interest Due | Amt Due       |
|---------------|------------|--------|--------------|---------------|-----------------|------------------|---------------------|---------------|--------------|---------------|
| IA            | 04/01/2007 | 0.2250 | 10000        | 9990          | 1998            | 3000             | -1002               | 0.00          | 0.00         | 0.00          |
| IL            | 04/01/2007 | 0.3670 | 10000        | 10000         | 2000            | 1000             | 1000                | 367.00        | 18.35        | 385.35        |
| <b>Totals</b> |            |        | <b>20000</b> | <b>19990</b>  | <b>3998</b>     | <b>4000</b>      | <b>-2</b>           | <b>367.00</b> | <b>18.35</b> | <b>385.35</b> |

|                                 |   |
|---------------------------------|---|
| <b>Total Miles (A) :</b> 20000  | <b>Penalty Amt :</b> 50.00                        |
| <b>Total Gallons (B) :</b> 4000 | <b>Return Amt :</b> 385.35                        |
| <b>MPG :</b> 5.00               | <b>Previous Return Interest and Penalty :</b> .00 |
| <b>Non-IFTA Miles :</b> 0       | <b>Additional Interest :</b> .00                  |
|                                 | <b>Payment Made :</b> 100.00                      |
|                                 | <b>Previous Payment Made :</b> .00                |
|                                 | <b>Adjusted Amount :</b> .00                      |
|                                 | <b>Total Amount Due :</b> 335.35                  |

- If you have an additional fuel type to file, you need to repeat the steps starting with [Filing a New Tax Return](#).

# IFTA MAIN MENU OPTIONS

To get to the IFTA main menu from the Enterprise Level:

1. Hover over Application and select IFTA from the dropdown list.



2. After clicking IFTA, you will be at the IFTA Main Menu.



## Fleet Option

Hover over Fleet Option and select Fleet Inquiry from the drop down list. You may enter a specific year or license name or leave these fields blank.

Click on Proceed and the Fleet Inquiry screen will appear.

All inquiry screens have three basic sections:

1. Selection Criteria; and
  - a. Your Client ID will prepopulate under Fleet Inquiry.
2. Selection List; and
  - a. Click on Select in the Selection List to display the Inquiry Tree with the carrier information details.
3. [Inquiry Tree Structure](#).
  - a. All information regarding the account activity is reflected in the Inquiry Tree Structure. This structure shows historical data for all years and supplement activity for each of those years.
  - b. You can see the details of each supplement with the fleet for any given year by clicking on the individual item such as Supp 0, Fleet 0.
  - c. You can expand and contract the Inquiry Tree by doing the following:
    - i. Click on the “-“ will contract the tree.
    - ii. Click on the “+“ will expand the tree.
  - d. Click on the Quit button on the bottom will close the pop-up screen and return you to the IFTA Main Menu.

**Fleet Inquiry**      **1. Selection Criteria**

Client ID : 1183      License Year :  
Licensee Name :

Proceed      Refresh      Quit

**3. Inquiry Tree Structure**

- 1183
  - Year
    - Year-2008
      - Fleet List
        - Fleet 0
          - Fleet History
            - 1/4/2008 2:13:48 PM
            - 1/4/2008 2:15:41 PM
          - Supplement
            - Supp-0-RENEW FLEET
            - Supp-1-REINSTATEMENT
        - Year-2007
          - Fleet List
          - Fleet 0
          - Fleet History

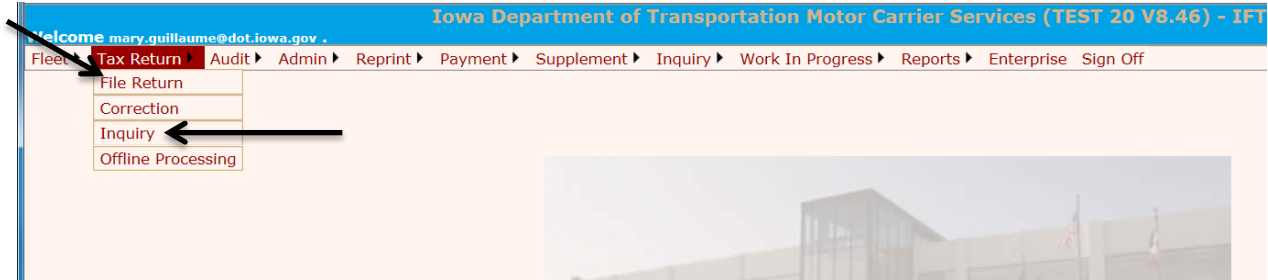
**2. Selection List**

|        | ClientId | Licensee Name  | License Year |
|--------|----------|----------------|--------------|
| Select | 1183     | TEST #1 IA DOT | 2008         |

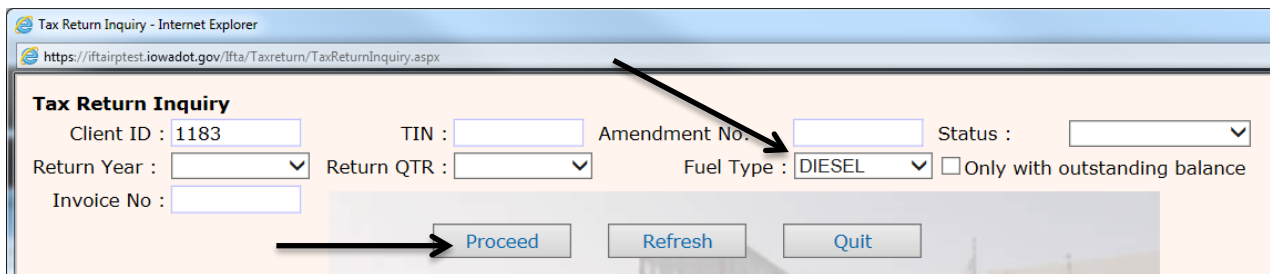
## Tax Return Option

This option is used to inquire a tax return or file either an original [tax return](#) or an amendment to a tax return.

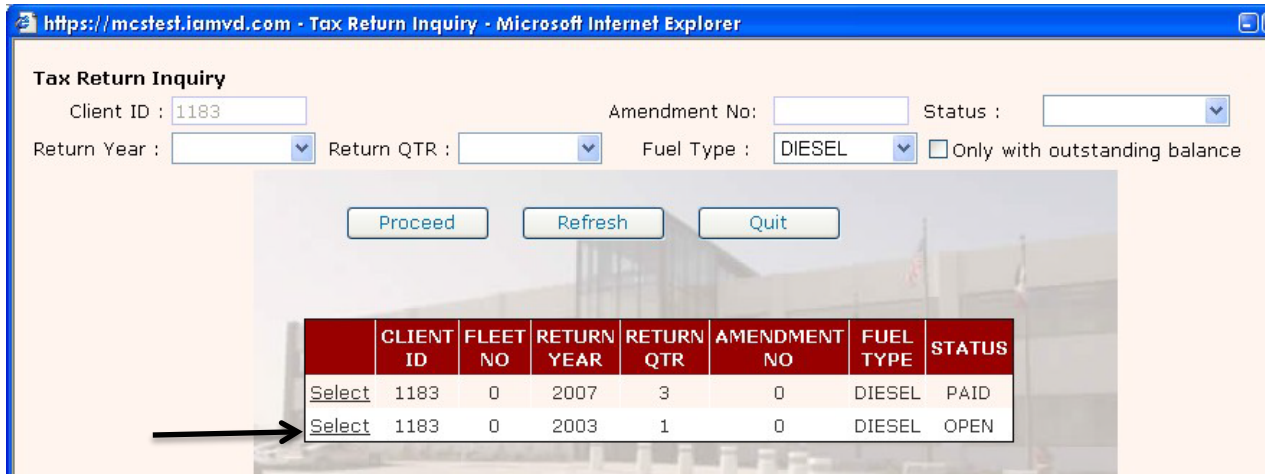
Click on Tax Return then select Inquiry from the drop-down list.



Enter the selection criteria if different from the default, click on proceed and a selection list of tax returns will be displayed.



Click on the Select field in the column to the left of the return you wish to see.



The inquiry tree structure for that return will be displayed with the details for the quarter selected.

In the screen below the 1<sup>st</sup> quarter of 2003 was selected and the inquiry tree shows quarter 1 with a diesel return and the Amendment 0, which is the original tax return.

The screenshot displays a web browser window with the URL <https://mcstest.iamvd.com> and the page title "Tax Return Inquiry - Microsoft Internet Explorer". On the left, a tree view shows the following structure:

- 1183
  - Year-2008
  - Year-2007
  - Year-2003**
    - Fleet List
      - Fleet 0
        - Fleet History
        - Supplement
        - Tax Return
          - Status
          - Quarter-1**
            - DIESEL**
              - AmendNo-0

On the right, a table displays the following data:

|        | CLIENT ID | FLEET NO | RETURN YEAR | RETURN QTR | AMENDMENT NO | FUEL TYPE | STATUS |
|--------|-----------|----------|-------------|------------|--------------|-----------|--------|
| Select | 1183      | 0        | 2007        | 3          | 0            | DIESEL    | PAID   |
| Select | 1183      | 0        | 2003        | 1          | 0            | DIESEL    | OPEN   |

All information regarding tax return activity is reflected in the inquiry tree structure. You can expand and contract the inquiry tree as follows:

- Clicking on the “-” will contract the tree
- Clicking on the “+” will expand the tree

You can see the details of each tax return for any given year, quarter, and fuel type by clicking on the individual item such as Amendment-No-0., Status, etc.

This screenshot is identical to the one above, but includes four black arrows pointing to the following items in the tree view:

- Status
- Quarter-1
- DIESEL
- AmendNo-0

Once selected, the following screen will appear.

## Add Decals Supplement

Go to Supplement, Add decals

CELTIC IOWA MCS - IFTA

Enter your client ID and the license year then click proceed.

Enter the No. of Sets of Decals you need. Decals are \$1.00 for a set of two. Click Proceed.

**IFTA Additional Decal**

Client ID : [REDACTED] Licensee Name : [REDACTED]  
 License Year : 2018 Effective Date : 4/12/2018  
 Supplement No. : 6 Supplement Desc. : ADD DECALS

**No. of Sets of Decals :** [2]

Proceed Refresh Cancel Quit Help

Review this screen and if the information is correct, click proceed, otherwise click back to make changes.

**IFTA Additional Decal**

Client ID: [REDACTED] Licensee Name: [REDACTED]  
 License Year: 2018 Effective Date: 4/12/2018  
 Supplement No: 6 Supplement Desc: ADD DECALS

\* No. of Sets of Decals: 2

Proceed Back Quit

If you need a 30-Day temporary check the 30 Days Temporary box then click proceed.

Fleet **Billing** Payment Permit Credentials MainMenu

**IFTA BILLING DETAILS**

Client ID [REDACTED] Licensee Name [REDACTED]  
 License Year 2018  
 Supplement No. 4 Supplement Type ADD DECALS  
 Supplement Status OPEN  
 No. of Sets of Decals 3  
 Escrow Balance 0.00 Billing Date(mm/dd/yyyy) 03/19/2018

License Fee 0.00 Waive   
 Decal Fee \$1.00 Waive   
 Shipping Fee 0.00 Override  0.00

**Total Due** \$3.00  
**30 Days Temporary**

Proceed Refresh Quit Help Cancel

Choose your Electronic Delivery Type and Shipping Type then click proceed.

Fleet **Billing** Payment Permit Credentials MainMenu

**IFTA Payment Details**

Client ID [REDACTED] Licensee Name [REDACTED]  
 License Year 2018 Supplement No. 4  
 Supplement Desc. ADD DECALS Supplement Status I-INVOICED  
 Invoice No. 997327 Receipt Date 3/19/2018

**Fees Section**

|                        |               |          |                          |                         |                          |
|------------------------|---------------|----------|--------------------------|-------------------------|--------------------------|
| License Fee            | 0.00          | Waive    | <input type="checkbox"/> | Reinstatement Fee       | 0.00                     |
| Decal Fee              | 1.50          | Waive    | <input type="checkbox"/> | Name Change Fee         | 0.00                     |
| Shipping Fee           | 0.00          | Override | <input type="checkbox"/> | Duplicate License Fee   | 0.00                     |
| Tax Return Reprint Fee | 0.00          | Waive    | <input type="checkbox"/> | Escrow Balance          | 0.00                     |
| <b>Total Due</b>       | <b>\$3.00</b> |          |                          | Use Carrier's Inventory | <input type="checkbox"/> |

**Credentials Assignment Type**

**Electronic Delivery Type** D-PDF  **Shipping Type** M-Mail

Proceed Refresh Quit Help

If the information is correct click proceed otherwise click back to make changes.

[Fleet](#)
[Billing](#)
[Payment](#)
[Permit](#)
[Credentials](#)
[MainMenu](#)

**IFTA Payment Details Verification**

Client ID: [REDACTED]  
 Licensee Name: [REDACTED]  
 License Year: 2018  
 Supplement Desc: ADD DECALS  
 Invoice No: [REDACTED]

Supplement No: 4  
 Supplement Status: I-INVOICED  
 Receipt Date: 3/19/2018

**Fees Section**

|                         |        |                          |      |                        |                |
|-------------------------|--------|--------------------------|------|------------------------|----------------|
| License Fee:            | 0.00   | Waived:                  | N    | Reinstatement Fee:     | 0.00           |
| Decal Fee:              | \$1.00 | Waived:                  | N    | Name Change Fee:       | 0.00 Waived: N |
| Shipping Fee:           | 0.00   | Overridden:              | N    | Duplicate License Fee: | 0.00           |
| Tax Return Reprint Fee: | 0.00   | Waived:                  | N    |                        |                |
| Total Due:              | \$3.00 | Escrow Balance:          | 0.00 |                        |                |
|                         |        | Use Carrier's Inventory: | N    |                        |                |

**Credentials Assignment Type**

Electronic Delivery Type: D-PDF  
 Shipping Type: M-Mail

## Make a Payment

Choose your payment type, if paying with a credit card or check select ePayment, then click on ePayment.

**Payment Collection**

Client ID [REDACTED] Business Name [REDACTED]  
 Payment Id [REDACTED] Payment Date 3/19/2018

**Fees Section**

Total Due 1.50 Escrow Balance 0.00  
 Convenience Fee 1.50

**Payment Section**


| Payment Type | Amount | Check/Receipt Number | Delete                   |
|--------------|--------|----------------------|--------------------------|
| ePayment     |        |                      | <input type="checkbox"/> |

Override Escrow for Refund

Enter your contact information. To become a Registered User click on Become a Registered User and create your User ID, Password and Security Questions. Otherwise, click "continue" to Make a Payment

### Contact Information

|                              |   |
|------------------------------|---|
| <b>First Name</b>            | <input type="text" value="Test"/>       |
| <b>Last Name</b>             | <input type="text" value="Tester"/>     |
| <b>Company</b>               | <input type="text" value=""/>           |
| <b>Address 1</b>             | <input type="text" value=""/>           |
| <b>Address 2</b>             | <input type="text" value="(Optional)"/> |
| <b>City/Town</b>             | <input type="text" value=""/>           |
| <b>State/Province/Region</b> | <input type="text" value="IA"/>         |
| <b>Zip/Postal Code</b>       | <input type="text" value=""/>           |
| <b>Country</b>               | <input type="text" value="US"/>         |
| <b>Phone Number</b>          | <input type="text" value=""/>           |
| <b>Email Address</b>         | <input type="text" value=""/>           |

[Become a Registered User](#) 

### User Registration

|                          |                                     |
|--------------------------|-------------------------------------|
| <b>User ID</b>           | <input type="text"/>                |
| <b>Password</b>          | <input type="text"/>                |
| <b>Re-Enter Password</b> | <input type="text"/>                |
| <b>Security Question</b> | <input type="text" value="Select"/> |
| <b>Answer</b>            | <input type="text"/>                |
| <b>Security Question</b> | <input type="text" value="Select"/> |
| <b>Answer</b>            | <input type="text"/>                |
| <b>Security Question</b> | <input type="text" value="Select"/> |
| <b>Answer</b>            | <input type="text"/>                |

[Complete Registration](#) [Cancel](#)

# Make a Payment

## My Payment

**IA DOT IFTA**

**Amount Due** [REDACTED]

## Payment Information

**Frequency** One Time

**Payment Amount** [REDACTED]

**Payment Date** Pay Now

## Contact Information

**First Name**

**Last Name**

**Company** [REDACTED]

**Address 1** [REDACTED]

**Address 2** (Optional)

**City/Town** WEST DES MOINES

**State/Province/Region** IA

**Zip/Postal Code** [REDACTED]


**Country** US

**Phone Number** [REDACTED]

**Email Address** [REDACTED]

Select the Payment Method you are wanting to use and click continue.

**Email Address** [REDACTED]

[Become a Registered User](#) 

## Payment Method

**Payment Method**   
Checking or Savings  
Credit/Debit Card

**Continue** [Cancel](#)

Review your payment information and click confirm unless changes need to be make then click back.

### Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

#### Payment Details

|                       |   |
|-----------------------|---|
| <b>Description</b>    | International Fuel Tax Application<br>IA DOT IFTA<br>https://iftairptest.iowadot.gov/Login.aspx |
| <b>Payment Amount</b> | \$3.00  |
| <b>Payment Date</b>   | 03/19/2018  |

#### Payment Method

|                           |             |
|---------------------------|-------------|
| <b>Payer Name</b>         | test tester |
| <b>Card Number</b>        | *9791       |
| <b>Expiration Date</b>    | Jan-2021    |
| <b>Card Type</b>          | Visa        |
| <b>Confirmation Email</b> | [REDACTED]  |

#### Billing Address

|                              |                 |
|------------------------------|-----------------|
| <b>Address 1</b>             | [REDACTED]      |
| <b>City/Town</b>             | WEST DES MOINES |
| <b>State/Province/Region</b> | IA              |
| <b>Zip/Postal Code</b>       | 50265           |
| <b>Country</b>               | United States   |

Your payment will automatically process, once it is done your receipt will pop up and can be printed along with your IFTA license.

If you requested a temporary this screen will pop up and you will need to enter the vehicle's VIN and Unit Number, click **proceed**

Fleet   Billing   Payment   **Permit**   Credentials   MainMenu

---

**IFTA 30 DAY TEMPORARY PERMIT**

|               |            |                        |            |
|---------------|------------|------------------------|------------|
| Client ID:    | [REDACTED] | Supplement No:         | 4          |
| License Year: | 2018       | Licensee Name:         | [REDACTED] |
| DBA:          | [REDACTED] | No. of Sets of Decals: | 3          |

**Permit Information:**

|                  |           |
|------------------|-----------|
| Effective Date:  | 3/19/2018 |
| Expiration Date: | 4/18/2018 |

**Vehicle Information:**

|               |            |
|---------------|------------|
| *VIN :        | [REDACTED] |
| *UNIT Number: | [REDACTED] |

Proceed   Refresh   Quit   Proceed For Credentials   View Vehicle   Help

If the information is correct click Proceed otherwise click back and correct the information.

---

**IFTA 30 DAY TEMPORARY PERMIT:**

|               |            |                        |            |
|---------------|------------|------------------------|------------|
| Client ID:    | [REDACTED] | Supplement No:         | 6          |
| License Year: | 2018       | Licensee Name:         | [REDACTED] |
| DBA:          | [REDACTED] | No. of Sets of Decals: | 2          |

**Permit Information:**

|                  |           |
|------------------|-----------|
| Effective Date:  | 4/12/2018 |
| Expiration Date: | 5/12/2018 |

**Vehicle Information:**

|               |            |
|---------------|------------|
| VIN :         | [REDACTED] |
| UNIT Number : | [REDACTED] |

Proceed   Back

You will now see this screen, click Proceed and your IFTA license and Temporary Decal Permit will generate and can be printed.

**IFTA 30 DAY TEMPORARY PERMIT**

Client ID:  Supplement No:

License Year:  Licensee Name:

DBA:  No. of Sets of Decals:

**Permit Information:**

Effective Date:

Expiration Date:

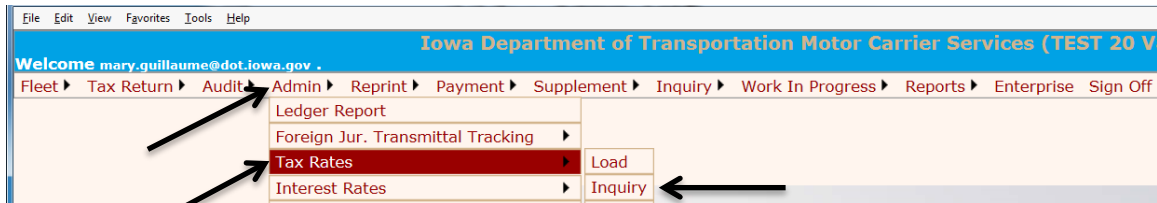
**Vehicle Information:**

\*VIN :

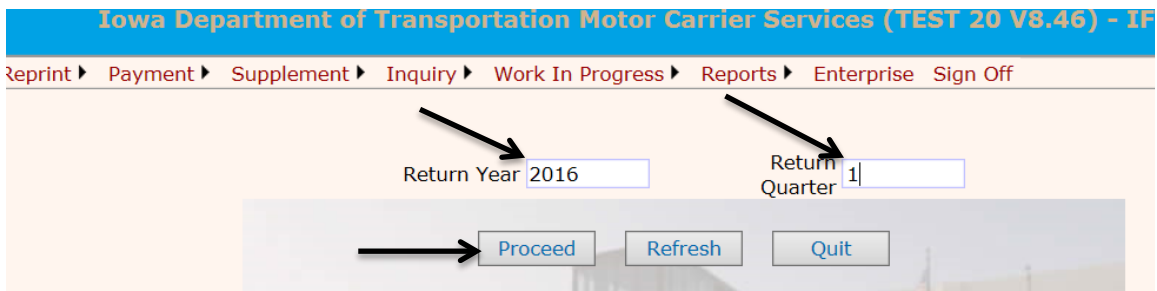
\*UNIT Number:

## Admin Option

Hover over the Admin option at the top hover over Tax Rates and select inquiry:



Enter the return year, quarter, and select proceed:



After clicking on proceed, the tax rate table will pop up with all jurisdictions and the tax rates that are effective for that quarter.

Return Year  Return Quarter

**1 Quarter 2016 Tax Rate Charges**

| State/Province     | Rate Effective Date | Gasoline | Diesel | Gasohol | Propane | LNG    | CNG    | Ethanol | Methanol | E85    | M85    | A55    | Biodiesel |
|--------------------|---------------------|----------|--------|---------|---------|--------|--------|---------|----------|--------|--------|--------|-----------|
| ALBERTA            | 01/01/2016          | 0.3518   | 0.3518 | 0.3518  | 0.2543  |        |        | 0.3518  | 0.3518   | 0.3518 | 0.3518 | 0.3518 | 0.3518    |
| ALABAMA            | 01/01/2016          | 0.1600   | 0.1900 | 0.1600  | 0.1900  | 0.0700 | 0.0900 | 0.1600  | 0.1600   | 0.1600 | 0.1600 | 0.1600 | 0.1900    |
| ARKANSAS           | 01/01/2016          | 0.2150   | 0.2250 | 0.2150  | 0.1650  | 0.0500 | 0.0500 | 0.2150  | 0.2150   | 0.2150 | 0.2150 |        | 0.2250    |
| ARIZONA            | 01/01/2016          | 0.1800   | 0.2600 | 0.1800  |         |        |        |         |          | 0.1800 | 0.1800 |        | 0.2600    |
| BRITISH COLUMBIA   | 01/01/2016          | 0.5728   | 0.6134 |         | 0.1981  |        |        |         |          |        |        |        |           |
| CALIFORNIA         | 01/01/2016          |          | 0.4500 |         | 0.0600  | 0.1017 | 0.0887 | 0.0900  | 0.0900   | 0.0900 | 0.0900 | 0.4500 | 0.4500    |
| COLORADO           | 01/01/2016          | 0.2200   | 0.2050 | 0.2200  | 0.0700  | 0.0700 | 0.0900 | 0.2200  | 0.2200   | 0.2200 | 0.2200 | 0.2200 | 0.2050    |
| CONNECTICUT        | 01/01/2016          | 0.2500   | 0.5030 | 0.2500  | 0.2600  | 0.2600 | 0.2600 | 0.2500  | 0.2500   | 0.2500 | 0.2500 | 0.2500 | 0.5030    |
| DELAWARE           | 01/01/2016          | 0.2300   | 0.2200 | 0.2300  | 0.2200  | 0.2200 | 0.2300 | 0.2300  | 0.2200   | 0.2200 | 0.2200 | 0.2200 | 0.2200    |
| FLORIDA            | 01/01/2016          | 0.3159   | 0.3377 | 0.2987  |         |        |        |         |          |        |        |        | 0.3377    |
| GEORGIA            | 01/01/2016          | 0.2600   | 0.2900 | 0.2600  | 0.2600  | 0.2600 | 0.2600 | 0.2600  | 0.2600   | 0.2600 | 0.2600 | 0.2600 | 0.2900    |
| IOWA               | 01/01/2016          | 0.3080   | 0.3250 | 0.2930  | 0.3000  | 0.3250 | 0.3100 | 0.2930  | 0.3000   | 0.2930 | 0.3000 | 0.3000 | 0.2950    |
| IDAHO              | 01/01/2016          |          | 0.3200 |         | 0.2320  | 0.3490 | 0.3200 |         |          |        |        | 0.3200 | 0.3200    |
| ILLINOIS           | 01/01/2016          | 0.3180   | 0.3560 | 0.3180  | 0.2810  | 0.2810 | 0.2810 | 0.3180  | 0.3180   | 0.3180 | 0.3180 | 0.3180 | 0.3560    |
| INDIANA            | 01/01/2016          | 0.1800   | 0.1600 | 0.1800  | 0.1600  | 0.1600 | 0.1600 | 0.1600  | 0.1600   | 0.1600 | 0.1600 | 0.1600 | 0.1600    |
| INDIANA SurCharge  | 01/01/2016          | 0.1100   | 0.1100 | 0.1100  | 0.1100  | 0.1100 | 0.1100 | 0.1100  | 0.1100   | 0.1100 | 0.1100 | 0.1100 | 0.1100    |
| KANSAS             | 01/01/2016          | 0.2400   | 0.2600 | 0.2400  | 0.2300  | 0.2600 | 0.2400 | 0.2400  | 0.2600   | 0.1700 | 0.2400 | 0.2600 | 0.2600    |
| KENTUCKY           | 01/01/2016          | 0.2460   | 0.2160 | 0.2460  | 0.2460  | 0.2160 | 0.2160 | 0.2460  | 0.2460   | 0.2460 | 0.2460 | 0.2160 | 0.2160    |
| KENTUCKY SurCharge | 01/01/2016          | 0.0440   | 0.1020 | 0.0440  | 0.0440  | 0.1020 | 0.1020 | 0.0440  | 0.0440   | 0.0440 | 0.0440 | 0.1020 | 0.1020    |
| LOUISIANA          | 01/01/2016          | 0.2000   | 0.2000 | 0.2000  | 0.1460  | 0.2000 | 0.2000 | 0.2000  | 0.2000   | 0.2000 | 0.2000 | 0.2000 | 0.2000    |
| MASSACHUSETTS      | 01/01/2016          | 0.2400   | 0.2400 | 0.2400  | 0.2400  | 0.2400 | 0.2400 | 0.2400  | 0.2400   | 0.2400 | 0.2400 | 0.2400 | 0.2400    |
| MANITOBA           | 01/01/2016          | 0.3788   | 0.3788 | 0.3788  | 0.0812  | 0.2706 | 0.2706 | 0.3788  | 0.3788   | 0.3788 | 0.3788 | 0.3788 | 0.3788    |
| MARYLAND           | 01/01/2016          | 0.3260   | 0.3335 | 0.3260  | 0.3260  | 0.3260 | 0.3260 | 0.3260  | 0.3260   | 0.3260 | 0.3260 | 0.3335 | 0.3335    |
| MAINE              | 01/01/2016          |          | 0.3120 |         | 0.2190  | 0.1780 | 0.2430 | 0.1980  | 0.1470   |        |        |        | 0.3120    |
| MICHIGAN           | 01/01/2016          |          | 0.2490 |         |         |        |        |         |          |        |        |        | 0.2490    |
| MINNESOTA          | 01/01/2016          | 0.2850   | 0.2850 | 0.2850  | 0.2135  | 0.1710 | 0.3134 | 0.2850  | 0.2850   | 0.2025 |        | 0.2850 | 0.2850    |
| MISSOURI           | 01/01/2016          | 0.1700   | 0.1700 | 0.1700  | 0.1700  |        |        | 0.1700  |          | 0.1700 | 0.1700 |        | 0.1700    |
| MISSISSIPPI        | 01/01/2016          | 0.1800   | 0.1800 | 0.1800  | 0.1700  | 0.1800 | 0.2280 | 0.1800  | 0.1800   | 0.1800 | 0.1800 | 0.1800 | 0.1800    |
| MONTANA            | 01/01/2016          |          | 0.2775 |         | 0.0518  | 0.0700 |        |         |          |        |        |        |           |
| NEW BRUNSWICK      | 01/01/2016          | 0.4194   | 0.5817 | 0.4194  | 0.1813  | 0.5817 | 0.5817 | 0.5817  | 0.5817   | 0.4194 | 0.5817 | 0.5817 | 0.5817    |
| NORTH CAROLINA     | 01/01/2016          | 0.3500   | 0.3500 | 0.3500  | 0.3500  | 0.3500 | 0.3500 | 0.3500  | 0.3500   | 0.3500 | 0.3500 | 0.3500 | 0.3500    |
| NORTH DAKOTA       | 01/01/2016          | 0.2300   | 0.2300 | 0.2300  | 0.2300  |        | 0.2300 |         |          |        |        |        | 0.2300    |
| NEBRASKA           | 01/01/2016          | 0.2680   | 0.2680 | 0.2680  | 0.2680  | 0.2680 | 0.2680 | 0.2680  | 0.2680   | 0.2680 | 0.2680 | 0.2680 | 0.2680    |

## Reprint Option

When using the Reprint option, you can reprint a copy of your license, 30-day temporary permit and tax returns. These documents are created in a PDF format and can be printed, emailed or saved to your computer.

### PRINTING

## License

Click on the reprint option and select License from the drop-down list. The selection screen will display. To reprint the license, enter the license year and supplement number. If you leave these blank, a selection list will be provided and you can select the license year you want.

**Iowa Department of Transportation Motor Carrier Services (TEST 135 v2.9.1) - IFTA Level**

Welcome 1183 .

[Fleet](#) ▶ [Tax Return](#) ▶ [Admin](#) ▶ [Reprint](#) ▶ [Payment](#) ▶ [Supplement](#) ▶ [Inquiry](#) ▶ [Work In Progress](#) ▶ [Enterprise](#) [Sign Off](#)

Search Supplement Reprint-License

Client ID :

License Year :  Supplement No :

View
  Fax
  Email

Once you select the year you want, the details of the license will be displayed in PDF format.

**Iowa Department of Transportation**  
Office of Motor Carrier Services  
P.O. Box 10382, Des Moines, IA 50306-0382

### 2008 International Fuel Tax Agreement License

| Client ID Number                         | IFTA License Number | Effective Date         | Expiration Date |
|--|---------------------|------------------------|-----------------|
| 1183                                     | IA111111112         | 1-01-2008              | 12-31-2008      |
| <b>Licensee:</b> TEST #1 IA DOT          |                     |                        |                 |
| <b>Doing Business As:</b> TEST #1 IA DOT |                     |                        |                 |
| <b>Street Address:</b> 100 EUCLID AVE    |                     |                        |                 |
| <b>City:</b> DES MOINES                  | <b>State:</b> IA    | <b>Zip code:</b> 50316 |                 |

This license is issued under the terms of the International Fuel Tax Agreement and is valid for vehicles operated by the licensee in the following jurisdictions:

|              |                  |          |                      |
|--------------|------------------|----------|----------------------|
| Alberta      | British Columbia | Manitoba | New Brunswick        |
| Newfoundland | Nova Scotia      | Ontario  | Prince Edward Island |
| Quebec       | Saskatchewan     |          |                      |

AND  
All U.S. jurisdictions except Alaska, Hawaii, and Washington, D.C.

### 30-day Temporary Permit

This selection provides a copy of a 30-day temporary permit, and works the same as reprinting your license. Hover over Reprint and select Permit.

**Iowa Department of Transport**

Welcome mary.guillaume@dot.iowa.gov .

Fleet ▶ Tax Return ▶ Audit ▶ Admin ▶ **Reprint** ▶ Payment ▶ Supplement ▶ Inquiry ▶

- License
- Shipping Document
- Permit**
- Renewal Notice
- Quarterly Tax Return
- Tax Return
- Letters

Enter the license year and supplement number.

**Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.46) - IFTA Level**

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Fleet ▶ Tax Return ▶ Audit ▶ Admin ▶ Reprint ▶ Payment ▶ Supplement ▶ Inquiry ▶ Work In Progress ▶ Reports ▶ Enterprise ▶ Sign Off

**Search Supplement**

Client ID : 1183      TIN :

License Year :       Supplement No. :       Unit No. :

Print     View     Fax     Email

Click on Select

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.46) - IFTA Level

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Fleet ▶ Tax Return ▶ Audit ▶ Admin ▶ Reprint ▶ Payment ▶ Supplement ▶ Inquiry ▶ Work In Progress ▶ Reports ▶ Enterprise ▶ Sign Off


**Search Supplement**

Client ID : [REDACTED] TIN : [REDACTED]  
License Year : 2016 Supplement No. : 2 Unit No. : [REDACTED]

Print  View  Fax  Email

| Permit No | Permit Type | Permit Year | Client ID | Fleet No | License Year | Supp No | Unit No | VIN   |            |
|-----------|-------------|-------------|-----------|----------|--------------|---------|---------|-------|------------|
| Select    | 7010        | FD          | 2016      | 3688     | 0            | 2016    | 2       | 26934 | [REDACTED] |

The permit for that supplement and vehicle will pop up in PDF format for you to print, email or save to your computer.

 **Iowa Department of Transportation**

**INTERNATIONAL FUEL TAX AGREEMENT  
TEMPORARY DECAL PERMIT**

Issued To : [REDACTED]  
Address : Test Account  
123 Every Street  
Anywhere IA 55555

Unit # : [REDACTED] VIN : [REDACTED]

Base Jurisdiction : Iowa

IFTA Account : [REDACTED]

Issued Date : 01-01-2016      Expiration Date: 01-31-2016

### Tax Return

To print the quarterly tax return form, you will hover over Reprint, select Quarterly Tax Return

Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.46) -

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Fleet ▶ Tax Return ▶ Audit ▶ Admin ▶ Reprint ▶ Payment ▶ Supplement ▶ Inquiry ▶ Work In Progress ▶ Reports ▶ Enterprise ▶ Sign Off

- License
- Shipping Document
- Permit
- Renewal Notice
- Quarterly Tax Return**
- Tax Return
- Letters

Fill in the Return Year, Return Quarter, and Fuel Type then click on Proceed:

**Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.46) - IFTA**

Welcome [mary.guillaume@dot.iowa.gov](#)

Fleet ▶ Tax Return ▶ Audit ▶ Admin ▶ Reprint ▶ Payment ▶ Supplement ▶ Inquiry ▶ Work In Progress ▶ Reports ▶ Enterprise ▶ Sign Off


**Admin**

Blank Report       Select Carrier

\* Client Id       \* TIN   
 \* Return Year       \* Return Quarter       Fuel Type

View       Print       Fax       Email  
                 

The Quarterly Tax Return form will pop up in a PDF format for you to either print, save to your computer or email.



**Iowa Department of Transportation**  
**INTERNATIONAL FUEL TAX AGREEMENT**  
**QUARTERLY TAX RETURN**

File Online  
[www.iowadot.gov/mvd/omcs](http://www.iowadot.gov/mvd/omcs)

**DIESEL TAX RATES**

| 1. Client ID.  | License No. | 2. Date Due<br>August 01, 2016 |   |
|--|-------------|--------------------------------|---|
| 3. CLIENT Name<br><br>Test Account<br>123 Every Street<br>Anywhere IA 55555  |             |                                | Check Amount _____<br>Date _____<br>4. Reporting Period<br>Quarter : June<br>Year : 2016<br><input type="checkbox"/> Amendment Return |
| 5. Miles per gallon during this quarter<br>A. Total miles traveled in all states _____<br>B. Total fuel consumed in all states _____<br>C. Average Miles per gallon _____<br>(Line A divided by line B; use two decimal places, i.e. 0.1234) |             |                                |   |
| 6. Fuel Type : DIESEL  |             |                                |   |
| 7. IFTA Tax Computation (Refer to Instructions for details)  |             |                                |   |
| A  | B           | C                              | J   |
| Jurisdiction   | Tax Rates   | Total Miles                    | TOTAL DUE (H + I)   |
| Round to nearest whole gallon and miles  |             |                                |   |
| AB ALBERTA   | 0.3766      |                                | \$  |
| AL ALABAMA   | 0.1900      |                                | \$  |
| AR ARKANSAS  | 0.2250      |                                | \$  |
| AZ ARIZONA   | 0.2600      |                                | \$  |
| BC BRITISH COLUMBIA  | 0.6567      |                                | \$  |
| CA CALIFORNIA  | 0.4500      |                                | \$  |

If you want to reprint your completed tax return, hover over reprint, and select Tax Return.

**Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.46) - IFTA**

Welcome [mary.guillaume@dot.iowa.gov](#)

Fleet ▶ Tax Return ▶ Audit ▶ Admin ▶ Reprint ▶ Payment ▶ Supplement ▶ Inquiry ▶ Work In Progress ▶ Reports ▶ Enterprise ▶ Sign Off

Quarterly tax return file generated success

- License
- Shipping Document
- Permit
- Renewal Notice
- Quarterly Tax Return
- Tax Return**
- Letters

Select the Return Year, Return QTR and Fuel Type then click on Proceed:

**Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.46)**

Welcome mary.guillaume@dot.iowa.gov

Fleet ▶ Tax Return ▶ Audit ▶ Admin ▶ Reprint ▶ Payment ▶ Supplement ▶ Inquiry ▶ Work In Progress ▶ Reports ▶ Enterprise ▶ Sign Off

**Tax Return Search** **Reprint - Tax Return**

Client ID: [Redacted]      Amendment No: [Redacted]

Return Year: 2016      Return QTR: 1- March      Fuel Type: DIESEL

Print     View     Fax     Email

Your completed Tax Return will pop up in PDF format for you to print, save, or email.

**Iowa Department of Transportation**  
Office of Motor Carrier Services  
P.O. Box 10382, Des Moines, IA 50309-0382

Client ID : [Redacted]      Carrier Name : Test Account      Tax ID :

Address : [Redacted]      County Description : BLACK HAWK      Phone No :

County Code : 007      Current Status : PAID

Return Year : 2015      Return Quarter : 4 - Dec 31      Fuel Type : DIESEL      Amend/Orig : ORIGINAL

Due Date : 02-01-2016      Filed Date : 01-18-2016      Months Late : 0      Amend No : 0

Processed Date : 01-18-2016      No Operation : N

Total Miles (A) : 7043627      Penalty : .00

Total Gallons (B) : 1241026      Return Amt : 16908.86

MPG : 5.68      Previous Return Interest and Penalty : .00

Non-IFTA Miles : 0      Additional Interest : .00

Payment Made : 16908.86

Previous Payment Made : .00

Adjusted Amount : .00

Final Amount Due : .00

| Jur | Eff Date   | Rate   | Total Miles | Taxable Miles | Taxable Gallons | Paid Gallons | Net Taxable Gallons | Tax Due  | Interest Due | Amt Due  |
|-----|------------|--------|-------------|---------------|-----------------|--------------|---------------------|----------|--------------|----------|
| AB  | 10/01/2015 | 0.3714 | 4298        | 4298          | 57              | 295          | 462                 | 171.59   | 0.00         | 171.59   |
| AL  | 10/01/2015 | 0.1900 | 256158      | 56158         | 4328            | 39169        | 5929                | 1126.51  | 0.00         | 1126.51  |
| AR  | 10/01/2015 | 0.2250 | 1228        | 1228          | 23280           | 18399        | 4881                | 1098.23  | 0.00         | 1098.23  |
| AZ  | 10/01/2015 | 0.2600 | 27540       | 140           | 4849            | 5490         | -641                | -166.66  | 0.00         | -166.66  |
| BC  | 10/01/2015 | 0.6400 | 139         | 139           | 201             | 0            | 201                 | 130.19   | 0.00         | 130.19   |
| CA  | 10/01/2015 | 0.4500 | 758         | 758           | 5943            | 4072         | 1871                | 841.95   | 0.00         | 841.95   |
| CO  | 10/01/2015 | 0.2050 | 23803       | 23803         | 4191            | 3811         | 380                 | 77.90    | 0.00         | 77.90    |
| CT  | 10/01/2015 | 0.5030 | 316         | 316           | 557             | 262          | 295                 | 148.39   | 0.00         | 148.39   |
| DE  | 10/01/2015 | 0.2200 | 571         | 571           | 101             | 0            | 101                 | 22.22    | 0.00         | 22.22    |
| FL  | 10/01/2015 | 0.3367 | 62265       | 62265         | 10962           | 9374         | 1588                | 534.68   | 0.00         | 534.68   |
| GA  | 10/01/2015 | 0.2900 | 365598      | 365598        | 64366           | 60467        | 3899                | 1130.71  | 0.00         | 1130.71  |
| IA  | 10/01/2015 | 0.3250 | 884498      | 884498        | 155721          | 175169       | -19448              | -6320.60 | 0.00         | -6320.60 |
| ID  | 10/01/2015 | 0.3200 | 11992       | 11992         | 2111            | 2592         | -481                | -153.92  | 0.00         | -153.92  |
| IL  | 10/01/2015 | 0.4270 | 403849      | 403849        | 71100           | 52584        | 18516               | 7906.33  | 0.00         | 7906.33  |
| IN  | 10/01/2015 | 0.1600 | 115663      | 115663        | 20363           | 23230        | -2867               | -458.72  | 0.00         | -458.72  |
| IN  | 10/01/2015 | 0.1100 | 0           | 0             | 0               | 0            | 0                   | 2239.93  | 0.00         | 2239.93  |
| KS  | 10/01/2015 | 0.2600 | 324698      | 324698        | 57165           | 31724        | 25441               | 6614.66  | 0.00         | 6614.66  |
| KY  | 10/01/2015 | 0.2160 | 80352       | 80352         | 14146           | 11270        | 2876                | 621.22   | 0.00         | 621.22   |

## Payment Option

To view information about a given supplement, including payment information, hover over Payment and select Supplement Payment Inquiry from the drop-down.

**Iowa Department of Transportation Motor Carrier Services (TEST 20 V8.46) - IFTA**

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Fleet ▶ Tax Return ▶ Audit ▶ Admin ▶ Reprint ▶ **Payment** ▶ Supplement ▶ Inquiry ▶ Work In Progress ▶ Reports ▶ Enterprise ▶ Sign Off

\* Tax return reprinted successfully

- Supplement Post Payment
- Cancel Supplement Payment
- Cancel Tax Return Payment
- Supplement Payment Inquiry

Enter the year you want to view and click Proceed.

**Supplement Payment Search**

Client ID  License Year

TIN  Licensee Name

The inquiry Tree will be displayed, as shown below. Click on any one of the supplement items in the inquiry tree to view payment details.

**Supplement Payment Search** Payment Inquiry

Client ID  License Year

TIN  Licensee Name

- 1183
  - Year
    - Year-2003
      - Fleet List
        - Fleet 0
          - Fleet History
          - Supplement
            - Supp-0
            - Supp-1

|                        | Client ID | Licensee Name  | License Year |
|------------------------|-----------|----------------|--------------|
| <a href="#">Select</a> | 1183      | TEST #1 IA DOT | 2003         |

Below is the screen that will show the supplement and payment information.

**Supplement Detail**

Client ID : 1183 Licensee Name : TEST #1 IA DOT

Fleet No : 0 Fleet Effective Date : 01-01-2003

Supplement No : 0 Supplement Description : NEW FLEET

Supplement Status : COMPLETED Number of Sets of Decals : 0

Start Decal No : 0 End Decal No : 0

**Payment Information**

Invoice Number : 0 Supplement Effective Date : 07-15-2003

Invoice Date : 07-15-2003 Payment Date : 07-15-2003

License Fees : 0.00 Decals Fees :

Shipping Fees : Reinstatement Fees : 0

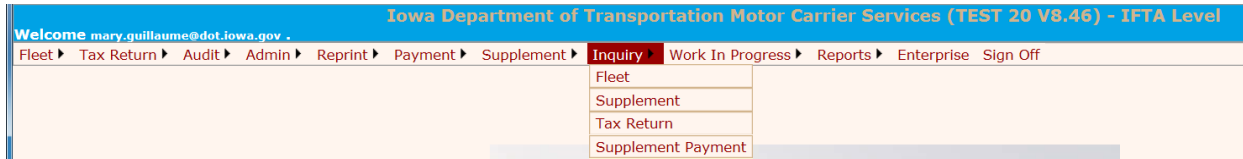
Name Change Fees : 0 Duplicate License Fees : 0

Tax Return Reprint Fees : 0 Previous Escrow Balance : 0

## Inquiry Option

This option, on the [IFTA main menu](#), provides information about an existing supplement. It works the same as other inquiries, as you will need to specify selection criteria, click Proceed and view the information you are inquiring about by clicking on the desired [inquiry tree](#) item.

- Fleet – provides IFTA fleet information and history information, if available.
- Supplement – provides IFTA supplement/transaction information on existing supplements.
- Tax Return provides a screen display of a filed IFTA tax return.
- Supplement Payment provides IFTA supplement information including payment detailed information.



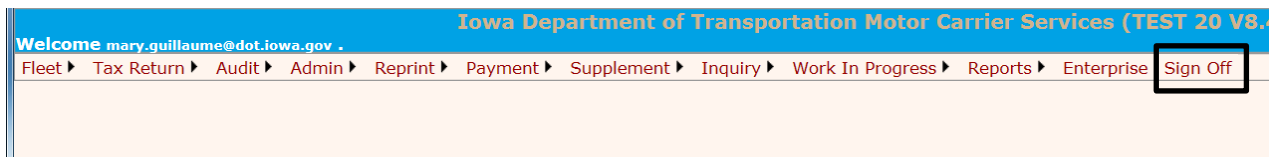
## Make a Payment or view Work in Progress Option

The Work in Progress tab on the IFTA Main Menu provides a way to continue either an open supplement or open tax return that was started but not completed, or make a payment.

- Supplement allows you to continue an incomplete transaction process by entering the selection criteria for the supplement required.
- Tax Return allows you to continue an incomplete tax return by entering the selection criteria for the required tax return.
- Once you completed the supplement or Tax return you can pay using Escrow or E-Pay.

## Signing Off

Once you have completed your transaction(s), you will want to sign off by clicking on the “sign off” in the upper right of the screen.



## PROCESSING AGENTS ONLY

The Office of Vehicle & Motor Carrier Services will allow a processing agent access to authorized carrier accounts following the rules for setting up processing agents. When a processing agent signs in, the Enterprise Level screen will be similar to a licensee, only process agents will have a **Select Client ID** option to click on.

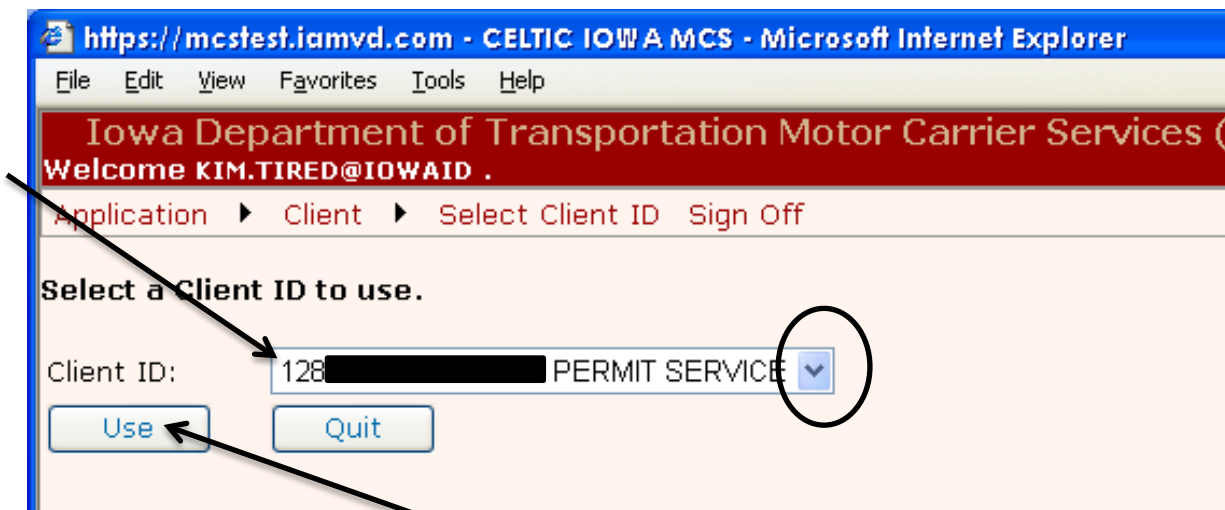


To select the client you want to do work for, click on Select Client ID.



The Select Client ID screen will be displayed.

Click on the “down arrow” next to Client ID, and select your Client ID, and click Use.

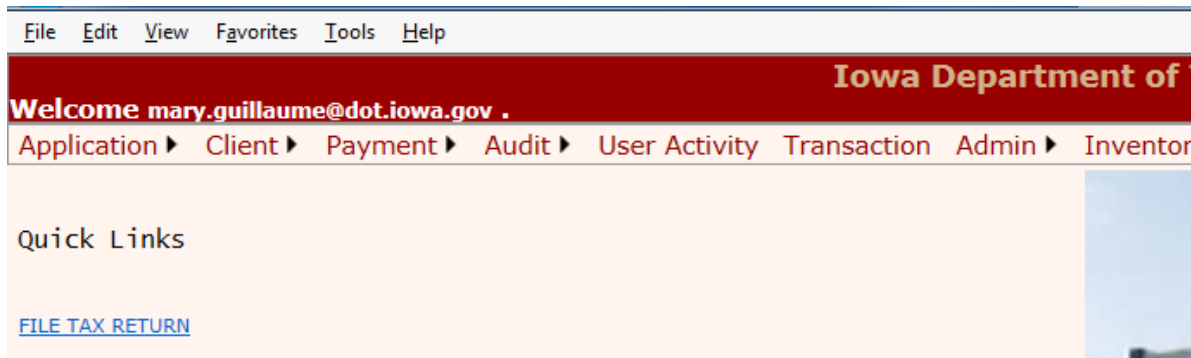


To continue processing in IFTA you will start at [Filing a New Tax Return.](#)

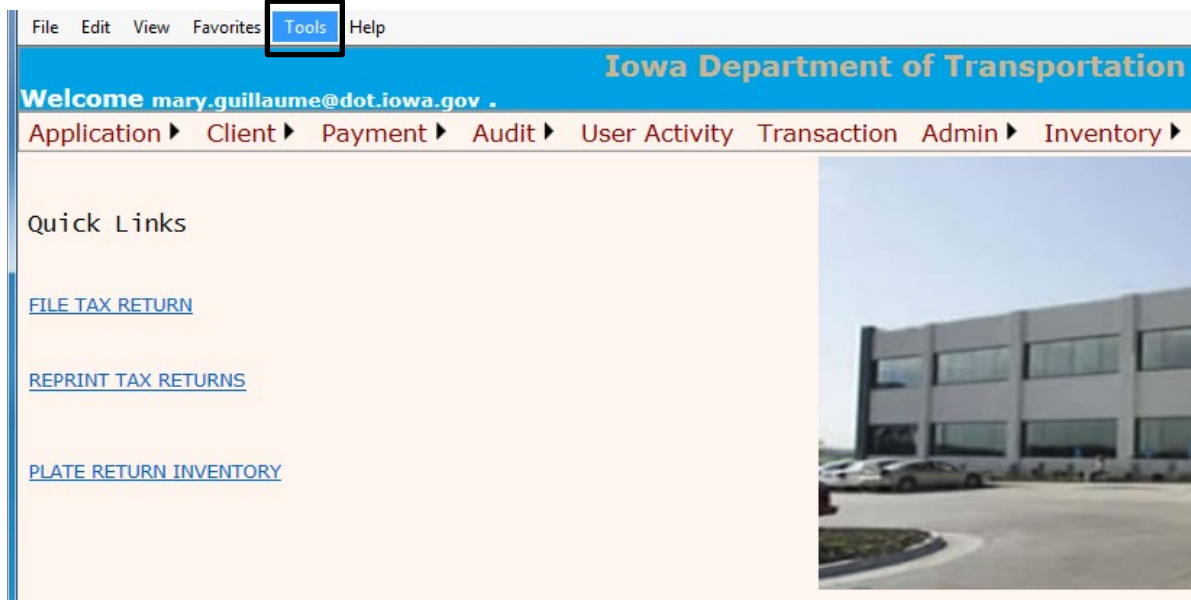
# SECURITY SETTINGS AND POP-UPS

The application makes use of pop-up windows to display certain documents created in a PDF format. You may need to make some setting adjustments on your computer to allow these windows to pop-up.

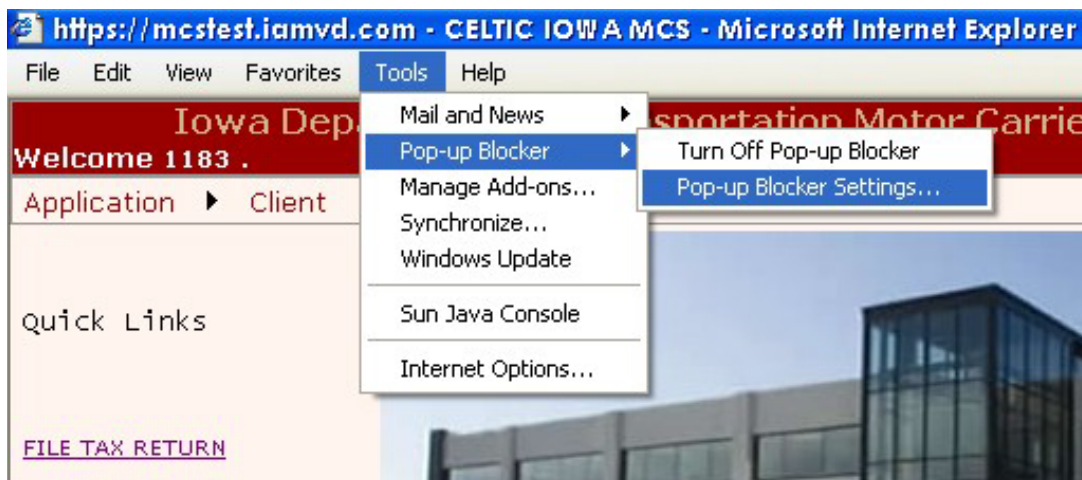
1. Log on to the Enterprise Level.



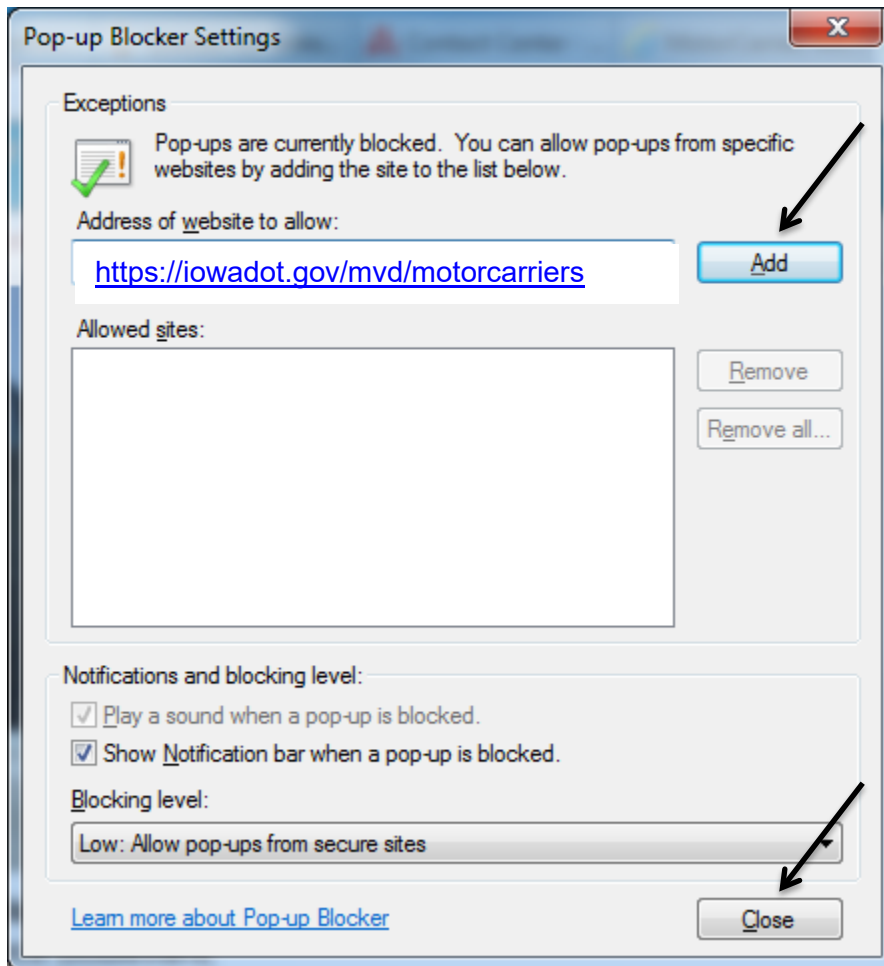
2. Select Tools, then select Pop-Up Blocker



3. You will then click on "Pop-Up Blocker Settings"



4. In the Address of the Web Site to allow field, enter the following web site address: <https://iowadot.gov/mvd/motorcarriers> and click on Add and then Close.

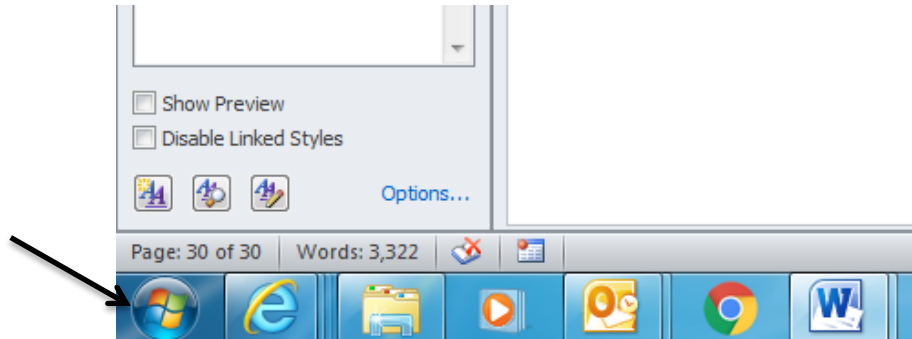


# ADOBE READER SOFTWARE

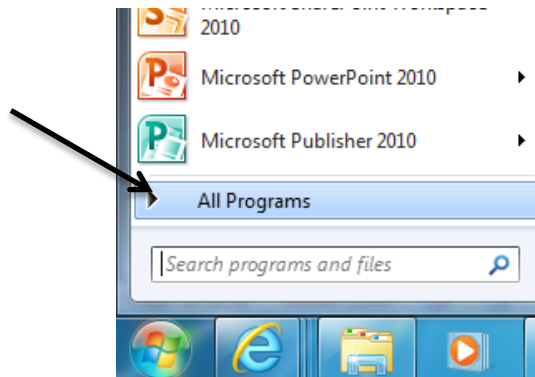
Adobe Reader is required to view forms and documents that are created within the application in PDF formats.

You can check to see if you have Adobe Reader by doing the following:

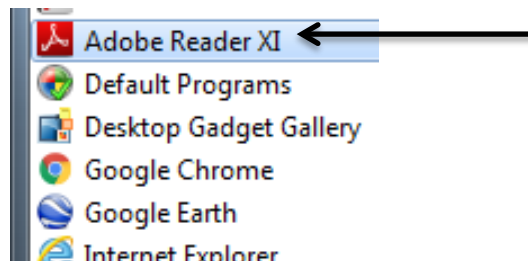
1. Click the Start button on your desktop.



2. Select "All Programs"



3. Look at the list to see if Adobe Reader is an option.



4. If Adobe Reader is not on your list, you can go to <https://get.adobe.com/reader> to download it at no cost.