# International Fuel Tax Agreement (IFTA)

## Quick Reference Guide
## Online Transactions


**Iowa Department of Transportation**
PO Box 10382, Des Moines, IA 50306-0382
Email: omcs@iowadot.us
Website: https://iowadot.gov/mvd/motorcarriers

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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. 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.

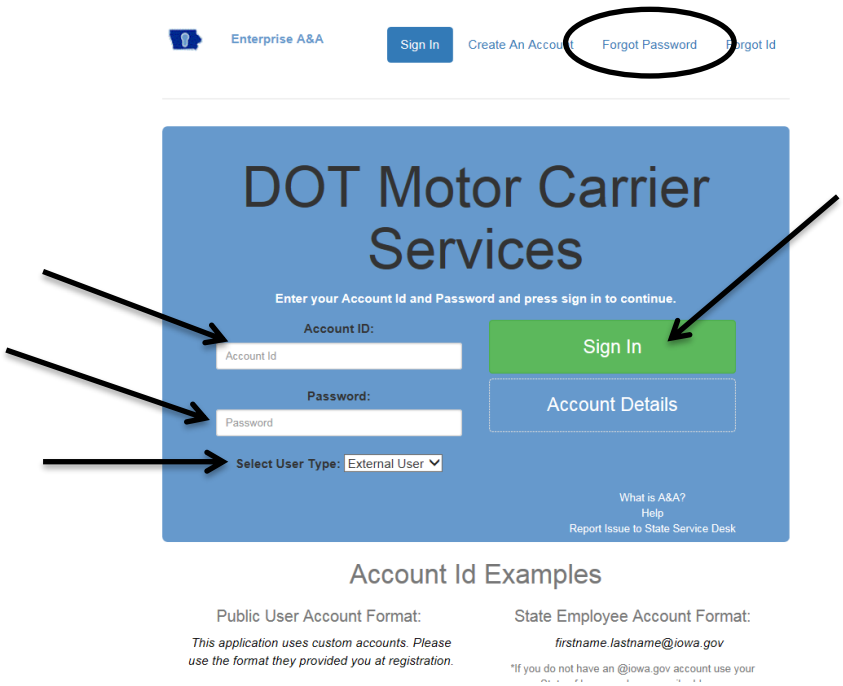
- ***PROCEED*** continues transaction processing to the next logical step in the process.
- ***REFRESH*** restores all screen fields to their original values, allowing you to start over.
- ***QUIT*** exits to the appropriate menu and **does not save** the information on the current screen. From an inquiry 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

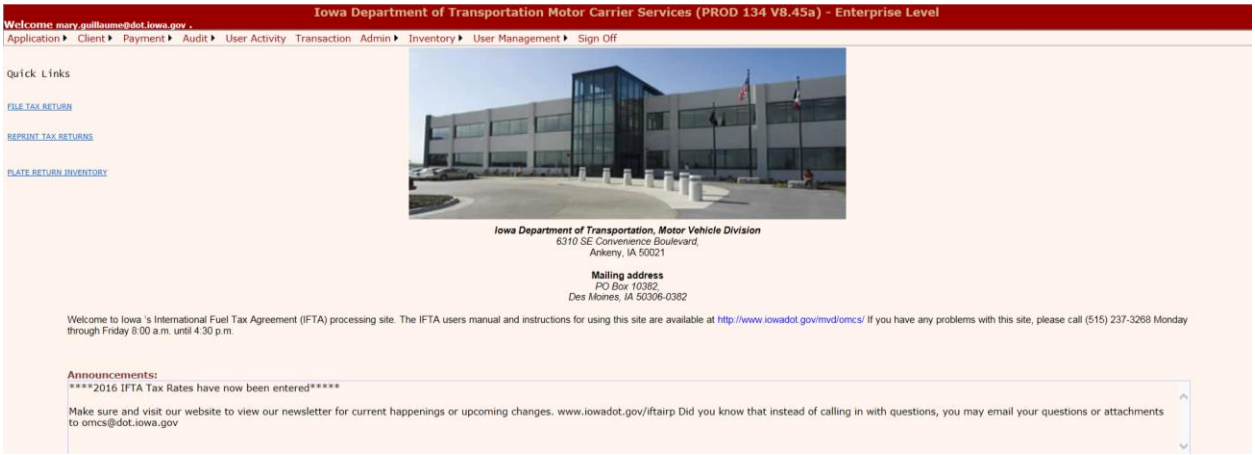
The initial sign-on screen to Iowa's OVMCS system can be accessed by going to: https://iowadot.gov/mvd/motorcarriers .

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.



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



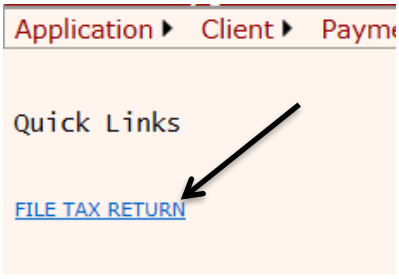

# ENTERPRISE LEVEL

## 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

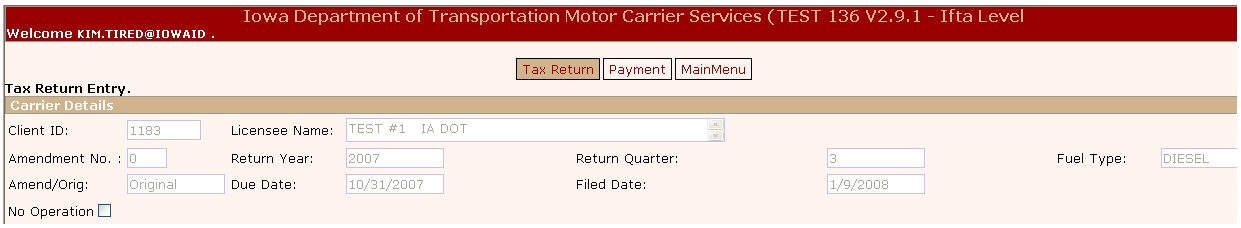
When you click on the File Tax Return quick link, the Quarterly Fuel Tax reporting screen will pop up.

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.

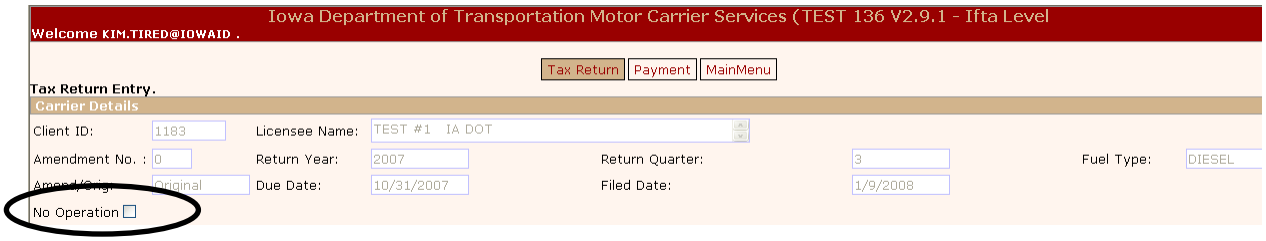
After you have entered all the data, and it passes internal edits, the Tax Return Entry screen will be displayed.

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

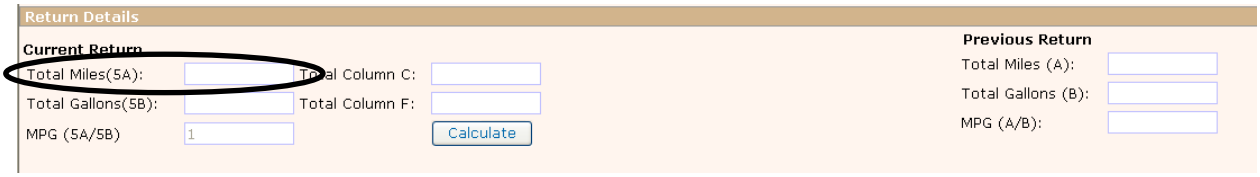
1. Verify the carrier information at the top of the screen, specifically the return year, return quarter, and fuel type.



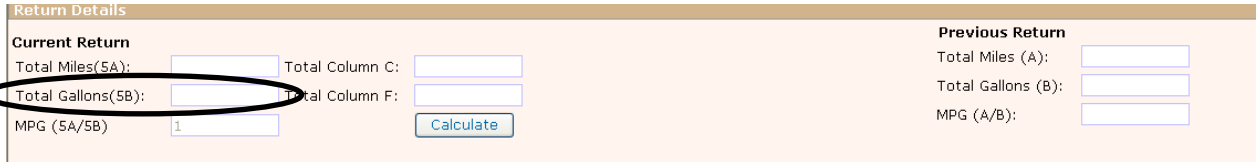

2. If you have not traveled any miles or purchased any gallons for the quarter, check the "No Operation" check box and select Proceed.




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

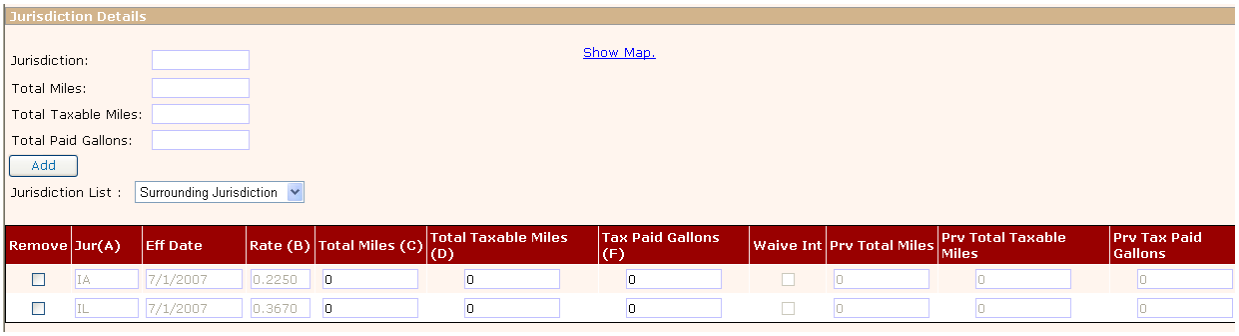



4. Enter Total Gallons (5B).



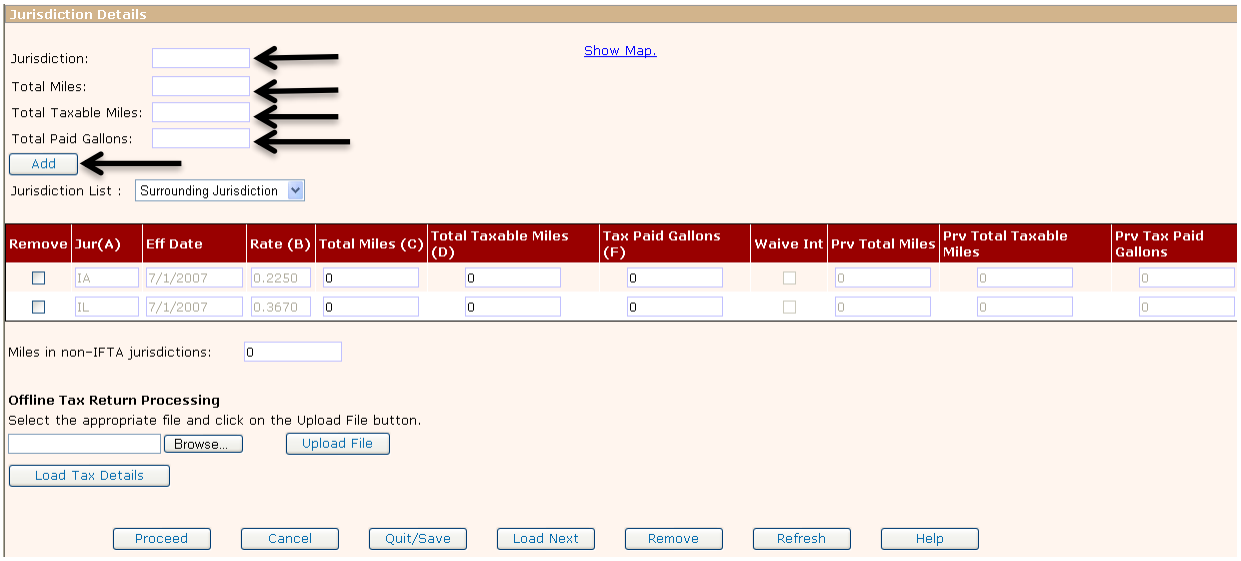

5. Select Calculate and the system will calculate and display the MPG.

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

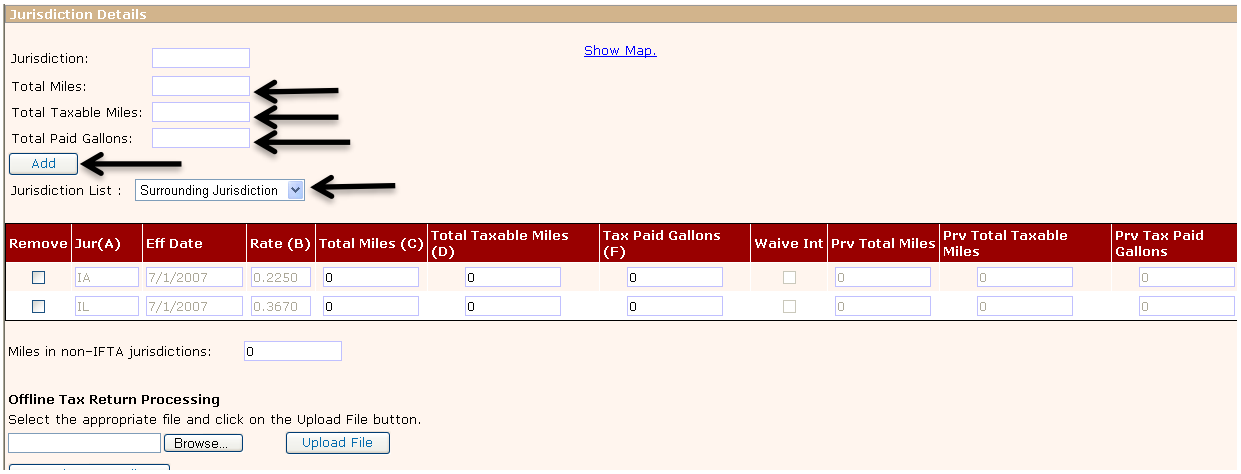



a. If you need to add a new jurisdiction you have three options:

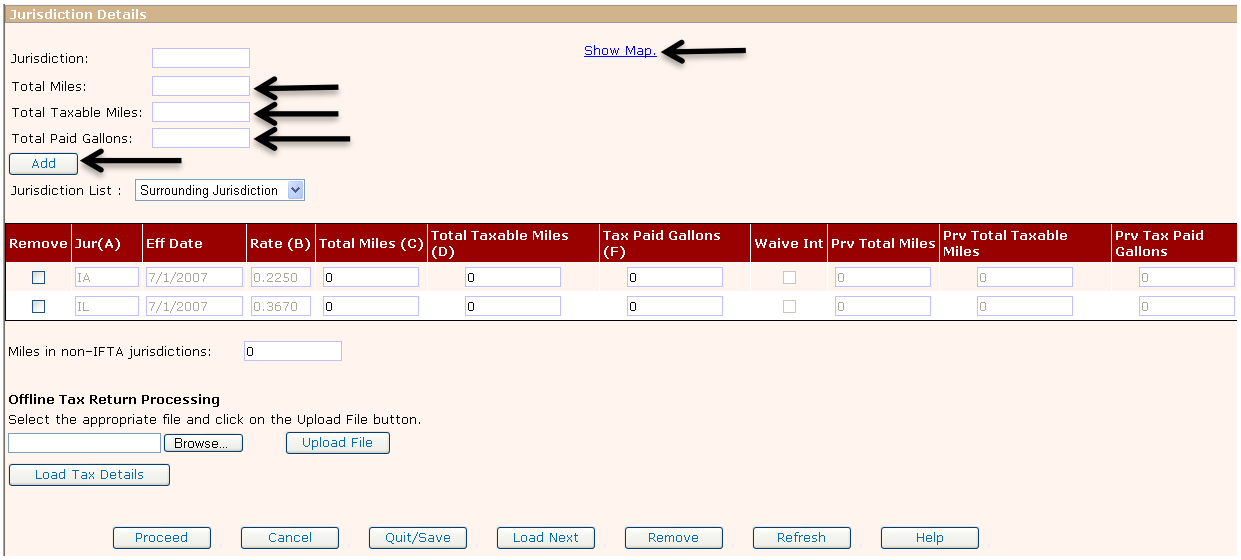
i. Type the two-character abbreviation into the Jurisdiction field, followed by the total miles, total taxable miles, and total paid gallons, the select “Add” to enter the information into the spreadsheet;



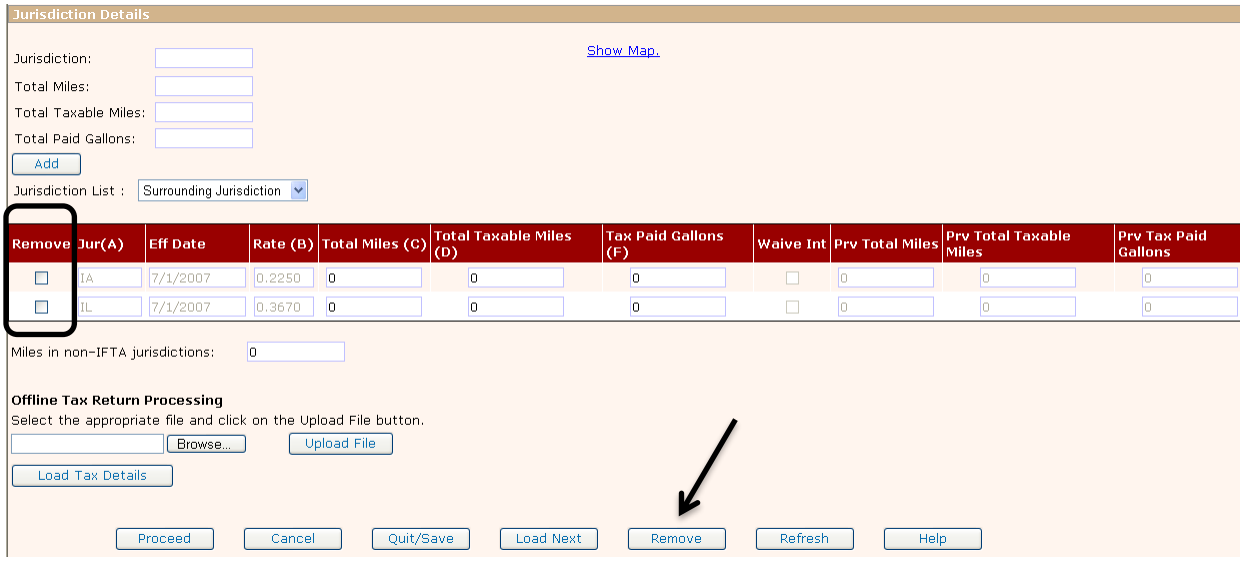

ii. Select the jurisdiction from the drop-down list; enter the total miles, total taxable miles, and total paid gallons. Select “Add” to enter into the spreadsheet.



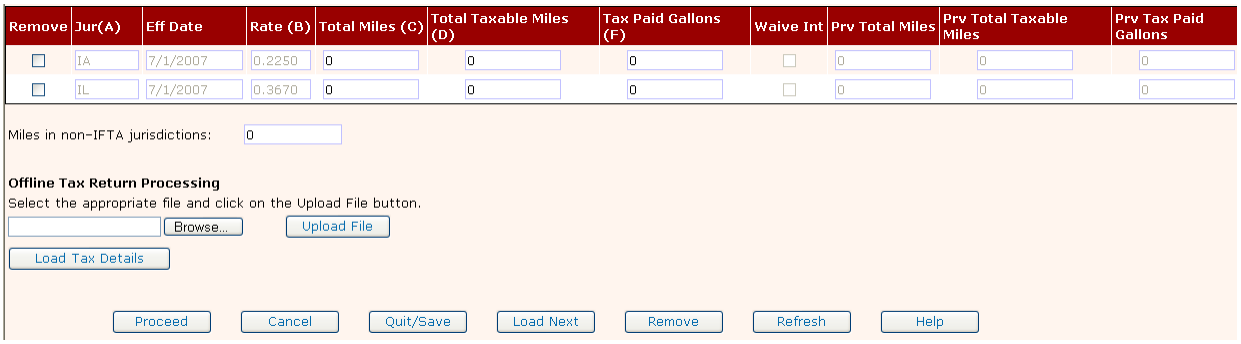
iii. Click on “Show Map” and select the jurisdiction from the map, enter the total miles, total taxable miles, and total paid gallons. Select “Add” to enter the information into the spreadsheet.



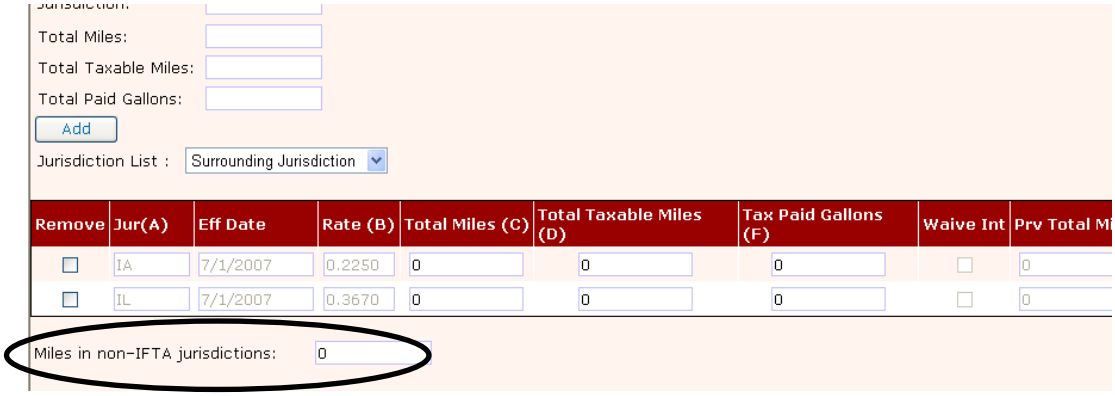

7. To remove a jurisdiction, check the “Remove” box next to each jurisdiction the click on Remove at the bottom of the screen.



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

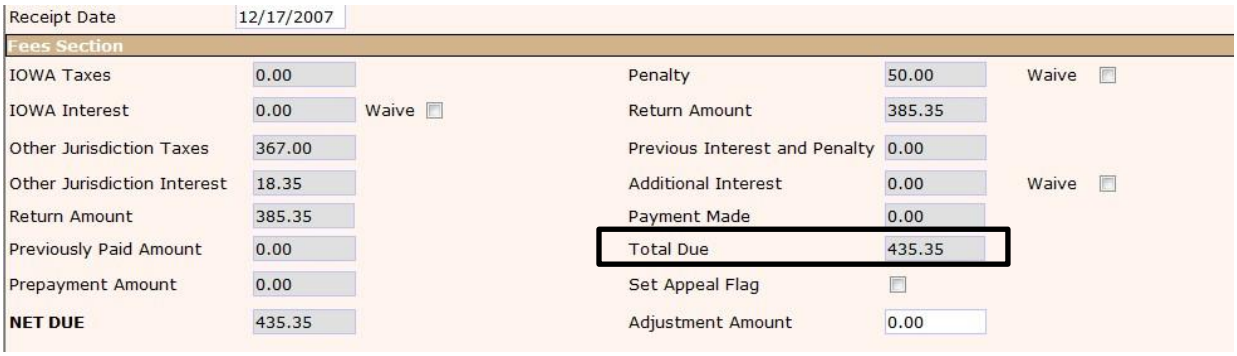



9. Enter the total miles in non-IFTA jurisdictions, if applicable. (Non-IFTA jurisdictions include: United States - Alaska, Hawaii and the District of Columbia; Canada – Yukon, Nunavut & Northwest Territories. Outside of the United States & Canada – Mexico.)

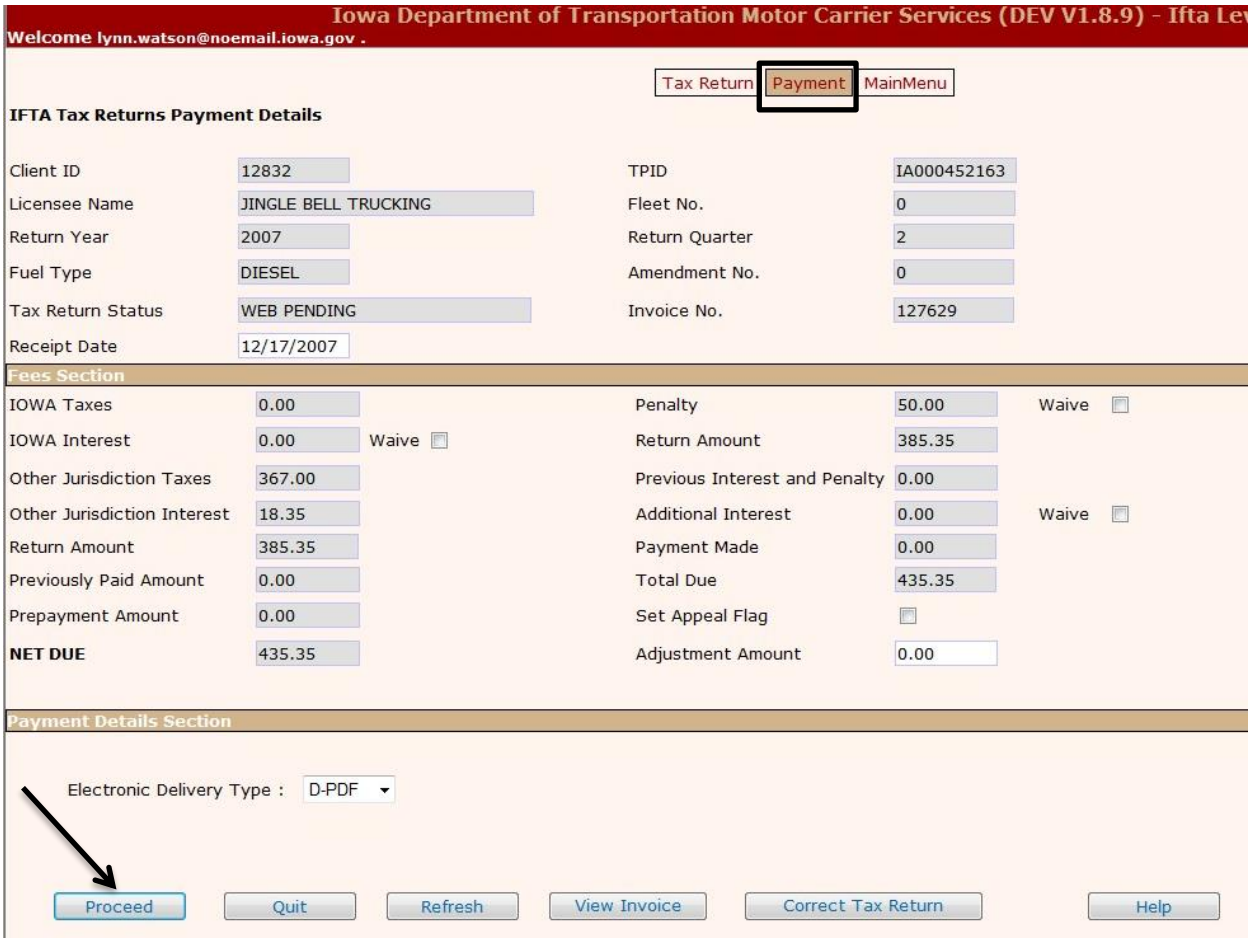



10. Click the Proceed button to perform the data edits and the Tax Return calculations. If there are edit errors, you must fix them before you continue.
    b. The most common error is data entry error in the number of miles and/or gallons. The Calculate button in the Return Details area at the top will 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.

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.




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.



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.

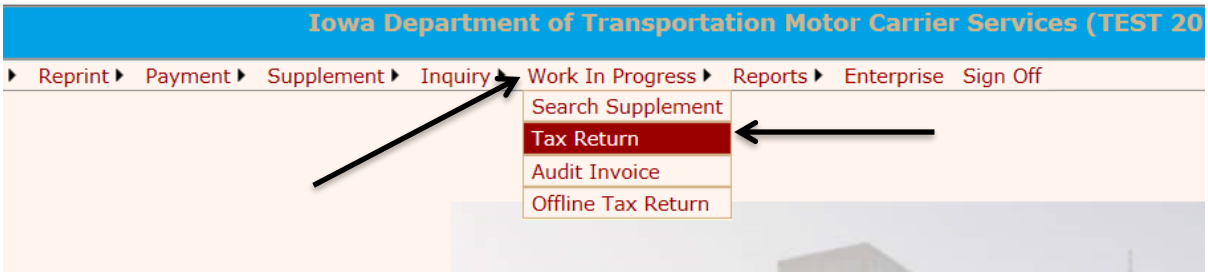
## Returning to complete a tax return

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.

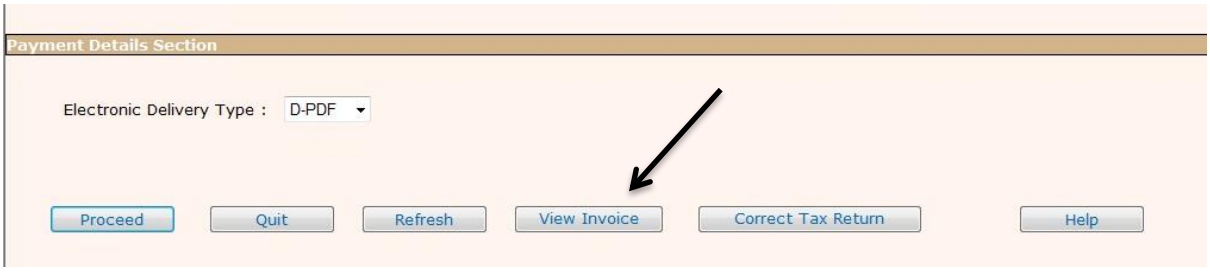
Once you are back in the tax return, follow steps outlined under Filing A New Tax Return.



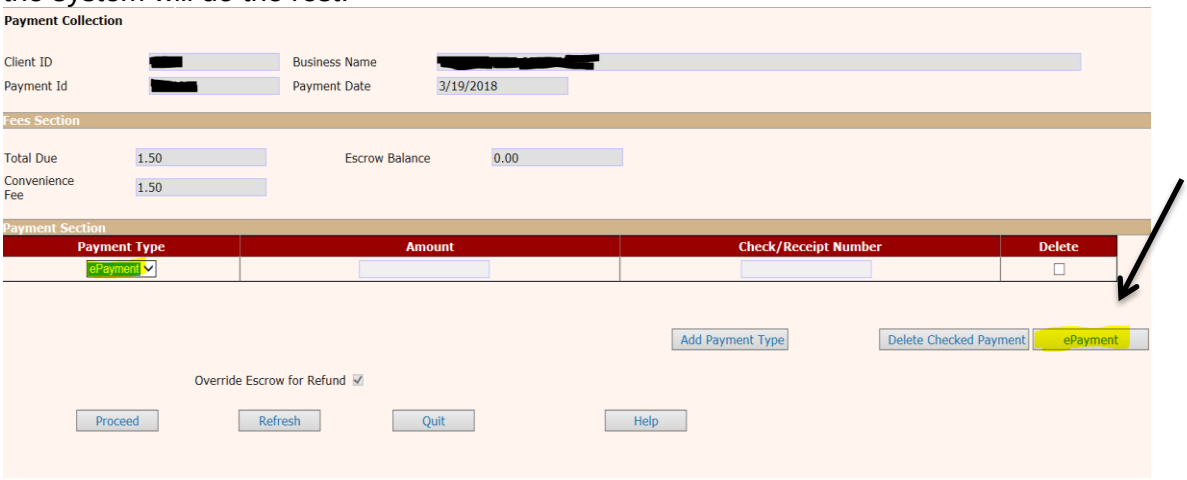

## Making a Payment

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.

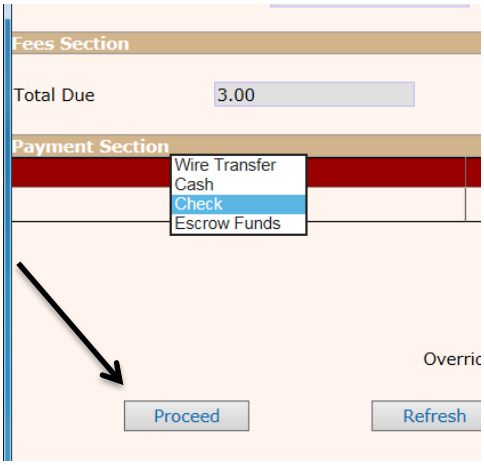
1. If your net amount due is greater than zero and you are mailing in your payment:
   a. Select "View Invoice" – this will provide a PDF view of your calculated tax return. You can either save this to your hard drive or print it to your local printer. You will need to provide a copy of this invoice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

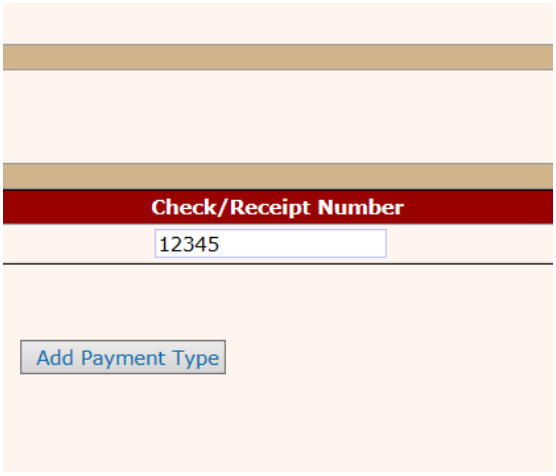


2. If your net amount due is greater than zero and you are paying with E-Pay, click the Proceed button and the Payment Processing screen will be displayed. Click on "**ePayment**" on the lower right-hand side. This will take you to the Electronic Payment Solutions make a payment screen where you enter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

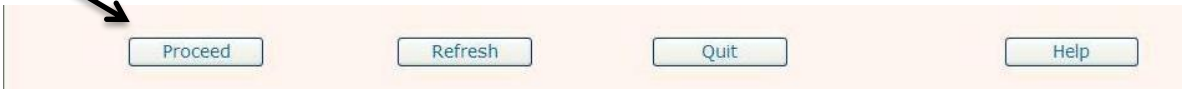



3. If your net amount due is greater than zero and you are paying with Escrow, click the Proceed button and the Payment Processing screen will be displayed. Click on the down arrow under Payment Type, and select Escrow. Once you select Escrow, you will need to enter the amount being paid, the Check/Receipt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



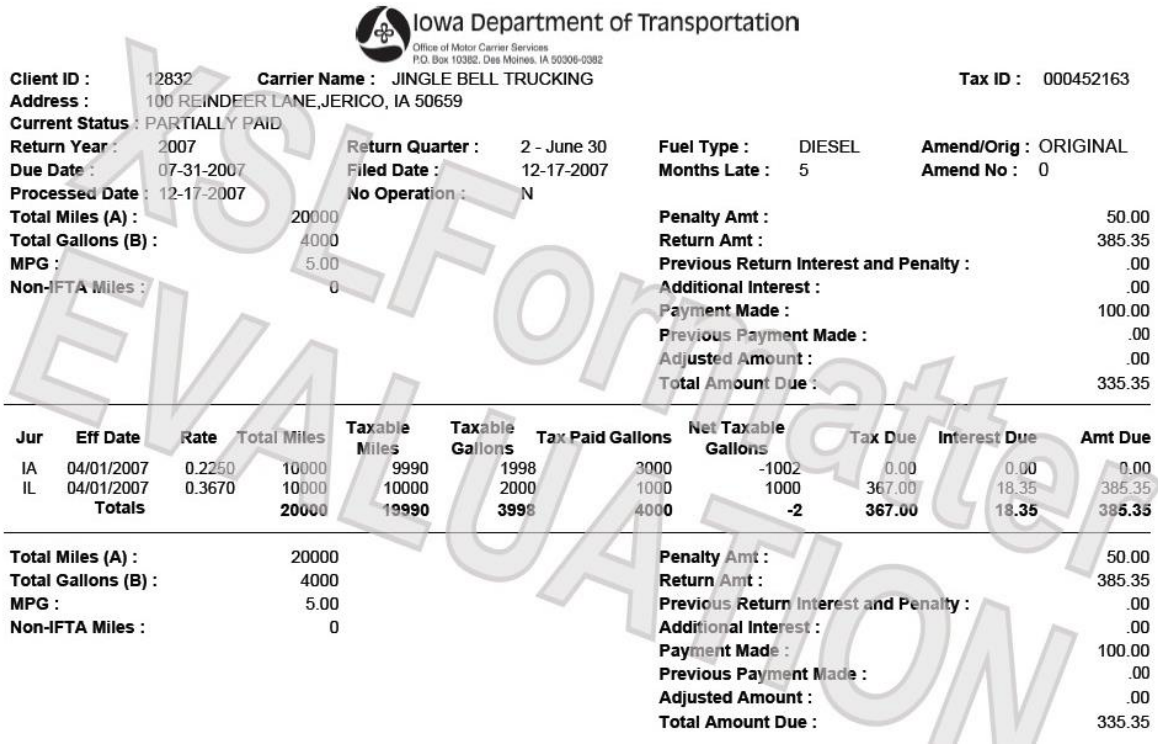

4. If your total due is zero, simply click Proceed to end your transaction.



5. 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

**Client ID :** 12832 **Carrier Name :** JINGLE BELL TRUCKING **Tax ID :** 000452163
**Address :** 100 REINDEER LANE,JERICO, IA 50659
**Current Status :** PARTIALLY PAID
**Return Year :** 2007 **Return Quarter :** 2 - June 30 **Fuel Type :** DIESEL **Amend/Orig :** ORIGINAL
**Due Date :** 07-31-2007 **Filed Date :** 12-17-2007 **Months Late :** 5 **Amend No :** 0
**Processed Date :** 12-17-2007 **No Operation :** N

| | | | |
|---|---|---|---|
| **Total Miles (A) :** | 20000 | **Penalty Amt :** | 50.00 |
| **Total Gallons (B) :** | 4000 | **Return Amt :** | 385.35 |
| **MPG :** | 5.00 | **Previous Return Interest and Penalty :** | .00 |
| **Non-IFTA Miles :** | 0 | **Additional Interest :** | .00 |
| | | **Payment Made :** | 100.00 |
| | | **Previous Payment Made :** | .00 |
| | | **Adjusted Amount :** | .00 |
| | | **Total Amount Due :** | 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 |
| | **Totals** | | **20000** | **19990** | **3998** | **4000** | **-2** | **367.00** | **18.35** | **385.35** |

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

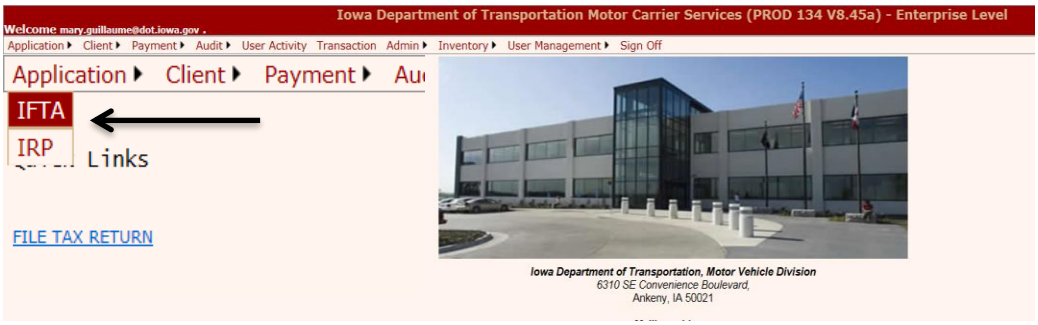
NOT For Filing EVALUATION

6. 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.

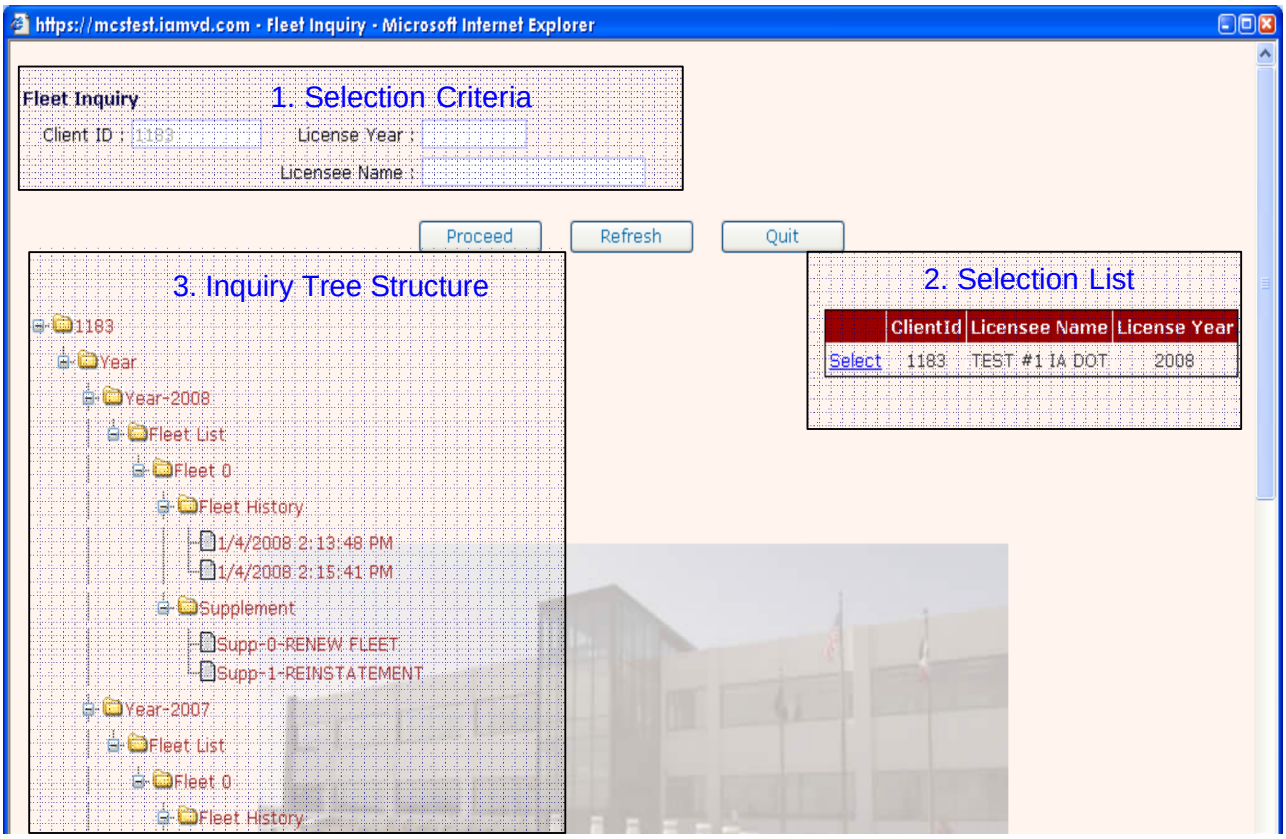
## Fleet Option

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:

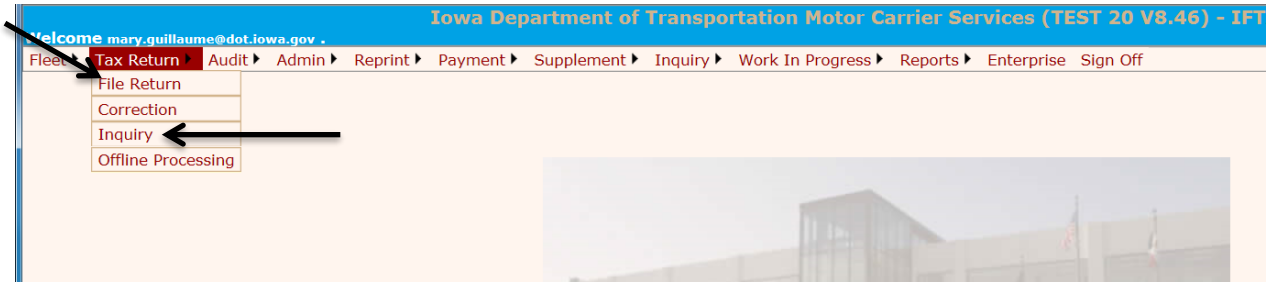
1. Selection Criteria; and
    a. Your Client ID will prepopulate under Fleet Inquiry.
2. Selection List; and
    a. Click on Select in the Selection List to display the Inquiry Tree with the carrier information details.
3. Inquiry Tree Structure.
    a. All information regarding the account activity 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.



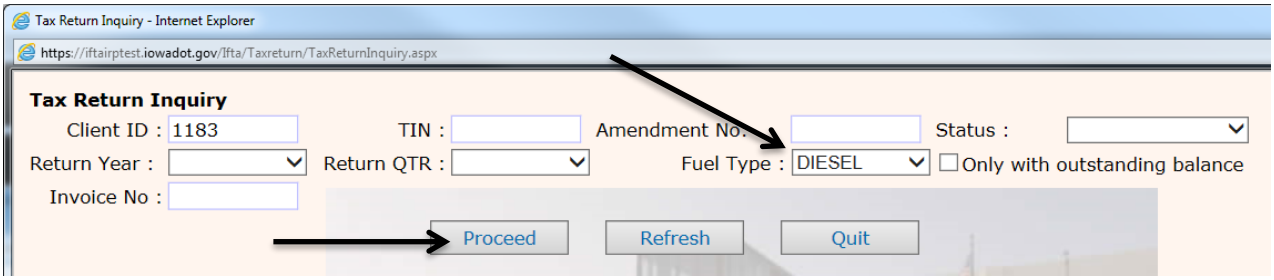
## Tax Return Option

This option is used to inquire a tax return or file either an original tax return or an amendment to a tax return.

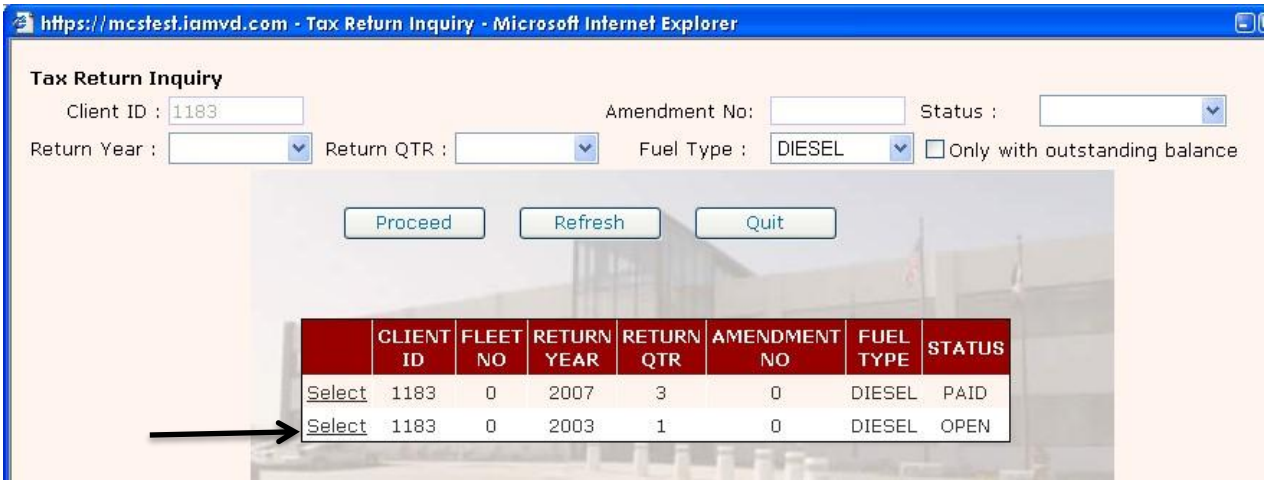
Click on Tax Return then select Inquiry from the drop-down list.




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

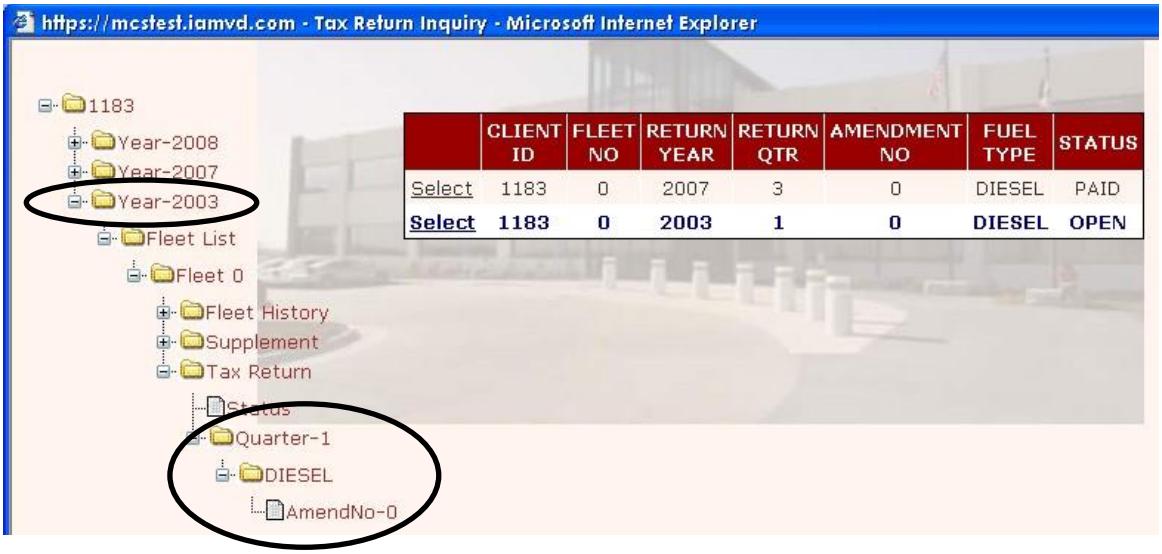



Click on the Select field in the column to the left of the return you wish to see.



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

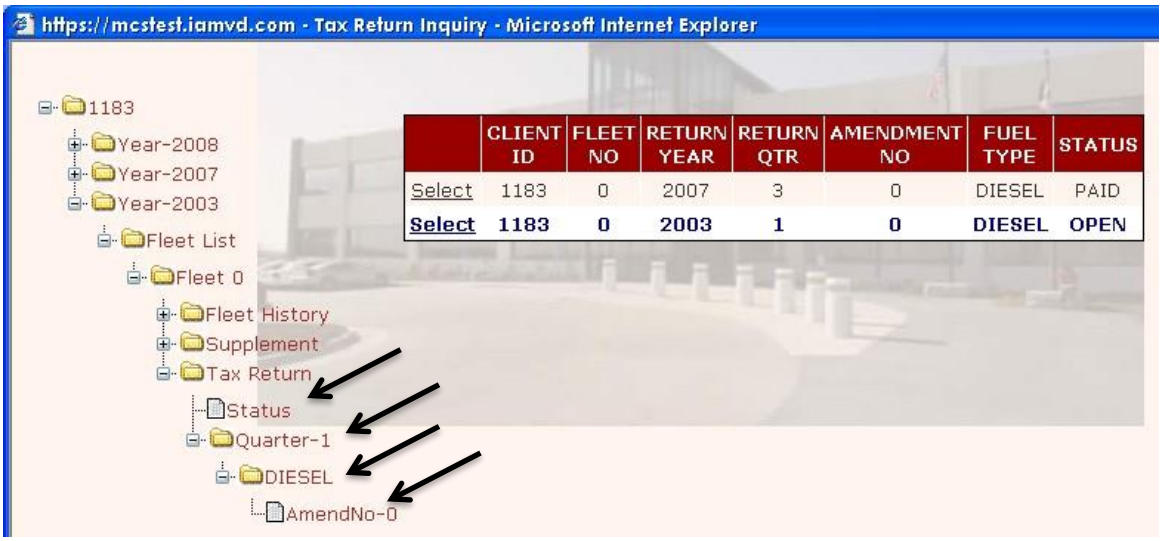
In the screen below the 1st quarter of 2003 was selected and the inquiry tree shows quarter 1 with a diesel return and the Amendment 0, which is the original tax return.



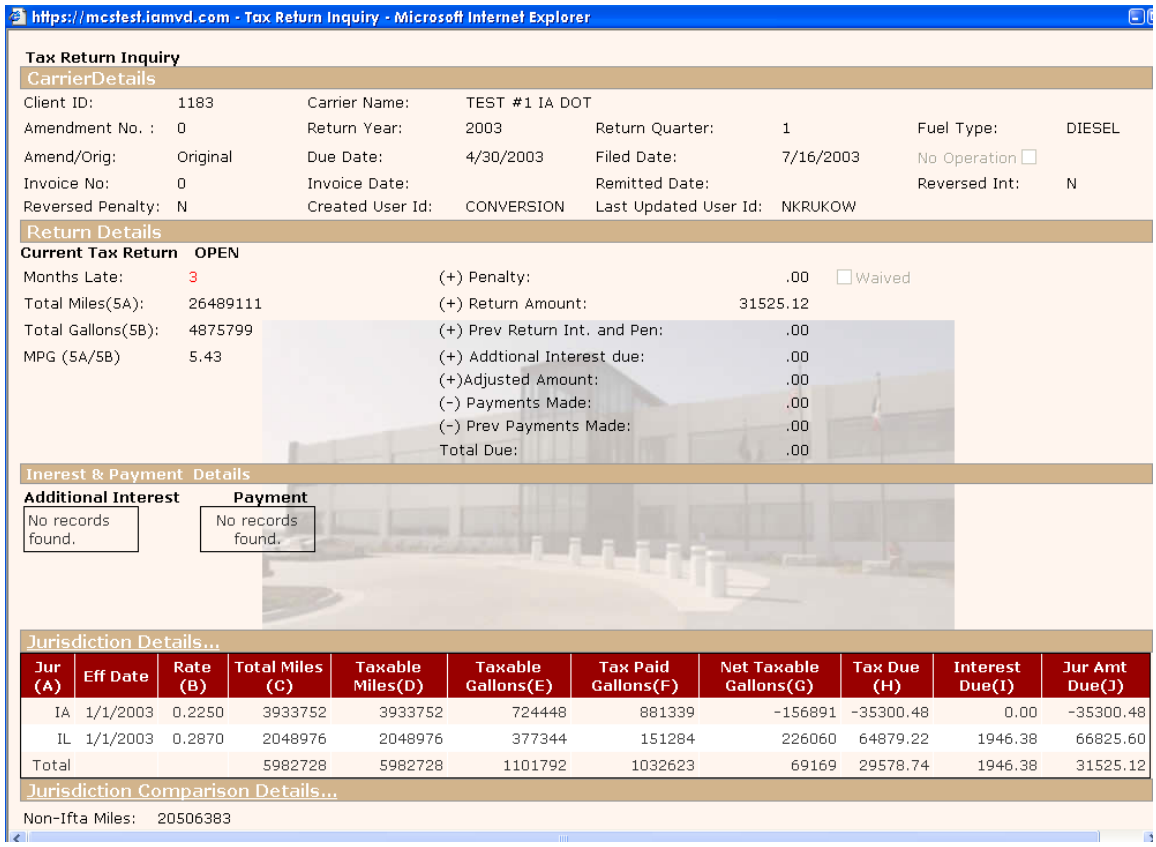

All information regarding tax return activity is reflected in the inquiry tree structure. You can expand and contract the inquiry tree as follows:

- 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.

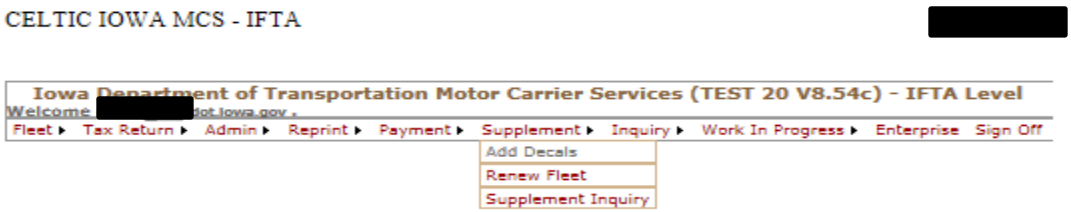


Once selected, the following screen will appear.

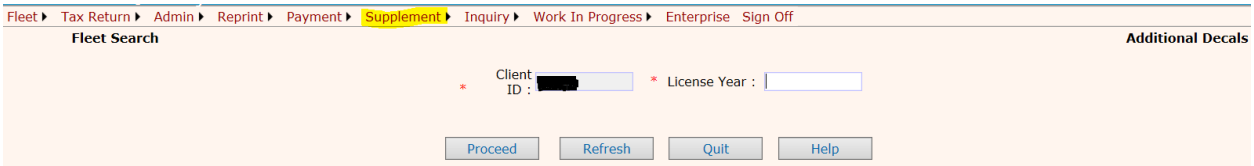



## Add Decals Supplement

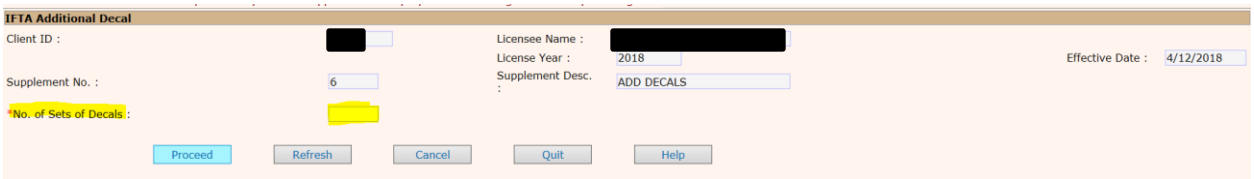
Go to Supplement, Add decals



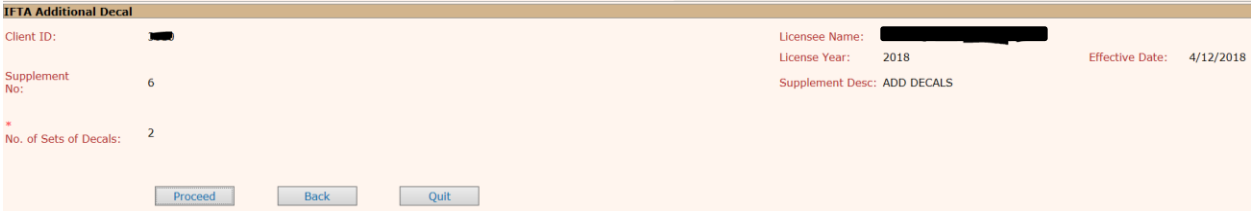

Enter your client ID and the license year then click proceed.



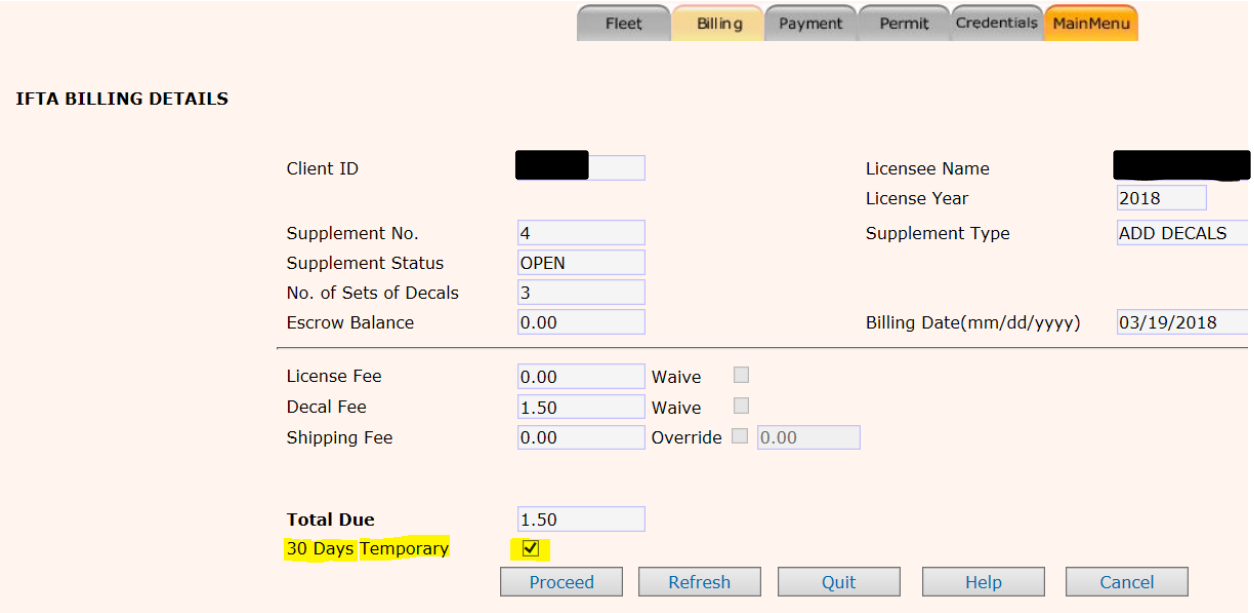
Enter the No. of Sets of Decals you need. Decals are 50 cents for a set of two. Click Proceed.



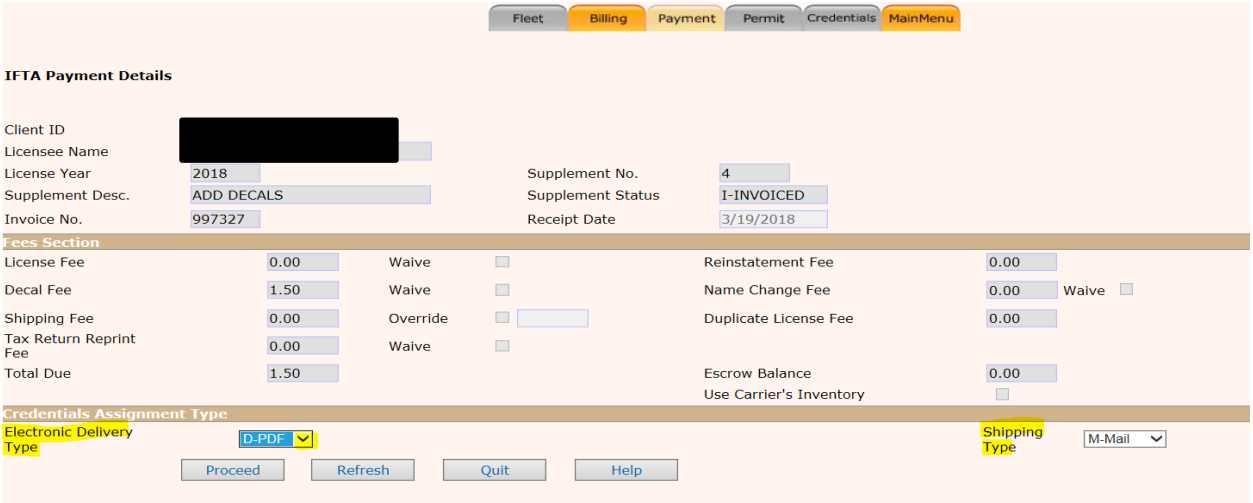

Review this screen and if the information is correct, click proceed, otherwise click back to make changes.




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



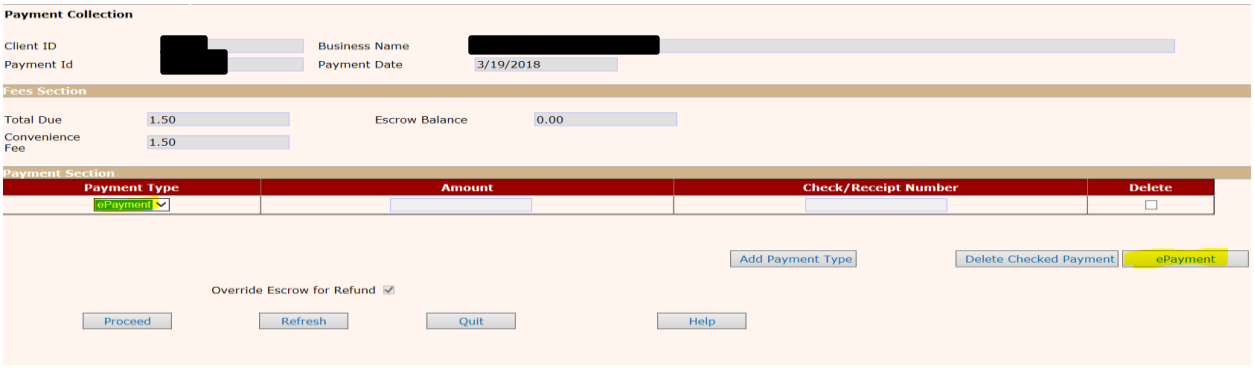

Choose your Electronic Delivery Type and Shipping Type then click proceed.



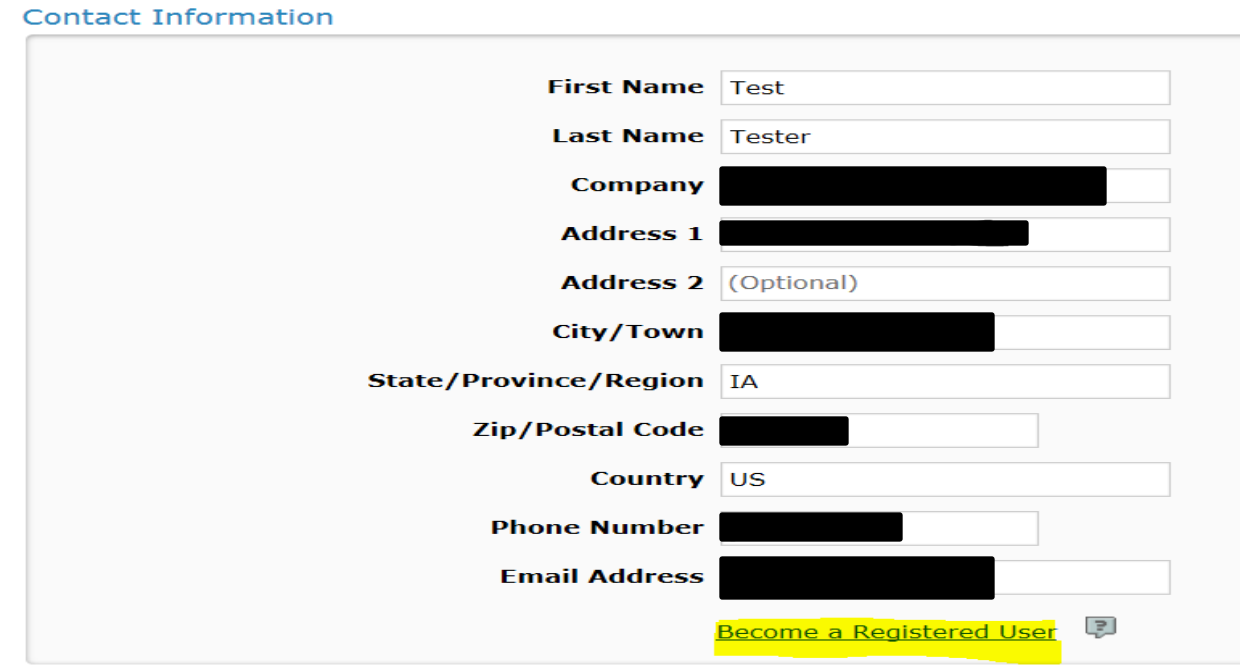
If the information is correct click proceed otherwise click back to make changes.

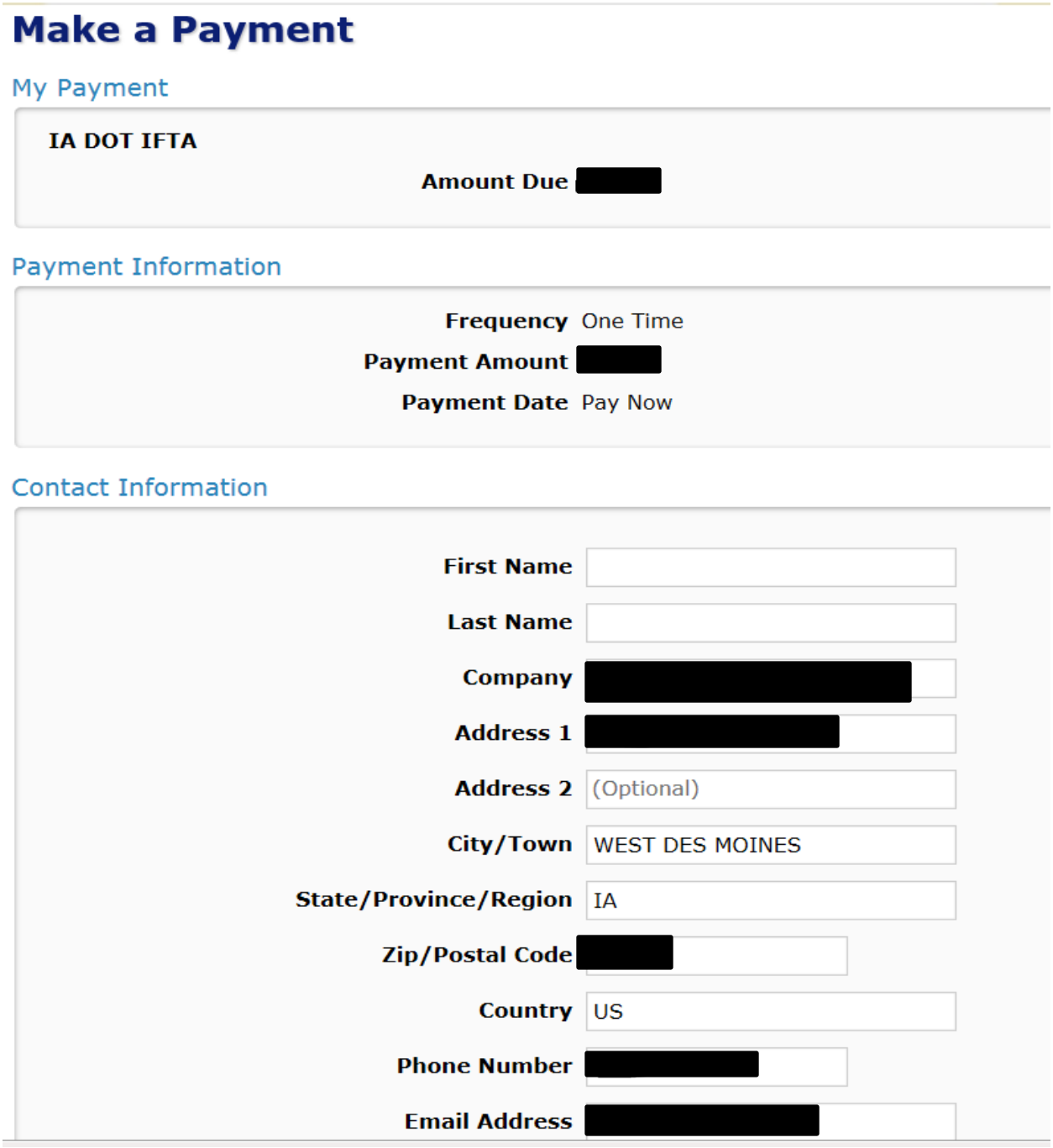
## Make a Payment

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

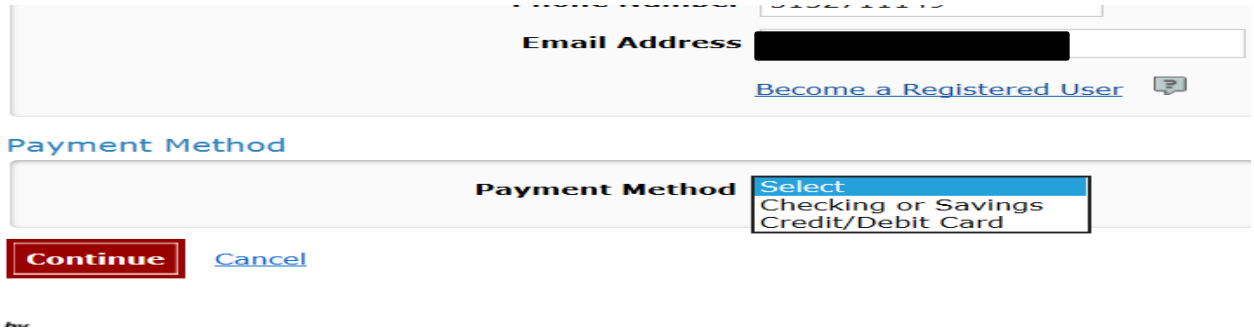


Enter your contact information. To become a Registered User click on Become a Registered User and create your User ID, Password and Security Questions. Otherwise, click “continue” to Make a Payment

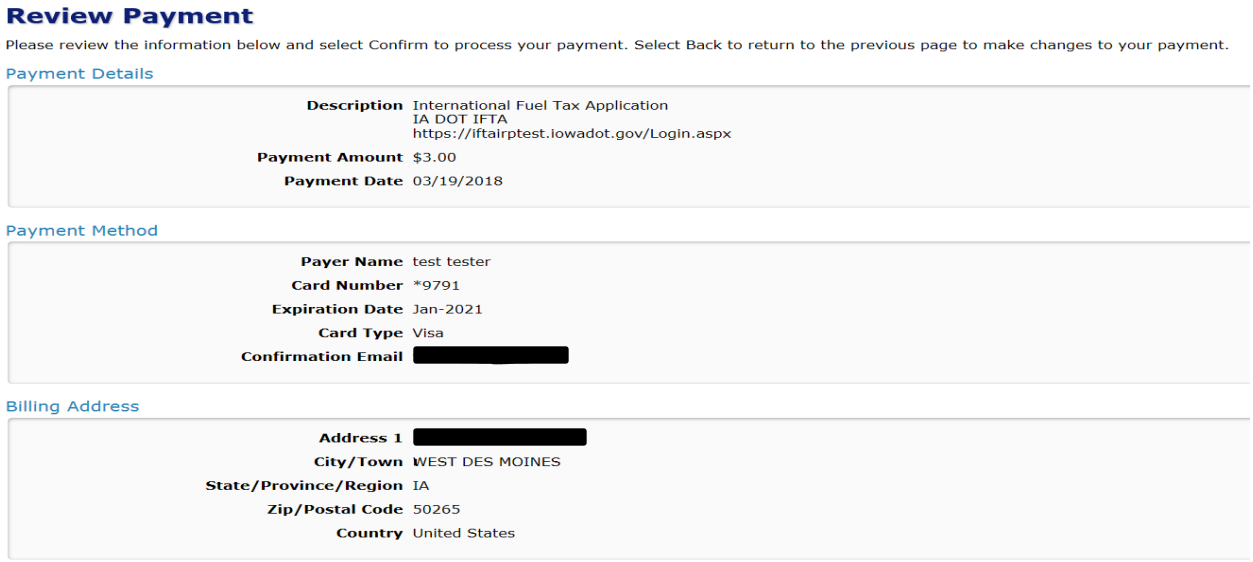





Select the Payment Method you are wanting to use and click continue.

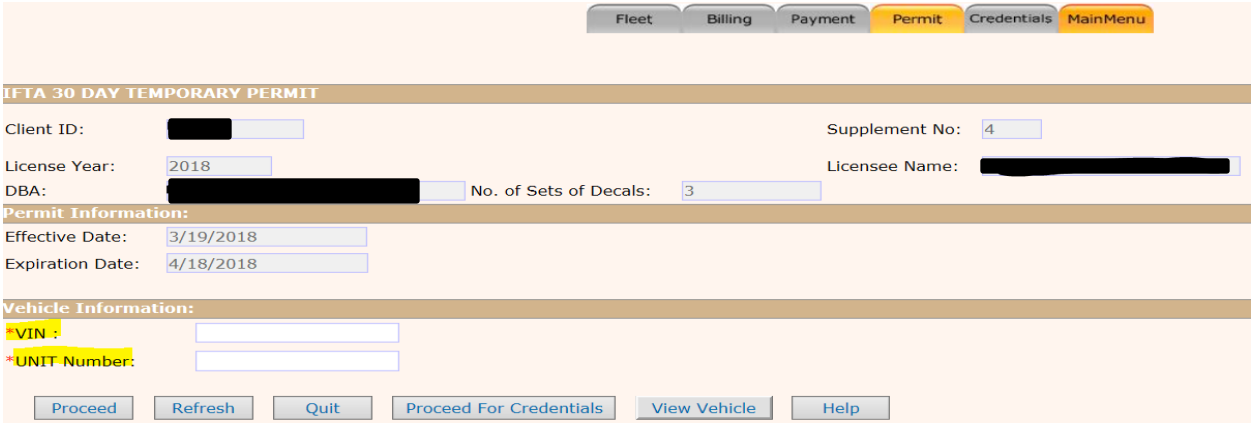


Review your payment information and click confirm unless changes need to be make then click back.

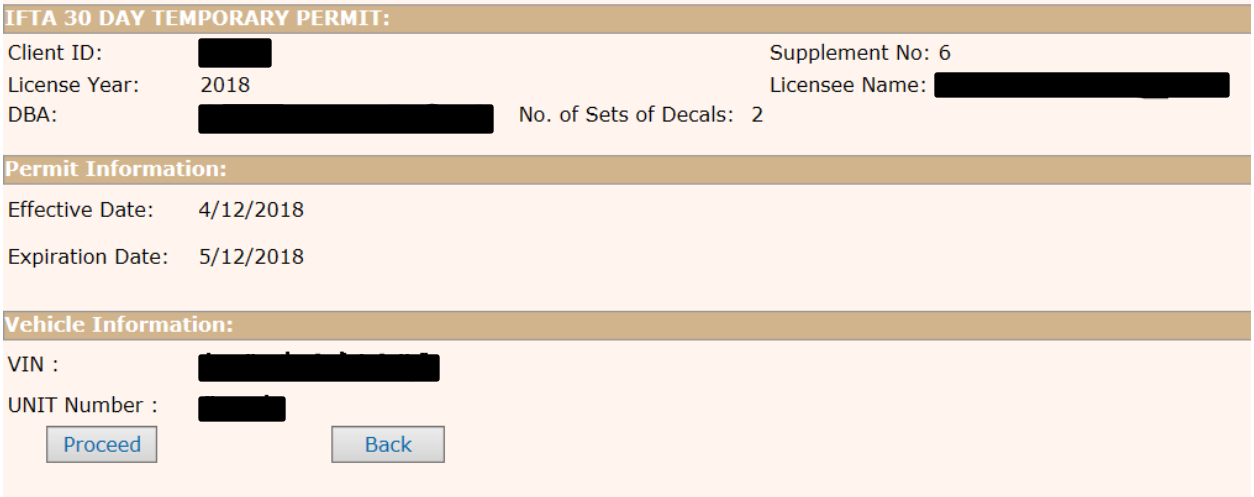



Your payment will automatically process, once it is done your receipt will pop up and can be printed along with your IFTA license.

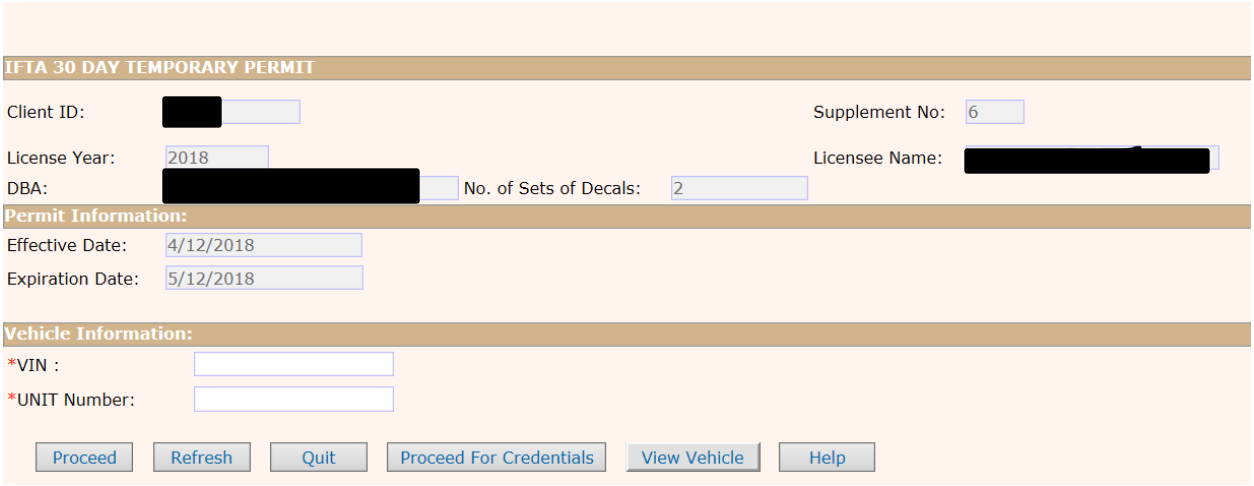
If you requested a temporary this screen will pop up and you will need to enter the vehicle's VIN and Unit Number, click **proceed**




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

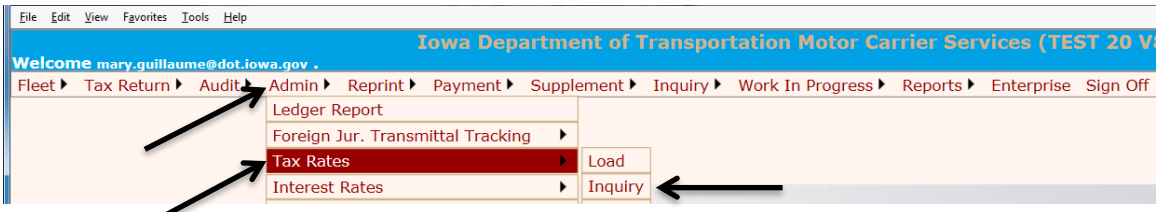


You will now see this screen, click Proceed and your IFTA licnese and Temporary Decal Permit will generate and can be printed.

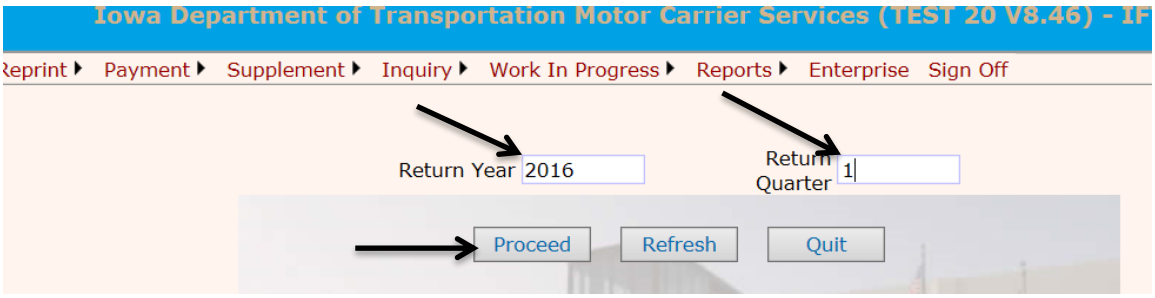



## Admin Option

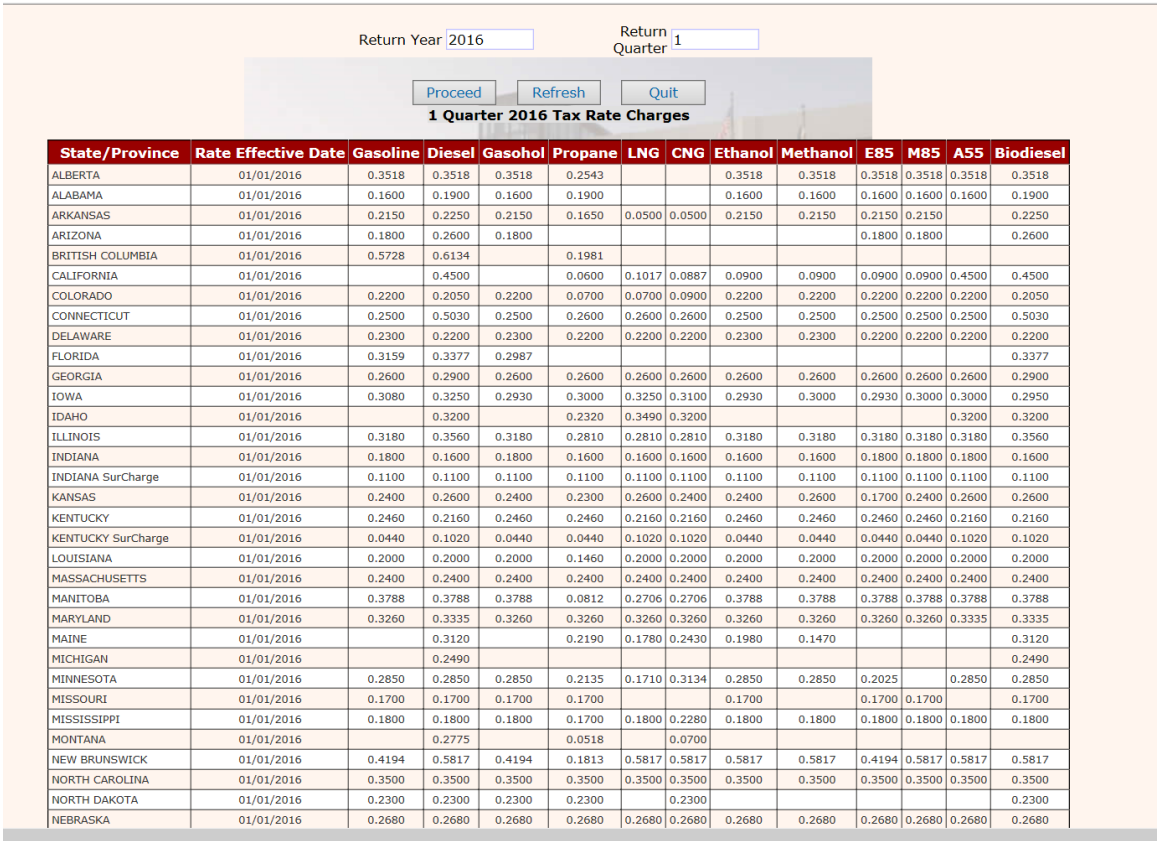
Hover over the Admin option at the top hover over Tax Rates and select inquiry:




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 2016 Return Quarter 1

Proceed Refresh Quit

**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 | | | 0.1600 | 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 | 0.2200 | 0.2300 | 0.2300 | 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 | 0.1800 | 0.1800 | 0.1800 | 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 |

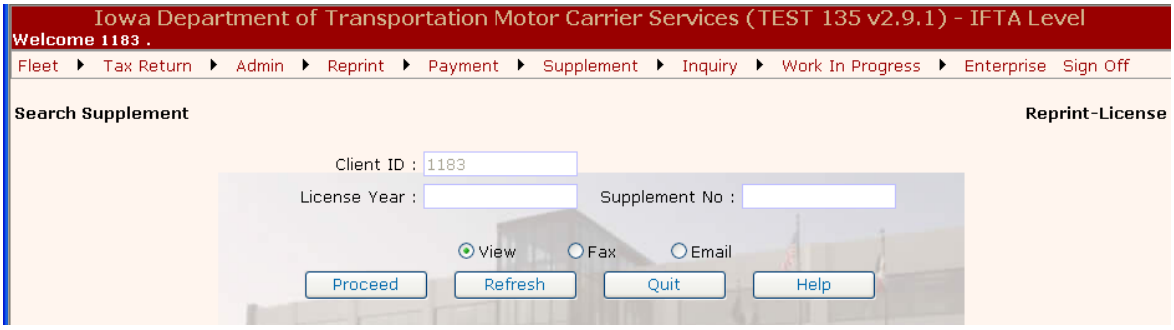
## Reprint Option

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.

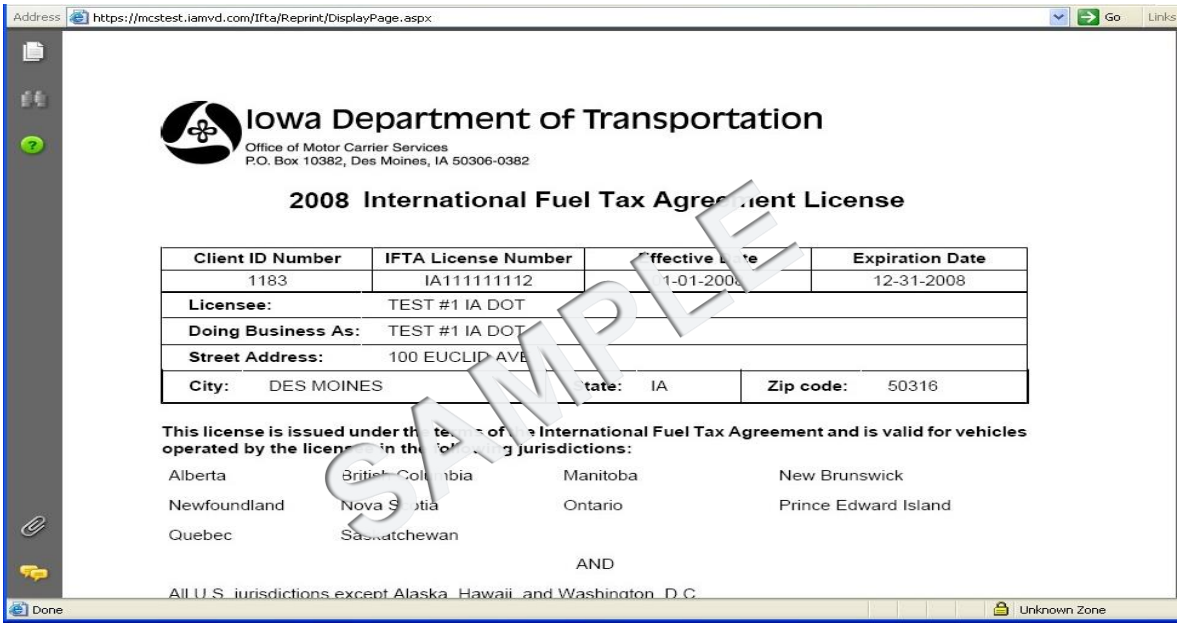
*PRINTING*

### 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.

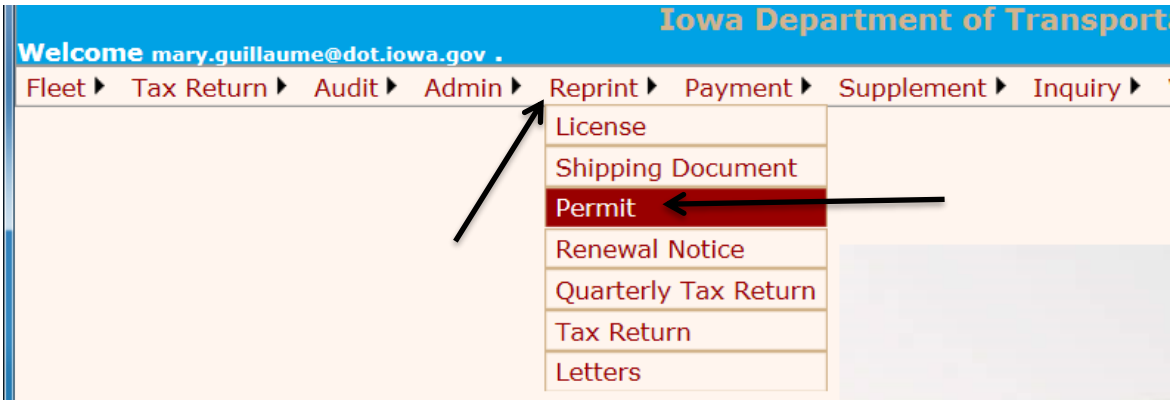


Once you select the year you want, the details of the license will be displayed in PDF format.

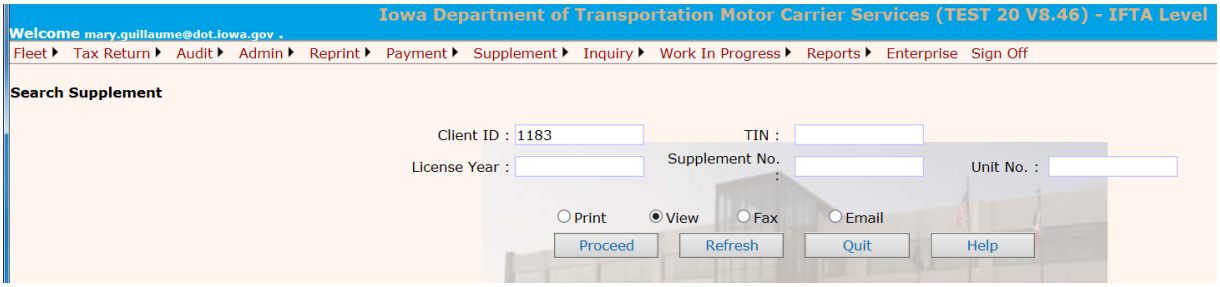



## 30-day Temporary Permit

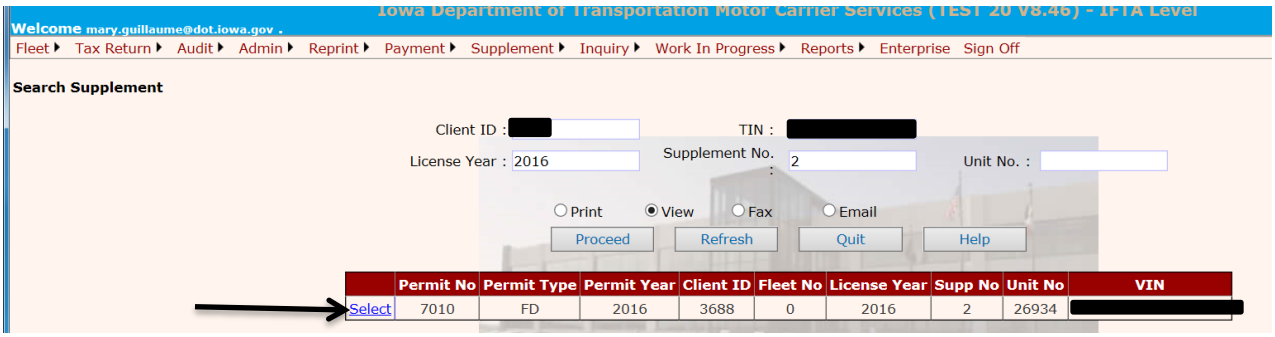
This selection provides a copy of a 30-day temporary permit, and works the same as reprinting your license. Hover over Reprint and select Permit.



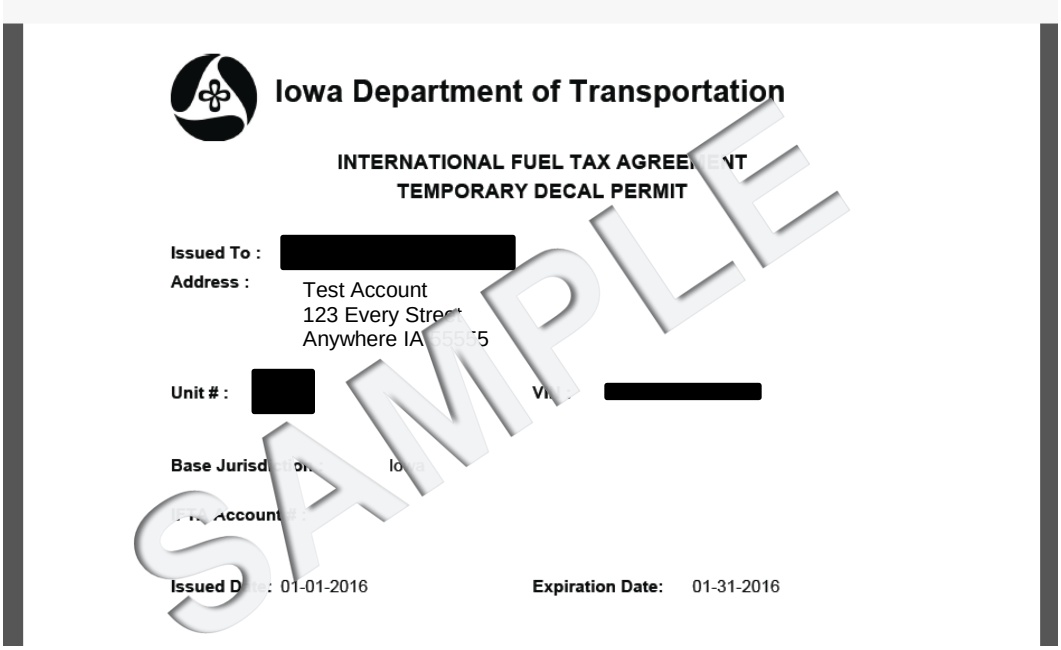

Enter the license year and supplement number.



Click on Select

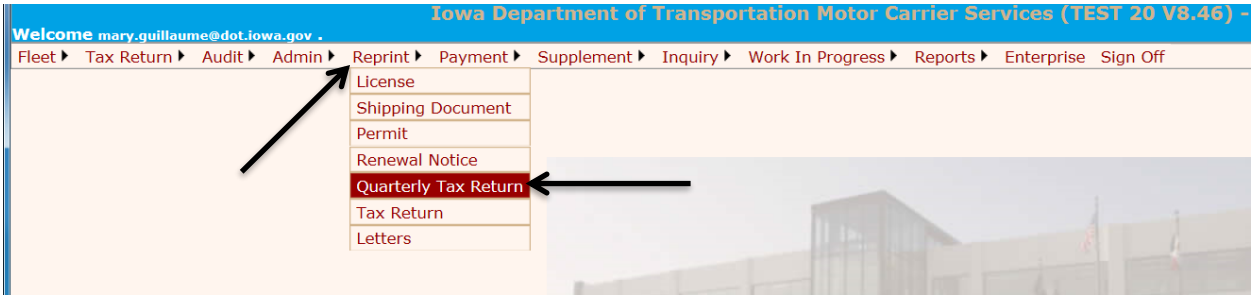



The permit for that supplement and vehicle will pop up in PDF format for you to print, email or save to your computer.

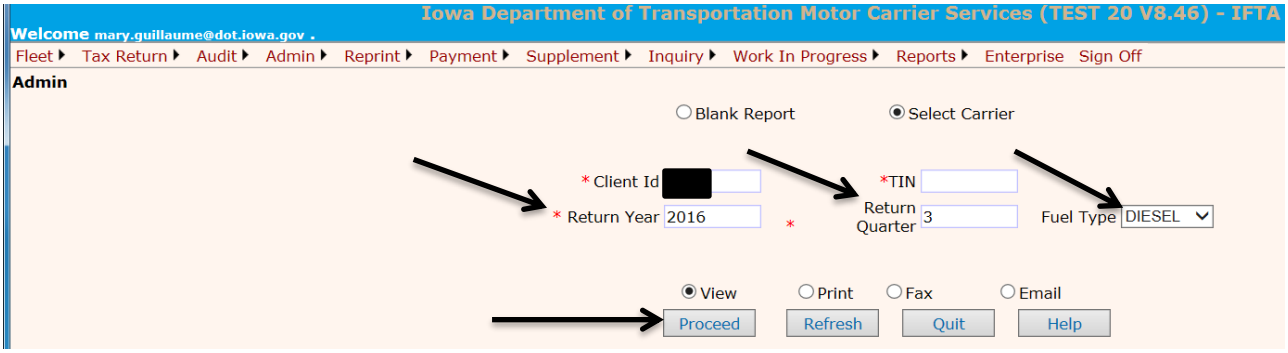



## Tax Return

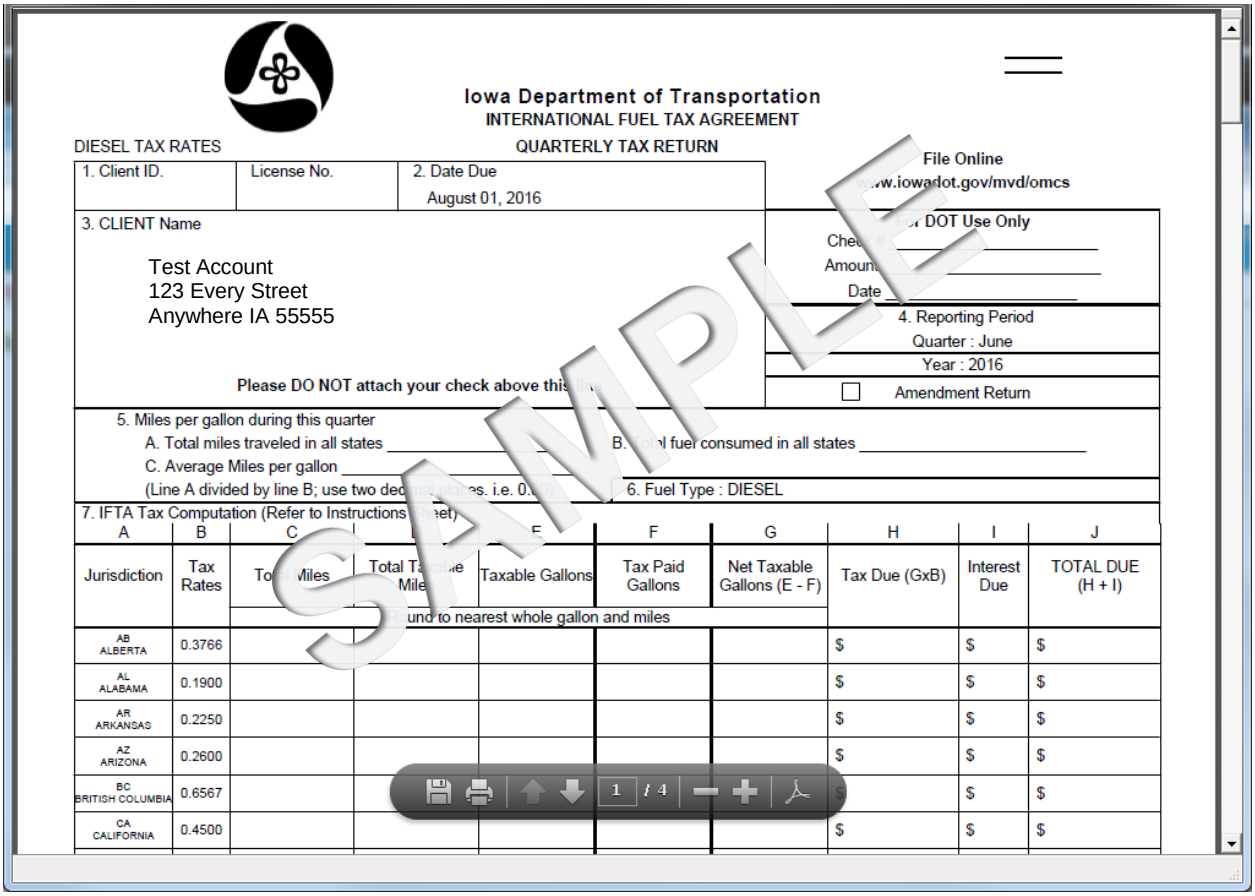
To print the quarterly tax return form, you will hover over Reprint, select Quarterly Tax Return



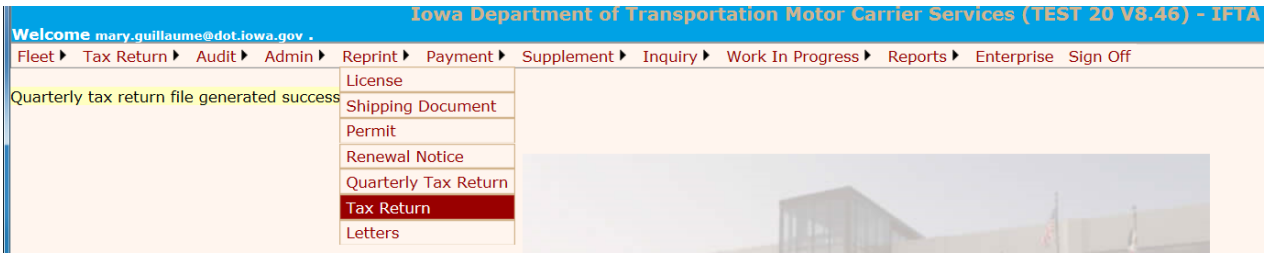
Fill in the Return Year, Return Quarter, and Fuel Type then click on Proceed:



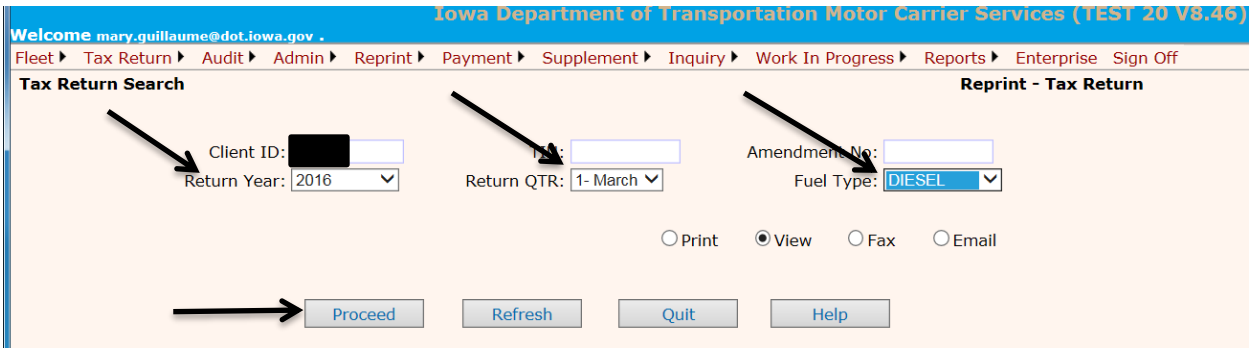

The Quarterly Tax Return form will pop up in a PDF format for you to either print, save to your computer or email.



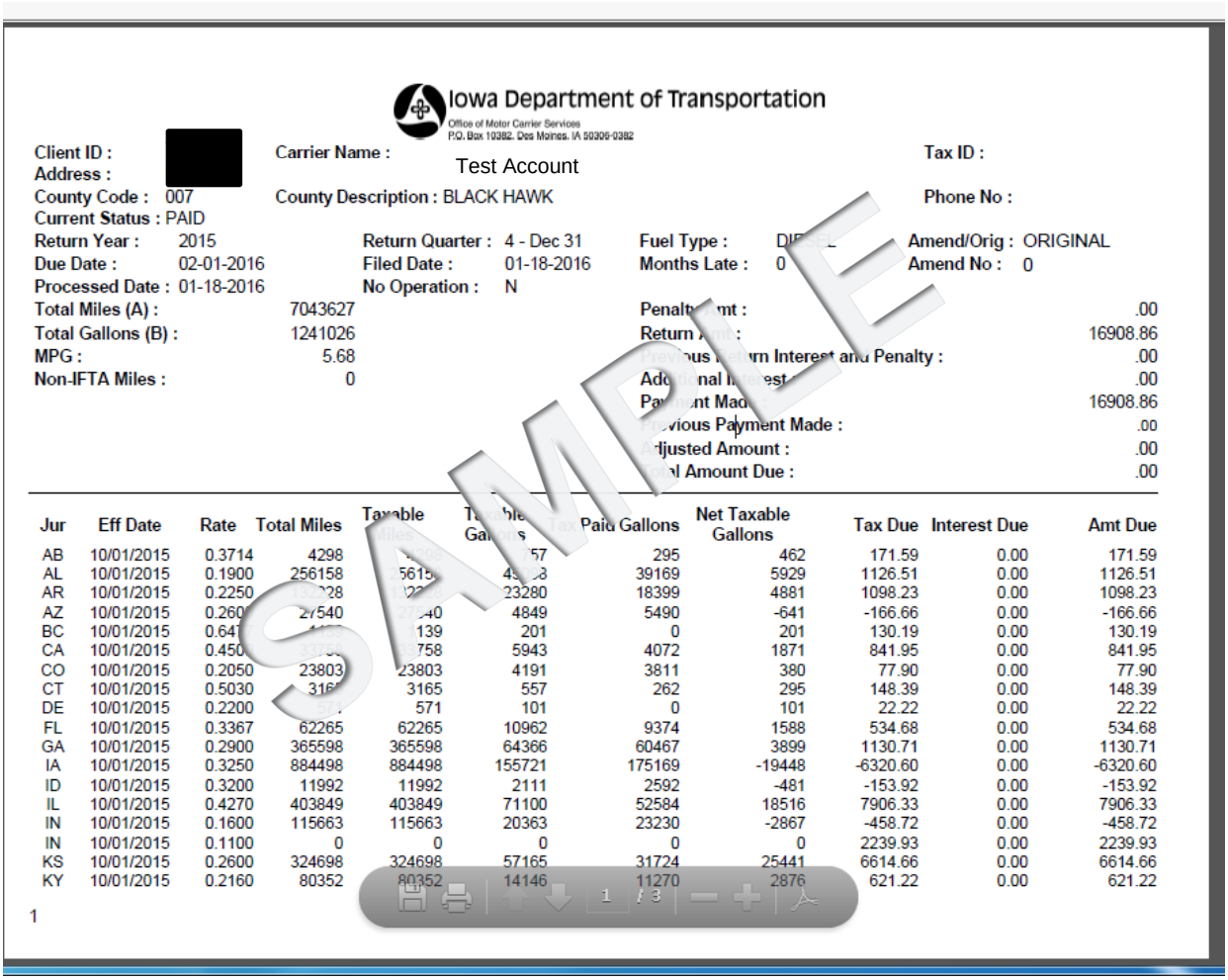

If you want to reprint your completed tax return, hover over reprint, and select Tax Return.



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




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 50306-0382

Client ID : [redacted]
Address :
Carrier Name : Test Account
Tax ID :
County Code : 007
County Description : BLACK HAWK
Phone No :
Current Status : PAID
Return Year : 2015
Return Quarter : 4 - Dec 31
Fuel Type :
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
Total Gallons (B) : 1241026
MPG : 5.68
Non-IFTA Miles : 0
Penalty Amt : .00
Return Amt : 16908.86
Previous Return Interest and Penalty : .00
Additional Interest : .00
Payment Made : 16908.86
Previous Payment Made : .00
Adjusted Amount : .00
Total Amount Due : .00

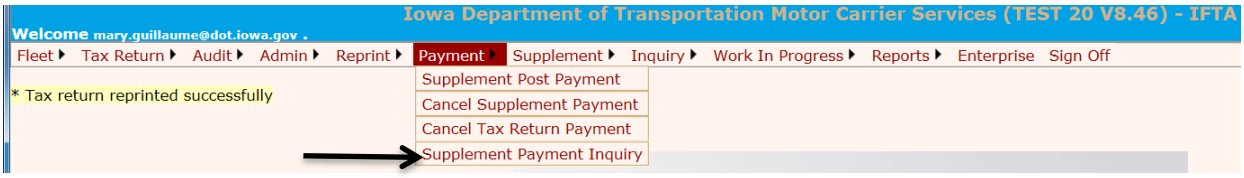
| Jur | Eff Date | Rate | Total Miles | Taxable Miles | Taxable Gallons | Paid Gallons | Net Taxable Gallons | Tax Due | Interest Due | Amt Due |
|---|---|---|---|---|---|---|---|---|---|---|
| AB | 10/01/2015 | 0.3714 | 4298 | | 57 | 295 | 462 | 171.59 | 0.00 | 171.59 |
| AL | 10/01/2015 | 0.1900 | 256158 | 5615 | 23280 | 39169 | 5929 | 1126.51 | 0.00 | 1126.51 |
| AR | 10/01/2015 | 0.2250 | | | 23280 | 18399 | 4881 | 1098.23 | 0.00 | 1098.23 |
| AZ | 10/01/2015 | 0.260 | 27540 | | 4849 | 5490 | -641 | -166.66 | 0.00 | -166.66 |
| BC | 10/01/2015 | 0.641 | | 139 | 201 | 0 | 201 | 130.19 | 0.00 | 130.19 |
| CA | 10/01/2015 | 0.450 | | 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 | 3165 | 3165 | 557 | 262 | 295 | 148.39 | 0.00 | 148.39 |
| DE | 10/01/2015 | 0.2200 | | 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 |

1

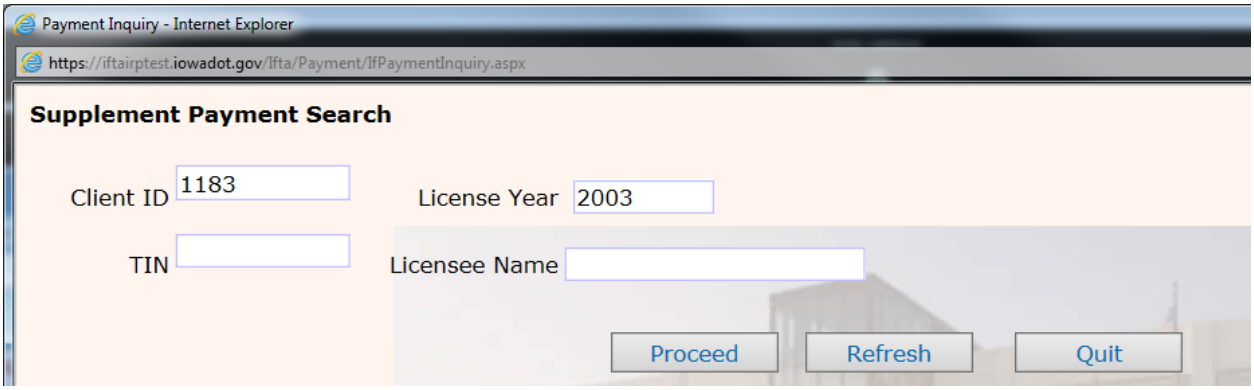
SAMPLE

## Payment Option

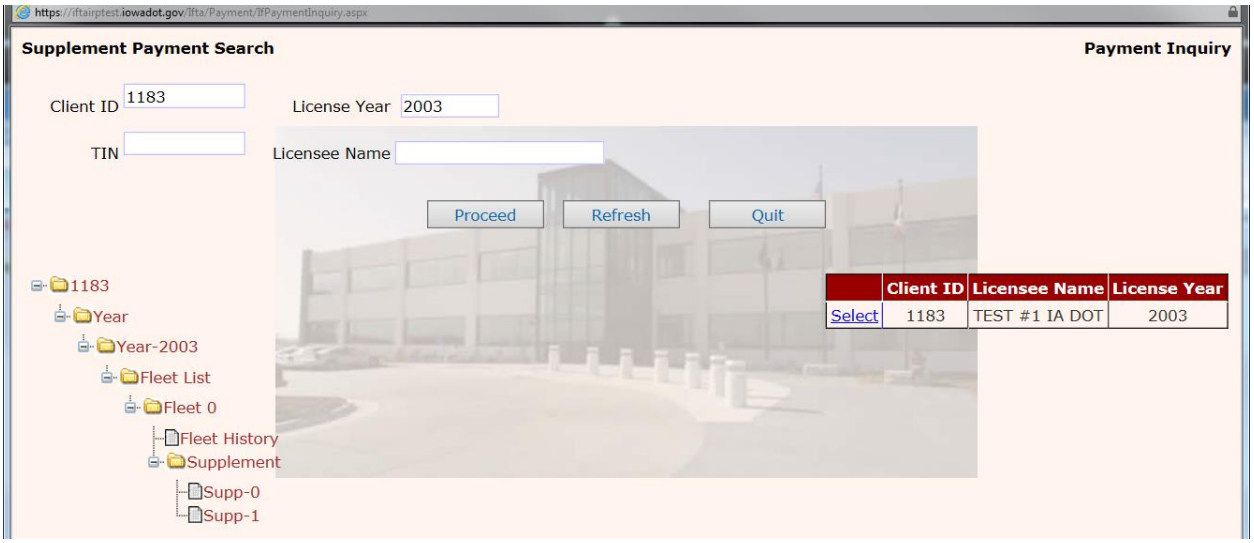
To view information about a given supplement, including payment information, hover over Payment and select Supplement Payment Inquiry from the drop-down.



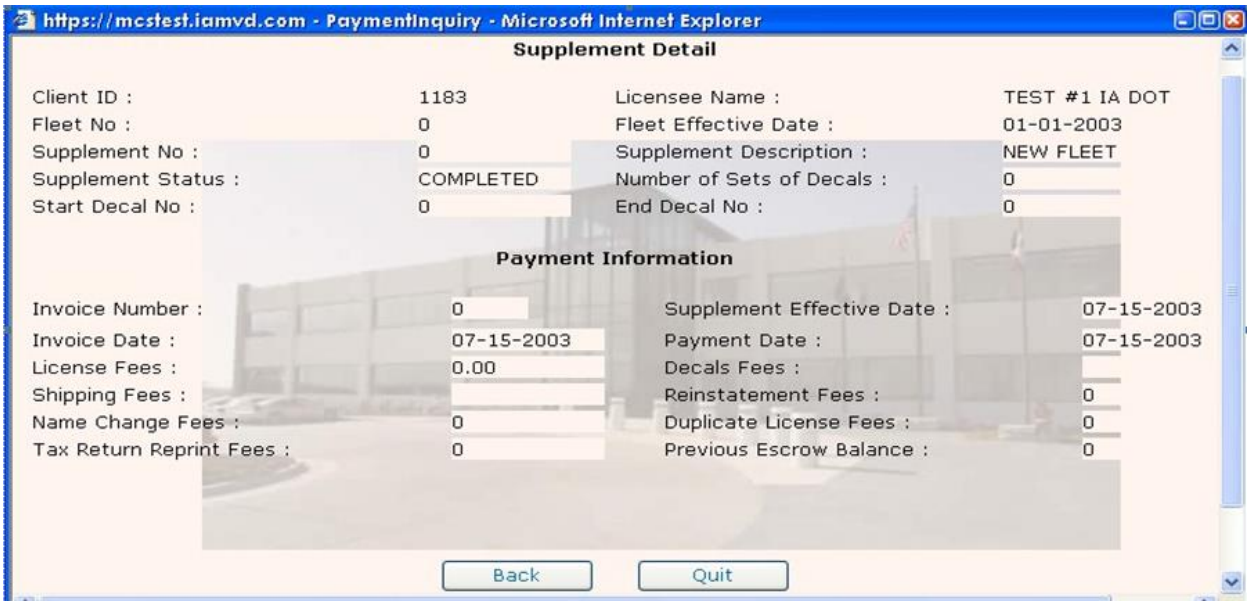
Enter the year you want to view and click Proceed.




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.



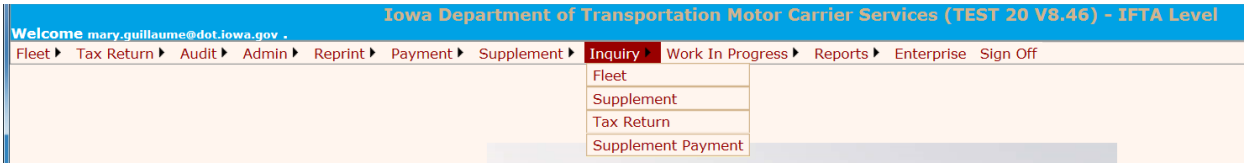

Below is the screen that will show the supplement and payment information.



## 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.



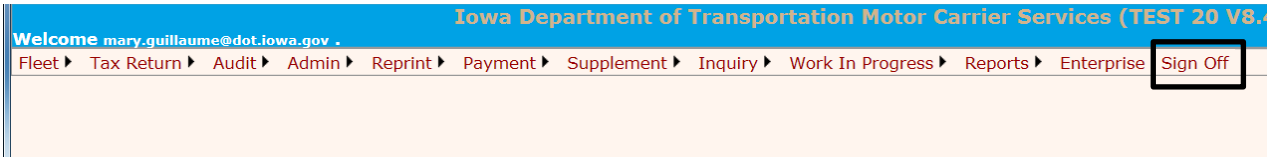

## Make a Payment or view Work in Progress Option

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.

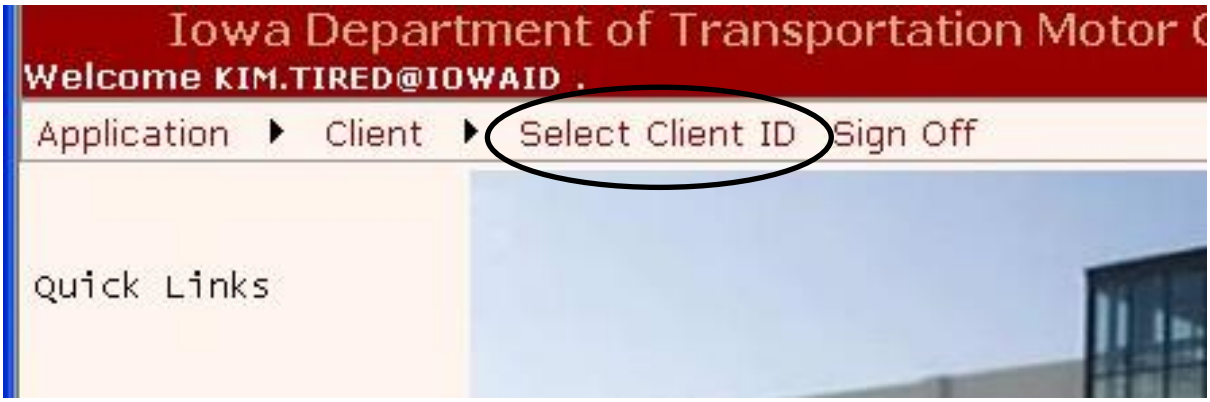
## Signing Off

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

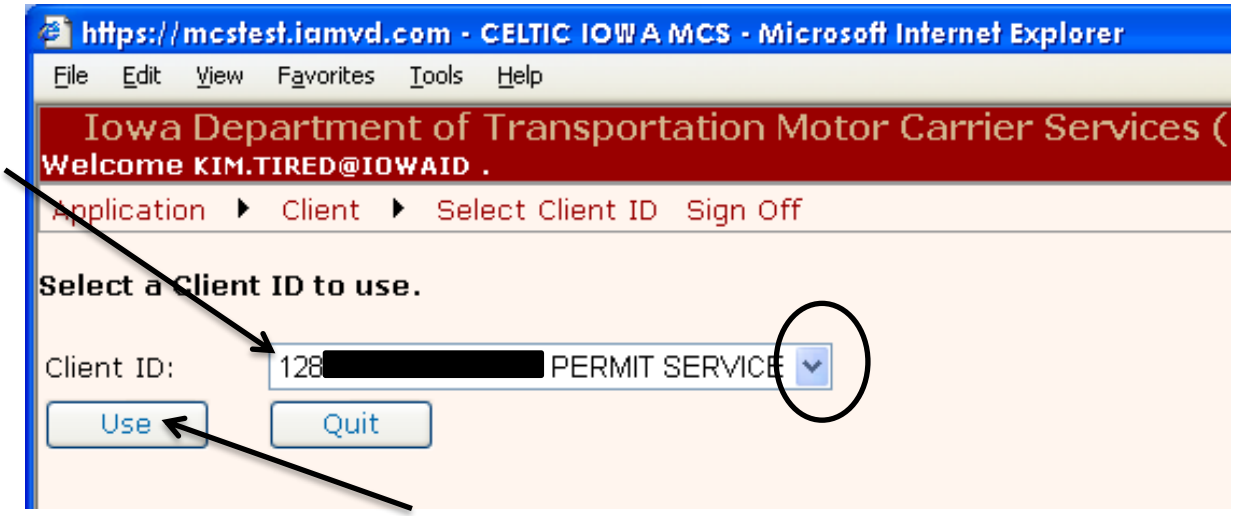
The Office of Vehicle & Motor Carrier Services will allow a processing agent access to authorized carrier accounts following the rules for setting up processing agents. When a processing agent signs in, the Enterprise Level screen will be similar to a licensee, only process agents will have a **Select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

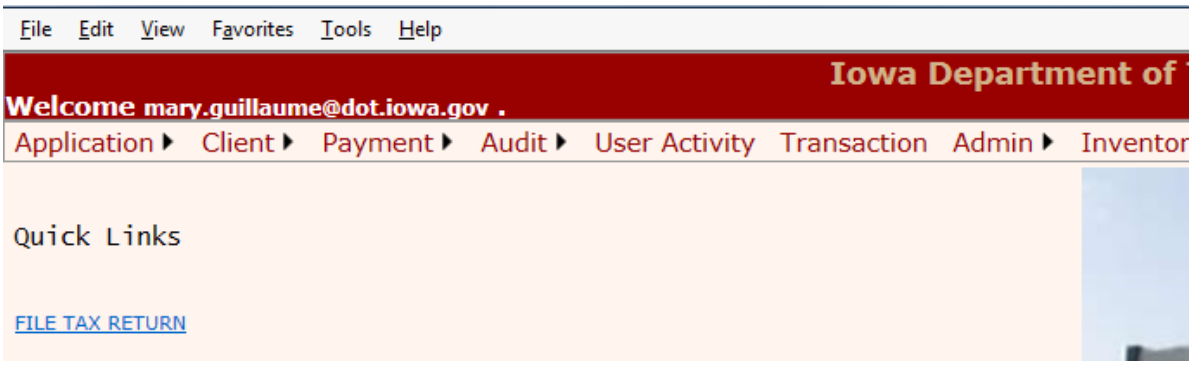



To continue processing in IFTA you will start at Filing a New Tax Return.

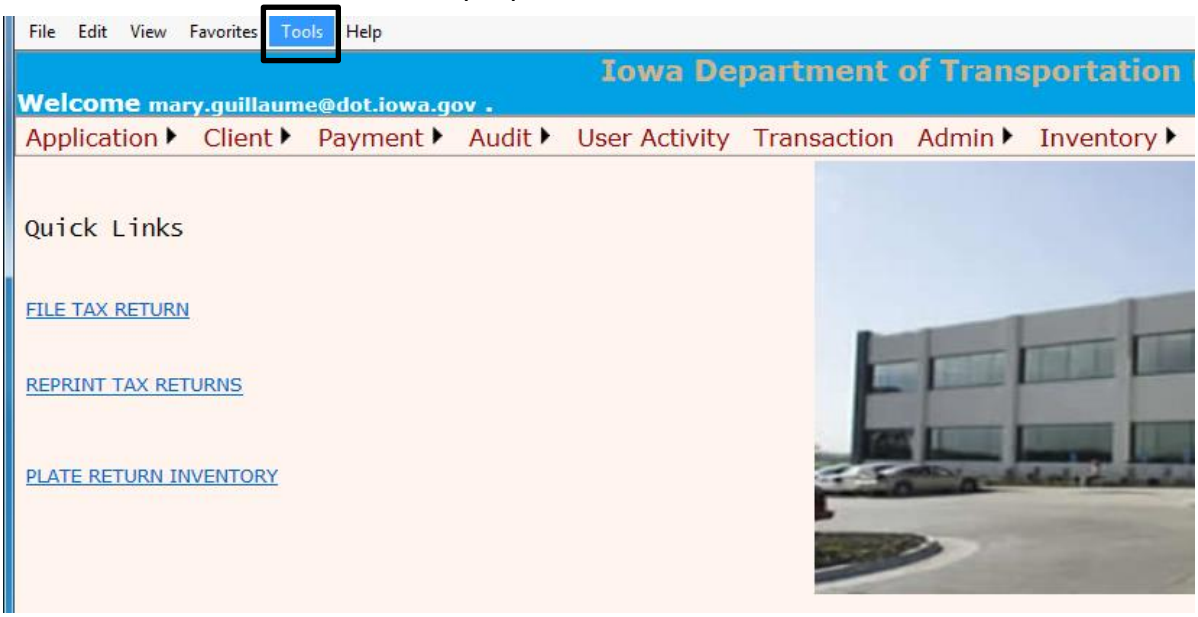
# SECURITY SETTINGS AND POP-UPS

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.

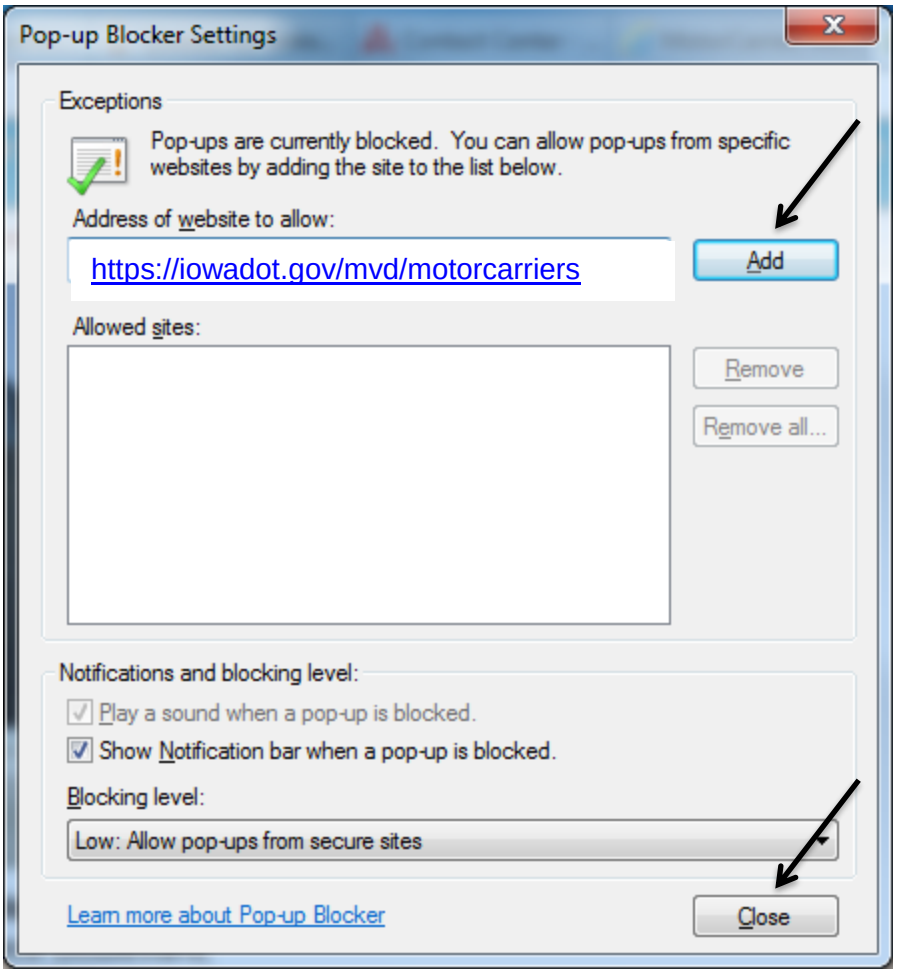



2. Select Tools, then select Pop-Up Blocker




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.

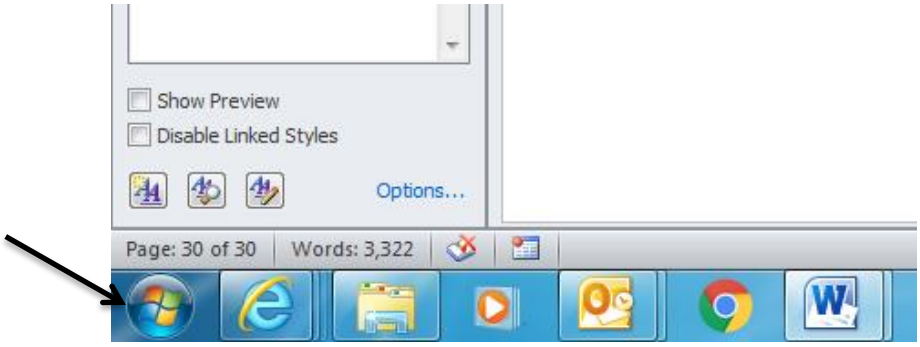


# ADOBE READER SOFTWARE

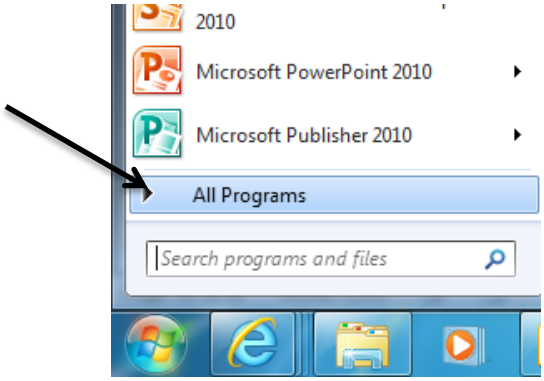
Adobe Reader is required to view forms and documents that are created within the application in PDF formats.

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

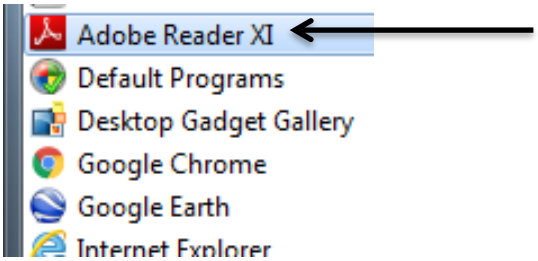
1. Click the Start button on your desktop.




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.