



# **FLHSMV IFTA User Guide for External Users**

**Version 1**

**June 2024**

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## Overview

The objective of the user guide is to provide a step-by-step description of the new system flow with various screen prints.

### 1.1 FLHSMV IFTA Navigation

Please refer to the FLHSMV Enterprise User Guide, Volume 1, Section 1.1.

### 1.2 Home

Please refer to the FLHSMV Enterprise User Guide, Volume 1, Section 1.1.1.1.

### 1.3 IFTA

IFTA processing includes the following supplements:

Supplement	Abbreviation
Renew License	RWC
Additional Decals	ADC

Additional IFTA transactions include the following:

- Tax Return

### 1.3.1 Renew IFTA License

IFTA licenses must be renewed annually and are valid for the calendar year from January 1 through December 31. Renewal notices and decal applications are sent to active carriers during September.

Renewals will not be allowed if:

- There are past due, non-filed, or outstanding balances on tax returns on the existing license.
- The license status is not Active.

#### 1.3.1.1 Renewal Account Information

Perform the following steps to renew the license:

- From the IFTA level menu, click RENEW LICENSE from the LICENSE menu tile.

The screenshot shows a web application interface for license renewal. At the top, there are two informational messages: 'IFTAWEBP02: [!] Selecting quit from any point during the transaction will save the information until the transaction has been processed or paid in full. If you do not wish to save the transaction select Cancel.' and 'IFTAWEBP11: [!] For replacement decals for Lost in Transit, Stolen, or Damaged Decals, please contact the call center – 850-617-3711.' Below this is a header with 'License' on the left and 'Renewals' on the right. A 'Supplement Search' button is highlighted. The form contains several input fields: 'FEID', 'Account No.' (prepopulated with a redacted value), 'ORION Customer Number', 'License Year', 'Legal Name', and 'DBA Name'. At the bottom of the form, there are four buttons: 'Proceed' (red), 'Refresh' (grey), 'Quit' (grey), and a help icon (grey circle with a question mark).

- On the supplement search screen, enter the following search parameters:
  - For Authorized Agent: The Account No. field will not be prepopulated or disabled.
  - For External Users: The Account No. field will be prepopulated and disabled.
    - ORION Customer Number
    - License Year
    - Legal Name
    - DBA Name

- Click PROCEED to display the search results in a grid.
  - If only one record exists for the search, the system redirects you to the Renew License (Account) screen.
  - If the search returns multiple records, then click the Select icon for the appropriate record from the grid.

The screenshot shows the 'Account Renewals' page. At the top, there is a navigation bar with tabs: ACCOUNT, LICENSE, JURISDICTION, BILLING, PAYMENT, CREDENTIAL, MAINMENU, and INQUIRIES Q. The 'ACCOUNT' tab is selected. Below the navigation bar, the page title is 'Account' and 'Renewals'. There is a redacted account number '12-24-08' and 'Account No.: [redacted] Suffix: 83'. The main content area is divided into three sections: 'Customer Details', 'Business Customer Details', and 'Address Details'. 'Customer Details' includes fields for USDOT No. (01194597), Customer Status (A - ACTIVE), Carrier Type (C - CARRIER), and Old Account No. 'Business Customer Details' includes Contact Name ([redacted] 12-24-08), Phone No. ([redacted]), Fax No., and Email ([redacted]). 'Address Details' is split into 'Physical Address' and 'Mailing Address'. The Physical Address section includes Street (123 N MONROE), Zip Code (32303), Jur (FL - FLORIDA), and City (TALLAHASSEE). The Mailing Address section includes Country (LEON) and Country (US).

The screenshot shows the 'Account Details' page. It features a 'Business Type' dropdown set to 'A - LIMITED COMPANY'. The 'Account Status' is 'A - ACTIVE' with a '\*Status Effective Date' of 04/04/2023. There is a 'Docket No.' field and a checkbox for 'Cannot be Purged'. The 'Owner 1' section is active, showing fields for \*Name (MR ABC), \*Title (EXECUTIVE), \*Phone No. ([redacted]), DL No., DL Jurisdiction (FL - FLORIDA), Email ([redacted]), \*Street (STREET 1), \*Zip Code ([redacted]), \*Jur (FL - FLORIDA), \*City (FLEMING ISLAND), County (CLAY), and Country (US). At the bottom, there is a '+ Comments' section and a navigation bar with 'Proceed', 'Refresh', 'Quit', and a help icon.

- The details in Customer and Business Customer sections are prepopulated from the ORION interface and are protected. You may update the following details in the Account Details section:

- Owner Information
- Docket No. - This field has no bearing on the application.
- Comments – Click the plus (+) or minus (-) icon to expand and close this section and add free-form comments in this area.
  - Comment - Enter the necessary comments in the comments box.
  - Click ADD/UPDATE COMMENT to save the entered comments.
- Click PROCEED to go to the verification screen.
- Review all the details and click PROCEED to move to the license screen.

### 1.3.1.2 Renewal License Information

- A message at the top of the license screen indicates that the account has been renewed.
- The License screen populates with the existing IFTA license information from the previous year.

The screenshot displays the 'License Details' page in the IFTA system. At the top, a navigation bar includes 'ACCOUNT', 'LICENSE', 'JURISDICTION', 'BILLING', 'PAYMENT', 'CREDENTIAL', 'MAINMENU', and 'INQUIRIES Q'. A blue notification banner at the top left states 'IFTAFLT124 : [i] Account has been renewed.' The main content area is titled 'License Details' and includes a 'Renewals' tab. A summary bar shows '12-24-08', 'Account No.: [REDACTED]', 'Suffix: 95', 'License Year: 2022', and 'Supplement: 0'. The 'License Details' section contains the following fields:

- License Status: A - ACTIVE (dropdown)
- \*Status Effective Date: 04/05/2023 (calendar icon)
- \*License Effective Date: 04/05/2023 (calendar icon)
- \*Contact Name: [REDACTED] 12-24-08
- Electronic Filer
- \*Email: [REDACTED]
- Email 2: [REDACTED]
- \*Primary Phone: [REDACTED]
- Cell Phone No.: [REDACTED]
- Fax No.: [REDACTED]
- \*Application Signed
- Approved for Extra Decal
- Annual Filer
- Records Keeping Attestation

At the bottom, a disclaimer states: 'I acknowledge that as a carrier licensed under IFTA I am subject to the requirements outlined in the IFTA Governing Documents and am required to maintain detailed distance and fuel records for each individual vehicle credentialed. These records must substantiate the information filed with the Department and are subject to audit. Please access the Department's website at <https://www.flhsmv.gov/driver-licenses-id-cards/commercial-motor-vehicle-drivers/lrp-ifta-audit-services/record-keeping-requirements/> for more information concerning your responsibility under IFTA.'

Address Details

Physical Address
Mailing Address
Shipping Address
Location of Record
Authorized Agent 1
Authorized Agent 2
Authorized Agent 3
Power of Attorney

Street 123 N MONROE	Zip Code 32303	Jur FL - FLORIDA	City TALLAHASSEE
Country LEON	Country US		

Operation Info

\*Fuel Type

<input checked="" type="checkbox"/> Diesel	<input type="checkbox"/> Propane	<input type="checkbox"/> A-55	<input type="checkbox"/> CNG
<input type="checkbox"/> Methanol	<input type="checkbox"/> Gasohol	<input type="checkbox"/> M-85	<input type="checkbox"/> LNG
<input type="checkbox"/> Ethanol	<input type="checkbox"/> E-85	<input type="checkbox"/> BioDiesel	<input type="checkbox"/> Gasoline
<input type="checkbox"/> Electricity	<input type="checkbox"/> Hydrogen		

*No. of IFTA Decal Sets Required	*Liability Date 01/01/2022
----------------------------------	-------------------------------

+ IRP Information

+ Comments

Proceed
Cancel
Refresh
Quit
?

- You may update the license information in the following sections:
  - License Details:
    - Contact Name
    - Electronic Filer checkbox
    - Email Address
    - Primary Phone
    - Application Signed – Select this checkbox mandatorily for further processing.
    - Records Keeping Attestation – Select this checkbox mandatorily for further processing.
  - Address Details:
    - Shipping Address
    - Location of Record
    - Authorized Agent information
    - Power of Attorney



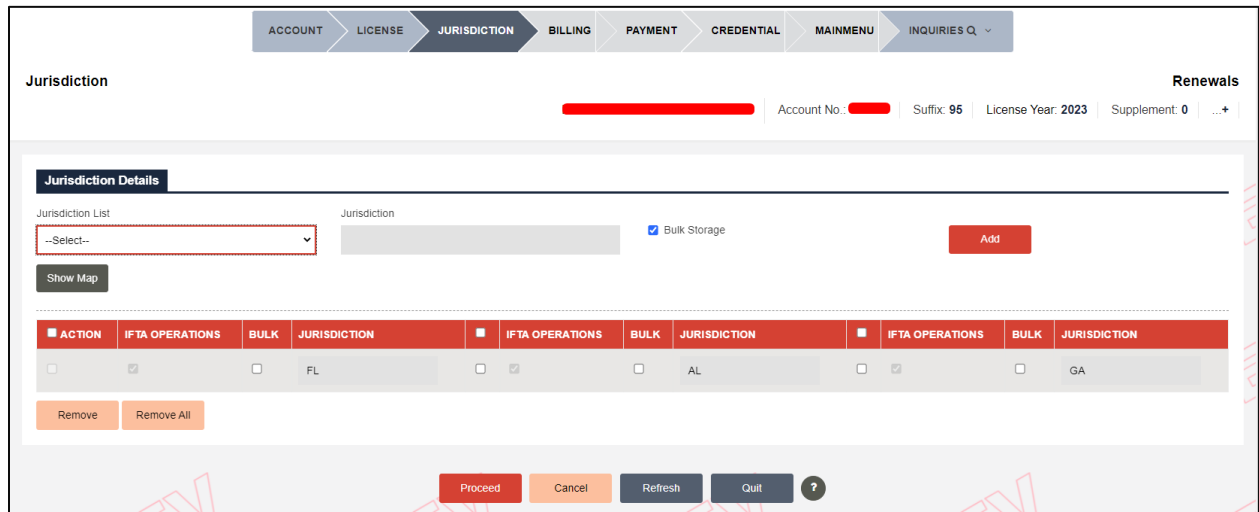
- Operation Info:
  - Fuel Type – Defaults to the fuel type preferences existing in the previous year. Select or deselect the fuel types as applicable.
  - No. of IFTA Decal Sets Required – Enter the required number of decal sets.
  - Liability Date – Defaults to the liability date from the previous year and cannot be changed. The liability date is when the IFTA account was originally created.
- IRP Information – Provides a snapshot of the IRP account associated with the IFTA account no.
- Click PROCEED to go to the verification screen.
- Review the updated license details and click PROCEED to move to the renewal jurisdiction screen.
- Note: If the account no. exists in both IRP & IFTA then the system will direct you to the renewal Jurisdiction screen. If the account no. exists only in IFTA then the system will direct, you to the Web Processing - Submit screen (section 1.3.8.1)
- Note:
  - For External User:
    - Approved for Extra Decal not selected – If requested decal is greater than the allowed limit, the system will auto direct to Submit to collect mandatory documents and submit for internal review. If the requested decal is within the allowed limit, the system will not direct to Submit.
    - Approved for Extra Decal selected - If requested decal is greater than the allowed limit, the system will not direct to Submit to collect mandatory documents and submit for internal review.
  - For Authorized Agent:
    - Approved for Extra Decal not selected – If requested decal is greater than the allowed limit, the system will auto direct to Submit to collect mandatory documents and submit for internal review. If

the requested decal is within the allowed limit, the system will not direct to Submit.

- Approved for Extra Decal selected - If requested decal is greater than the allowed limit, the system will auto direct to Submit to collect mandatory documents and submit for internal review. If the requested decal is within the allowed limit, the system will not direct to Submit.

### 1.3.1.3 Renewal Operating / Bulk Jurisdiction Information

- A message at the top of the jurisdiction screen indicates that the license has been renewed.
- The jurisdiction screen populates with the existing jurisdiction information from the previous year.



Add jurisdictions by entering the following details:

- Jurisdiction List – Select an appropriate jurisdiction from the drop-down. The drop-down contains a list of individual jurisdictions, as well as groups of jurisdictions.
- Jurisdiction – The code for the selected Jurisdiction auto-populates in this field and is unchangeable.

- Bulk Storage checkbox – This checkbox is selected by default. Select this checkbox if the Bulk Fuel is stored in the base jurisdiction.
- Show Map – Click Show Map to view the map. Click on the preferred jurisdiction from the map to auto select that jurisdiction in the Jurisdiction List drop-down.
- Now click the Add button to add the selected jurisdiction to the list.

Remove jurisdiction(s) already added:

- Note that you cannot remove the base jurisdiction.
- Select the checkbox on the left of the IFTA Operations column for the preferred jurisdiction.
- Now click REMOVE at the bottom of that section to delete the selected jurisdiction.
- The REMOVE ALL button removes all the entered jurisdictions except for the base jurisdiction and allows to start over adding new jurisdictions.
- Click PROCEED to display the Jurisdiction verification screen.
- Once you have updated the jurisdiction details, click PROCEED to move to the Billing screen.

#### **1.3.1.4 Billing**

IFTAFLT125 - [J] Jurisdiction has been renewed.

**Billing** Renewals

12-24-08 | Account No.: | Suffix: 95 | License Year: 2023 | Supplement: 0 | ...+

---

**Billing Details**

Supplement Status	Invoice Date	No. of IFTA Decal Sets Required
OPEN	04/05/2023	1

---

**Fees Details**

IFTA System Credit: 0.00

FEE TYPE	FEE AMOUNT (\$)
Decals Fee	4.00

---

**Comments**

Proceed Cancel Refresh Quit ?

The Billing screen displays and captures information in the following sections:

- **Billing Details:**
  - Supplement Status - Defaults to Open and cannot be changed.
  - Invoice Date – Defaults to the current date and cannot be changed.
  - No. of IFTA Decal Sets Required – Populates from the License screen and cannot be changed.
- **Fee Details:**
  - IFTA System Credit – This field displays the available IFTA System Credit balance you can use to pay towards the invoice.
  - Fee Type – The fee grid lists the fees charged for this transaction.
- **Comments –** Click the plus (+) or minus (-) icon to expand and close this section and add free-form comments in this area.
  - Comment - Enter the necessary comments in the comments box.
  - Click ADD/UPDATE COMMENT to save the entered comments.
- Click PROCEED at the bottom of the screen to view the verification screen.
- The supplement status on the billing verification screen changes to “Invoiced” from “Open”.

- Click PROCEED at the bottom of the screen to generate the invoice and go to the Payment screen.
- Cancel Bill – Click this button to cancel the invoice and go to the previous screens to make edits and proceed again.

### 1.3.1.5 Payment

**Payment Details**

12-24-08 | Account No.: | Suffix: 95 | License Year: 2023 | Supplement: 0 | ...+

**Supplements Details**

Supplement Status	Invoice Date	No. of IFTA Decal Sets Required	Invoice No.
INVOICED	04/05/2023	1	1497584

\*Payment Receipt Date: 04/05/2023

**Fees Details**

IFTA System Credit	0.00
--------------------	------

FEE TYPE	FEE AMOUNT (\$)
Decals Fee	4.00
<b>Total Due (\$)</b>	<b>4.00</b>

**Credential Delivery Type**

\*Electronic Delivery Type: D - PDF

Proceed Refresh Quit Invoice ?

Most of the information on the Payment Details screen will auto-populate and is disabled as indicated below:

- Supplement Details:
  - Supplement Status – Defaults to Invoiced and is disabled.
  - Invoice Date - Defaulted to the current date and is disabled.
  - No. of IFTA Decal Sets Required – Populates from the License screen and is disabled.
  - Invoice No. – Auto-populates and is disabled.

- Payment Receipt Date - Defaults to the current date and is disabled.
- Fees Details – This section displays the balance available in the IFTA System Credit account and the fees charged for the transaction.
- Credential Delivery Type – The Electronic Delivery Type format to generate the payment receipt defaults to PDF.
- Click PROCEED to complete the transaction to go to the payment verification screen.
- Review the details on the verification screen and click PAY NOW to process the payment at once or click ADD TO CART to add the transaction to the cart and process it later.
- Refer to section 1.3.1.2.1 in FLHSMV Enterprise User Guide, Volume 1, for information on Cart Payment.

#### **1.3.1.6 Credential Assignment**

- Once you have completed the payment for the renewal, FLHSMV generates the following credentials in your preferred delivery format:
  - Payment Receipt
- If you wish to cancel the renewal transaction:
  - Go to the Billing screen and click CANCEL BILL at the bottom of the screen.
  - The system redirects you to the jurisdiction screen. Click CANCEL at the bottom of the screen to cancel the renewal transaction.

#### **1.3.2 Supplement Functions**

The various transactions can be accessed by selecting the associated option within the Other Supplements menu tile on the IFTA application main menu screen. IFTA supplements include the following:

- Additional Decals

##### **1.3.2.1 Additional Decals**

The Additional Decal supplement allows you to issue additional decals for the license year. Perform the following steps to issue additional decals:

- From the IFTA level menu, click ADDITIONAL DECALS from the OTHER SUPPLEMENTS menu tile.

- On the supplement search screen, enter the following search parameters:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External User:
    - FEID or Account No. – This Account No. is prepopulated and disabled.
    - License Year – This field is mandatory.
    - Legal Name
    - DBA Name
- NOTE: The IFTA account status must be Active. If the IFTA account is in Closed or Revoked status, an error message will display preventing you from performing the supplement. The decal information will be provided to the Clearinghouse.
- Click PROCEED to view the Additional Decals screen.
  - If the search returns multiple records, they will display in a grid. Click the Select icon for the preferred record from the grid to go to the Additional Decal screen.

IFTA Additional Decals

12-24-08 | Account No.: | Suffix: 12 | License Year: 2023 | Supplement: 4 | ...+

Additional Decals

Supplement Search

\*No. of IFTA Decal Sets Required

+ IRP Information

+ Comments

Proceed Refresh Cancel Quit ?

- On the Additional Decal screen, the following information will display:
  - Supplement Details – Enter the No. of IFTA Decal Sets required in the field.
    - Note: The system allows requesting a maximum of 2 decals for an IFTA account where no IRP vehicles exist. The decal limit for an IFTA account with an IRP vehicle depends on the number of vehicles available in the IRP account. If your decal request exceeds the system-allowed decal limit, then add relevant comments in the comment section for the authorities to review.
  - IRP Information – This section provides a snapshot of the IRP account associated with the IFTA account.
  - Comments – Click the plus (+) or minus (-) icon to expand and close this section and add free-form comments in this area.
    - Comment - Enter the necessary comments in the comments box.
    - Click ADD/UPDATE COMMENT to save the entered comments.
- Click PROCEED to view the verification screen.



**IFTA Additional Decals Verification** **Additional Decals**

---

**Supplement Details**

Account No. [REDACTED]	Legal Name [REDACTED] 12-24-08	DBA Name	Suffix   12
FEID [REDACTED]	USDOT No.   01194597	License Year   2023	Supplement No.   004
Supplement Desc.   <b>ADDITIONAL DECALS</b>	Supp. Eff. Date   04/05/2023	No. of IFTA Decal Sets Required   1	

Proceed
Back

- Click PROCEED from the verification screen to go to the Billing screen.

BILLING
PAYMENT
CREDENTIAL
MAINMENU
INQUIRIES Q ▾

**Billing** **Additional Decals**

[REDACTED] 12-24-08
Account No.: [REDACTED]
Suffix: 12
License Year: 2023
Supplement: 4
...+

---

**Billing Details**

Supplement Status	Invoice Date	No. of IFTA Decal Sets Required
OPEN	04/05/2023 <input type="checkbox"/>	1

**Fees Details**

IFTA System Credit: 0.00

FEE TYPE	FEE AMOUNT (\$)
Decals Fee	4.00

---

**Comments**

Proceed
Cancel
Refresh
Quit
?

- The following details on the Billing screen will pre-populate and be protected:
  - Billing Details:
    - Supplement Status – Defaults to Open.
    - Invoice Date – Defaults to the current date.
    - No. of IFTA Decal Sets Required – Populated from the value entered on the Additional Decals screen.
    - Decal Order Cancel checkbox – Select this checkbox if you wish to back out the Additional Decal supplement in the future.

- Decal Order Cancellation Reason – This field appears after selecting the Decal Order Cancel checkbox. Select one of the following reasons from the drop-down:
  - Form Not Signed
  - Form Signed By An Unauthorized Agent
  - Missing or Incorrect Information
  - No Payment Received
  - Supporting Documents Not Provided
- Fees Details:
  - IFTA System Credit - Displays the available IFTA System Credit balance for the carrier account.
  - Fee Type – Displays the fees charged for the transaction.
- Comments – Click the plus (+) or minus (-) icon to expand and close this section and add free-form comments in this area.
  - Comment - Enter the necessary comments in the comments box.
  - Click ADD/UPDATE COMMENT to save the entered comments.
- Click PROCEED.
  - If the Decal Order Cancel checkbox was checked, the system will mark the transaction as Deleted and navigate you to the IFTA level menu indicating that an email will be sent with relevant details.
  - In the case of normal processing, the system navigates you to the Billing verification screen.

BILLING PAYMENT CREDENTIAL MAINMENU INQUIRIES Q

**Billing** **Additional Decals**

RUFUS ADD JURIS TEST 12-24-08 | Account No.: 620032 | Suffix: 12 | License Year: 2023 | Supplement: 4 | ...+

---

**Billing Details**

Supplement Status: INVOICED | Invoice Date: 04/05/2023 | No. of IFTA Decal Sets Required: 1

---

**Fees Details**

IFTA System Credit: 0.00

FEE TYPE	FEE AMOUNT (\$)
Decals Fee	4.00

---

**Invoice Delivery Type**

\*Electronic Delivery Type: D - PDF

Proceed Refresh Quit ?

- Click PROCEED to go to the Payment screen.

BILLING PAYMENT CREDENTIAL MAINMENU INQUIRIES Q

**Payment Details** **Additional Decals**

12-24-08 | Account No.: | Suffix: 12 | License Year: 2023 | Supplement: 4 | ...+

---

**Supplements Details**

Supplement Status: INVOICED | Invoice Date: 04/05/2023 | No. of IFTA Decal Sets Required: 1 | Invoice No.: 1497588

\*Payment Receipt Date: 04/05/2023

---

**Fees Details**

IFTA System Credit: 0.00

FEE TYPE	FEE AMOUNT (\$)
Decals Fee	4.00
<b>Total Due (\$)</b>	<b>4.00</b>

---

**Credential Delivery Type**

\*Electronic Delivery Type: D - PDF

Proceed Refresh Quit Invoice ?

- Refer to section 1.3.1.5 for details related to the Payment screen.
- Once the payment is completed, the system generates the Payment receipt.
- Note:
  - For External User:
    - Approved for Extra Decal not selected (In Renew License) – If requested decal is greater than the allowed limit, the system will auto direct to Submit to collect mandatory documents and submit for internal review. If the requested decal is within the allowed limit, the system will not direct to Submit.
    - Approved for Extra Decal selected (In Renew License) - If requested decal is greater than the allowed limit, the system will not direct to Submit to collect mandatory documents and submit for internal review.
  - For Authorized Agent:
    - Approved for Extra Decal not selected (In Renew License) – If requested decal is greater than the allowed limit, the system will auto direct to Submit to collect mandatory documents and submit for internal review. If the requested decal is within the allowed limit, the system will not direct to Submit.
    - Approved for Extra Decal selected (In Renew License) - If requested decal is greater than the allowed limit, the system will auto direct to Submit to collect mandatory documents and submit for internal review. If the requested decal is within the allowed limit, the system will not direct to Submit.

### **1.3.3 Work in Progress**

Work in Progress function gives you the ability to resume incomplete supplements. This function retains and stores the information you entered until the point of quitting a supplement. This helps you resume a transaction from where it was left off.

Work in Progress allows you to perform the following functions:

- Tax Return – Resume a tax return supplement.
- Upload Tax Return – Visible only for Authorized Agent.
- Search Supplement – Search any incomplete supplement in an Open or Invoiced paid status and resume it.
- Audit Return – Resume an audit return.

### 1.3.3.1 Tax Return

Perform the following steps to continue a tax return supplement using Work in Progress:

- From the IFTA level menu, click TAX RETURN from the WORK IN PROGRESS menu tile.

The screenshot shows a web interface titled "Work in Progress" with a "Tax Return" tab. Below the tab is a "Tax Return Search" section. It contains four input fields: "Account No." (with a red bar), "Fuel Type" (dropdown), "Return Year" (dropdown), and "Return Quarter" (dropdown). There is also an "Annual Filer" checkbox. At the bottom of the form are three buttons: "Proceed" (red), "Refresh" (blue), and "Quit" (blue), along with a help icon (question mark).

- On the tax return search screen, enter the following search parameters:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users:
    - Account No. – This field is prepopulated and disabled.
    - Fuel Type - Select fuel type from the dropdown as appropriate.
    - Return Year – Select the preferred return year from the drop-down as required.
    - Return Quarter – Select the preferred return quarter from the drop-down to file the tax quarterly.
    - Annual Filer checkbox – Select this checkbox to indicate annual tax filing.
- Click PROCEED to view the search results in a grid.

- Click the Select icon for the preferred supplement from the grid to resume the supplement from where it was left off.
- Note: You cannot resume a supplement if the Account/License status for that supplement is Cancelled or Revoked.

### 1.3.3.2 Uploaded Tax Return (for Authorized Agent)

Perform the following steps to continue a tax return using Work in Progress:

- From the IFTA level menu, click UPLOADED TAX RETURN from the WORK IN PROGRESS menu tile.

The screenshot shows a web interface for searching tax returns. The title bar reads 'Work In Progress' on the left and 'Uploaded Tax Return' on the right. Below the title bar is a search form with the following fields:

- \*Suffix: Text input field.
- Authorized Agent Account No.: Text input field containing '616153'.
- \*Account No.: Text input field.
- \*Return Year: Dropdown menu.
- Return Quarter: Dropdown menu.
- Fuel Type: Dropdown menu.
- Annual Filer: Checkbox.

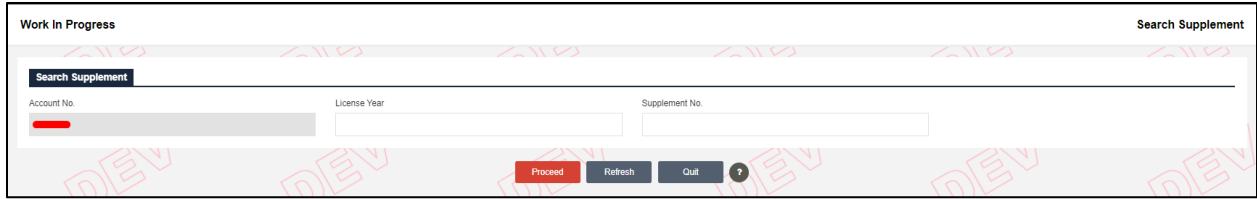
At the bottom of the form are three buttons: 'Proceed' (red), 'Refresh', and 'Quit' (grey), followed by a help icon.

- On the upload tax return search screen, enter the following search parameters:
  - Suffix, Account No., and Return Year – These fields are mandatory.
  - Authorized Agent Account No. – The account number will be prepopulated and protected.
  - Return Quarter
  - Fuel Type
  - Annual Filer checkbox – Select this checkbox to indicate annual tax filing.
- Click PROCEED to view the search results in a grid.
- Click the Select icon for the preferred Return from the grid to resume the supplement from where it was left off.

### 1.3.3.3 Search Supplement

Perform the following steps to continue a tax return supplement using Work in Progress:

- From the IFTA level menu, click SEARCH SUPPLEMENT from the WORK IN PROGRESS menu tile.

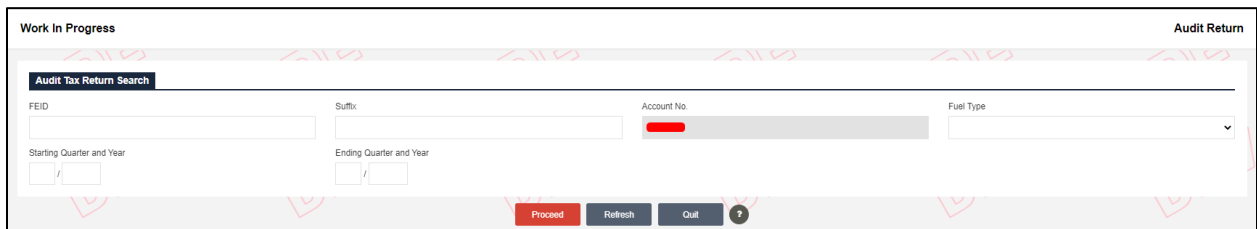


- On the search supplement search screen, enter the following search parameters:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users:
    - Account No. - This field is prepopulated and disabled.
    - License Year
    - Supplement No.
- Click PROCEED to view the search results in a grid.
- Click the Select icon for the preferred Return from the grid to resume the supplement from where it was left off.
- Note: You cannot resume a supplement if the Account/License status for that supplement is Cancelled or Revoked.

**1.3.3.4 Audit Return**

Perform the following steps to continue a tax return supplement using Work in Progress:

- From the IFTA level menu, click AUDIT RETURN from the WORK IN PROGRESS menu tile.



- On the audit return search screen, enter the following search parameters:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.

- For External Users:
  - FEID and Suffix, or Account No. - The Account No. is prepopulated and disabled.
  - Fuel Type
  - Starting Quarter and Year
  - Ending Quarter and Year
- Click PROCEED to view the search results in a grid.

Click the Select icon for the preferred Return from the grid to resume the supplement from where it was left off.

### 1.3.4 Tax Return

FLHSMV generates the IFTA Quarterly Tax Return form via a batch process before the end of the quarter for each active customer. A separate return is generated for each fuel type and the appropriate tax rates are pre-populated on the form.

- The carrier must return the completed form before the quarterly due date to prevent interest and penalty charges.
- Tax returns are due on the last day of the month following the last month in a quarter. Following are the due dates for the tax returns for each quarter:
  - Tax return for the 1st quarter (January – March) is due on April 30.
  - Tax return for the 2nd quarter (April – June) is due on July 31.
  - Tax return for the 3rd quarter (July – September) is due on Oct 31.
  - Tax Return for the 4th quarter (October – December) is due on Jan 31 of the following year.
- If the tax return due date falls on a Saturday, Sunday, or holiday, then the final tax return filing date will be the next business day.
- Carriers must file quarterly tax reports on time even when no operations have occurred during the reporting period.
- Carriers must file reports even if there is no out-of-state activity for the reporting period. Report the base jurisdiction distance, as well as the fuel purchased.

Tax Returns are subdivided into the following two categories:

- Original Return:



- The initial entry of a quarterly tax return.
- Amended Return:
  - Once the original return is completed through the post-payment process, any changes requested by the carrier result in an amended tax return.

The following are the statuses for the IFTA tax return:

- Open – Data entry has started and is in progress.
- Calculated – Tax return is entered but the payment is yet to be processed.
- Invoiced – Tax return is entered, calculated, and a refund is due.
- Part – Partially Processed – Return is entered, calculated, and either a partial payment is received or has been included for a transmittal - such returns are eligible for transmittal.
- Paid – Tax return is entered, calculated, and paid in full – such returns are eligible for transmittal.
- Closed – Amendment/audit has been filed - such returns are eligible for transmittal.

You may access incomplete tax returns through the Work in Progress menus. You can enter either a No Operations tax return or Tax Return with reported mileage and gallons. Refer to the sections below for more details.

If No Operations is selected, then the system disables the ability to record miles and gallons.

#### **1.3.4.1 File/Amend (Original Tax Return)**

Perform the following steps to file an original tax return:

- From the IFTA level menu, click FILE/AMEND RETURN from the TAX RETURN menu tile.

IFTATAX124 : [!] Tax Returns paid online must be paid in full. IFTA tax returns not paid in full by the due date will accrue penalty and interest until the full payment is made. Once the payment has been made, it cannot be cancelled.  
 IFTAWEBP02 : [!] Selecting quit from any point during the transaction will save the information until the transaction has been processed or paid in full. If you do not wish to save the transaction select Cancel.

**Tax Return** File/Amend

**Tax Return Search**

Account No.

\*Fuel Type

\*Return Year

\*Return Quarter

Annual Filer

4th Qtr Postmark Date

- On the tax return search screen, enter the following search parameters:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users:
    - Account No. – The Account No. is prepopulated and disabled.
    - Fuel Type – Select the preferred fuel type from the drop-down.
    - Return Year – Select the preferred return year from the drop-down as required.
    - Return Quarter – Select the preferred return quarter from the drop-down to file the tax quarterly.
    - Annual Filer checkbox – Checking this checkbox allows to file return for all quarters at once in the last quarter. The penalties pertinent to previous quarters will be changed in the last quarter.
    - 4th Qtr. Postmark Date – The date entered for this field will be considered as Postmark Date for all the previous quarters. The value in this field appears on checking Annual Filer checkbox, defaults to current date and cannot be changed.
- Click PROCEED to display the tax return screen.

TAX RETURN PAYMENT MAIN MENU INQUIRIES Q

**Tax Return** **Tax Return Original**

Account No. [REDACTED] Suffix: 23 | Return Year: 2023 | Amendment No.: 0 | Return Quarter: 1 | Fuel Type: DIESEL | ...

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**Tax Return Information**

Amend./Orig: Original Due Date: 05/01/2023 \*Postmark Date: 05/25/2023  No Operation

Cancel IFTA License Date Closed Request: MMDDYYYY

---

**Jurisdiction Details**

Jurisdiction List: --Select-- Jurisdiction: Total Miles: Total Taxable Miles:

Total Paid Gallons:  Add

Show Map

Please make sure you enter all jurisdiction where you traveled for the quarter.

REMOVE	JUR (A)	WAVE INT.	EFF. DATE (B)	RATE (C)	TOTAL MILES (D)	TOTAL TAXABLE MILES (E)	TAX PAID GALLONS	PRV. TOTAL MILES	PRV. TOTAL TAXABLE MILES	PRV. TAX PAID GALLONS
<input type="checkbox"/>	FL	<input type="checkbox"/>	01/01/2023	0.3817	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	AL	<input type="checkbox"/>	01/01/2023	0.2900	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	AR	<input type="checkbox"/>	01/01/2023	0.2840	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	AZ	<input type="checkbox"/>	01/01/2023	0.2600	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	CA	<input type="checkbox"/>	01/01/2023	0.8530	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	CO	<input type="checkbox"/>	01/01/2023	0.2250	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	CT	<input type="checkbox"/>	01/01/2023	0.4920	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	DE	<input type="checkbox"/>	01/01/2023	0.2200	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	GA	<input type="checkbox"/>	01/01/2023	0.3120	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	IA	<input type="checkbox"/>	01/01/2023	0.3250	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	ID	<input type="checkbox"/>	01/01/2023	0.3200	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	IL	<input type="checkbox"/>	01/01/2023	0.7570	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	IN	<input type="checkbox"/>	01/01/2023	0.5500	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	KS	<input type="checkbox"/>	01/01/2023	0.2600	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<input type="checkbox"/>	KY	<input type="checkbox"/>	01/01/2023	0.2160	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	KY-Sur		01/01/2023	0.1020						
<input type="checkbox"/>	LA	<input type="checkbox"/>	01/01/2023	0.2000	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

<input type="checkbox"/>	MA	<input type="checkbox"/>	01/01/2023	0.2400	0	0	0	0	0	0
<input type="checkbox"/>	MD	<input type="checkbox"/>	01/01/2023	0.4345	0	0	0	0	0	0
<input type="checkbox"/>	ME	<input type="checkbox"/>	01/01/2023	0.3120	0	0	0	0	0	0
<input type="checkbox"/>	MI	<input type="checkbox"/>	01/01/2023	0.5010	0	0	0	0	0	0
<input type="checkbox"/>	MN	<input type="checkbox"/>	01/01/2023	0.2850	0	0	0	0	0	0
<input type="checkbox"/>	MO	<input type="checkbox"/>	01/01/2023	0.2200	0	0	0	0	0	0
<input type="checkbox"/>	MS	<input type="checkbox"/>	01/01/2023	0.1800	0	0	0	0	0	0
<input type="checkbox"/>	MT	<input type="checkbox"/>	01/01/2023	0.2975	0	0	0	0	0	0
<input type="checkbox"/>	NC	<input type="checkbox"/>	01/01/2023	0.4050	0	0	0	0	0	0
<input type="checkbox"/>	ND	<input type="checkbox"/>	01/01/2023	0.2300	0	0	0	0	0	0
<input type="checkbox"/>	NE	<input type="checkbox"/>	01/01/2023	0.2900	0	0	0	0	0	0
<input type="checkbox"/>	NH	<input type="checkbox"/>	01/01/2023	0.2220	0	0	0	0	0	0
<input type="checkbox"/>	NJ	<input type="checkbox"/>	01/01/2023	0.4840	0	0	0	0	0	0
<input type="checkbox"/>	NM	<input type="checkbox"/>	01/01/2023	0.2100	0	0	0	0	0	0
<input type="checkbox"/>	NV	<input type="checkbox"/>	01/01/2023	0.2700	0	0	0	0	0	0
<input type="checkbox"/>	NY	<input type="checkbox"/>	01/01/2023	0.3835	0	0	0	0	0	0
<input type="checkbox"/>	OH	<input type="checkbox"/>	01/01/2023	0.4700	0	0	0	0	0	0
<input type="checkbox"/>	OK	<input type="checkbox"/>	01/01/2023	0.1900	0	0	0	0	0	0

<input type="checkbox"/>	OR	<input type="checkbox"/>	01/01/2023	0.0000	0	0	0	0	0	0
<input type="checkbox"/>	PA	<input type="checkbox"/>	01/01/2023	0.7850	0	0	0	0	0	0
<input type="checkbox"/>	RI	<input type="checkbox"/>	01/01/2023	0.3400	0	0	0	0	0	0
<input type="checkbox"/>	SC	<input type="checkbox"/>	01/01/2023	0.2800	0	0	0	0	0	0
<input type="checkbox"/>	SD	<input type="checkbox"/>	01/01/2023	0.2800	0	0	0	0	0	0
<input type="checkbox"/>	TN	<input type="checkbox"/>	01/01/2023	0.2700	0	0	0	0	0	0
<input type="checkbox"/>	TX	<input type="checkbox"/>	01/01/2023	0.2000	0	0	0	0	0	0
<input type="checkbox"/>	UT	<input type="checkbox"/>	01/01/2023	0.3640	0	0	0	0	0	0
<input type="checkbox"/>	VA	<input type="checkbox"/>	01/01/2023	0.2890	0	0	0	0	0	0
<input type="checkbox"/>	VA-Sur	<input type="checkbox"/>	01/01/2023	0.1400						
<input type="checkbox"/>	VT	<input type="checkbox"/>	01/01/2023	0.3100	0	0	0	0	0	0
<input type="checkbox"/>	WA	<input type="checkbox"/>	01/01/2023	0.4940	0	0	0	0	0	0
<input type="checkbox"/>	WI	<input type="checkbox"/>	01/01/2023	0.3290	0	0	0	0	0	0
<input type="checkbox"/>	WV	<input type="checkbox"/>	01/01/2023	0.3720	0	0	0	0	0	0
<input type="checkbox"/>	WY	<input type="checkbox"/>	01/01/2023	0.2400	0	0	0	0	0	0
<input type="checkbox"/>	AB	<input type="checkbox"/>	01/01/2023	0.0000	0	0	0	0	0	0
<input type="checkbox"/>	BC	<input type="checkbox"/>	01/01/2023	0.7774	0	0	0	0	0	0
<input type="checkbox"/>	MB	<input type="checkbox"/>	01/01/2023	0.3885	0	0	0	0	0	0
<input type="checkbox"/>	NB	<input type="checkbox"/>	01/01/2023	0.8010	0	0	0	0	0	0

<input type="checkbox"/>	ON	<input type="checkbox"/>	01/01/2023	0.2498	0	0	0	0	0	0
<input type="checkbox"/>	FE	<input type="checkbox"/>	01/01/2023	0.7648	0	0	0	0	0	0
<input type="checkbox"/>	QC	<input type="checkbox"/>	01/01/2023	0.5606	0	0	0	0	0	0
<input type="checkbox"/>	SK	<input type="checkbox"/>	01/01/2023	0.4163	0	0	0	0	0	0

Remove Remove All

Miles in Non-IFTA Jurisdictions  Fuel for non-receipted purchases and/or Non-IFTA Jurisdictions

**Return Details**

Current Return "Schedule A"	Total	Previous Return
Total Miles (I) <input type="text"/>	Total Column D <input type="text"/>	Total Miles (I) <input type="text"/>
Total Tax Paid Gallons (II) <input type="text"/>	Total Column G <input type="text"/>	Total Tax Paid Gallons (II) <input type="text"/>
MPG <input type="text"/>		MPG <input type="text"/>

Calculate

+ Comments

Proceed Save/Quit Cancel Refresh File Another Fuel Type ?

### Carrier Details

- The Legal Name, DBA Name, and USDOT will default from the IFTA license information.
- The License Year, Return Year, Return Quarter, and Fuel Type are prepopulated based on the search criteria previously entered.
- For an original return the Amendment No. is always zero.
- The Due Date is automatically populated based on the tax return quarter and year.
- The Postmark Date defaults to the current date and can be changed if required.
- The Amend/Orig field defaults based upon the tax return category and is unchangeable. This field defaults to Original as the tax return for this carrier account is processed for the first time.
- The DBA name defaults from the license record.

#### 1.3.4.1.1 No Operations

If a carrier has had no operations for the quarter, they must still report the no operations tax return information. Perform the following steps to record a No Operations return:

- Check the No Operation checkbox on the File/Amend Tax Return screen.

- The system displays a confirmation message in a pop-up. Click OK to confirm and all the fields on this screen will be disabled for entry.
- Click PROCEED to go to the verification screen.

TAX RETURN
PAYMENT
MAINMENU
INQUIRIES Q

**Tax Return**
Account No. [REDACTED] Suffix: 23 Return Year: 2023 Amendment No.: 0 Return Quarter: 1 Fuel Type: DIESEL ...
**Tax Return Original**

**Tax Return Information**

Amend./Orig  
Original

Cancel IFTA License

Due Date  
05/01/2023

Date Closed Request  
MMDDYYYY

\*Postmark Date  
05/25/2023

No Operation

**Jurisdiction Details**

Jurisdiction List	Jurisdiction	Total Miles	Total Taxable Miles
--Select--			
Total Paid Gallons	Add		

**Show Map**

Please make sure you enter all jurisdiction where you traveled for the quarter.

REMOVE	JUR (A)	WAVE INT.	EFF. DATE (B)	RATE (C)	TOTAL MILES (D)	TOTAL TAXABLE MILES (E)	TAX PAID GALLONS	PRV. TOTAL MILES	PRV. TOTAL TAXABLE MILES	PRV. TAX PAID GALLONS
<input type="checkbox"/>	FL	<input type="checkbox"/>	01/01/2023	0.3817	0	0	0	0	0	0
<input type="checkbox"/>	AL	<input type="checkbox"/>	01/01/2023	0.2900	0	0	0	0	0	0
<input type="checkbox"/>	AR	<input type="checkbox"/>	01/01/2023	0.2840	0	0	0	0	0	0
<input type="checkbox"/>	AZ	<input type="checkbox"/>	01/01/2023	0.2800	0	0	0	0	0	0
<input type="checkbox"/>	CA	<input type="checkbox"/>	01/01/2023	0.8530	0	0	0	0	0	0
<input type="checkbox"/>	CO	<input type="checkbox"/>	01/01/2023	0.2250	0	0	0	0	0	0
<input type="checkbox"/>	CT	<input type="checkbox"/>	01/01/2023	0.4920	0	0	0	0	0	0
<input type="checkbox"/>	DE	<input type="checkbox"/>	01/01/2023	0.2200	0	0	0	0	0	0
<input type="checkbox"/>	GA	<input type="checkbox"/>	01/01/2023	0.3120	0	0	0	0	0	0
<input type="checkbox"/>	IA	<input type="checkbox"/>	01/01/2023	0.3250	0	0	0	0	0	0
<input type="checkbox"/>	ID	<input type="checkbox"/>	01/01/2023	0.3200	0	0	0	0	0	0
<input type="checkbox"/>	IL	<input checked="" type="checkbox"/>	01/01/2023	0.7570	0	0	0	0	0	0
<input type="checkbox"/>	IN	<input checked="" type="checkbox"/>	01/01/2023	0.5500	0	0	0	0	0	0
<input type="checkbox"/>	KS	<input type="checkbox"/>	01/01/2023	0.2600	0	0	0	0	0	0
<input type="checkbox"/>	KY	<input type="checkbox"/>	01/01/2023	0.2160	0	0	0	0	0	0
	KY-Sur		01/01/2023	0.1020						
<input type="checkbox"/>	LA	<input type="checkbox"/>	01/01/2023	0.2000	0	0	0	0	0	0

<input type="checkbox"/>	MA	<input type="checkbox"/>	01/01/2023	0.2400	0	0	0	0	0	0
<input type="checkbox"/>	MD	<input type="checkbox"/>	01/01/2023	0.4345	0	0	0	0	0	0
<input type="checkbox"/>	ME	<input type="checkbox"/>	01/01/2023	0.3120	0	0	0	0	0	0
<input type="checkbox"/>	MI	<input type="checkbox"/>	01/01/2023	0.5010	0	0	0	0	0	0
<input type="checkbox"/>	MN	<input type="checkbox"/>	01/01/2023	0.2850	0	0	0	0	0	0
<input type="checkbox"/>	MO	<input type="checkbox"/>	01/01/2023	0.2200	0	0	0	0	0	0
<input type="checkbox"/>	MS	<input type="checkbox"/>	01/01/2023	0.1800	0	0	0	0	0	0
<input type="checkbox"/>	MT	<input type="checkbox"/>	01/01/2023	0.2975	0	0	0	0	0	0
<input type="checkbox"/>	NC	<input type="checkbox"/>	01/01/2023	0.4050	0	0	0	0	0	0
<input type="checkbox"/>	ND	<input type="checkbox"/>	01/01/2023	0.2300	0	0	0	0	0	0
<input type="checkbox"/>	NE	<input type="checkbox"/>	01/01/2023	0.2900	0	0	0	0	0	0
<input type="checkbox"/>	NH	<input type="checkbox"/>	01/01/2023	0.2220	0	0	0	0	0	0
<input type="checkbox"/>	NJ	<input type="checkbox"/>	01/01/2023	0.4840	0	0	0	0	0	0
<input type="checkbox"/>	NM	<input type="checkbox"/>	01/01/2023	0.2100	0	0	0	0	0	0
<input type="checkbox"/>	NV	<input type="checkbox"/>	01/01/2023	0.2700	0	0	0	0	0	0
<input type="checkbox"/>	NY	<input type="checkbox"/>	01/01/2023	0.3835	0	0	0	0	0	0
<input type="checkbox"/>	OH	<input type="checkbox"/>	01/01/2023	0.4700	0	0	0	0	0	0
<input type="checkbox"/>	OK	<input type="checkbox"/>	01/01/2023	0.1900	0	0	0	0	0	0

<input type="checkbox"/>	OR	<input type="checkbox"/>	01/01/2023	0.0000	0	0	0	0	0	0
<input type="checkbox"/>	PA	<input type="checkbox"/>	01/01/2023	0.7850	0	0	0	0	0	0
<input type="checkbox"/>	RI	<input type="checkbox"/>	01/01/2023	0.3400	0	0	0	0	0	0
<input type="checkbox"/>	SC	<input type="checkbox"/>	01/01/2023	0.2800	0	0	0	0	0	0
<input type="checkbox"/>	SD	<input type="checkbox"/>	01/01/2023	0.2800	0	0	0	0	0	0
<input type="checkbox"/>	TN	<input type="checkbox"/>	01/01/2023	0.2700	0	0	0	0	0	0
<input type="checkbox"/>	TX	<input type="checkbox"/>	01/01/2023	0.2000	0	0	0	0	0	0
<input type="checkbox"/>	UT	<input type="checkbox"/>	01/01/2023	0.3640	0	0	0	0	0	0
<input type="checkbox"/>	VA	<input type="checkbox"/>	01/01/2023	0.2890	0	0	0	0	0	0
<input type="checkbox"/>	VA-Sur	<input type="checkbox"/>	01/01/2023	0.1400						
<input type="checkbox"/>	VT	<input type="checkbox"/>	01/01/2023	0.3100	0	0	0	0	0	0
<input type="checkbox"/>	WA	<input type="checkbox"/>	01/01/2023	0.4940	0	0	0	0	0	0
<input type="checkbox"/>	WI	<input type="checkbox"/>	01/01/2023	0.3290	0	0	0	0	0	0
<input type="checkbox"/>	WV	<input type="checkbox"/>	01/01/2023	0.3720	0	0	0	0	0	0
<input type="checkbox"/>	WY	<input type="checkbox"/>	01/01/2023	0.2400	0	0	0	0	0	0
<input type="checkbox"/>	AB	<input type="checkbox"/>	01/01/2023	0.0000	0	0	0	0	0	0
<input type="checkbox"/>	BC	<input type="checkbox"/>	01/01/2023	0.7774	0	0	0	0	0	0
<input type="checkbox"/>	MB	<input type="checkbox"/>	01/01/2023	0.3885	0	0	0	0	0	0

<input type="checkbox"/>	ON	<input type="checkbox"/>	01/01/2023	0.2498	0	0	0	0	0	0	0
<input type="checkbox"/>	FE	<input type="checkbox"/>	01/01/2023	0.7648	0	0	0	0	0	0	0
<input type="checkbox"/>	QC	<input type="checkbox"/>	01/01/2023	0.5506	0	0	0	0	0	0	0
<input type="checkbox"/>	SK	<input type="checkbox"/>	01/01/2023	0.4163	0	0	0	0	0	0	0

Remove Remove All

Miles in Non-IFTA Jurisdictions  Fuel for non-receipted purchases and/or Non-IFTA Jurisdictions

**Return Details**

Current Return "Schedule A"	Total	Previous Return
Total Miles (I) <input type="text"/>	Total Column D <input type="text"/>	Total Miles (I) <input type="text"/>
Total Tax Paid Gallons (II) <input type="text"/>	Total Column G <input type="text"/>	Total Tax Paid Gallons (II) <input type="text"/>
MPG <input type="text"/>		MPG <input type="text"/>

Calculate

+ Comments

Proceed Save/Quit Cancel Refresh File Another Fuel Type ?

- Review the return information on the verification screen:
  - To uncheck the No Operations checkbox and provide tax return information, click BACK to return to the Tax Return screen.
  - To continue with No Operations, click PROCEED to display the Tax Return Payment Details screen.

**1.3.4.1.1 Payment Details**

Penalty charges may apply for a no-operation return if the return is not filed timely, which will be calculated based on the Payment Receipt Date. This field will default to the Postmarked Date from the Tax Return screen.



TAX RETURN PAYMENT MAIN MENU INQUIRIES Q

IFTATAX124 : [i] Tax Returns paid online must be paid in full. IFTA tax returns not paid in full by the due date will accrue penalty and interest until the full payment is made. Once the payment has been made, it cannot be cancelled.  
 IFTAFLT178 : [i] To correct Tax Return, select "Correct Tax Return" button.

**Payment**

[REDACTED]

Account No.: [REDACTED] Suffix: 23 Return Year: 2023 Amendment No.: 0 Return Quarter: 1 Fuel Type: DIESEL ...

**Tax Return Original**

---

**Return Details**

License Year	IFTA System Credit	Tax Return Status	Invoice No.
2023	0.00	CALCULATED	1499128

\*Payment Receipt Date  
05/25/2023

**Fees Section**

Base Jurisdiction Tax	Return Amt
69.85	12.05
Base Jurisdiction Interest	Penalty Amt
0.29	50.00
Other Jurisdiction Taxes	Additional Interest
-58.13	0.00
Other Jurisdiction Interest	Payments Made/Credit
0.04	0.00
Return Amount	Prev. Return Interest and Penalty
12.05	0.00
Tax Return Balance	Previous Payments Made/Credit
62.05	0.00

Set Appeal Flag

Waive Interest/Penalty Reason  
--Select Waive Reason--

Amount Due [REDACTED]

Adjustment Amount [REDACTED]

**Payment Details Section**

Electronic Delivery Type: D - PDF

Request Refund:  Yes  No

**+ Payment Details Section Comments**

Proceed Save/Quit View Invoice Correct Tax Return Refresh ?

- If the tax return is past due, a penalty may be due. This process is covered later in this process.
- Electronic Delivery Type – The electronic delivery type is set as PDF and disabled.
- Request Refund – Select the Yes or No radio button as applicable.
- Click PROCEED to display the Payment Details verification screen.
  - NOTE: The View Invoice, and Correct Tax Return buttons will be discussed in the Quarterly Tax Return section.
- Click PROCEED on the Payment Details verification screen.
  - The following is generated in the Electronic Delivery Type format, i.e., PDF.

- Quarterly Tax Return Invoice

### 1.3.4.1.2 Returns with Reported Mileage and Gallons

Original Tax Returns with reported mileage and gallons may result in additional taxes or a refund based on the jurisdiction distance and amount of fuel purchased within the jurisdiction.

TAX RETURN

PAYMENT

MAIN MENU

INQUIRIES Q

Tax Return Original

Account No. [REDACTED]
Suffix: 23
Return Year: 2023
Amendment No.: 0
Return Quarter: 1
Fuel Type: DIESEL

Tax Return Information

Amend./Orig.  
Original

Cancel IFTA License

Due Date  
05/01/2023

Date Closed Request  
MM/DD/YYYY

\*Postmark Date  
05/25/2023

No Operation

Jurisdiction Details

Jurisdiction List  
Surrounding Jurisdiction

Jurisdiction  
SJ

Total Miles  
1023

Total Taxable Miles  
1023

Total Paid Gallons  
123

Add

Show Map

Please make sure you enter all jurisdiction where you traveled for the quarter.

REMOVE	JUR (A)	WAVE INT.	EFF. DATE (B)	RATE (C)	TOTAL MILES (D)	TOTAL TAXABLE MILES (E)	TAX PAID GALLONS	PRV. TOTAL MILES	PRV. TOTAL TAXABLE MILES	PRV. TAX PAID GALLONS
<input type="checkbox"/>	FL	<input type="checkbox"/>	01/01/2023	0.3817	1023	1023	123	0	0	0
<input type="checkbox"/>	AL	<input type="checkbox"/>	01/01/2023	0.2900	1023	1023	123	0	0	0
<input type="checkbox"/>	GA	<input type="checkbox"/>	01/01/2023	0.3120	1023	1023	123	0	0	0

Remove
Remove All

Miles in Non-IFTA Jurisdictions

Fuel for non-receipted purchases and/or Non-IFTA Jurisdictions

Return Details

Current Return "Schedule A"

Total Miles (I)  
1023

Total Tax Paid Gallons (II)  
369

MPG  
8.32

Calculate

Total

Total Column D  
3069

Total Column G  
369

Previous Return

Total Miles (I)

Total Tax Paid Gallons (II)

MPG

+ Comments

Process
Save/Quit
Cancel
Refresh
File Another Fuel Type

- On the Tax Return Original screen, provide information in the following sections:
  - Tax Return Information:

31

- Amend./Orig. – This field defaults to Original and cannot be changed.
  - Amendment No. – The amendment number for an original tax return will be 0.
- Due Date – Automatically populates based on the tax return quarter and year.
- Postmark Date – Defaults to the current date and cannot be changed. This date is used to determine if the return is filed timely and whether penalty and interest should be applied if the payment is outstanding after the postmark date.
- No Operation checkbox – Select this checkbox to file a tax return with no operation. Refer to section 1.3.4.1.1 for more details.
- Cancel IFTA License checkbox – Select this checkbox to schedule the cancellation of your IFTA license in the future.
  - Date Closed Request – This field enables upon selecting the Cancel IFTA License checkbox. Enter a date on which you wish to schedule the cancellation of your IFTA license.
- Jurisdiction Details – If the customer is an existing one with a tax return filed previously for the same quarter, the Tax Return screen will display a list of jurisdictions that were included on the previous return. If the customer is filing a return for the first time, you need to select and add appropriate jurisdictions.
  - Jurisdiction List – Select individual or multiple jurisdictions to the list as instructed below:
    - Add Individual Jurisdictions:
      - Jurisdiction List – Select the preferred jurisdiction from the Jurisdiction List drop-down, or use click Show Map link to select individual jurisdictions.
        - Show Map – Click the Show Map button to view the map and select the preferred jurisdiction on the map. This will populate the

details for selected jurisdiction in the Jurisdiction List and Jurisdiction fields.

- Click ADD.
- Add Multiple Jurisdictions:
  - Jurisdiction List – Select one of the following options from the Jurisdiction List drop-down:
    - All IFTA Jurisdiction
    - All US Jurisdiction
    - All Jurisdictions
    - Surrounding Jurisdiction - The base jurisdiction, as well as the immediate surrounding jurisdictions (FL, AL, GA) will populate the grid on the screen.
  - Click ADD.
- Note:
  - Each selected jurisdiction will display in the list of jurisdictions.
    - If applicable, additional lines will be included for jurisdictions with surcharges or if a jurisdiction has had a rate change during the quarter.
  - Enter miles and gallons separately for each jurisdiction.
- Remove Jurisdictions:
  - Remove Jurisdiction – If you wish to remove a specific jurisdiction from the Jurisdiction grid, select the Remove checkbox for the preferred jurisdiction in the grid and click REMOVE at the bottom of the section.
    - Remove All – Click this button to remove all the listed jurisdictions from the grid at once.

- Jurisdiction – The code of the selected jurisdiction will auto-populate in this field and cannot be changed.
- Total Miles – Enter the total miles traveled for the selected jurisdiction.
- Total Taxable Miles – Auto-populates based on the total miles entered.
- Total Paid Gallons – Enter the total paid gallons for the fuel consumed to travel across the selected jurisdiction.
  - Notes for Total Miles, Total Taxable Miles, and Total Paid Gallons:
    - If the jurisdiction has a surcharge rate (i.e., IN, KY, and VA), a separate line will appear displaying the effective date and rate. The miles and gallons are not entered for the surcharge line.
    - If a jurisdiction's rate changes during the quarter (split rates), a separate line will appear for each effective date and rate. The miles and gallons must be entered for each line based on travel between the effective date and the next effective date or end of the quarter.
    - In situations like floods, the tax rate table will indicate that interest is being waived for a particular jurisdiction for a given year, quarter, and fuel type. In this situation, the Waived Int. checkbox will automatically be checked next to the applicable jurisdiction.
- Miles in Non-IFTA Jurisdictions – This field captures the total miles you traveled in non-IFTA jurisdiction rounded to the nearest whole mile. This value will be added to Total Column D beneath the Return Details section.
- Fuel for non-receipted purchases and/or Non-IFTA Jurisdictions – Enter the Total Gallons Paid for the fuel purchase with no receipts

for IFTA and non-IFTA jurisdictions. This value will be added up to Total Column G beneath Return Details section.

- Return Details – This section captures the jurisdiction distance details for both the current and previous return. This section balances the miles and gallons provided by the customer on Schedule A. This process will also calculate the MPG to compare to the MPG that was calculated by the customer as part of Schedule A:
  - Current Return “Schedule A”
    - Total Miles (I) – Enter the total of miles entered for IFTA jurisdictions, as well as for Non-IFTA jurisdictions.
    - Total Tax Paid Gallons (II) – Enter the total of tax-paid gallons for IFTA jurisdictions under the Jurisdiction Details section.
    - MPG – This field will populate on clicking CALCULATE. MPG is computed by dividing the entered Total Miles by Total Tax Paid Gallons.
  - Total
    - Total Column D – Populates the total entered in Total Miles (I).
    - Total Column G - Populates the total entered in Total Tax Paid Gallons (II).
  - Previous Return – This section is applicable for Amendment and Audit transactions. It remains blank for the original tax return filing as the previous jurisdiction data will be unavailable.
  - Total Miles (I)
    - Total Tax Paid Gallons (II)
    - MPG
  - Click CALCULATE to calculate and populate the MPG for the return.
- Comments – Click the plus (+) or minus (-) icon to expand and close this section and add free-form comments in this area.

- Comment - Enter the necessary comments in the comments box.
- Click ADD/UPDATE COMMENT to save the entered comment.
- Click CLEAR COMMENT to reset the comment box.
- Click PROCEED to move to the verification screen.
  - The system compares the entered Total Miles and Gallons with the totals for columns D and G and Non-IFTA jurisdiction mileage.
  - If an error is identified, an error message indicating the reason will display at the top of the screen.
  - If no errors are identified, then the system redirects you to the Tax Return verification screen.
  - Click SAVE/QUIT to save the information entered to this point and quit the transaction to resume later via Work in Progress.
- Click CANCEL to back out the transaction.
- Click REFRESH to reset the screen to its original state.
- Click FILE ANOTHER FUEL TYPE to add jurisdiction details for additional fuel types within the same transaction.
- Note:
  - If MPG is 20 or greater, the tax return transaction will be auto submitted for internal user review.
  - If the return is filed with exemption miles reporting for any jurisdiction, it will be auto submitted for internal user review.

#### **1.3.4.1.3 Tax Return Payment Details**

You may do the following on the Tax Return Payment Details screen:

- View the summary of the tax return.

TAX RETURN PAYMENT MAINMENU INQUIRIES Q

IFTATAX124 : [i] Tax Returns paid online must be paid in full. IFTA tax returns not paid in full by the due date will accrue penalty and interest until the full payment is made. Once the payment has been made, it cannot be cancelled.

IFTAFLT178 : [i] To correct Tax Return, select "Correct Tax Return" button.

**Payment**
**Tax Return Original**

Account No.: [REDACTED]
Suffix: 23
Return Year: 2023
Amendment No.: 0
Return Quarter: 1
Fuel Type: DIESEL

---

**Return Details**

License Year	IFTA System Credit	Tax Return Status	Invoice No.
2023	0.00	CALCULATED	1499128

\*Payment Receipt Date

05/25/2023

---

**Fees Section**

Base Jurisdiction Tax	Return Amt
69.85	12.05
Base Jurisdiction Interest	Penalty Amt
0.29	50.00
Other Jurisdiction Taxes	Additional Interest
-58.13	0.00
Other Jurisdiction Interest	Payments Made/Credit
0.04	0.00
Return Amount	Prev. Return Interest and Penalty
12.05	0.00
Tax Return Balance	Previous Payments Made/Credit
62.05	0.00

---

Set Appeal Flag

Waive Interest/Penalty Reason

--Select Waive Reason--

Amount Due

[REDACTED]

Adjustment Amount

[REDACTED]

---

**Payment Details Section**

Electronic Delivery Type: D - PDF

Request Refund:  Yes  No

+ Payment Details Section Comments

Proceed Save/Quit View Invoice Correct Tax Return Refresh ?

- Review and enter the information in the following sections:
  - Return Details:
    - License Year – Defaults to the year for which the tax return is being processed.
    - IFTA System Credit – Displays the balance amount available in the IFTA system credit account.
    - Tax Return Status – Defaults to Calculated/Invoiced and cannot be changed.
    - Invoice No. – This is a sequential number auto-generated by the system based on the last invoice generated.
    - Payment Receipt Date – This date defaults to the postmark date and cannot be changed.



- Fees Section – This section displays the various fees charged based on the FLHSMV business rules.
- Payment Details Section:
  - Electronic Delivery Type – Defaults to PDF and disabled.
  - Request Refund – The Yes/No radio dial buttons will display if the tax return due is negative.
    - Select either Yes or No for the refund request.
    - Refund amount will go to the system credit only if the system credit balance is zero. If the system credit amount is not zero, then the refund will go to refund.
- Click one of the following processing alternatives as required:
  - PROCEED – Click PROCEED to continue with the payment process and display the Payment Details Verification screen.
    - Click PROCEED from the verification screen to complete the payment and tax return supplement.
  - SAVE/QUIT – Click SAVE/QUIT to save the tax return information entered to this point and quit without making the payment. You can access the transaction later through Work in Progress.
  - VIEW INVOICE – Click VIEW INVOICE to print the invoice for the tax return if the payment is yet to be made at this time.
- CORRECT TAX RETURN – Click CORRECT TAX RETURN to return to the tax return screen to make necessary corrections before making the payment.
- REFRESH – Click REFRESH to reset the screen to its original state.

#### **1.3.4.1.3.1 Tax Return Payment Details Verification**

You may do the following on the Tax Return Payment Details Verification screen:

- Review the payment details for the tax return.
- Complete the transaction in the case of a zero net due or a refund due based on the fee calculation.
- In the case of a net due greater than zero, proceed with the payment process.

TAX RETURN PAYMENT MAINMENU INQUIRIES Q

---

Payment
Tax Return Original

**Return Details**

Account No.   [REDACTED]	Legal Name   [REDACTED]	DBA Name	Suffix   23
USDOT No.   01194597	License Year   2023	IFTA System Credit   \$0.00	Return Year   2023
Return Quarter   1	Fuel Type   DIESEL	Amendment No.   0	Tax Return Status   CALCULATED
License Status   A - ACTIVE	Invoice No.   1499128	Payment Receipt Date   05/25/2023	

**Fees Section**

Base Jurisdiction Tax	\$69.85	Return Amt	\$12.05
Base Jurisdiction Interest	\$0.29	Penalty Amt	\$50.00
Other Jurisdiction Taxes	\$-58.13	Additional Interest	\$0.00
Other Jurisdiction Interest	\$0.04	Payments Made/Credit	\$0.00
Return Amount	\$12.05	Prev. Return Interest and Penalty	\$0.00
Tax Return Balance	\$62.05	Previous Payments Made/Credit	\$0.00
Set Appeal Flag	N	Amount Due	\$62.05
		Adjustment Amount	\$0.00

**Payment Details Section**

Electronic Delivery Type   D - PDF	Request Refund   No	Actual Pay Amount   \$62.05
------------------------------------	---------------------	-----------------------------

Pay Now
Add To Cart
Back

- Click any of the following processing alternatives:
  - PAY NOW
    - If the net due is zero, then:
      - The IFTA tax return and payment receipt will be generated based on the chosen Electronic Delivery Method.
      - The IFTA level menu will be displayed with a message at the top indicating the tax returns with Account No., Return Year, Quarter, Amendment No., and Fuel Type that was completed.
    - If the net due is less than zero:
      - The IFTA tax return and payment receipt will be generated based on the chosen Electronic Delivery Method.
      - The IFTA level menu will be displayed with a message at the top indicating the tax returns with Account No., Return Year, Quarter, Amendment No., and Fuel Type that was completed.
      - If a refund is requested:

- All refund records written/requested will have a “Pending” status for amounts equaling -\$5000.00 and greater.
    - If the net due is greater than zero, the Payment Details screen will display.
  - COMPLETE RETURN.
    - The COMPLETE RETURN button appears if the total due amount is 0 or a refund is due based on the total miles and gallons entered and calculated for columns D and G and Non-IFTA jurisdictions mileage.
    - Click COMPLETE RETURN to complete the Tax Return and bypass the payment screen.
  - ADD TO CART
    - Refer to section 1.3.1.2.1 in the Enterprise User Guide, Volume 1, for more details about adding transactions to a cart.
  - BACK
    - Click BACK to return to the Tax Return Payment Details screen. At this point, you can choose to correct the tax return details by clicking CORRECT TAX RETURN which may have an impact on the calculation of interest and penalty.
- Note: If refund amount is -\$5000 or greater, the tax return transaction will be auto submitted for internal user review.

#### **1.3.4.2 Amend Tax Return**

IFTA carriers can amend any tax return filed within the last 4 years. Many of the business rules for original tax returns apply to the amended tax returns. When an amended tax return is being filed, the previous return (usually the original) entry fields will show for reference on the right side of the screen.

Perform the following steps to enter an Amended Tax Return:

- From the IFTA level menu, click FILE/AMEND RETURN from the TAX RETURN menu tile.

IFTAX124 : [!] Tax Returns paid online must be paid in full. IFTA tax returns not paid in full by the due date will accrue penalty and interest until the full payment is made. Once the payment has been made, it cannot be cancelled.  
IFTAWEBP02 : [!] Selecting quit from any point during the transaction will save the information until the transaction has been processed or paid in full. If you do not wish to save the transaction select Cancel.

**Tax Return** File/Amend

**Tax Return Search**

Account No.

\*Fuel Type

\*Return Year

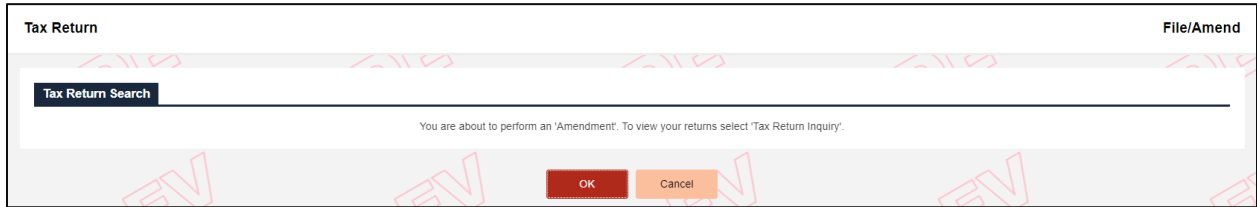
\*Return Quarter

Annual Filer

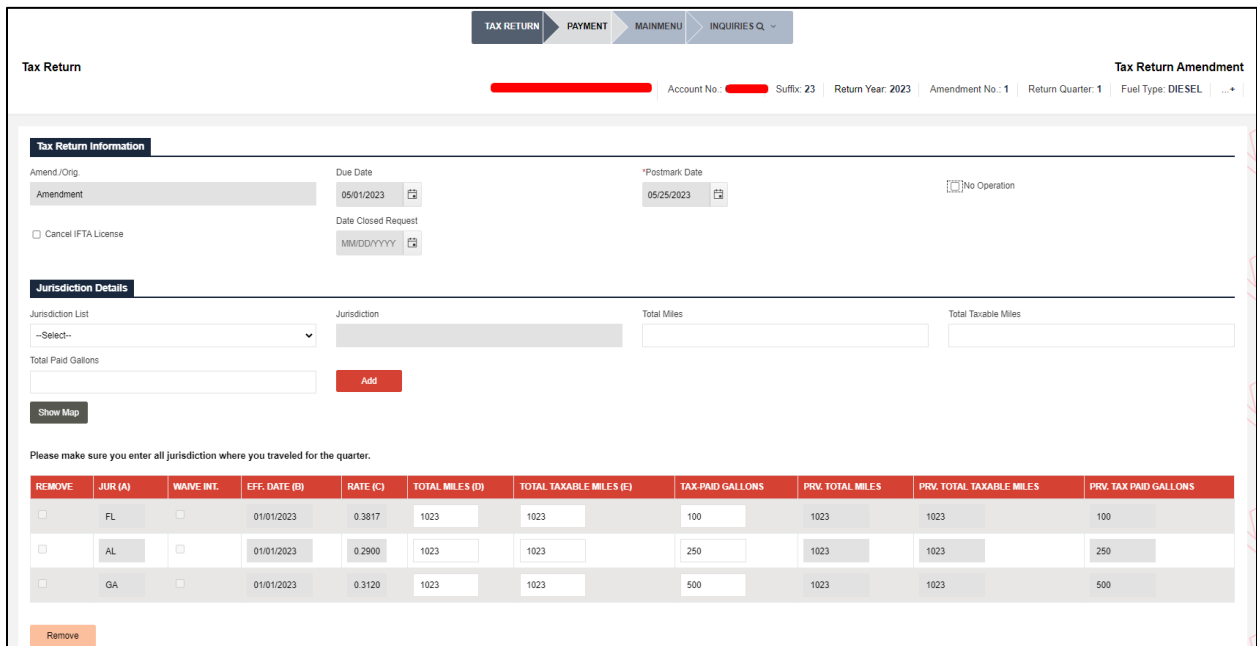
4th Qtr Postmark Date

- On the Tax Return Search screen, enter the following details:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users:
    - Account No. – The Account No. is prepopulated and disabled.
    - Fuel Type – Select the preferred fuel type from the drop-down.
    - Return Year – Select the preferred return year from the drop-down as required.
    - Return Quarter – Select the preferred return quarter from the drop-down to file the tax quarterly.
    - Annual Filer checkbox – Checking this checkbox allows to file return for all quarters at once in the last quarter. The penalties pertinent to previous quarters will be changed in the last quarter.
    - 4th Qtr. Postmark Date – The date entered for this field will be considered as Postmark Date for all the previous quarters. The value in this field appears on checking Annual Filer checkbox, defaults to current date and cannot be changed.
- Click PROCEED:
  - If a return has not been entered, the return will be considered an original tax return.

- If the original return has been entered but not paid, a message will display indicating that the return is available through Work in Progress for further updates and processing.
- If a return has been entered and paid, the following message will display to verify that you are attempting to amend a return that was completed.



- Click CANCEL, if you do not wish to process an amendment on the original tax return.
- Click OK to continue the transaction as an amended tax return.



- On the Tax Return Amendment screen, enter information in the following sections:
  - Tax Return Information:
    - Amendment No. – The Amendment No. will be updated to the next amendment number. Originals are amendment number 0, and each amendment thereafter is incremented by one.
    - Amend/Orig. – This field defaults to Amendment and cannot be changed.
    - Due Date – Defaults to the last of the current month and cannot be changed.
    - Postmark Date – Defaults to the postmark date of the original tax return.
    - No Operation checkbox – Select this checkbox to file an amended tax return with no travel history.
      - Selecting this checkbox will disable all the fields in the jurisdiction details grid.
      - Refer to section 1.3.4.1.1 for more details on processing a tax return with No Operation.
    - Cancel IFTA License checkbox – Select this checkbox to schedule the cancellation of your IFTA license in the future.

- Date Closed Request – This field enables upon selecting the Cancel IFTA License checkbox. Enter a date on which you wish to schedule the cancellation of your IFTA license.
- Jurisdiction Details - The miles and gallons fields are pre-populated with the previous return’s values (normally the original) and also display in previous return columns. In this section, you can do the following:
  - Amend the miles and gallon details for existing jurisdiction in the list.
  - Add additional jurisdictions if required and enter miles and gallon details for each.
  - To remove a jurisdiction that was entered on the previous return, enter zero in the total mile, total taxable miles, and tax-paid gallons.
- Return Details – Enter the total miles and total tax-paid gallons and calculate the MPG.
- Refer to section 1.3.4.1.2 for more details related to the fields on the screen.
- After amending the tax return details, click PROCEED to navigate to the verification screen.

Current Return		Total	
Months Late	1	Return Amt	\$13.62
Total Miles (I)	3069	Penalty Amt	\$0.00
Total Tax Paid Gallons (II)	905	Additional Interest	\$0.00
MPG	3.39	Prev. Return Interest and Penalty	\$50.33
		Previous Payments Made/Credit	\$62.05
		Amount Due	\$1.90

Jurisdiction Details											
JUR (A)	EFF. DATE (B)	RATE (C)	TOTAL MILES (D)	TOTAL TAXABLE MILES (E)	TAXABLE GALLONS	TAX-PAID GALLONS	NET TAXABLE GALLONS	TAX DUE (I)	INTEREST DUE (J)	TOTAL DUE (K)	
FL	01/01/2023	0.3817	1023	1023	302	100	202	77.10	0.32	77.42	
AL	01/01/2023	0.2900	1023	1023	302	250	52	15.08	0.06	15.14	
GA	01/01/2023	0.3120	1023	1023	302	555	-253	-78.94	0.00	-78.94	
Total			3069	3069	906	905	1	13.24	0.38	13.62	

Tax Return Information	
Miles in Non-IFTA Jurisdictions	0
Fuel for non-receipted purchases and/or Non-IFTA Jurisdictions	0

- The Tax Return Amendment verification screen will display the amendments to the return, as well as calculate the fees.
- The Return Details section displays the penalty due for the amendment, if applicable, the return amount, previously paid return interest and penalty, additional interest for the amendment, previous payments, and the total net due associated with the amendment.
- Review the results and continue processing the payment for the amended return as you would an original return. Refer to section 1.3.4.1.2 for more details.
- Note: If amendment have tax due less then original return due, then it will be auto submitted for internal user review.

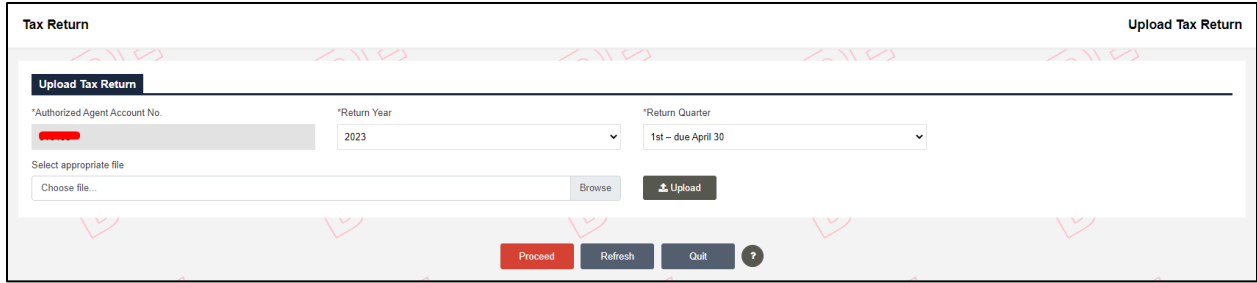
**1.3.4.3 Upload Tax Return (for Authorized Agent)**

The Upload Tax Return option is available for authorized agents to upload IFTA tax returns in their carriers’ stead. The authorized agent can enter the tax return information including the jurisdictions, total miles, total taxable miles, and tax-paid gallons, as well as total miles and total non-IFTA miles.

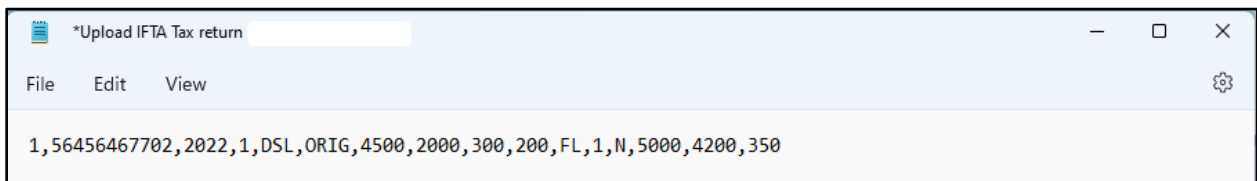
Perform the following steps to upload the tax return:

- From the IFTA level menu, click UPLOAD TAX RETURN from the TAX RETURN menu tile.





- On the Upload Tax Return screen, enter the following details:
  - Authorized Agent Account No. – Account number is prepopulated and protected.
  - Return Year – Select the preferred year from the drop-down as required.
  - Return Quarter – Select the preferred return quarter from the drop-down to file the tax quarterly.
  - Select appropriate file – Click BROWSE to select the tax return file containing the tax return details from your system and click UPLOAD.
    - Notes:
      - The uploaded tax return file should have a text file format.
      - The text file can contain one or more tax return details.
      - The sequence of the tax return details in the text file should be as follows: serial number, FEID, return year, quarter number, fuel type code, amendment type, total miles (I), miles in non-IFTA jurisdictions, total tax paid gallons (II), fuel for non-receipted purchases and/or non-IFTA jurisdictions, base jurisdiction code, rate code, surcharge indicator, total miles (D), total taxable miles (E), total tax-paid gallons.



- Once the file is uploaded, a success or failure message will display at the top of the screen.
- If the file upload failed, correct the details in the text file if required and reupload the file.
- Once the tax return file is uploaded successfully, click PROCEED to view the total number of tax returns uploaded.

### **1.3.5 Additional Payment Processing**

FLHSMV provides the partial payment-processing capability for IFTA returns if the customer mailed in the return and miscalculated the amount due.

#### **1.3.5.1 Partial Payment**

If a partial payment has already been made for a tax return, you may access the return through WIP or Customer Dashboard to post the additional payment amount. The return status is set to Partially Processed.

Perform the following steps to process a partial payment:

- From the IFTA level menu, click TAX RETURN from the WORK IN PROGRESS menu tile.
- Enter the desired search parameters to search for the tax return record.
- When the search results display in a grid, click the SELECT link for the preferred record to display the Tax Return Payment Details screen.
- Once a partial payment has been made, the invoice cannot be cancelled.
- Complete the payment process as you would a normal payment. Refer to section 1.3.4.1.3 for details related to the Payment screen.

### **1.3.6 Inquiry**

FLHSMV gives users the ability to perform inquiries on all of the IFTA-related information. The various inquiry options are available in the menu tiles at the IFTA level. For instance, the Account Inquiry menu is located under the Account menu tile and the

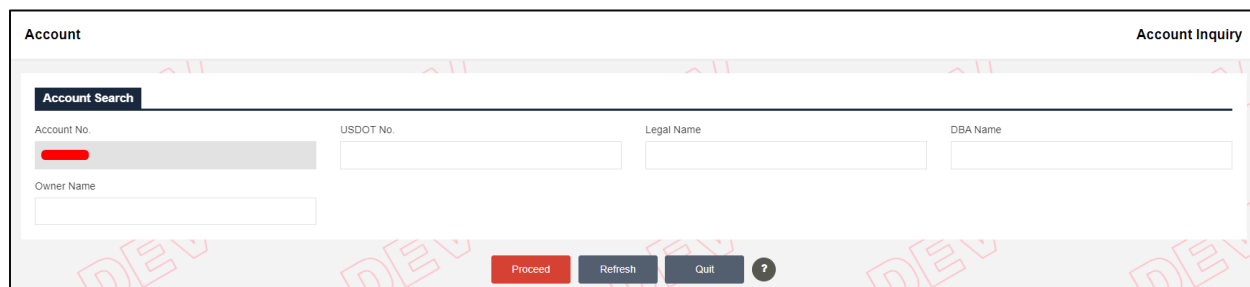
License Inquiry menu is located under the License menu tile. Note: The steps to process an inquiry function are identical. Refer to section 1.3.6.1 for instructions on processing any inquiry.

### 1.3.6.1 Account Inquiry

This function allows you to inquire about information related to an IFTA carrier account. For instance, the steps for ACCOUNT INQUIRY are described below. You can follow the same steps for other inquiries as well.

Perform the following steps for account inquiry:

- From the IFTA level menu, click ACCOUNT INQUIRY from the ACCOUNT menu tile.



The screenshot shows a web interface for 'Account Inquiry'. At the top left is the word 'Account' and at the top right is 'Account Inquiry'. Below this is a search bar with the text 'Account Search'. The search form contains five input fields: 'Account No.' (with a redacted value), 'USDOT No.', 'Legal Name', 'DBA Name', and 'Owner Name'. At the bottom of the form are four buttons: 'Proceed' (red), 'Refresh', 'Quit', and a help icon (question mark).

- The inquiry screen opens in a new window.
- On the search screen, enter the following search parameters:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users:
    - Account No. – This field is prepopulated and protected.
    - USDOT No.
    - Legal Name
    - DBA Name
    - Owner Name
- Click PROCEED to view the search results in a grid.

- Click the Tree icon beneath the Action column in the grid.
  - Click “+” or “-“ to expand or hide the Tree section.
  - The Tree link displays the history, i.e., all license years along with tax returns filed within the given license years.
  - Click any of the links beneath the Tree structure to view the associated details in a pop-up window.
- Click the View icon beneath the Action column in the grid to view the Account Inquiry screen in a pop-up window.

- Use the scroll bar on the right to view the rest of the account details on the inquiry screen.
- Click PRINT at the bottom of the screen to print the inquiry details or click CLOSE to exit the screen.

### 1.3.6.2 Tax Return Inquiry

Perform the following steps for account inquiry:

- From the IFTA level menu, click TAX RETURN INQUIRY from the TAX RETURN menu tile.
- The screenshots are displayed below for tax return inquiry. For the detailed steps please refer Section [1.3.6.1](#).

Tax Return
Tax Return Inquiry

**Tax Return Search**

Account No. 620504	Legal Name	DBA Name	Status
Return Year	Return Quarter	Fuel Type	Return Type
Amendment No.	Invoice No.	<input type="checkbox"/> Only with outstanding balance	<input type="checkbox"/> Uncollectable

Annual Filer

Proceed
Refresh
Quit
?

Total Outstanding Due : 50.00

ACTION	ACCOUNT NO.	SUFFIX	LEGAL NAME	DBA NAME	RETURN YEAR	RETURN QUARTER	FUEL TYPE	AMENDMENT NO.	UNCOLLECTABLE	STATUS	RETURN TYPE
	620504	12	RUFUS ADD JURIS TEST 12-24-08		2022	1st - due April 30	DSL - DIESEL	1		PAID - PAID	AMND - AMENDMI
	620504	12	RUFUS ADD JURIS TEST 12-24-08		2022	2nd - due July 31	DSL - DIESEL	1		PAID - PAID	AMND - AMENDMI
	620504	12	RUFUS ADD JURIS TEST 12-24-08		2022	All QTR	PRO - PROPANE	0		PAID - PAID	ORIG - ORIGINAL
	620504	12	RUFUS ADD JURIS TEST 12-24-08		2022	All QTR	DSL - DIESEL	0		PAID - PAID	ORIG - ORIGINAL

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

TAX RETURN INQUIRY
✕

**Tax Return**
Tax Return Inquiry

---

Tax Return Information

Account No.   ██████████	Legal Name   ██████████ 12-24-08	DBA Name	Suffix   12
USDOT No.   ██████████	License Year   2022	Return Year   2022	Return Quarter   1
Fuel Type   DIESEL	Amendment No.   1	Amend./Orig.   AMENDMENT	Old Account No.
Due Date   05/02/2022	Postmark Date   04/04/2023	Set Appeal Flag   N	No Operation   N
Request Refund   N	Invoice No.   1497543	Invoice Date   04/04/2023	Remitted Date
Reverse Interest   N	Reverse Penalty   N	Cancel IFTA License   N	Date Closed Request
Signature Needed   Y	Uncollectable	Uncollectable Remitted Date	Repayment
Repayment Remitted Date			

---

Return Details

Current Return

Current Tax Return	PAID
Months Late	3
Total Miles (I)	3,000
Total Tax Paid Gallons (II)	723
MPG	4.15

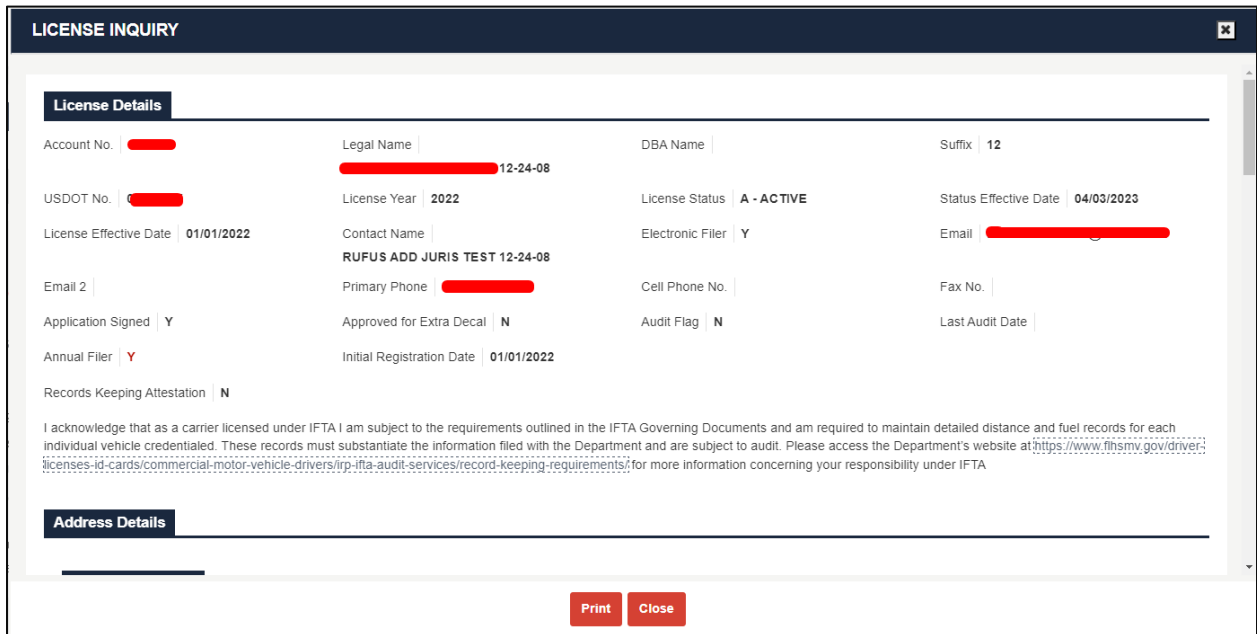
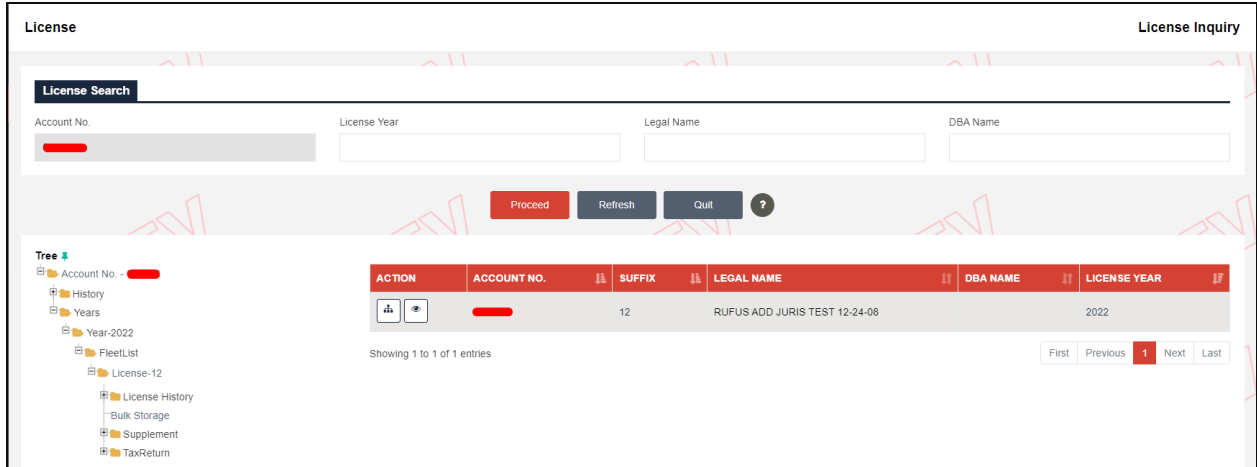
Total

Print
Close

### 1.3.6.3 License Inquiry

Perform the following steps for account inquiry:

- From the IFTA level menu, click LICENSE INQUIRY from the LICENSE menu tile.
- The screenshots are displayed below for license inquiry. For the detailed steps please refer Section [1.3.6.1](#).



### 1.3.6.4 Supplement Inquiry

Perform the following steps for account inquiry:

- From the IFTA level menu, click SUPPLEMENT INQUIRY from the OTHER SUPPLEMENTS menu tile.
- The screenshots are displayed below for supplement inquiry. For the detailed steps please refer Section [1.3.6.1](#).

**Other Supplements** Supplement Inquiry

---

**Supplement Search**

Account No.  USDOT No.  Supplement No.  License Year

Supplement Status

**Tree**

- Account No. - 620504
  - History
  - Years
    - Year-2022
      - FleetList
      - License-12
        - License History
        - Bulk Storage
        - Supplement
        - TaxReturn

ACTION	ACCOUNT NO.	SUFFIX	LICENSE YEAR	SUPP. NO.	SUPP. TYPE	SUPP. STATUS
	REDACTED	12	2022	000	AAC - NEW ACCOUNT	C - CLOSED

Showing 1 to 1 of 1 entries

**SUPPLEMENT INQUIRY** X

---

**Supplement Details**

Account No.  Legal Name  DBA Name  Suffix | 12

USDOT No.  License Year | 2022 Supplement No. | 000 Supplement Desc. | NEW ACCOUNT

Supplement Status | C - CLOSED Supp. Eff. Date | 04/03/2023 Total Decals | 1 30 Day Temporary | N

Start Decal No.  End Decal No. | 667852 Payment Receipt Date | 04/03/2023

**Payment Details** 04/03/2023

Cart ID | 17524 Payer Account No.  Financial Transaction ID | 16108 Total Amount Paid For All Invoices | \$4.00

Invoices Paid Together | 1497524 Payment User ID |

PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
CRS Payment	123	4.00

**Fees Details**

FEE TYPE	FEE AMOUNT (\$)
Decals Fee	4.00
<b>Total Due (\$)</b>	<b>4.00</b>

**Documentation Requirements**

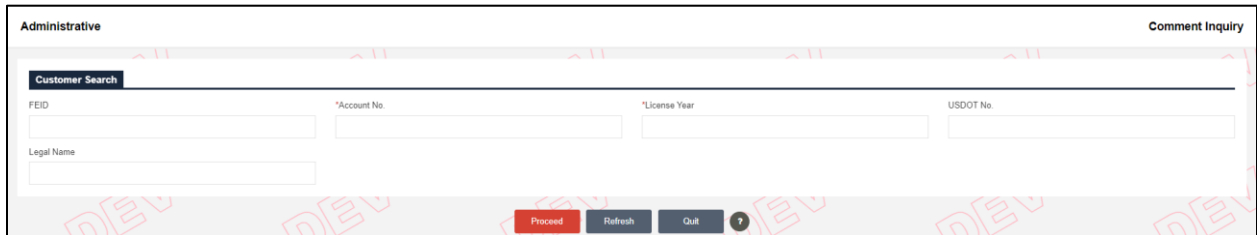
DOCUMENT(S)	STATUS	VIEW DOCUMENT(S)
ADDDEC - Additional Decal	N - NOT REQUIRED	
APPLIN - Application	C - COLLECTED	
CABCRD - Cab Cards	N - NOT REQUIRED	
CLMFRM - Claim Form	N - NOT REQUIRED	
LEAAGR - Lease Agreements	N - NOT REQUIRED	
OTHER - Other	N - NOT REQUIRED	
PROREG - Proof of Registration	N - NOT REQUIRED	



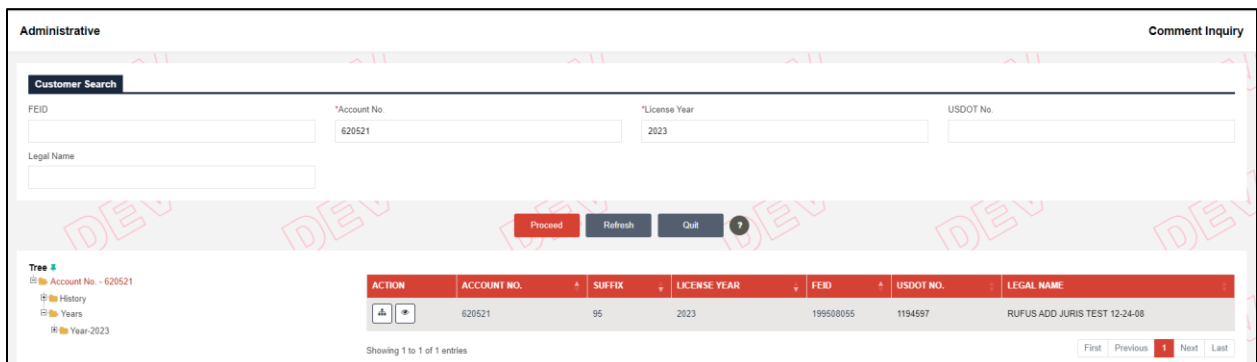
### 1.3.6.5 Comment Inquiry (for Authorized Agent)

Perform the following steps for comment inquiry:

- From the IFTA level menu, click COMMENT INQUIRY from the OTHER SUPPLEMENTS menu tile.
- The inquiry screen opens in a new window.



- On the search screen, enter the following search parameters:
  - FEID
  - Account No. – This field is mandatory.
  - License Year - This field is mandatory.
  - USDOT No.
  - Legal Name
- Click PROCEED to view the search results in a grid.



- Click the Tree icon beneath the Action column in the grid.
  - Click “+” or “-” to expand or hide the Tree section.

- The Tree link displays the history, i.e., all license years along with tax returns filed within the given license years.
- Click any of the links beneath the Tree structure to view the associated details in a pop-up window.
- Click the View icon beneath the Action column in the grid to view the Comment Inquiry screen in a pop-up window.

COMMENT INQUIRY

Comment Inquiry

Account No. 620521      Suffix 95      FEID 199508055      USDOT No. 1194597

License Year 2023      Legal Name RUFUS ADD JURIS TEST 12.24.08

Print Close

- Click PRINT at the bottom of the screen to print the inquiry details or click CLOSE to exit the screen.

### 1.3.6.6 Tax Rates Inquiry (for Authorized Agent)

Perform the following steps for tax rates inquiry:

- From the IFTA level menu, click TAX RATES INQUIRY from the ADMINISTRATIVE menu tile.

- On the search screen, enter the following search parameters:
  - Return Year – Enter your preferred year and the field is mandatory.
  - Return Quarter – Select the return quarter from the drop-down and the field is mandatory.
- Click PROCEED to view the search result.

STATE/PROVINCE	RATE EFFECTIVE DATE	GASOLINE	DIESEL	GASOHOL	PROPANE	LNG	CNG	ETHANOL	METHANOL	E-85	M-85	A-55	BIODIESEL	ELECTRICITY	HYDROGEN	WAIVE INTEREST
	01/01/2023				0.2609											N
	01/01/2023	0.2800	0.2900	0.2800	0.2900	0.0800	0.0800	0.2800	0.2800	0.2800	0.2800	0.2800	0.2900			N
	01/01/2023	0.2460	0.2840	0.2460	0.1650	0.0500	0.0500	0.2460	0.2460	0.2460	0.2460		0.2840			N
	01/01/2023				0.1800						0.1800	0.1800				N
	01/01/2023	0.7091	0.7774	0.7091	0.2898	0.3819	0.2717	0.7091	0.1524	0.7091	0.1754	0.7774	0.7774			N

- The system displays the record of tax rate charges for the selected quarter in the grid below.

### 1.3.6.7 Interest Rates Inquiry (for Authorized Agent)

Perform the following steps for interest rates inquiry:

- From the IFTA level menu, click INTEREST RATES INQUIRY from the ADMINISTRATIVE menu tile.

- On the search screen, enter the following search parameters:
  - Interest Effective Date – Select the date from the date picker or enter manually.
- Click PROCEED to view the search result.

EFFECTIVE DATE	IRS ANNUAL RATE	IFTA ANNUAL RATE	IFTA MONTHLY RATE
01/01/2022	0.030000	0.050000	0.004167

- The system displays the record of interest rates for the selected date in the grid below.

### 1.3.7 Reprint Functionality

FLHSMV provides the ability to reprint the items listed below:

- License
- Tax Return
  - Reprint of a filed tax return for a specific carrier, year, and quarter.
- Blank Quarterly/Annual Tax Return
  - Tax return for a specific year and quarter.
  - Tax return reprint without the carrier information.
  - Tax return with all of the jurisdictions and associated rates.
- Renewal Notice

### 1.3.7.1 License

This function allows you to reprint a license issued earlier. Perform the following steps to reprint a license:

- From the IFTA level menu, click LICENSE from the REPRINT menu tile.

- On the search screen, enter the following criteria:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users:
    - Account No. – This field is prepopulated and disabled.
    - License Year
    - Supplement No.
    - Electronic Delivery Type – Defaults to PDF.
- Click PROCEED to display a list of search results in a grid.
- Click the Select icon for the preferred record from the grid and reprint the license.

### 1.3.7.2 Tax Return

This function allows you to reprint a tax return generated earlier. Perform the following steps to reprint a tax return:

- From the IFTA level menu, click TAX RETURN from the REPRINT menu tile.

- On the search screen, enter the following criteria:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users:
    - Account No. - This field is prepopulated and disabled.
    - Return Year
    - Return Quarter
    - Fuel Type
    - Amendment No. – This field is disabled.
    - Annual Filer checkbox – Select this checkbox to look up annually filed tax returns.
    - Electronic Delivery Type – Defaults to PDF.
- Click PROCEED to display a list of search results in a grid.
- Click the Select icon for the preferred record from the grid and reprint the tax return.

### 1.3.7.3 Blank Quarterly/Annual Tax Return

This function allows you to reprint either a blank quarterly or an annual tax return.

Perform the following steps to reprint a blank quarterly or annual tax return:

- From the IFTA level menu, click BLANK QUARTERLY/ANNUAL TAX RETURN from the REPRINT menu tile.

- On the search screen, enter the following criteria:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users:
    - Account No. – This field is prepopulated and disabled.
    - Annual Filer – Select this checkbox to reprint the annual tax return.
      - If you select this option, the Return Quarter drop-down will be disabled.
    - Fuel Type – Select the fuel type from the drop-down.
    - Return Year – Select the year from the drop-down.
    - Return Quarter – Select the quarter from the drop-down.
    - Electronic Delivery Type – Defaults to PDF.
- Click PROCEED to display a list of search results in a grid.
- Click the Select icon for the preferred record from the grid and reprint the blank quarterly or annual tax return.

#### 1.3.7.4 Renewal Notice

This function allows you to reprint a renewal notice sent to you earlier. Perform the following steps to reprint a renewal notice:

- From the IFTA level menu, click RENEWAL NOTICE from the REPRINT menu tile.

- On the search screen, enter the following criteria:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users:
    - Account No. – This field is prepopulated and disabled.
    - Renewal Year – Enter the preferred renewal year.
    - Electronic Delivery Type – Defaults to PDF.
- Click PROCEED to display a list of search results in a grid.
- Click the Select icon for the preferred record from the grid and reprint the renewal notice.

### 1.3.7.5 Invoice (for Authorized Agent)

This function allows you to reprint an IFTA invoice. Perform the following steps to reprint an invoice:

- From the IFTA level menu, click INVOICE from the REPRINT menu tile.

- On the search screen enter the following search parameters:
  - Account No. and License Year – These are mandatory fields.
  - Supplement No.



- Electronic Delivery Type – The electronic delivery type available is PDF and disabled.
- Click PROCEED to display a list of search results in a grid.
- Click the Select icon for the preferred record from the grid and reprint the IFTA invoice.

### 1.3.8 Web Processing

#### 1.3.8.1 Submit

The Web Processing – Submit function allows you to submit required documents for a given supplement. These documents are submitted to a review queue where authorized users access the submitted documents for review and approval. Once the documents are approved or require additional actions, you will receive an email notification to resume the supplement using either the User Dashboard or WIP ([section 1.3.3](#)).

Perform the following steps to submit the required documents for a supplement:

- The system displays the Web Processing – Submit screen at the time of collecting required documents while you are performing a supplement, or
- From the IFTA level menu, click SUBMIT from the WEB PROCESSING menu tile.

▲ ADMREP14 : [W] If you are uploading a document, the total size for each file uploaded should not exceed 4MB.

**Web Processing** Submit

**Submit Process**

*Account No. [REDACTED]	Legal Name RUFUS ADD JURIS TEST 12-24-08	DBA Name [REDACTED]	*License Year [REDACTED]
*Supplement No. [REDACTED]	Return Year [REDACTED]	Return Quarter [REDACTED]	Amendment No. [REDACTED]
Status PEN - PENDING	Fuel Type [REDACTED]	<input type="checkbox"/> Tax Return	

**+ Comments**

- On the search screen, the supplement for which the documents need to be submitted will display in the grid, or
- You may search for the supplement by entering the following details:
  - For Authorized Agent: The Account No. field is not prepopulated or disabled.
  - For External Users:
    - Account No. – This field is prepopulated and disabled.
    - Legal Name - This field is prepopulated and disabled.
    - DBA Name – This field is prepopulated if available and disabled.
    - License Year – Enter the appropriate license year to search for a supplement.
    - Supplement No. – Enter the appropriate supplement number to search for a supplement.
    - Tax Return – Select this checkbox to search for tax return records and the following fields will enable entry:
      - Return Year
      - Return Quarter
      - Amendment No.
      - Status – This field defaults to Pending and disabled.
      - Fuel Type
- Click VIEW LIST.
- Select the Icon under Action next to the supplement to move to the next page.

**Web Processing** **Submit**

---

**Submit Process**

*Account No. [REDACTED]	Legal Name [REDACTED] 12-24-08	DBA Name [REDACTED]	*License Year 2023
*Supplement No. 0	Return Year [REDACTED]	Return Quarter [REDACTED]	Amendment No. [REDACTED]
Status PEN - PENDING	Fuel Type [REDACTED]	<input type="checkbox"/> Tax Return	

---

**+ Comments**

[Submit](#) [View List](#) [Refresh](#) [Quit](#) ?

ACTION	ACCOUNT NO.	SUFFIX	LICENSE YEAR	SUPPLEMENT NO.	SUBMIT DATE	STATUS	SUPP STATUS
	620516	83	2023	000	04/04/2023	INP	O - OPEN

Showing 1 to 1 of 1 entries First Previous **1** Next Last

**Documents**

<input type="checkbox"/>	Additional Decal	
<input type="checkbox"/>	Application	
<input type="checkbox"/>	Cab Cards	
<input type="checkbox"/>	Claim Form	
<input type="checkbox"/>	Lease Agreements	
<input type="checkbox"/>	Lost in Transit Decal Letters from customer	
<input type="checkbox"/>	Other	
<input type="checkbox"/>	Proof of Registration	

<input type="checkbox"/>	Record Keeping Agreement	
<input type="checkbox"/>	Request for Decal Order	
<input type="checkbox"/>	Shipping Label	
<input type="checkbox"/>	Certificate Of Insurance	

- On the Submit screen, the system displays the supplement details in a grid along with a document collection section for that supplement.
- For this example, the documents must be collected for the Additional Decals supplement.

- Beneath the Documents section, the name of the documents will display along with the Upload icon.
- Click the Upload icon for the preferred document name to view the Upload screen.

**UPLOAD**

**Upload File**

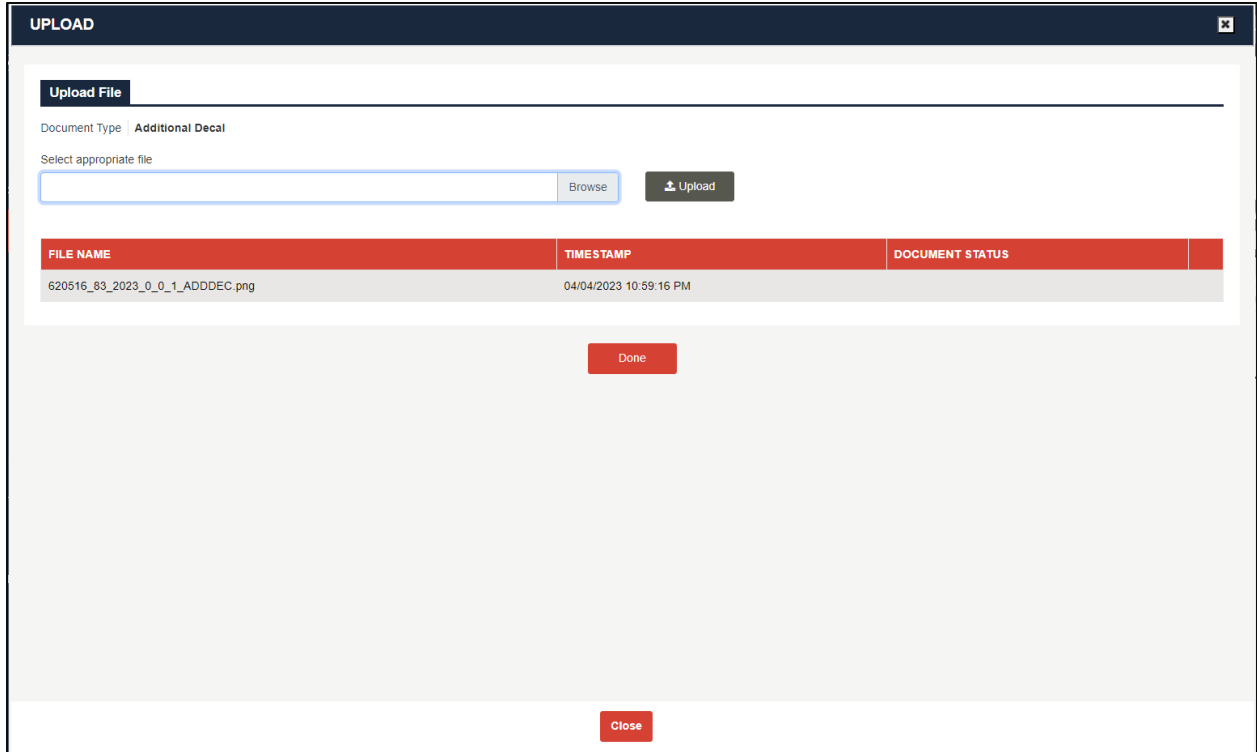
Document Type: **Additional Decal**

Select appropriate file

Choose file...

FILE NAME	TIMESTAMP	DOCUMENT STATUS
No data available in table		

- On the Upload screen, click BROWSE to select the appropriate document and click UPLOAD.
- The system displays the uploaded attachment in a grid beneath.



- Once the document is uploaded, click DONE to return to the Submit screen.
- The system displays the View and Delete icons for the attachment uploaded for a given document.
- Likewise, upload attachments for all the required documents in the list.



- Once all the required documents are uploaded, click SUBMIT to queue up the supplement for internal review and approval.

**Appendix A – Acronyms**

<b>Acronyms</b>	<b>Description</b>
FLHSMV	Florida Department of Highway Safety and Motor Vehicles
FL	Florida
IFTA	International Fuel Tax Agreement
IRP	International Registration Plan
ID	Identification
FEID	Federal Employer Identification Number
USDOT	United States Department of Transportation
No.	Number
DL	Driver License
DBA	Doing Business As
MPG	Miles Per Gallons
PDF	Portable Document Format
Orig.	Original