


Filing an IFTA Return

Element	Description
Function Name	Filing an IFTA Return
Introduction	You will receive an email notification from the State when it's time to file a quarterly IFTA Tax Return.
Basic Flow	<p>Step 1: From your Account Home page, select Work On My IFTA Account.</p>  <p>The screenshot shows a web interface with a header containing 'Logout' and 'Actions'. Below the header, it says 'Account 59060182 - JC TRUCKING 2 INC' and 'Stage'. The main content area has a welcome message: 'Welcome john User of JC TRUCKING 2 INC. Please select a process shown below.' Below this, there is a list of options: 'Account 59060182 -- JC TRUCKING 2 INC' with a 'Settings' link. The 'Work On My IFTA Account' link is highlighted with a red rectangular box, and a red callout bubble with the number '1' points to it.</p> <p>Questions or comments regarding your Motor Carrier account and online access can be directed to CA_Jur_Support_Email@SupportEmail. Or you may call 302-744-2701 option #2.</p> <p>Your Work on IFTA page, will be displayed. A Start this Q# return link appears when an IFTA Fuel Tax Return can be filed for the quarter.</p>

Step 2: Select the [Start this Q# return](#) link.

The screenshot shows a web application interface with a header bar containing 'Tools' and 'IFTA'. Below the header, there are several navigation links: '2010', '2011', '2012', '2013', and '2014'. A 'Paid' status is indicated. A section titled '2014 Returns' contains a link 'Start a Quarterly Return'. On the left side, there are links for 'License', 'License', 'Legal Orders', 'Additional Decals', 'License Document', and 'License Summary'. At the bottom, there is a table with the following structure:

Quarter	Return	Return Status	Date	Action
4				Start this Q4 return
3				Start this Q3 return

A red circle with the number '2' is positioned above the 'Start this Q3 return' link, with a red arrow pointing to it.

An **In Progress** return will be created. Fuel Schedules are present for each fuel type on your IFTA license.

Step 2: Select the [Edit](#) link for each fuel type.

Logout Actions Reports Tools IFTA

Account 59060182 - JC TRUCKING 2 INC

Stage

In Progress 2014 Q3 Quarterly Return (Due on 10/31/2014)

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Enter all necessary Return information below - once all fuel schedules are marked as complete, click 'Save and Calculate Taxes'

Fuel	Total IFTA Miles	Total Non-IFTA Miles	Total Miles	Total Gallons	MPG	MPG Method	Status	
Diesel	0	0	0	0	0.00	Use Calculated	Not Started	Add

Shelve for Now Save Save and Calculate Taxes Cancel

An in-progress **Fuel Schedule** page will be displayed.

- Your base jurisdiction will be listed first.
- To add a jurisdiction select the jurisdiction from the drop down list and select the **Add** button.

Step 3:

- For each desired jurisdiction, enter **Total Miles** and **Tax Paid Gallons**. (If taxable miles are different than total miles, 'uncheck' the 'Taxable Miles match Total Miles...' check box.)
- Enter non-IFTA miles and gallons if necessary.
- Select the **Save and Complete** Button.

Enter all necessary Return Fuel Schedule information below and click 'Save and Complete'. Additional information on each field is available through the Help menu above.

Total IFTA Miles: 5793
 Total Non-IFTA Miles: 0
 Total Miles (All Jurisdictions): 5793
 Total IFTA Gallons: 596
 Total Non-IFTA Gallons: 0
 Total Fuel in Gallons: 596
 Miles Per Gallon: 9.72

Taxable Miles match Total Miles for all Jurisdictions

IFTA Miles & Gallons
 For each jurisdiction to be included in this return, select the jurisdiction and click Add.
 Jurisdiction: AL - Alabama Add all USA Jurisdictions Add all CAN Jurisdictions

Tax Rate	Jurisdiction	Total Miles	Tax Paid Gallons	Info
0.2790	KY - Kentucky	1231	296	
0.4300	IL - Illinois	4562	300	

You are viewing page 1 of 1. There were 2 records found.

Non-IFTA (Exempt*) Miles & Gallons
 Non-IFTA Miles: 0 Non-IFTA Gallons: 0
 * Exempt Jurisdiction(s): Alaska, District of Columbia, Hawaii, Mexico, Northwest Territories, Nunavut, Yukon Territory

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Tip: If you wish to complete the fuel schedule at a later date, select **“Shelve For Now”**. The schedule will be saved and you can return when you desire to complete it.

The **In Progress Return** page is displayed.

Step 3: Click the **Save and Calculate Taxes** button.

Account 8245 - EXPLORE TEST ACCOUNT
 Stage
 In Progress 2013 Q4 Quarterly Return (Due on 01/31/2014)
[Return to Previous Page](#)
 Enter all necessary Return information below - once all fuel schedules are marked as complete, click 'Save and Calculate Taxes'

Fuel Schedule Details								
Fuel	Total Ifta Miles	Total Non-Ifta Miles	Total Miles	Total Gallons	MPG	MPG Method	Status	
Diesel	5793	0	5793	596	9.72	Use Calculated	Completed	Edit

Buttons:

A **Return Submission Confirmation** page will be displayed.

- Total Tax, Total Interest, Total Penalties and Total Due are listed.
- To see schedule details, click the '+' for each fuel schedule.

Step 4: Click the **File** button.

Logout	Actions	Reports	Tools	License	IFTA	Home
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Account 8245 - EXPLORE TEST ACCOUNT
Stage

In Progress 2013 Q4 Quarterly Return (Due on 01/31/2014) -- Confirm Return Submission

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[View in Report Format](#)

WARNING! The Current Date is later than the Due Date. Penalties and/or interest may be charged.

Return Information

Quarterly Return 0 Details:

Total Tax	\$42.67
Total Interest	\$6.19
Total Penalties	\$50.00
Total Adjustments	\$0.00
Total Other	\$0.00
Total Due	\$98.86

Fuel	MPG	MPG Method	MPG Comments
Diesel	9.72	Use Calculated	

Fuel Schedule Details

Fuel	Total Miles	Taxable Miles	MPG	Method	Taxable Gallons	Tax Paid Gallons	Net Taxable Gallons	Tax Due (Credit)	Interest Due	Total Due
+ Diesel	5793	5793	9.72	UC	596	596	0	\$42.67	\$6.19	\$48.86
<i>Return Totals:</i>										

Notice

USER MAINTAINED TEXT:
 User Maintained Text. To be updated by the jurisdictions
 Our Site: [KY IFTA](#), Email: test@test.com

File Cancel

Fuel Schedule Details

Fuel	Total Miles	Taxable Miles	MPG	Method	Taxable Gallons	Tax Paid Gallons	Net Taxable Gallons	Tax Due (Credit)	Interest Due	Total Due	
- Diesel	5793	5793	9.72	UC	596	596	0	\$42.67	\$6.19	\$48.86	
<i>Jur Details</i>											
Schedule	Jur	Surcharge	Miles	Tax Miles	Taxable Gallons	Tax Paid Gallons	Net Taxable Gallons	Tax Rate	Tax Due (Credit)	Interest Due	Total Due
Quarterly Return 0	IL	N	4562	4562	469	300	169	0.4300	\$72.67	\$5.01	\$77.68
Quarterly Return 0	KY	N	1231	1231	127	296	(169)	0.2790	(\$47.15)	\$0.00	(\$47.15)
Quarterly Return 0	KY	Y	0	0	127	0	127	0.1350	\$17.15	\$1.18	\$18.33
Quarterly Return 0	Non-IFTA		0		0	0					
<i>Return Totals:</i>											

The **License Summary** page will be displayed. You may view the invoice and select the invoice for payment.

Step 5: Select the [Invoice#](#) link. An invoice will be generated in a new window as a PDF file.

Step 6: Check the invoice selection and select **Pay Selected Invoices**.

The screenshot displays the 'Paid Renewal IFTA License for 2014 effective 07/01 - 12/31 -- License Summary' page. It includes sections for 'Credentials', 'Invoices Related to this License', 'Orders', and 'Returns'. The 'Returns' section contains a table with the following data:

Select Invoice	Invoice #	Invoice Description	Date Due	Amount	Credit Pending	Adjustments	Amount Due	Amount Paid	Actions
<input type="checkbox"/>	810576	2014 Q3 Diesel Quarterly Return 2	9/19/2014	\$18.67	\$0.00	\$0.00	\$18.67	\$0.00	Comments

An inset window titled 'INVOICE' shows details for 'JC TRUCKING 2 INC' and a table with the following data:

Description	Quarter	Line Total
IFTA Tax	Q3/2014	\$ 18.67
SUBTOTAL		\$ 18.67
CREDITS APPLIED		\$ 0.00
TOTAL		\$ 18.67
PAID		\$ 0.00
TOTAL DUE		\$ 18.67

The **Invoice Verification** page is displayed.

Step 7: Select the **Continue** button.

Logout Actions Reports Tools License IFTA Home

Account 59050192 - JC TRUCKING 2 INC

Stage

Verify Invoices Selected to Pay

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Invoice

Invoices Selected to Pay

The following items have been selected to be paid.

Invoice #	Type	Invoice Description	Date Due	Amount	Credit Pending	Amount Due	Amount Paid
810578	IFTA Return	2013 Q3 Diesel Quarterly Return 2	09/19/2014	\$18.67	\$0.00	\$18.67	

Continue to Payment

Application System

Total IFTA Returns Invoices	Amount Due
Grand Total	\$18.67

- Verify the Invoices Selected to Pay
- Select the **Continue** button to proceed to the payment options page or select **Cancel** to be taken back to the previous page.

The **Payment Options** page will be displayed.

Step 8: Select your desired payment method and select the **Process Payment** button.

Logout	Actions	Reports	Tools	License	IFTA
Account 59060182 - JC TRUCKING 2 INC					
Stage					
Paid Renewal IFTA License for 2014 effective 07/01 - 12/31 -- Payment Options					
Return to Previous Page					
Potential Available Credit					
Type	Amount				
Credit (IFTA Return)	\$0.00				
Apply to Invoices Re-Select Invoices					
Invoice #	Invoice Description	Amount	Credit Pending	Amount Due	
810576	2014 Q3 Diesel Quarterly Return 2	\$18.67	\$0.00	\$18.67	
Bill Summary					
Total IFTA Returns	\$18.67				
Total Amount Due	\$18.67				
Select payment methods					
<input checked="" type="radio"/> Pay via Check					
When paying by check, include one copy of the invoice with payment. California Department of State - IRP Unit 1030 Riverside Parkway, Suite 125 West Sacramento, CA 95605					
<input type="checkbox"/> Pay via Credit Card					
<input type="checkbox"/> Pay via Electronic Check					
<input type="button" value="Process Payment"/> <input type="button" value="Cancel"/>					

You will be directed a payment page to complete your payment.