

IFTA FUEL USE TAX RETURN INSTRUCTIONS

Step 1 - Enter Jurisdictional Information

- a) Select the Line Items tab for whatever fuel type you intend to enter first. For example, click the Diesel Line Items tab for diesel. Alternately, you can use the “NEXT” and “BACK” buttons to navigate through the tabs.
- b) Select the yellow “Add a Row” button to start entering data for a jurisdiction.
- c) Input Jurisdiction abbreviation (see list below). The rate code will populate automatically after the validate button is pushed. You do not have to click “VALIDATE” until all data has been entered.
- d) Enter data in the following fields:
 - Total Km
 - Taxable Km
 - Tax Paid Liters
 - Taxable Liters is not required as it is a calculated field.

Select “Add a Row” again if you have more jurisdictions to enter and repeat steps a) to d) until all jurisdictions are entered.

If you have additional fuel types to report, complete a Line Item tab for each fuel type and follow the same instructions for entering the jurisdictions.

Step 2 – Complete Totals Tab

- a) Go to the Totals tab for each fuel type by clicking on the tab directly.
- b) If there are non-IFTA kilometers they must be entered in Line 2.
- c) Input the Total Liters in Line 4, including any non-IFTA and tax-free fuel purchased. (Line E1 = Line 4)

Step 3- Validate & Submit

- a) Click validate and verify your figures on the Totals and Return Section A tabs and note any balance owing or credit available.

- b) If you wish to have all or a portion of any credit paid out to you, enter the amount to be refunded in Line 11 of Return Section A. When requesting a refund, please consider the note below regarding late-filed returns in your calculation.
- c) If you are satisfied that your information is correct, then click the yellow “SUBMIT” button in the bottom right. If you cannot complete your return in one session, you can save and exit. The return can be revisited by navigating to Online Transactions and selecting Saved Items.

IMPORTANT NOTE: If you are filing your return after the due date, a penalty for the greater of 10% of the balance owing or \$50 will apply. In addition, interest will be applied on gross amounts owed to any jurisdiction regardless of other credits that may exist. Penalty and interest will not be calculated until after the return has been submitted.

ALBERTA	AB	KANSAS	KS	NEBRASKA	NE	QUEBEC	PQ
ALABAMA	AL	KENTUCKY	KY	NEW HAMPSHIRE	NH	RHODE ISLAND	RI
ARKANSAS	AR	LOUISIANA	LA	NEW JERSEY	NJ	SOUTH CAROLINA	SC
ARIZONA	AZ	MASSACHUSETTS	MA	NEWFOUNDLAND	NL	SOUTH DAKOTA	SD
BRITISH COLUMBIA	BC	MANITOBA	MB	LABRADOR		SASKATCHEWAN	SK
CALIFORNIA	CA	MARYLAND	MD	NEW MEXICO	NM	TENNESSEE	TN
COLORADO	CO	MAINE	ME	NOVA SCOTIA	NS	TEXAS	TX
CONNECTICUT	CT	MICHIGAN	MI	NEVADA	NV	UTAH	UT
DELAWARE	DE	MINNESOTA	MN	NEW YORK	NY	VIRGINIA	VA
FLORIDA	FL	MISSOURI	MO	OHIO	OH	VERMONT	VT
GEORGIA	GA	MISSISSIPPI	MS	OKLAHOMA	OK	WASHINGTON	WA
IOWA	IA	MONTANA	MT	ONTARIO	ON	WISCONSIN	WI
IDAHO	ID	NEW BRUNSWICK	NB	OREGON	OR	WEST VIRGINIA	WV
ILLINOIS	IL	NORTH CAROLINA	NC	PENNSYLVANIA	PA	WYOMING	WY
INDIANA	IN	NORTH DAKOTA	ND	PRINCE EDWARD ISLAND	PE		