

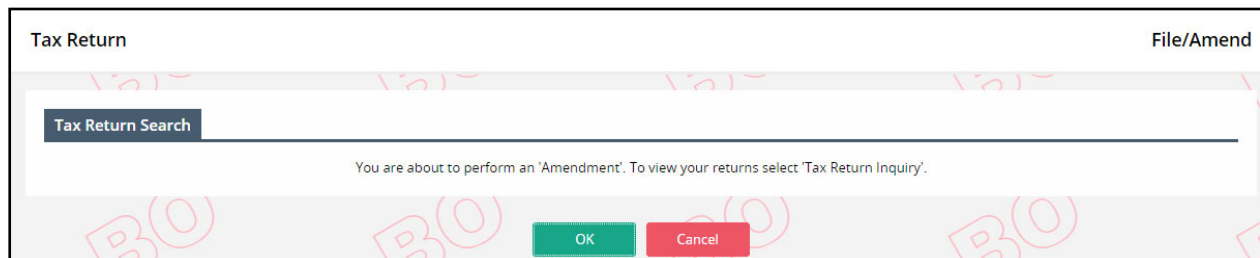
## **AMEND TAX RETURN**

IFTA carriers can amend any tax return filed within the last 3 years or 12 quarters.

When an amended tax return is underway, 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 application Site Map, click FILE/AMEND RETURN from the TAX RETURN menu tile.
- On the Tax Return Search screen, the MCE Customer ID is prepopulated and protected.
  - Select the appropriate Return Year, Return Quarter, and Fuel Type.
- Click PROCEED.
  - If a return was not entered, the current return will be considered an original tax return.
  - If the original return was entered but not paid, a message will display indicating that the return is available through Continue Tax Return/Supplement for updates.
  - If a return was entered and paid, the following message will display to verify that the user is attempting to amend a completed return.



- Click CANCEL if the return is not considered an amendment
- Click OK to continue the transaction as an amended return
  - The Tax Return screen will display with the following information:
    - The Amendment No. is updated to the next amendment number. The original is amendment number 0. Each amendment after that is incremented by one.
    - The Amend/Orig. field will default to Amendment.
    - The Miles and Gallons fields will pre-populate with the previous return's values (normally the original). The original values also display in the previous return columns to the right.

TAX RETURN
PAYMENT
MAINMENU
INQUIRIES Q ▾

Tax Return
Tax Return Amendment

SUCCESS TRUCK LEASING INC | MCE Customer ID: 746576374 | Fleet Number#: 001 | Return Year: 2021  
 Amendment No. #: 1 | Return Quarter#: 1 | Fuel Type#: DIESEL | ...+

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Tax Return Information

Amend./Orig.  Due Date   \*Postmark Date  No Operation

Jurisdiction Details

Jurisdiction List  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)	WAIVE INT.	EFF. DATE (B)	RATE (C)	TOTAL MILES (D)	TOTAL TAXABLE MILES (E)	TAX PAID GALLONS (G)	PRV. TOTAL MILES	PRV. TOTAL TAXABLE MILES	PRV. TAX PAID GALLONS
<input type="checkbox"/>	MO	<input type="checkbox"/>	01/01/2021	0.1700	5078	5078	1000	5078	5078	1000
<input type="checkbox"/>	IA	<input type="checkbox"/>	01/01/2021	0.3250	457	457	160	457	457	160
<input type="checkbox"/>	IL	<input type="checkbox"/>	01/01/2021	0.5810	1677	1677	590	1677	1677	590

Remove

Miles in Non-IFTA Jurisdictions  Fuel for Non-IFTA Jurisdictions

Return Details

**Current Return "Schedule A"**  
 Total Miles (I)   
 Total Tax Paid Gallons (II)   
 MPG

**Total**  
 Total Column D   
 Total Column G

**Previous Return**  
 Total Miles (I)   
 Total Tax Paid Gallons (II)   
 MPG

↑

+ Comments

Proceed
Save/Quit
Cancel
Refresh
?

- Update the Total Miles and Tax Paid Gallons in accordance with the amendment.
- Jurisdictions may be added following the instructions from the original tax return.
- To remove a jurisdiction entered on the previous return, enter zero in the total mile, total taxable miles, and tax paid gallons fields.

When filing an IFTA return where a jurisdiction(s) has a motor fuel tax exemption during that reporting period, filers should report all miles traveled and fuel gallons purchased as non-taxable miles and non-taxable gallons for that jurisdiction(s). Please use the following additional guidelines for that scenario:

- Enter the total miles and total fuel gallons purchased in the “Miles in Non-IFTA Jurisdictions” and “Fuel for Non-IFTA Jurisdictions” fields located towards the bottom of the Tax Return page. (E.g., 3300 Miles and 900 Fuel)
- Add a comment in the comment field located at the bottom of the page. State which jurisdiction(s) the miles and fuel belongs to. (E.g., Georgia 2500 Miles, 800 Fuel. New York 800 Miles, 100 Fuel.)

Follow the same steps as for an original return to reach the Tax Return Details Verification screen.

TAX RETURN
PAYMENT
MAINMENU
INQUIRIES Q

Tax Return
Tax Return Amendment

Tax Return Information

MCE Customer ID   746576374	Legal Name   SUCCESS TRUCK LEASING INC	DBA Name   SUCCESS NATIONALEASE	Fleet No.   001
USDOT No.   000339745	License Year   2021	Return Year   2021	Return Quarter   1
Fuel Type   DIESEL	Amendment No.   1	Amend./Orig.   Amendment	License Status   D - DELINQUENT
Due Date   04/30/2021	Postmark Date   10/05/2021	No Operation   N	

Return Details

Current Return		Total	
Months Late	6	Return Amt	\$33.42
Total Miles (I)	8690	Penalty Amt	\$0.00
Total Tax Paid Gallons (II)	1900	Additional Interest	\$0.00
MPG	4.57	Prev. Return Interest and Penalty	\$50.99
		Previous Payments Made/Credit	\$-31.64
		Amount Due:	\$116.05

**Jurisdiction Details**

JUR (A)	EFF. DATE (B)	RATE (C)	TOTAL MILES (D)	TOTAL TAXABLE MILES (E)	TAXABLE GALLONS (F)	TAX PAID GALLONS (G)	NET TAXABLE GALLONS (H)	TAX DUE (I)	INTEREST DUE (J)	TOTAL DUE (K)
MO	01/01/2021	0.1700	5590	5590	1223	1250	-27	-4.59	0.00	-4.59
IA	01/01/2021	0.3250	600	600	131	200	-69	-22.42	0.00	-22.42
IL	01/01/2021	0.5810	2500	2500	547	450	97	56.36	4.07	60.43
<b>Total</b>			8690	8690	1901	1900	1	29.35	4.07	33.42

**Tax Return Information**

Miles in Non-IFTA Jurisdictions | 0      Fuel for Non-IFTA Jurisdictions | 0

**— Comments**

COMMENT TEXT	TIMESTAMP	USER ID
Miles updated	10/05/2021 01:00:25 AM	MO1011

Proceed
Back
↑

- The Tax Return verification screen displays the amendments to the return as well as calculates 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.
- The amendment may result in additional fees or a refund to the customer. If the amount due is less than \$10 and more than \$0.00, the amount will be moved to IFTA System Credit as a negative balance.
- Review the results and continue processing the amended return as you would an original return.