1.3.1.3   Upload Tax Return

The Upload Tax Return option is available for service providers to upload IFTA tax returns in their carriers' stead. The service provider 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 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 information:
  - Service Provider MCE Customer ID – is prepopulated and protected.
  - Return Year – defaults to the current year.
  - Return Quarter – select the appropriate quarter from the drop-down.
  - Select Appropriate File – Click Browse to select the required file and then click Upload button to upload the chosen file.
- Click PROCEED to navigate to the verification screen.
- Click PROCEED to complete the tax return upload.

1.3.2 Supplement Functions

 Access various transactions by selecting the associated option within the Other Supplements menu tile on the IFTA Application main menu screen. IFTA supplements include Additional Decals
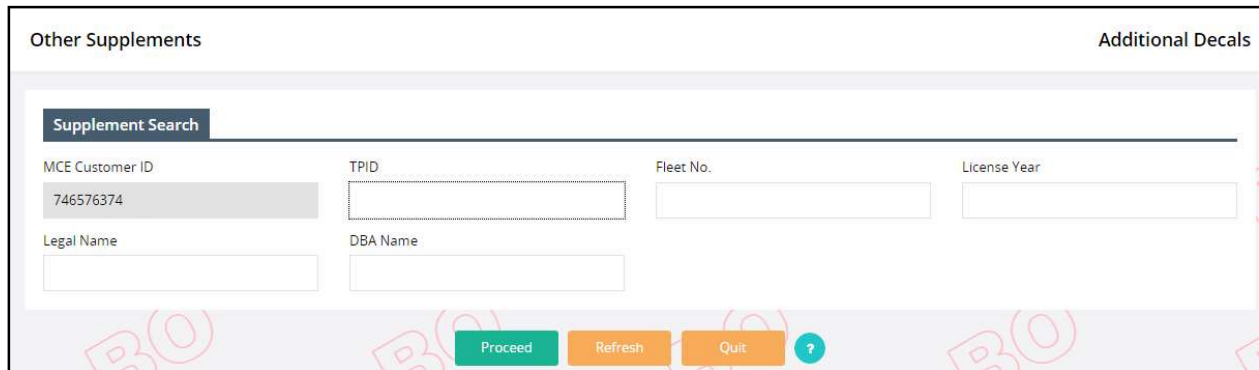
The user will click the desired supplement option. A supplement search screen will appear. The initial supplement search screen is common among all the available supplements with the Supplement Type appearing at the upper right corner of the screen. The common search fields include MCE Customer ID, Legal Name, DBA Name, and License Year.

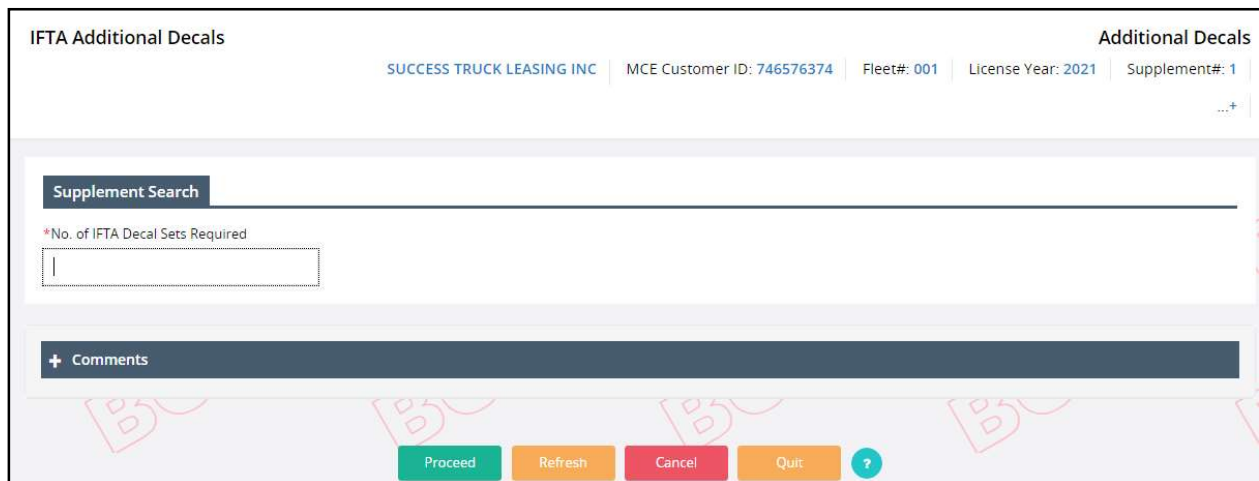### 1.3.2.1   Additional Decals

The additional decal supplement allows the user 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 OTHER SUPPLEMENTS menu tile.
- The MCE Customer ID is prepopulated and protected.

- o Enter additional search parameters (TPID, Fleet No., License Year, Legal Name, DBA Name) to narrow down the search.
- o NOTE: The IFTA account status must be Active. If the IFTA account is in Cancelled or Removed status, an error message will display refraining the user to perform the supplement. The decal information will be provided to the Clearinghouse.

- Click Proceed to view the search results. The system will display the results in a grid. Select the preferred record by clicking the Select icon on the left of the MCE Customer ID in the grid. The Additional Decal screen will display.

- On the Additional Decal screen, enter the No. of IFTA Decal Sets required.
- Enter any comments in the Comment section, if required.
- Click PROCEED to view the verification screen. Click PROCEED from the verification screen and the supplement is automatically submitted to the internal review queue.
- After an authorized user reviews and approves the supplement, the user receives an email notification.
- If the supplement is approved or an action is required, the user must continue the supplement via Search Supplement menu under Continue Tax Return/Supplement menu tile (refer to section 1.3.3).

- The following details on the Billing screen pre-populate and are protected:
    - Billing Details:
        - Supplement Status – defaults to Open once auto-submitted.
        - Invoice Date – defaults to current date.
        - No. of IFTA Decal Sets Required – populated from the value entered on the Additional Decals screen.
    - Fees Details – displays the available Enterprise and IFTA System Credit balance for the carrier account.
    - Comment – Use the plus (+) or minus (-) icon to expand and close this section and add free-form comments in this area. Select the ADD/UPDATE COMMENT button to apply comments to the record. Enter comments as necessary.
    - Click PROCEED to move to the Permit screen.