

**E-FILING
QUICK
REFERENCE
GUIDE
IFTA
PART 3
Tax Returns**

From the IFTA Main Menu select the IFTA Tax Returns Button:

[Log Out](#)

IFTA Main Menu

Customer Profile

Customer Name	JOHN'S HAULING SERVICE	FEI #	██████████
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

Shopping Cart

Items	0	View Cart & Checkout
Current Total	0.00	

Account Information

Contact Name	SHERI	Phone Number	██████████
Account Created	Mar 1, 2015	Account Balance	\$0.00

Account Status

Show entries Search:

Status	Effective Date
ACTIVE	Mar 1, 2015

Showing 1 to 1 of 1 entries ◀ First Previous Next Last ▶

Period Status

Show entries Search:

Status	Tax Period	Reason
No data available in table		

Showing 0 to 0 of 0 entries ◀ First Previous Next Last ▶

[IFTA Tax Returns](#) [Order IFTA Decals](#) [IFTA Tax Rate Schedule](#) [IFTA Documents](#)

[Electronic Credentialing Main Menu](#)

Click the IFTA Tax Returns Button

You will then be directed to the IFTA Tax Return Menu:

[Log Out](#)

IFTA Tax Return Menu

Customer Profile

Customer Name	JOHN'S HAULING SERVICE	FEI #	██████████
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

IFTA Tax Periods

Select the tax quarter you need to file, complete or view/amend, then click on "Proceed".

Outstanding Tax Returns:	<input type="text" value="1st Quarter of 2015"/>	Proceed
Incomplete Tax Returns:	<input type="text"/>	Proceed
Tax Returns Filed:	<input type="text"/>	Proceed
Pending Tax Returns:	<input type="text"/>	

You will click on the down arrow to select the tax return quarter you want to file. If you have already started one and wish to continue select the Incomplete Tax Returns to select the one you wish to continue and then click on the Proceed Button.

[Previous](#)

You will then be directed to the IFTA Tax Return Screen:

[Log Out](#)

IFTA Tax Return

Customer Profile

Customer Name	JOHN'S HAULING SERVICE	FEI #	██████████
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

Tax Return Details for: 1st Quarter of 2015

Fuel Type	Total Miles Travelled	Total Gallons Consumed
<ul style="list-style-type: none"> If this is a "no operations" return click here. <input type="checkbox"/> and select the "File Tax Return" button below. If this is your "final" return click here. <input type="checkbox"/> and begin by selecting the "Start" button below. If a credit of \$10 or more is to be refunded click here. <input type="checkbox"/> and begin by selecting the "Start" button below. To begin filing your return, select the "Start" button below and complete the tax return details for the selected fuel type. Select the "Save" again. If you are amending an existing return or need to make changes to an incomplete return, click on the "Edit" button above and begin by making changes to the desired field(s). When finished select the "save" button on the detail screen. If you wish to view the details of this tax quarter select the "preview" button below. If you are finished and ready to file your tax return select the "File Tax Return" button below. <p><small>Note: A confirmation notice will open in a new window, unless you are filing a "no operations" return.</small></p> <p>Please select a payment method. <input checked="" type="radio"/> Mail Payment <input type="radio"/> Electronic Payment</p>		

Previous
Preview
File Tax Return
Start

If this is a final return check this box. Only if you want to close your account.

Do not select a payment type until after you have completed entering your tax return.

Click the start button.

You will then be directed to the Tax Return Details Screen:

[Log Out](#)

Tax Return Details

Customer Profile

Customer Name	JOHN'S HAULING SERVICE	FEI #	██████████
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

Tax Return Details for 3rd Quarter of 2015

Select the appropriate fuel type, then enter the total fuel consumed and any non-IFTA miles traveled in the boxes shown below.

Fuel Type:	DIESEL	Fuel Consumed (Gallons):	0
Non-IFTA Miles:	0	<input checked="" type="checkbox"/> Pre-Fill	Add Jurisdiction

Jurisdiction Miles Details for 3rd Quarter of 2015

Jurisdiction Code	Total Miles	Taxable Miles	Tax Paid Gallons	Delete	Status

Previous
Save Changes

Select Fuel Type (i.e. Diesel) here.

Only put an amount here if you drove in the Canadian Provinces or Washington DC. If not leave it as a 0.

Type in Fuel Consumed (Total of gallons purchased) here.

Click Add Jurisdictions to input miles and gallons here.

Once you click the Add Jurisdiction Button your screen will look like this:

NOTE: You should not save changes between each jurisdiction you add. Only save changes once all Jurisdictions have been entered.

Select a jurisdiction from the dropdown list.

Do not check the Pre-Fill button unless you have miles to report in every jurisdiction.

Enter the total miles (In most cases the total miles and taxable miles will be the same).

Enter the Tax Paid Gallons (total amount of gallons purchased)

Mailing Address 122010 PUPPY LN TALLAHASSEE FL 32317-0000

Physical Address 2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

Tax Return Details for 1st Quarter of 2015

Select the appropriate fuel type, then enter the total fuel consumed and any non-IFTA miles traveled in the boxes shown below.

Fuel Type: DIESEL Fuel Consumed (Gallons): 0

Non-IFTA Miles: 0 Pre-Fill

Jurisdiction Miles Details for 1st Quarter of 2015

Jurisdiction Code	Total Miles	Taxable Miles	Tax Paid Gallons	Delete	Status
-SELECT ONE-	0	0	0	Delete	
ALABAMA	104	104	0	Delete	

[Previous](#) [Save Changes](#)

NOTE: If your Miles Per Gallon (MPG) is under 3.0 or over 13.0 you will be required to mail in your tax return with an explanation of why it is under 3.0 or over 13.0.

After you are finished entering your information click the Save Changes button:

[Log Out](#)

Tax Return Details

Customer Profile

Customer Name: JOHN'S HAULING SERVICE FEI #: [REDACTED]

Mailing Address: 122010 PUPPY LN TALLAHASSEE FL 32317-0000 Physical Address: TALLAHASSEE FL 32399-0000

Tax Return Details for 1st Quarter of 2015

Select the appropriate fuel type, then enter the total fuel consumed and any non-IFTA miles traveled in the boxes shown below.

Fuel Type: DIESEL Fuel Consumed (Gallons): 4,282

Non-IFTA Miles: 0 Pre-Fill [Add Jurisdiction](#)

Jurisdiction Miles Details for 1st Quarter of 2015

Jurisdiction Code	Total Miles	Taxable Miles	Tax Paid Gallons	Delete	Status
ALABAMA	999	999	104	Delete	
FLORIDA	4,543	4,543	576	Delete	
GEORGIA	5,672	5,672	183	Delete	
MARYLAND	75	75	0	Delete	
NORTH CAROLINA	2,437	2,437	95	Delete	
NEW YORK	265	265	0	Delete	
PENNSYLVANIA	421	421	0	Delete	
SOUTH CAROLINA	10,094	10,094	2,975	Delete	
TENNESSEE	366	366	0	Delete	
VIRGINIA	413	413	218	Delete	
WEST VIRGINIA	548	548	131	Delete	

[Previous](#) [Save Changes](#)

Click Save Changes and then click the Previous Button.

Then you will be directed to the IFTA Tax Return Screen:

[Log Out](#)

IFTA Tax Return

Customer Profile

Customer Name	JOHN'S HAULING SERVICE	FEI #	
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	Physical Address	

Tax Return Details for: 3rd Quarter of 2015

Fuel Type	Total Miles Travelled	Total Gallons Consumed
OTHER	25833	4282

- If this is a "no operations" return click here... and select the "File Tax Return" button below.
- If this is your "final" return click here... and begin by selecting the "Start" button below.
- If a credit of \$10 or more is to be refunded click here... and begin by selecting the "Start" button below.
- To begin filing your return, select the "Start" button below and complete the tax return details for the selected fuel type. Select the "Save" button when finished. Should you need to add another fuel type select the "Start" button to begin again.
- If you are amending an existing return or need to make changes to an incomplete return, click on the "Edit" button above and begin by making changes to the desired field(s). When finished select the "save" button on the detail screen.
- If you wish to view the details of this tax quarter select the "preview" button below.
- If you are finished and ready to file your tax return select the "File Tax Return" button below.

Note: A confirmation notice will open in a new window, unless you are filing a "no operations" return.

• Please select a payment method. Mail Payment Electronic Payment

Choose your payment method. If you have a credit or do not owe you will check mail in payment, but you will not actually mail anything in. Then click File Tax Return.

If you select mail in payment and you owe an amount for this quarter you can call 850-617-3711 to make payment by phone or mail your payment to the Division of Motorist Services, Commercial Vehicle and Driver Services, 2900 Apalachee Parkway, MS62, Tallahassee, FL 32399.

If you select Electronic payment and click the File Tax Return Button you will get the following popup:

The page at <https://betaservices.flhsmv.gov> says: ✕

I understand that filings submitted electronically are subject to the same requirement for being examined by the Department of Transportation, best of my knowledge and belief being a true and correct return and that any refund request is now due and wholly unpaid.

Click the OK Button

Then you will get this popup:

The page at <https://betaservices.flhsmv.gov>

Were you able to print the Billing Notice from the new window ?

If not, Please Cancel and try Filing the Tax Return again.

You must have the latest version of Adobe Acrobat Reader installed and have disabled any pop-up blockers.

Prevent this page from creating additional dialogs.

Click this box if you do not want to view any more popups.

Then you will be directed to the IFTA Tax Return Menu:

[Log Out](#)

IFTA Tax Return Menu

Customer Profile			
Customer Name	JOHN'S HAULING SERVICE	FEI #	[REDACTED]
Mailing Address	122010 PUPPY LN TALLAHASSEE FL 32317-0000	Physical Address	2900 APALACHEE PKWY TALLAHASSEE FL 32399-0000

IFTA Tax Periods

Select the tax quarter you need to file, complete or view/amend, then click on "Proceed".

Outstanding Tax Returns:	1st Quarter of 2015 ▾	<input type="button" value="Proceed"/>
Incomplete Tax Returns:	▾	<input type="button" value="Proceed"/>
Tax Returns Filed:	2nd Quarter of 2015 ▾	<input type="button" value="Proceed"/>
Pending Tax Returns:	3rd Quarter of 2015 ▾	

Click the Previous Button

NOTE: Please verify that your tax return has been filed and completed before you exit the system.

You will get a popup of your bill:



State of Florida
Division of Motorist Services
Bureau of Commercial Vehicle & Driver Services

June 03, 2015

JOHN'S HAULING SERVICE
122010 PUPPY LN
TALLAHASSEE FL 32317-0000

<u>Invoice Date:</u>	Jun 03, 2015	<u>Tax or Credit Amount:</u>	\$14.40
<u>Account #:</u>	████████████████	<u>Penalty Amount:</u>	\$0.00
<u>Customer #:</u>	223398673	<u>Interest Amount:</u>	\$0.00
<u>Tax Period:</u>	3rd Quarter of 2015	<u>Total for Current Tax Period:</u>	\$14.40
<u>Delinquent Date:</u>	Oct 31, 2015	<u>Less Available Credit:</u>	\$0.00
		<u>Total Amount Due:</u>	\$14.40

If a tax amount is due and is postmarked before the delinquent date, penalty and interest will not apply.

If you have any questions, please contact our office at 850-617-3711. Please remit any payment due to: DIVISION OF MOTORIST SERVICES, along with this notice.

Mail
payment to:

DIVISION OF MOTORIST SERVICES
BUREAU OF COMMERCIAL VEHICLE & DRIVER SERVICES
NEIL KIRKMAN BUILDING, ROOM A-110, MS62
TALLAHASSEE, FLORIDA 32399-0626

Then you will be directed to the IFTA Main Menu:

[Log Out](#)

IFTA Main Menu

Customer Profile
Customer Name JOHN'S HAULING SERVICE
Mailing Address 122010 PUPPY LN
TALLAHASSEE FL 32317-0000
FEI # [REDACTED]
Physical Address 2900 APALACHEE PKWY
TALLAHASSEE FL 32399-0000

Shopping Cart
Items 1
Current Total 14.40 [View Cart & Checkout](#)

Account Information
Contact Name SHERI
Account Created Mar 1, 2015
Phone Number [REDACTED]
Account Balance \$0.00

Account Status
Show 5 entries Search:

Status	Effective Date
ACTIVE	Mar 1, 2015

Showing 1 to 1 of 1 entries ◀ First Previous Next ▶ Last ▶

Period Status
Show 5 entries Search:

Status	Tax Period	Reason
No data available in table		

Showing 0 to 0 of 0 entries ◀ First Previous Next ▶ Last ▶

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[Electronic Credentialing Main Menu](#)

Click here to View Cart and Check Out.

SEE SECTION 4 – PAYMENTS – TO SEE HOW TO PAY FOR YOUR TRANSACTION.