







## Instructions For Completing IFTA Quarterly Tax Report

- ITEM (a) If this is a normal quarterly report, check the box labeled standard. If this is an amended report, check the box labeled amended (be sure to indicate the quarter and year you are amending). If there is an address change, check the box labeled address change and enclose your new address. If your business is no longer in operation, enter the discontinue date.
- ITEM (b) Fuel type preprinted i.e., Diesel, Gas, Natural-Gas, Propane or Gasohol.
- Line 1. Enter total miles traveled in all states by all qualified vehicles. Enter only miles for fuel type indicated in item b. Whole miles ONLY. Use no decimals.
- Line 2. Enter total fuel put into all vehicles during the reporting quarter. Enter only fuel type indicated in item b. Whole gallons ONLY. Use no decimals.
- Line 3. Calculate the average miles per gallon during this quarter and enter on line 3. LINE 1 divided by LINE 2. Use two decimal places, i.e., 00.00. Complete the quarterly tax report (STATE SCHEDULE) before continuing with this form
- Line 4. Enter total from Column "H" of QUARTERLY TAX REPORT (STATE SCHEDULE).
- Line 5. If report is filed late, add a penalty of \$50.00 or 10% of tax due (LINE 4) whichever is greater.
- Line 6. This value will be preprinted from previous activity.
- Line 7. Enter total from Column "T" of QUARTERLY TAX REPORT (STATE SCHEDULE)
- Line 8. Enter \$100.00 if license is being reinstated.
- Line 9. Enter NET total (Add Lines 4, 5, 6 and 7). Enter credit figure with leading minus sign, i.e. (-1.00).
- Line 10. Enter amount remitted with report. Do not enter if LINE 9 is negative.
- Line 11. Enter total refund requested. If entry is made here, do not enter LINE 9 or LINE 12.
- Line 12. Enter amount to carry forward. If entry is made here, do not enter LINE 10.
- NOTE: If you have filed reports for more than one fuel type, a single remittance can be submitted, a single refund will be paid for each fuel type. Separate remittances for each fuel type are not necessary.

Mandatory inclusion of Social Security and/or Federal Employer's Identification numbers is required on forms filed with the Oklahoma Corporation Commission pursuant to Title 68 of the Oklahoma Statutes and regulations thereunder, for identification purposes, and are deemed part of the confidential files and records of the Oklahoma Corporation Commission.

The Oklahoma Corporation Commission is not required to give actual notice of changes in any state tax law.

### Instructions for Completing I.F.T.A. QUARTERLY TAX REPORT (STATE SCHEDULE).

- A. Will be pre-printed.
- B. Enter the total miles traveled in each jurisdiction for this fuel type only.
- C. Enter total taxable miles traveled in each jurisdiction. All miles traveled in Oklahoma are taxable miles but some off-highway miles in other jurisdictions are not taxable. If non-taxable miles are in question, contact that member jurisdiction.
- D. Enter the total taxable gallons of fuel consumed in each jurisdiction. Column C divided by ITEM 3 of Page 1.
- E. Enter the gallons of tax-paid fuel purchased in each jurisdiction (from invoices). Also include fuel withdrawn from tax-paid storage. If a jurisdiction has an option of tax-paid or non-tax paid fuel, only receipts showing tax-paid fuel may be claimed. Jurisdictions with surcharges, multiply Column D by the tax rate shown in Column G, enter surcharge due in Column H.
- F. Column D minus Column E. If E is greater than D, enter credit figure within brackets, i.e. (000).
- G. The current tax rate for each jurisdiction for the fuel type reported on this form will be pre-printed in this column.
- H. Multiply Column F by the corresponding state tax rate shown in Column G. Enter credit amounts within brackets.
- I. If reporting late, interest is due to each jurisdiction where there is a tax due. Multiply Column H by the monthly rate pre-printed in the heading of Column I.
- J. Enter total for each jurisdiction. Add Columns H and I.

NOTE: Page totals for Columns H and J must be accumulated for each fuel type. The total accumulations will be entered in ITEM 4 and ITEM 5 of Page 1.

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## Footnotes

- # 1 - CALIFORNIA** CNG to be reported for each 100 cubic feet at standard pressure and temperature. A blend of Alcohol when containing not more than 15% Gasoline or Diesel should be reported as E-85 or M-85.
- # 2 - MISSISSIPPI** Natural Gas - LNG and CNG 100 cubic feet
- # 3 - MISSOURI** Reporting is not required for propane &/or natural gas in the event that proper fuel decals have been obtained. If fuel decals have not been obtained, a fuel tax return must be completed using the \$0.17 fuel tax rate.
- # 4 - PENNSYLVANIA** To convert CNG (scf) to gallons, multiply units by .0314. To convert CNG (lbs) to gallons, multiply units by .7087. Dyed diesel fuel or dyed kerosene consumed in PA operations, by qualified motor vehicles authorized by the IRS to use dyed fuel on highway, is not taxable.
- # 5 - ONTARIO** Where biodiesel is blended with fuel, only the biodiesel portion of the blend is exempt from tax. Licensees may apply for a tax refund directly to Ontario for the biodiesel portion and other tax exempt products such as methanol.
- # 6 - MAINE** CNG rate is per 100 standard cubic feet
- # 7 - IDAHO** FUEL PURCHASED ON IDAHO INDIAN RESERVATIONS - As of November 1, 2007, diesel purchased from retail outlets on the Shoshone-Bannock Indian Reservation is Idaho tax-paid diesel for IFTA reporting and Idaho fuels tax refund purposes. However, diesel purchased from tribal-owned retail outlets on the Coeur d'Alene and Nez Perce Indian Reservations is not Idaho tax-paid diesel for IFTA reporting and refund purposes. Also, as of March 1, 2005 all gasoline purchased from tribal-owned retail outlets on all Idaho Indian reservations is not Idaho tax paid gasoline and is not eligible for fuels tax refunds. If you have questions, please call toll free 800-972-7660 ext 7601 or 7702.
- # 8 - ARIZONA** Vehicles less than 3 axles and with declared Gross Vehicle Weight under 26,001 lbs are taxed at \$.18 per gallon
- # 9 - TENNESSEE** CNG is 5.66 lbs per gallon.
- # 10 - MONTANA** Montana no longer requires gasoline, gasohol and ethanol to be reported on the IFTA tax return.
- # 11 - WASHINGTON** The state of Washington has entered into fuel tax agreements with several Washington Tribes regarding the taxation of motor vehicle fuel and special fuel sold at tribal fuel stations located on reservations or trust lands within Washington. Please see the "Exemptions" section for Washington located on the IFTA, Inc. website for further information.
- # 12 - NEW YORK** If your total gallons of B20 fuel purchased in New York exceed the taxable gallons of Diesel used in New York, an

adjustment is required on your IFTA return. For details, see TSB-M-06(4)M, IFTA Reporting Requirements for the Consumption of B20 in New York State, on our Web site at [www.tax.ny.gov](http://www.tax.ny.gov)

**# 13 - TEXAS**

Biodiesel, renewable diesel and blends containing biodiesel or renewable diesel purchased in Texas must be reported under the fuel type "DIESEL". Instructions for reporting biodiesel, renewable diesel and blends are online at <http://window.state.tx.us/taxinfo/fuels/ifta.html> or call toll free 1-800-252-1383.

**# 14 - BRITISH COLUMBIA**

Effective January 1, 2010, ethanol and ethanol blends of gasoline must be reported as Gasoline and biodiesel and biodiesel blends must be reported as Diesel.

**# 15 - ALBERTA**

Effective April 1, 2007, tax rates for gasohol, ethanol, and E-85 are changed to 9 cents per litre as a result of the discontinuance of the ethanol tax exemption program. The new Alberta Fuel Tax Act and new Fuel Tax Regulation which became effective April 1, 2007, also include a definition of biodiesel. Fuel that meets the definition of biodiesel will be taxed at 9 cents a litre.

**# 16 - CONNECTICUT**

See Policy Statement 92(10.1), Tables and Equivalents for Natural Gas and Propane for Motor Vehicle Fuels Tax Purposes, for more information on computing the tax on motor vehicle fuels in gaseous form.

**# 17 - MINNESOTA**

CNG rate: .002474 per 100 cubic foot

**\*P1310 U.S./METRIC MEASUREMENTS**

*Units of measurement and currency, whether U.S. or Canadian, shall be accepted in the measurement or currency authorized by the licensee's base jurisdiction.*

*Jurisdictions may require their licensees to report in either metric or U.S. measurement.*

*Tax rates will be converted using the following factors and will be computed to the nearest one-tenth of a cent:*

*One Liter = 0.2642 gallons*

*One Gallon = 3.785 liters*

*One Mile = 1.6093 kilometers*

*One Kilometer = 0.62137 miles*