



## **International Fuel Tax Agreement**

### **Fuel Tax Reporting**

# **External User Guide**

May 20, 2019

Version 1.2

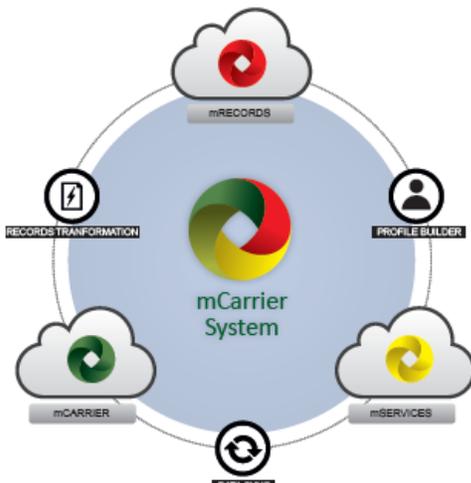
## TABLE OF CONTENTS

<b>A. General Information .....</b>	<b>3</b>
<b>B. Access the System .....</b>	<b>5</b>
<b>C. Submit a Tax Report .....</b>	<b>6</b>
<b>D. Amend a Tax Report .....</b>	<b>12</b>
<b>E. How to view Previous IFTA Reports.....</b>	<b>16</b>
<b>F. How to view an IFTA invoice.....</b>	<b>19</b>
<b>G. System Edits.....</b>	<b>21</b>
<b>H. Contact information.....</b>	<b>23</b>

## A. General Information

Welcome to ADOT's IFTA Tax Reporting System! This system provides all IFTA carriers with a fast and easy way to submit quarterly IFTA tax reports.

### ADOT is building a motor carrier system to make your life easier



mCarrier applies business logic designed by working with businesses and governments over two decades. ADOT is working to evolve a world-class system for you.

- BETTER USE OF YOUR TIME**  
Working to reduce the amount of time spent on manual data entry, manual error checking, and manual records submission.
- INCREASED COMPLIANCE**  
Carrier records can be checked for errors and consistency between IFTA and IRP, and many other time-saving compliancy checks.
- INCREASED ACCURACY**  
mCarrier has a comprehensive set of tools to ensure all records are accurate. Provides tools to fix errors across records.
- INCREASED SAVINGS**  
Our new system will help lower costs for industry and jurisdictions, save time, improve data quality, and encourage better compliance.



The single system will merge IRP and IFTA, and integrate with State payment and accounting systems, data clearinghouses, and Federal systems. Existing IRP and IFTA account numbers will not change, but the new system links these together under a single-customer view.

The mCarrier system will provide faster and more compliant service. Key features and benefits include:

- More online functionality, including an advanced “dashboard” approach that helps you manage your compliance status and tasks.
- Better and faster integration with Federal systems, reducing data inconsistency, thereby helping to avoid delays when traveling outside of Arizona.
- Seamless integration of fleet management functions, speeding the processes of titling and registering new vehicles.

Some other things to keep in mind:

- You will need no specialized technology.
- During registration, preferably use the Google Chrome browser.
- After registering and logging in, each user can adjust Internet browser settings to enhance or reduce compatibility, the system is compliant with Google Chrome, Internet Explorer® 10/11/Edge, Firefox, and Safari. However, if you have an older version of Explorer®, it may be necessary to work in Chrome.
- You will need a good internet connection to participate online.
- You will be able to print IRP cab cards and IFTA licenses.

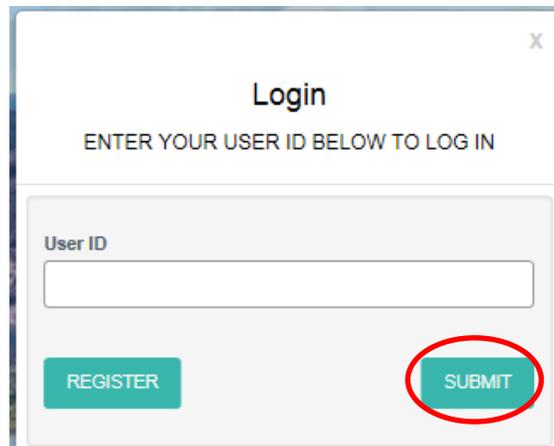
## B. Access the System

1. Logging in to mCarrier.

<https://adotprod.legatus-solutions.com/azWeb/login.do>

*Note: Google chrome should be use for the registration process.*

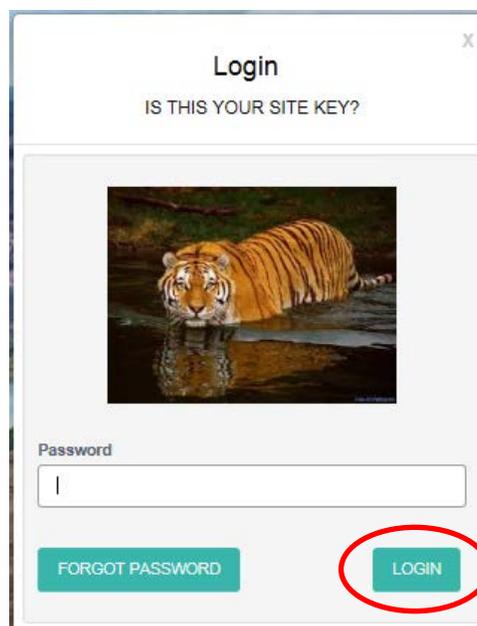
2. Enter your User ID, then click “SUBMIT.”



The screenshot shows a web browser window titled "Login" with a close button (X) in the top right corner. Below the title, it says "ENTER YOUR USER ID BELOW TO LOG IN". There is a text input field labeled "User ID". Below the input field are two buttons: "REGISTER" on the left and "SUBMIT" on the right. The "SUBMIT" button is circled in red.

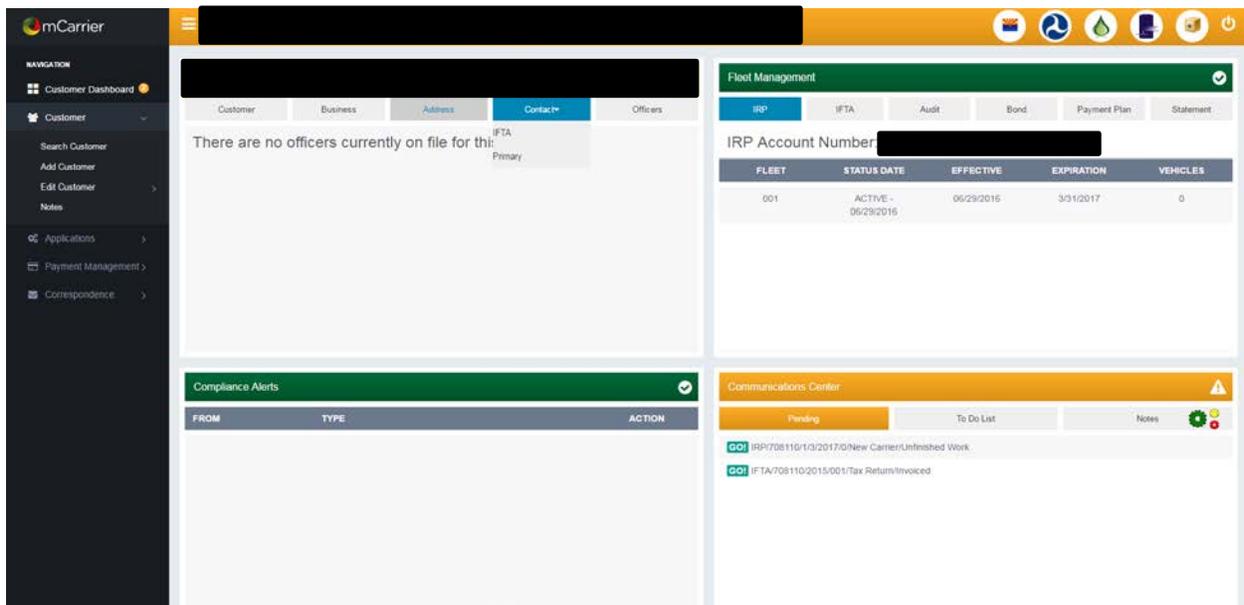
3. Verify that your correct site key (picture) came up, then enter your password.

4. Next, click “LOGIN” (See screen print example below).



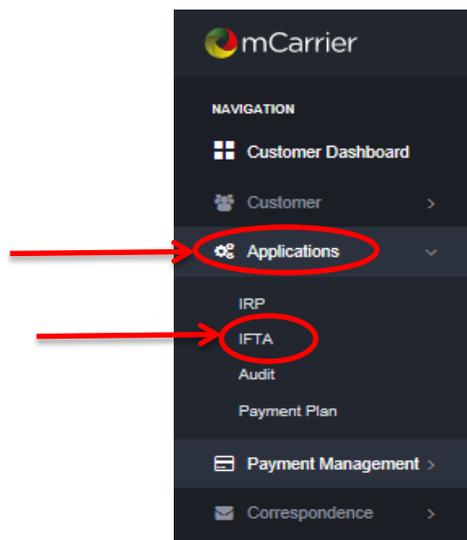
The screenshot shows a web browser window titled "Login" with a close button (X) in the top right corner. Below the title, it says "IS THIS YOUR SITE KEY?". There is a square image of a tiger in a body of water. Below the image is a text input field labeled "Password". Below the input field are two buttons: "FORGOT PASSWORD" on the left and "LOGIN" on the right. The "LOGIN" button is circled in red.

5. After logging in, the mCarrier main screen will appear with your account information: This is called the “Dashboard”.

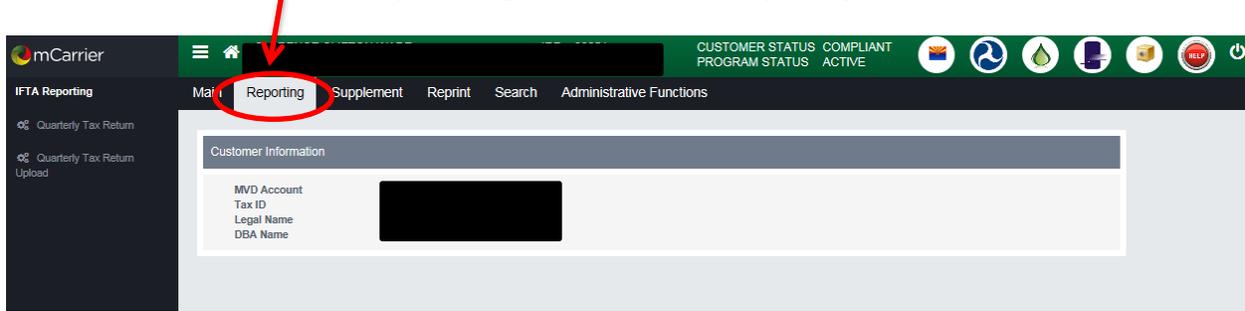


### C. Submit a Tax Report

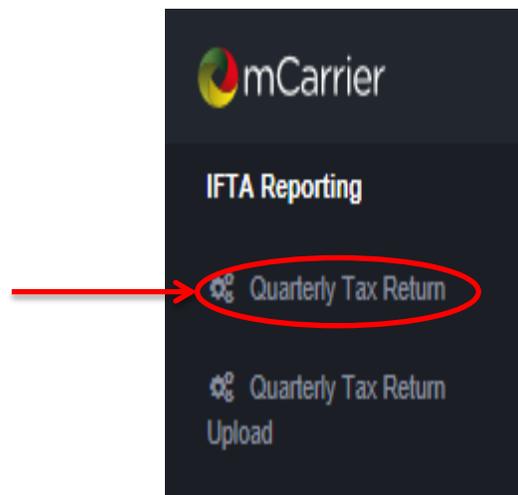
1. Click on “Applications”, on the left side of your screen within the Dashboard.
2. Then click on “IFTA.”



3. Next, select the “Reporting” tab at the top of your screen.



4. Then click on “Quarterly Tax Return” (Upper Left-hand corner).



5. Enter requested data in all applicable fields (see screen print example below).

- a. The report period has a drop down box. It automatically defaults to the next report due quarter.
- b. “Report Type” should be original, unless you are submitting an amended report (see Section D).
- c. Should always be “diesel” for Arizona based reporting.
- d. If you did not have activity for the Quarter check the “No Operation filing” box “yes”.
- e. Click “Finished, Go!”. If you have a “No Operation” return you will be automatically taken to the invoice screen.

1 Tax Information 2 Reporting 3 Billing 4 Receipt 5 Payment

To begin, verify your Reporting Period Information and GO!

Reporting Period  
2ND QUARTER

Reporting Year  
2015

Reporting Type  
ORIGINAL

Fuel Type  
D - DIESEL

Is your filing a No Operation filing?  
 Yes?

Filed Date:  
12/28/2015

Received Date:  
12/28/2015

FINISHED, GO!

6. After you enter the requested data, click on “FINISHED, GO!”
7. The template for the IFTA Fuel Tax Report will appear.
8. Locate each jurisdiction(s) you have traveled and enter the total miles under “Total Miles.”
9. Enter gallons purchased in each jurisdiction under “Tax-Paid Gallons.”

**Note:**

- The “Taxable Miles” and “Taxable Gallons” column will automatically be calculated.
- Do not use decimals, round to the nearest whole number.

1 Tax Information 2 Reporting 3 Billing 4 Receipt 5 Payment

Reporting Period: **2ND QUARTER — 2015** Fuel Type: **D - DIESEL**  
 Total Miles Traveled in All Jurisdictions: **14850** ÷ Total Gallons Purchased in All Jurisdictions: **3471** = Fleet Average **MPG (2 decimal places)**: **0.00**

Jurisdiction	Effective Date	Total Miles	Taxable Miles	Taxable Gallons	Tax-Paid Gallons	Net Taxable Gallons	Tax Rate	Tax Due	Interest Due	Total Due
AK (Alaska)	04/01/2015					0.00	0.00000	0.00	0.00	0.00
AL	04/01/2015					0.00	0.19000	0.00	0.00	0.00
AR (Arkansas)	04/01/2015					0.00	0.22500	0.00	0.00	0.00
AZ	04/01/2015	6994	6994		3471	0.00	0.28000	0.00	0.00	0.00
CA	04/01/2015	7856	7856			0.00	0.44700	0.00	0.00	0.00
CO	04/01/2015					0.00	0.20500	0.00	0.00	0.00
CT	04/01/2015					0.00	0.54500	0.00	0.00	0.00
DC	04/01/2015					0.00	0.00000	0.00	0.00	0.00
DE	04/01/2015					0.00	0.22000	0.00	0.00	0.00
FL	04/01/2015					0.00	0.33670	0.00	0.00	0.00

10. After you enter all the jurisdictions traveled during the quarter, go to the top of the page and perform the following actions:

- Enter the Total Miles Traveled in All Jurisdictions.
- Enter the Total Gallons Purchased in All Jurisdictions.

1 Tax Information 2 Reporting 3 Billing 4 Receipt 5 Payment

Reporting Period: **2ND QUARTER — 2015** Fuel Type: **D - DIESEL**  
 Total Miles Traveled in All Jurisdictions: **14850** ÷ Total Gallons Purchased in All Jurisdictions: **3471** = Fleet Average **MPG (2 decimal places)**: **0.00**

Jurisdiction	Effective Date	Total Miles	Taxable Miles	Taxable Gallons	Tax-Paid Gallons	Net Taxable Gallons	Tax Rate	Tax Due	Interest Due	Total Due
AK (Alaska)	04/01/2015					0.00	0.00000	0.00	0.00	0.00
AL	04/01/2015					0.00	0.19000	0.00	0.00	0.00
AR (Arkansas)	04/01/2015					0.00	0.22500	0.00	0.00	0.00
AZ	04/01/2015	6994	6994		3471	0.00	0.28000	0.00	0.00	0.00
CA	04/01/2015	7856	7856			0.00	0.44700	0.00	0.00	0.00
CO	04/01/2015					0.00	0.20500	0.00	0.00	0.00
CT	04/01/2015					0.00	0.54500	0.00	0.00	0.00
DC	04/01/2015					0.00	0.00000	0.00	0.00	0.00
DE	04/01/2015					0.00	0.22000	0.00	0.00	0.00
FL	04/01/2015					0.00	0.33670	0.00	0.00	0.00

11. Scroll down to the bottom of the screen and click “Go!”
12. The MPG, tax due amount, and the Arizona 0.02 tax credit will then be calculated.

**Verify your Tax Information and GO!**

Override Edits — ADOT USE ONLY —

Arizona Over-Paid Tax .02 Credit \$-36.28

Outstanding Tax \$0.00

Outstanding Interest \$0.00

Late Penalties \$50.00

**Amount Due/Credit \$393.48**

0326 - VERIFY TAX INFORMATION AND GO!



13. The report will then go through a series of system edits. Should you receive an error message, please make the appropriate corrections and then press “Go!” again.
14. Once you receive the following message, “Verify Tax information and GO!” press the “GO!” button again to submit the tax report.
15. The “Billing” screen will appear. You will be able to see total taxes due.

1 Tax Information
2 Reporting
3 Billing
4 Receipt
5 Payment

**Reporting Period: 2nd Quarter — 2015**

**Fuel Type: D - Diesel**

Received Date	12/28/2015	Filed Date	12/28/2015	Payment Due Date	12/31/2015
---------------	------------	------------	------------	------------------	------------

Tax Fee	\$343.48	<input type="checkbox"/> Waive Fee			
AZ Interest Fee	\$0.00	<input type="checkbox"/> Waive Fee			
Penalty Fee	\$50.00	<input type="checkbox"/> Waive Fee			
Available Credit	\$0.00	<input type="radio"/> Apply Credit	<input type="radio"/> Deny Credit	<input type="radio"/> Request Refund	
Outstanding Fee	\$0.00				
<b>Total Fees Due</b>	<b>\$393.48</b>				

Effective Date	12/28/2015	Billing Date	12/28/2015	Invoice Date	12/28/2015
Supplement Status	O - OPEN				

Delivery Option
Preview 
Email

RETURN
QUIT
FINISHED, GO!
i



Main
Reporting
Supplement
Reprint
Search
Administrative Functions

1 Tax Information
2 Reporting
3 Billing
4 Receipt
5 Payment

Click here to view your [IFTA Tax Report Invoice](#), in Adobe pdf format. You may view or print this document as your computer may allow.

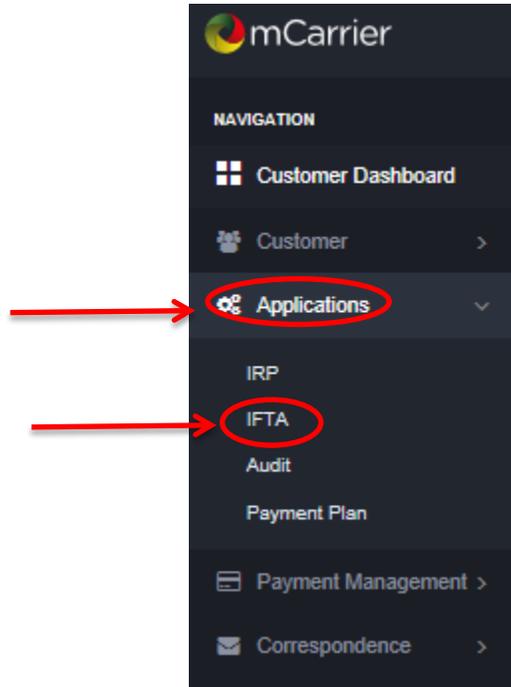
FINISHED, GO

16. A new window with the payment portal screen will open.
17. Select payment method and click “Pay Now.”

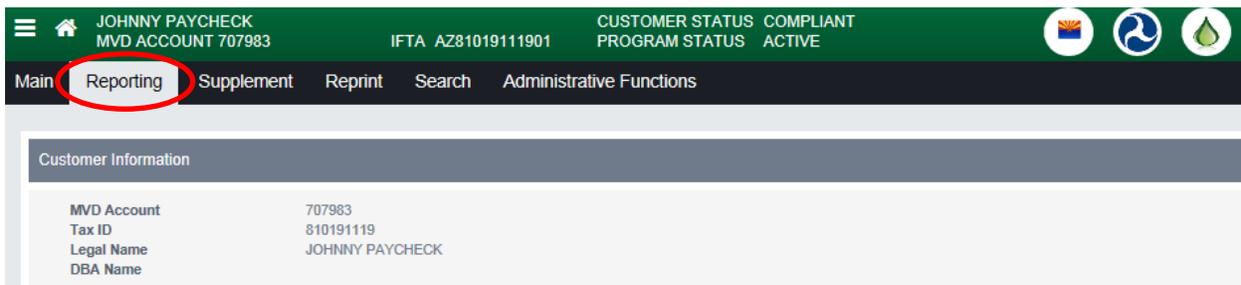


## D. Amending a Tax Report

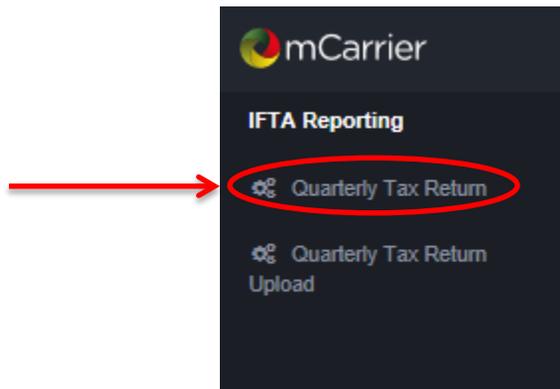
1. Go to “APPLICATIONS” then click on “IFTA”



2. Click on “Reporting.”



3. Click on “Quarterly Tax Return.”



4. Select the correct Reporting Period you are amending; change Reporting Type to “Amendment,” then click “FINISHED, GO!”

A screenshot of the IFTA Reporting web application interface. The top navigation bar includes the user name "JOHNNY PAYCHECK", account number "MVD ACCOUNT 707983", and IFTA ID "AZ81019111901". The main navigation menu has "Main", "Reporting", "Supplement", "Reprint", "Search", and "Administrative Functions". The "Reporting" tab is active. The form is titled "To begin, verify your Reporting Period Information and GO!". It contains several fields: "Reporting Period" (4TH QUARTER), "Reporting Year" (2015), "Reporting Type" (AMENDMENT), "Fuel Type" (D - DIESEL), "Is your filing a No Operation filing?" (checkbox), "Filed Date:" (02/18/2016), and "Received Date:" (02/18/2016). Red arrows point to the "Reporting Period" and "Reporting Type" dropdown menus. At the bottom right, there is a "FINISHED, GO!" button and an information icon.

5. Update the “Reporting” screen with new information, and then click “GO!”

1 Tax Information 2 Reporting 3 Billing 4 Receipt 5 Payment

Reporting Period: 4TH QUARTER — 2015 Fuel Type: D - DIESEL  
 Total Miles Traveled in All Jurisdictions: 20000 ÷ Total Gallons Purchased in All Jurisdictions: 5000 = Fleet Average MPG (2 decimal places): 4.00

Jurisdiction	Effective Date	Total Miles	Taxable Miles	Taxable Gallons	Tax-Paid Gallons	Net Taxable Gallons	Tax Rate	Tax Due	Interest Due	Total Due	
AK (Alaska)	10/01/2015					0.00	0.00000	0.00	0.00	0.00	
AL	10/01/2015					0.00	0.19000	81.89	0.82	82.71	
AR (Arkansas)	10/01/2015					0.00	0.22500	9.90	0.10	10.00	
AZ	10/01/2015	10000	10000	2500	5000	-2500.00	0.26000	-640.64	0.00	-640.64	
CA	10/01/2015	10000	10000	2500		2500.00	0.45000	1104.75	11.05	1115.80	
CO	10/01/2015					0.00	0.20500	47.77	0.48	48.25	
CT	10/01/2015					0.00	0.50300	0.00	0.00	0.00	
DC	10/01/2015					0.00	0.00000	0.00	0.00	0.00	
DE	10/01/2015					0.00	0.22000	0.00	0.00	0.00	
FL	10/01/2015					0.00	0.33670	7.74	0.08	7.82	
GA	10/01/2015					0.00	0.29000	-37.41	0.00	-37.41	
IA	10/01/2015					0.00	0.32500	0.00	0.00	0.00	
ID	10/01/2015					0.00	0.32000	-89.12	0.00	-89.12	
IL	10/01/2015					0.00	0.42700	-11.98	0.00	-11.98	
IN	10/01/2015					0.00	0.18000	0.00	0.00	0.00	
IN	SURCHARGE							0.11000	0.00	0.00	
KS	10/01/2015					0.00	0.28000	-30.16	0.00	-30.16	
KY	10/01/2015					0.00	0.21600	-3.46	0.00	-5.11	
KY	SURCHARGE							0.10200	-1.63	-0.02	
LA	10/01/2015					0.00	0.20000	-51.20	0.00	-51.20	
MA	10/01/2015					0.00	0.24000	0.00	0.00	0.00	
MD	10/01/2015					0.00	0.32850	0.00	0.00	0.00	
ME	10/01/2015					0.00	0.31200	0.00	0.00	0.00	
MI	10/01/2015					0.00	0.28200	0.00	0.00	0.00	
MN	10/01/2015					0.00	0.28500	0.00	0.00	0.00	
MO	10/01/2015					0.00	0.17000	0.00	0.00	0.00	
MS	10/01/2015					0.00	0.18000	-9.54	0.00	-9.54	
MT	10/01/2015					0.00	0.27750	-26.64	0.00	-26.64	
NC	10/01/2015					0.00	0.38000	0.00	0.00	0.00	
ND	10/01/2015					0.00	0.23000	0.00	0.00	0.00	
NE	10/01/2015					0.00	0.28100	0.00	0.00	0.00	

NS	10/01/2015					0.00	0.44000	0.00	0.00	0.00
NT	10/01/2015					0.00	0.00000	0.00	0.00	0.00
ON	10/01/2015					0.00	0.40880	0.00	0.00	0.00
PE	10/01/2015					0.00	0.57710	0.00	0.00	0.00
QC	10/01/2015					0.00	0.57710	0.00	0.00	0.00
SK	10/01/2015					0.00	0.42880	0.00	0.00	0.00
YT	10/01/2015					0.00	0.00000	0.00	0.00	0.00

<b>Totals</b>	20000	20000	5000	5000	0.00			\$243.42	\$13.57	\$256.99
---------------	-------	-------	------	------	------	--	--	----------	---------	----------

Verify your Tax Information and GO!

Override Edits — ADOT USE ONLY —

Arizona Use Fuel Tax Credit \$-49.30

Outstanding Tax \$0.00  
 Outstanding Interest \$0.00  
 Late Penalties \$0.00

Amount Due/Credit \$207.69

0326 - VERIFY TAX INFORMATION AND GO!



## 6. Click "GO!"

JOHNNY PAYCHECK MVD ACCOUNT 707983 IFTA AZ81019111901 CUSTOMER STATUS COMPLIANT PROGRAM STATUS ACTIVE

Main Reporting Supplement Reprint Search Administrative Functions

1 Tax Information 2 Reporting 3 Billing 4 Receipt 5 Payment

Reporting Period: 4th Quarter — 2015 Fuel Type: D - Diesel

Received Date	02/18/2016	Filed Date	02/18/2016	Payment Due Date	02/28/2016
---------------	------------	------------	------------	------------------	------------

Tax Fee	\$207.69	<input type="checkbox"/> Waive Fee			
AZ Interest Fee	\$0.00	<input type="checkbox"/> Waive Fee			
Penalty Fee	\$0.00	<input type="radio"/> Apply Credit	<input type="radio"/> Deny Credit		
Available Credit	\$0.00	<input type="radio"/> Request Refund			
Outstanding Fee	\$0.00				
Total Fees Due	\$207.69				

Effective Date	02/18/2016	Billing Date	02/18/2016	Invoice Date	02/18/2016
Supplement Status	O - OPEN				

Delivery Option Preview  Email

RETURN QUIT FINISHED, GO!

## 7. Check the radio button for Delivery Option to Preview or Email invoice;

JOHNNY PAYCHECK MVD ACCOUNT 707983 IFTA AZ81019111901 CUSTOMER STATUS COMPLIANT PROGRAM STATUS ACTIVE

Main Reporting Supplement Reprint Search Administrative Functions

1 Tax Information 2 Reporting 3 Billing 4 Receipt 5 Payment

Reporting Period: 4th Quarter — 2015 Fuel Type: D - Diesel

Received Date	02/18/2016	Filed Date	02/18/2016	Payment Due Date	02/28/2016
---------------	------------	------------	------------	------------------	------------

Tax Fee	\$207.69	<input type="checkbox"/> Waive Fee			
AZ Interest Fee	\$0.00	<input type="checkbox"/> Waive Fee			
Penalty Fee	\$0.00	<input type="radio"/> Apply Credit	<input type="radio"/> Deny Credit		
Available Credit	\$0.00	<input type="radio"/> Request Refund			
Outstanding Fee	\$0.00				
Total Fees Due	\$207.69				

Effective Date	02/18/2016	Billing Date	02/18/2016	Invoice Date	02/18/2016
Supplement Status	O - OPEN				

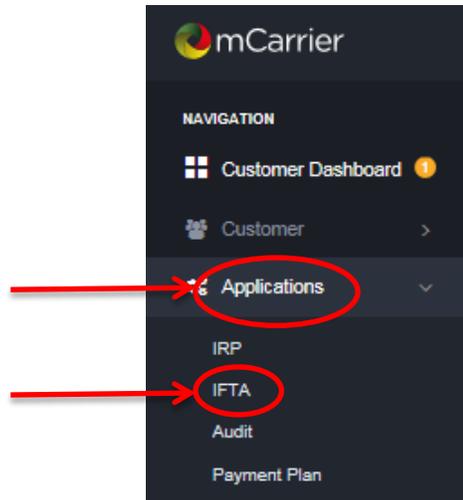
Delivery Option Preview  Email

RETURN QUIT FINISHED, GO!

## 8. Click "Finished, Go!" to proceed to making payment.

## E. How to view Previous IFTA Reports

1. Click on “Applications” then click on “IFTA.”



2. Go to the “Search” tab located towards the top of the screen. (See next page for the picture of search tab).

3. Select the “Quarterly Tax” option on the left side of the screen.

- Fill in information required.
- Note: To view all reports previously filed, do not select any particular quarter or year.

4. Press “Go!”

5. All reports previously filed will appear.

IFTA Search Main Reporting Supplement Reprint Search Administrative Functions

IFTA Quarterly Tax Return Selection  
Show Amendments

Tax ID	Reporting Year	Reporting Period	Return Type	Fuel Types	Seq No
	2016	1st Quarter	Original	D - Diesel	0
	2015	1st Quarter	Original	D - Diesel	0
	2015	1st Quarter	Amendment	D - Diesel	1
	2015	2nd Quarter	Original	D - Diesel	0
	2015	2nd Quarter	Amendment	D - Diesel	1
	2015	2nd Quarter	Amendment	D - Diesel	2
	2015	2nd Quarter	Amendment	D - Diesel	3
	2015	3rd Quarter	Original	D - Diesel	0
	2015	4th Quarter	Original	D - Diesel	0

RETURN

6. Click on the "Tax ID" to view a report.

mCarrier CUSTOMER STATUS COMPLIANT PROGRAM STATUS ACTIVE

IFTA Search Main Reporting Supplement Reprint Search Administrative Functions

IFTA Quarterly Tax Return Selection  
Show Amendments

Tax ID	Reporting Year	Reporting Period	Return Type	Fuel Types	Seq No
	2015	1st Quarter	Original	D - Diesel	0
	2015	1st Quarter	Amendment	D - Diesel	1

RETURN

7. A summarized version of the report filed will appear.

IFTA Search Main Reporting Supplement Reprint Search Administrative Functions

IFTA Quarterly Tax Return Inquiry Reporting Period: 2015 / 1st Quarter Fuel Type: DIESEL

Return	Total Miles	Reg MPO	Residence Date	Period	State Totals	Bill Date	Invoice User ID	Transaction ID	Invoice Reason
File Date	Total Fuel	Reg Operator	Residence Date	Add Interest	Total Due	Filed Date	Unit User ID	Transaction	Deny Credit
03/15/2015	16,407	IL 50	6/15/2015	0.00	281.43	05/15/2015	12112	810000104	No
	-2,883	No	6/15/2015	4.00	438.83	05/15/2015	12112	05/15/15 152241	
			Arizona Use Fuel Tax Credit		88.00				

Jurisdiction	Amend File Date	Total Miles	Taxable Miles	Taxable Gallons Consumed	Taxable Gallons Purchased	Net Taxable Gallons	Tax Due	Interest Due	Total Amount	Deny Credit	Whse Tax Liability
AR	4/5/2015	7,455	7,455	1,292	1,727	-447	-447	-132.87	0.00	-132.87	
IL	4/5/2015	0	0	0	0	0	0.00	0.00	0.00	0.00	
MO	4/5/2015	4,621	4,621	831	88	-799	-597.45	11.38	-576.07		
SD	4/5/2015	3,952	3,952	833	1,092	-257	-208.75	0.00	-208.75		
WA	4/5/2015	879	879	158	0	-158	-36.71	0.00	-36.71		
Totals		16,407	16,407	2,814	2,815	1	\$498.48	\$13.18	\$511.66		

RETURN FINISHED GO!

8. Click return to view other reporting periods or Click "Finish, GO" to view the "Billing information."

## 9. The payment summary will appear.

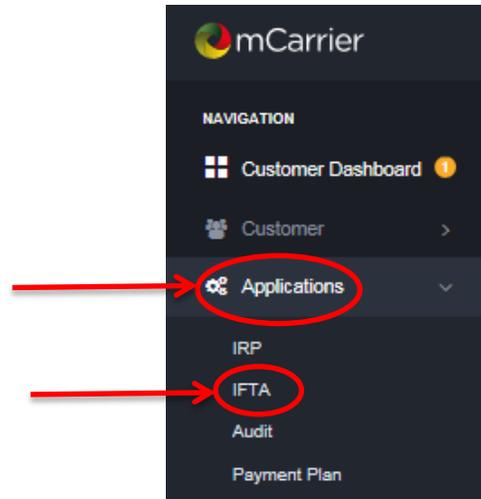
IFTA Supplement Detail Inquiry		Reporting Period: 2015 / 1st Quarter		Fuel Type: D - DIESEL	
<b>Tax Return Billing</b>					
Tax Fee	\$23.86	Waiver Reason			
AZ Interest Fee	\$0.77 No	Waiver Reason			
Penalty Fee	\$50.00 No	Received Date		05/05/2015	
Additional Interest Fee	\$0.00 No	Payment Due Date		05/31/2015	
Additional Penalty Fee	\$0.00 No	Filed Date		05/05/2015	
<b>Total Fees Due</b>					
Total Due	\$74.63				
Credit Applied	\$0.00				
Net Amount Due	\$74.63				
<b>Billing Summary</b>					
Supplement Status	C - CLOSED	Effective Date		01/01/2015	
Billing Date	05/05/2015	Invoice Date		05/05/2015	
<b>Payment Method</b>					
Payment Date	05/05/2015				
<b>Supplement User Information</b>					
Create user	CONVERT	Create Timestamp		2016/04/02 10:40:46:659000	
Invoice User		Invoice Timestamp			
Payment User		Payment Timestamp			
Last Update User	CONVERT	Last Update Timestamp		2016/04/02 10:40:46:659000	

[RETURN](#)

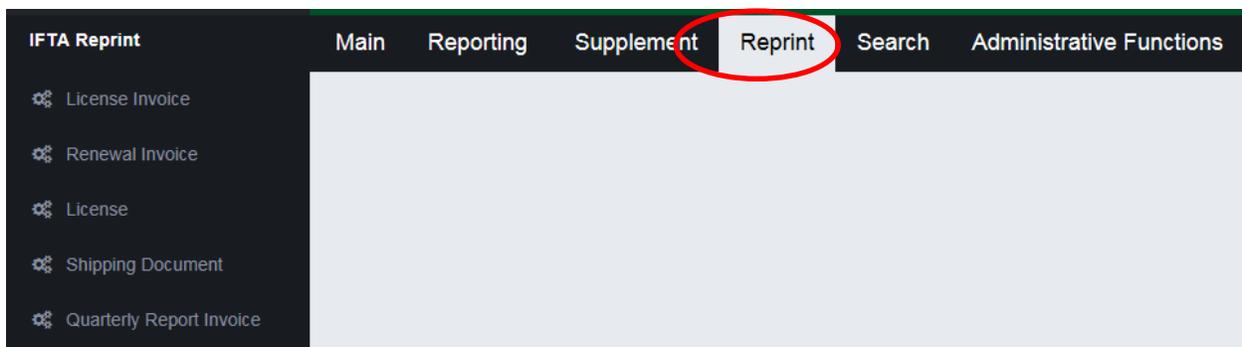


## F. How to view an IFTA invoice

2. Click on “Applications” then click on “IFTA.”



2. Go to the “Reprint Tab,” located towards the top of the screen.



3. Select the “Quarterly Report invoice” option.

4. Fill in information required.

- Enter license year.
- Enter Quarter.

- Enter Diesel for Fuel Type.

The screenshot shows the mCarrier web application interface. The top navigation bar includes 'Main', 'Reporting', 'Supplement', 'Reprint', 'Search', and 'Administrative Functions'. The left sidebar lists 'IFTA Reprint' with sub-items: License Invoice, Renewal Invoice, License, Shipping Document, and Quarterly Report Invoice. The main content area is titled 'Search Quarterly Report Information' and contains a form with the following fields: MVD Account, Licensee Name, Tax ID, License Year (2016), Quarter (1ST QUARTER), Seq No, Fuel Type (D - DIESEL), and Delivery Option. There are radio buttons for 'Preview' (selected) and 'Email'. A green 'GO!' button is at the bottom right. A red error message at the bottom reads: '1093 - INSTRUCTION: PROVIDE COMPLETE QUARTERLY REPORT INFORMATION'.

Note: You don't have to enter the Amendment number.

## 10. Press "GO!"

The link with the invoice link will appear. Click on the link to view invoice (see screen print example below).

The screenshot shows the 'IFTA Receipts' page. It features a 'Receipts' section with a link to view the IFTA Quarterly Report in Adobe pdf format. The text reads: 'Click here to view your IFTA Quarterly Report, in Adobe pdf format. You may view or print this document as your computer may allow.'

## **G. System Edits**

When you submit your tax report, your report will go through a series of system validation edits. You may get any of the following error messages. Hard edits must be fixed before we can process your return. Soft edits should be viewed as a possible change on your part, but the report may be submitted. Soft edits will generally be followed up with you by ADOT's Fuel Tax Reporting Unit.

<b>ERROR MESSAGE</b>	<b>ERROR TYPE</b>	<b>EXPLANATION</b>	<b>SOLUTION</b>
0582-TOTAL MILES TRAVELED MUST BE ENTERED	Hard Edit: process cannot continue	Data not provided	Data must be entered
0583-TOTAL GALLONS PURCHASED MUST BE ENTERED	Hard Edit: process cannot continue	Data not provided	Data must be entered
0584-MILES AND/OR GALLONS PURCHASED MUST BE ZERO OR GREATER	Hard Edit: process cannot continue	When found that the Gallons Purchased shows a jurisdiction where no miles were entered	Example: you entered gallons for IL (Illinois) but did not enter miles or taxable miles. Correct the data
0585-TAXABLE MILES CANNOT BE GREATER THAN MILES ENTERED	Hard Edit: process cannot continue	Total Miles in a jurisdiction cannot be less than the jurisdiction's taxable miles	Review each jurisdiction to find the jurisdiction(s) that Taxable Miles is greater than Total Miles Correct the data
0586-TOTAL MILES BY JURISDICTION MUST BE EQUAL TOTAL MILES TRAVELED	Hard Edit: process cannot continue	Total Miles in each jurisdiction, when added together, must be equal total miles travelled	Examine miles for accuracy Correct the data

ERROR MESSAGE	ERROR TYPE	EXPLANATION	SOLUTION
0587-TOTAL FUEL BY JURISDICTION MUST EQUAL TOTAL GALLONS PURCHASED	Warning (Soft Edit): Edit process can continue	The total of all gallons entered under Gallons Purchased does not match the total number entered Total Gallons Purchased. The total gallons purchased is LESS than total gallons purchased entered in each jurisdiction	Examine gallons purchased in each jurisdiction. Fuel purchased that cannot be validated with the fuel receipts cannot be entered as gallons purchased but should be included in the total gallons Purchased Correct the data, if applicable
0984-TOTAL GALLONS BY JUR CANNOT BE GREATER THAN TOTAL GALLONS PURCHASED	Hard Edit: process cannot continue	The total of all gallons entered under Gallons Purchased does not match the total number entered Total Gallons Purchased. The total gallons purchased is GREATER than total gallons purchased entered in each jurisdiction	Examine gallons purchased in each jurisdiction. Correct the data Note: Fuel receipts must be available as proof of gallons purchased. When using fuel from bulk storage tank, count only gallons that are removed from the tank for the quarter
0613-WARNING: TAX MILES LESS THAN TOTAL MILES, CHANGE OR SUBMIT	Warning (Soft Edit): Edit process can continue	The miles and taxable miles are not the same	Examine Total Miles and Taxable Miles. The miles and taxable miles should be the same. Exceptions are when fuel trip permits are purchased. These fuel trip permit miles are included in the jurisdiction miles but excluded from jurisdiction taxable miles Correct the data, if applicable
JURISDICTIONS ARE NOT CONTIGUOUS	Warning (Soft Edit): Edit process can continue	Every jurisdiction travelled in (with miles) should border another jurisdiction travelled in (with miles).	Examine miles entered in each jurisdiction and provide miles in a missing jurisdiction

ERROR MESSAGE	ERROR TYPE	EXPLANATION	SOLUTION
MPG NOT WITHIN STANDARD (4 – 10)	Warning (Soft Edit): Edit process can continue		Examine the information

## **H. CONTACT INFORMATION**

**If I have questions about how to use the new system, who do I contact?**

For specific questions, please send an email to: [iftatax@azdot.gov](mailto:iftatax@azdot.gov)

OR

Call 602.712.8473 between the hours of 8:00 a.m. – 5:00 p.m. - Monday thru Friday.