MOTOR FUEL TRACKING SYSTEM

Fuel Tracking System... the way of the future.



COMPLETING THE GAS-1201 RETURN



Log into the Department of Revenue's website at <u>www.dornc.com</u>. Click on **Electronic Services** and then **Businesses**.



Click on Motor Fuels E-File – File your Motor Fuels Tax returns (Excludes IFTA) (fifth hyperlink down in the left column).



Click on File Motor Fuels Tax Returns (Excludes IFTA).

Home About Us What's New Electronic Services Search • Electronic Services • Electronic Services • File Motor Fuels Tax Return (Excludes IF • Frequently Asked Questions • System Overview (available soon) • You are about to view pages over a secure of innection. Ary information you exchange with this the cannot be viewed by anyone else on the Web. • In the future, do not show the uning • Filing Instructions (available soon) • In the future, do not show the uning • OK	Home About US What's New Electronic Services Tax Forms Search • Electronic Services • File Motor Fuels Tax Return (Excludes IF • Frequently Asked Questions • System Overview (available soon) • Filing Instructions (available soon) Last modified on: 10/18/06 02:34:48 PM.
 Stetronic Services An example of the services Signer Overview (available soon) Filing Instructions (available soon) East modified on: 10/18/06.02:34:48 PM 	<section-header> Electronic Services Action Services Security Action Services IT Frequently Asked Questions System Overview (available soon) Filing Instructions (available soon) Constructions (available soon) Constructions (available soon) </section-header>
 Motor Fuels E-File File Motor Fuels Tax Return (Excludes IF Frequently Asked Questions System Overview (available soon) Filing Instructions (available soon) 	 Motor Fuels Carles E-File File Motor Fuels Tax Return (Excludes IF Frequently Asked Questions System Overview (available soon) Filing Instructions (available soon) Contended on the future, do not show the future in the future in
 File Motor Fuels Tax Return (Excludes IF Frequently Asked Questions System Overview (available soon) Filing Instructions (available soon) In the future, do not show the uning In the future, do not show the uning In the future, do not show the uning 	 File Motor Fuels Tax Return (Excludes IF Frequently Asked Questions System Overview (available soon) Filing Instructions (available soon) In the future, do not show the mining In the future, do not show the
Filing Instructions (available soon) Last modified on: 10/18/06.02:34:48 PM	Filing Instructions (available soon) OK More Info Last modified on: 10/18/06 02:34:48 PM.

A message will display stating "You are about to view pages over a secure connection." Click **OK**.

North Carolina Department of Revenue		
Cervices Home About Us What's New	Electronic Services Tax Forms Search	9 0
> Electronic Services		
	Login He	lp 🕜
Please enter your Login Use sensitive. If you are a new u	er ID and Password. The User ID and Password is case ser, please select <u>First Time User</u>	
User I	D:	
Passwo	ord:	
	Forgot your password/	
	Clear Cancel	

Enter your User ID and password as established during the **Set-up Your Account** procedures. Click **Login**.

Home About Us What's New Electronic Services Tax Forms Search	>
Welcome Help 🕢	
Welcome Donna Alderman	
Please select from one of the following:	
Goto Fuel Tracking Application: Access the Fuel Tracking Application to File and/or Pay your taxes.	
Update Security Account Information: Change your personal information, associate with another entity, disassociate with an entity, change password, disable account.	
Logout) of the Fuel Tracking Security System	

The Welcome Screen is displayed. Click the **Go To** button to access the Fuel Tracking System (FTS).

Nort Dep	h Carolina artment of F	Reven	ue						
e services	Home Ab	out Us	What's New	Electronic Services	Tax Forms	Search		go	
	> Electronic Ser	<u>vices</u>							
				Choose Entity	1	Hel	p 🕜		
	Pleas	se select a	an entity to w	ork with in the Fuel	Tracking Appli	cation:			
							K		
	FEIN	l: 98765432	1 - TRAINING	2					
			back	next	cancel				

The **Choose Entity** screen will display. The user may only access entities which they have been given access, usually the access is for the displayed account only. Select the entity and click **Next**.

8

North Carolina	
Profile/Lu Business >> Main	ogin Set Session Schedules Tax Returns
Welcome Donn	a Alderman
	Main Menu Help 🕜
Select a tas	sk to perform
Tax R eturn	Process and review tax returns
Payments	Make a credit card or bank draft payment
ViewMessage	S View acknowledgments and messages
Print Return	Print return and supporting schedules - the return must be calculated prior to printing for best results
Consolidated Re	Print consolidated return - the return(s) must be calculated prior to printing for best results

The **Main Menu** screen is displayed. An explanation for the buttons on the left of the screen and the tabs at the top of the screen are given on the next pages. Profile/Login tab returns the user to the **Welcome** screen to exit the FTS.

	\wedge	
North Carolina Department of Re	venue	10
Profile/Login Business >> Main Men	Set Session Schedules Tax Returns	
Welcome Donna Al	derman	
	Main Menu Help 🕜	
Select a task to	o perform	
Tax Return	Process and review tax returns	
Payments	Make a credit card or bank draft payment	
MewMessages	View acknowledgments and messages	
Print Return	Print return and supporting schedules - the return must be calculated prior to printing for best results	
Consolidated Return	Print consolidated return - the return(s) must be calculated prior to printing for best results	

Set Session tab allows the user to identify the account type and return period for viewing or filing returns. **Schedules** tab allows the user to enter schedule data information. <u>This tab is not used for this refund return.</u>

North Carolin Department of	of Revenue
Profile	'Login Set Session Schedules Tax Returns
Business >> M	lain Menu
Welcome Dor	nna Alderman
	Main Menu Help 🕢
Select a t	ask to perform
Tax Retu	m Process and review tax returns
Payment	Make a credit card or bank draft payment
ViewMess	view acknowledgments and messages
Print Retu	Print return and supporting schedules - the return must be calculated prior to printing for best results
Consolidated	Return Print consolidated return - the return(s) must be calculated prior to printing for best results

Tax Returns tab and button allows the user to process and view their tax returns. **Payments** button allows the user to submit a payment without a return.

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Profile/Log	in Set Session Schedules Tax R	Returns
	enu	
Welcome Donna	Alderman	
	Main Menu	Help 🕜
Select a task	to perform	
Tax Return	Process and review tax returns	
Payments	Make a credit card or bank draft payment	
ViewMessages	View acknowledgments and messages	
Print Return	Print return and supporting schedules - the calculated prior to printing for best results	e return must be
Consolidated Return	Print consolidated return - the return(s) must prior to printing for best results	st be calculated

View Messages button allows the user to view return and payment confirmation screens. **Print Return** button allows the user to print any return submitted to the Division.

Profile/Login Set Session Schedules Tax Returns Business >> Main Menu Main Menu Help ? Icome Donna Alderman Main Menu Help ? Select a task to perform Tax Return Process and review tax returns Tax Return Process and review tax returns Make a credit card or bank draft payment ViewMessages View acknowledgments and messages Print Return Print return and supporting schedules - the return must be calculated prior to printing for best results Consolidated Return Print consolidated return - the return(s) must be calculated	Carolina rtment of Re	
Ausiness >> Main Menu Acome Donna Alderman Main Menu Help ? Select a task to perform Tax Return Process and review tax returns Payments Make a credit card or bank draft payment Make a credit card or bank draft payment View Messages View acknowledgments and messages Print Return Print return and supporting schedules - the return must be calculated prior to printing for best results Consolidated Return Print consolidated return - the return(s) must be calculated	Profile/Login	Set Session Schedules Tax Returns
Acome Donna Alderman Main Menu Help ? Select a task to perform Tax Return Process and review tax returns Make a credit card or bank draft payment MewMessages View acknowledgments and messages Print Return Print return and supporting schedules - the return must be calculated prior to printing for best results Consolidated Return Print consolidated return - the return(s) must be calculated	Business >> Main Me	h
Main Menu Help ? Select a task to perform Tax Return Process and review tax returns Payments Make a credit card or bank draft payment MewMessages View acknowledgments and messages Print Return Print return and supporting schedules - the return must be calculated prior to printing for best results Consolidated Return Print consolidated return - the return(s) must be calculated	Velcome Donna A	Iderman
Select a task to perform Tax Return Process and review tax returns Payments Make a credit card or bank draft payment MewMessages View acknowledgments and messages Print Return Print return and supporting schedules - the return must be calculated prior to printing for best results Consolidated Return Print consolidated return - the return(s) must be calculated		Main Menu Help 🕢
Tax ReturnProcess and review tax returnsPaymentsMake a credit card or bank draft paymentMewMessagesView acknowledgments and messagesPrint ReturnPrint return and supporting schedules - the return must be calculated prior to printing for best resultsConsolidated ReturnPrint consolidated return - the return(s) must be calculated	Select a task t	o perform
Payments Make a credit card or bank draft payment MewMessages View acknowledgments and messages Print Return Print return and supporting schedules - the return must be calculated prior to printing for best results Consolidated Return Print consolidated return - the return(s) must be calculated	Tax Return	Process and review tax returns
MewMessages View acknowledgments and messages Print Return Print return and supporting schedules - the return must be calculated prior to printing for best results Consolidated Return Print consolidated return - the return(s) must be calculated	Payments	Make a credit card or bank draft payment
Print Return Print return and supporting schedules - the return must be calculated prior to printing for best results Consolidated Return Print consolidated return - the return(s) must be calculated	ViewMessages	View acknowledgments and messages
Consolidated Return Print consolidated return - the return(s) must be calculated	Print Return	Print return and supporting schedules - the return must be calculated prior to printing for best results
prior to printing for best results	Consolidated Return	Print consolidated return - the return(s) must be calculated prior to printing for best results

Consolidated button allows the users to print one return displaying the original filed return and all amended returns that were processed for the filing period session.

North Carolina Department of Re	venue	
Profile/Login Business >> Main Men	Set Session Schedules Tax Returns	
Welcome Donna Ale	derman	
Select a task to	Main Menu Help (?)	
Tax Return	Process and review tax returns	
Payments	Make a credit card or bank draft payment	
ViewMessages	View acknowledgments and messages	
Print Return	Print return and supporting schedules - the return must be calculated prior to printing for best results	
Consolidated Return	Print consolidated return - the return(s) must be calculated prior to printing for best results	

You must set the tax return session before proceeding. Click on the Set Session tab $_{14}$ across the top of the screen.

Nort Dep	th Carolina artment of Rev Profile/Login Business >> Main Menu	Set Session Sc Select Session	the dules Tax	Returns	D 	
		Section Se	lection	Halp		
	Session Inform	ation	lection	Help 🕑		
	Company	TRAINING 2	FEIN:	987654321		
	Reporting State	North Carolina				
	Account Type	Claim for Refund: School Bo Claim for Refund: Charter Sc Claim for Refund: Credit Cai Claim for Refund: Communi Claim for Refund Counties - Claim for Refund of Taxes-/ Importer - Tankwagon Kerosene Supplier Claim for Refund (Kerosene Claim for Refund: Off-Highw Claim for Refund: PTO Vehi	pards chools rds ty Colleges and Municipal Corps. Accidental Mixes Accidental Mixes av-Pleas Boat / Sp Fis Icles-Septage Remove			

The Session Selection screen is displayed. Click on **Account Type** and then scroll down the returns list until the **Claim for Refund (Off-Highway)** is highlighted. Please note: The list will display the basic type of Off-Highway use. Left click.

Carolina			
Profile/Login	Set Session Schedules	Tax Returns	Contraction in the second
Business >> Main Menu >	> Select Session >> Session Continued		
_		~	
	Session Selection	Help 🕜	
Session Information	tion 🔥		
Company	TRAINING 2 FE	EIN: 987654321	
Reporting State	North Carolina		
Account Type	Claine or Refu	eas Boat / Sp Fish	
Reporting Period	12 🗸 / 💽		
Account ID	98765433 2007 2008		
Existing Session	Session List New Session	Amendment	
	Back Exit Canc	a	

The **Session Selection** screen is displayed. Click the drop down arrow for **Month** and **Year** for the Reporting Period.

Canalina		A States	atta a
n Carolina			
artiment of Reve	enue		
Profile/Login	Set Session Sched	lules Ta:	x Returns
Business >> Main Menu >>	Select Session >> Session Continu	ed	
	Session Selec	tion	Help 🕜
Session Informat	<u>ion</u>		
Company	TRAINING 2	FEIN:	987654321
Reporting State	North Carolina		
Account Type	Claim for Refund: Off-Hi	ghway-Pleas Bo	at / Sp Fish
Reporting Period	12 💌 / 2006 💌		
Account ID	98765432140		
		K	
Course David			
Existing Session		New Session	Americanent
		- 24	
	Back Exit	Cancel	

Verify the return period and click **New Session** to start entering the refund return information.

th Carolina partment of Reve	enue	1	
Profile/Login	Set Session Sc	chedules Ta	x Returns
Business >> Main Menu >>	Select Session >> Session Co	ntinued >> Session Fina	alize
	Secsion Se	lastian	
	36551011 36	lection	Help 🕜
Session Informat	ion		
Company	TRAINING 2	FEIN:	987654321
Reporting State	North Carolina		
Reporting Period	12 / 2006		
Account Type	Claim for Refund: (Off-Highway-Pleas Br	pat / Sp Fish
Account ID	98765432140		
Return Type	Original	Sequence	0
Status	Open		
	Confirm		
		onfirm	

The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. Click **Confirm**.



The **Main Menu** screen is displayed. Your Account Name, Account Number, Reporting Period, and Account Type are displayed above the Main Menu bar. Click on **Tax Return** button on the left side of the screen or the tab at the top of the screen.

TRAINING 2			Fill applicable circles:
Trade Name			A dress has changed since prior refund claim
TRAINING 2			Arrended refund claim
Street Address	County		Final refund claim for closed business
			Field 2005 N.C. Income Tax Return
Mailing Address			A Rec 2003 Gas-1201 reund dam
			FEIN or SSN (No dashes) OFFICE USE ONLY
City	State	Zip Code (First 5 digits)	
			98765432140
Name of Contact Person	Phone Number	Fax Number	
PREPARER'S NAME	(919)733-3409	(919)733-8654	Refund for Calendar Year
			2006
Part 1. Gallonage Accou	intability		
Part 1. Gallonage Account 1. Beginning invent 2. Total gallons of fax (Add Lines 1 and 2)	intability ory of tax-paid motor fuel on hand ax-paid motor fuel purchased duri paid motor fuel to be accounted for <i>(Must equal Line 7)</i>	at first of year ng 2006	Motor Fuel that includes N.C. Road Tax 1. 1,000 2. 10,000 3. 11,000
Part 1. Gallonage Account 1. Beginning invent 2. Total gallons of fax (Add Lines 1 and 2) 4. Total gallons of fax refund is request 5. Total gallons of t is requested	Intability ory of tax-paid motor fuel on hand ax-paid motor fuel purchased duri paid motor fuel to be accounted for (<i>Must equal Lino 7</i>) ax-paid motor fuel used in off-hig ax-paid motor fuel used in licensed	at first of year ng 2006 hway equipment for which I vehicles for which no refu	Motor Fuel that Includes N.C. Road Tax 1

Enter the Contact Name located under the address information and then move to the check boxes in the upper right-hand corner of the return. Click any of the boxes as applicable. Then enter information on Lines 1, 2, 4, 5, and 6.

	b. Total gallons of tax-paid motor fuel used in licensed vehicles for which no refund is requested	▶ 5.	1500 _	
	5. Ending inventory of tax-paid motor fuel on hand at end of year	▶ 6.	500	
	7. Total gallons of tax-paid motor fuel accounted for (Add Lines 4, 5, and 6) (Must equal Line 3)	7	0	
Part 2.	Computation of Refund			
	 Refund due on tax-paid motor fuel used in off-highway equipment (Multiply Line 4 by \$0.2990) 	8.	\$0.00	
	 Total gallons of motor fuel used in nonhighway equipment for which sales tax is due. 	9	6000	
	10. Sales tax due (Multiply Line 9 by \$0.1327)	10	\$0.00	
	11. Total gallons of motor fuel used in nonhighway equipment for which privilege tax is due.	🌓 11. 💶	2000	
	 Manufacturing privilege tax due (See instructions for certification) (Multiply Line 11 by \$0.0177) 	12	\$0.00	
	13. Total Refund Due (Line 8 minus Lines 10 and 12)	13	\$0.00	
CI	Next Supporting Data tick the Supporting Data button to a sedit/delete supporting data bas been entered	rting data		
	Please set print orientation to PORTRAIT			
	Please enter the tax form information			
	Back Reset Print Preview Carncel	Exit		

Tab down to continue. Enter gallons on Line 9 if the fuel was used for a general use. Enter gallons on Line 11 if the fuel was used in the manufacturing process. If you are a commercial fisherman, farmer, or railroad do not enter gallons on either line. Click **Calculate**.

3.	Total gallons of tax-paid motor fuel to be accounted for (Add Lines 1 and 2) (Must equal Line 7)		3.	11	,000
4.	Total gallons of tax-paid motor fuel used in off-highway equipment for which refund is requested	•	4.	8	,000
5.	Total gallons of tax-paid motor fuel used in licensed vehicles for which no refund is requested $% \left({{{\mathbf{x}}_{i}}} \right) = {{\mathbf{x}}_{i}} \right)$	►	5.	1	,500
6.	Ending inventory of tax-paid motor fuel on hand at end of year	•	6.	1	,500
7.	Total gallons of tax-paid motor fuel accounted for (Add Lines 4, 5, and 6) (Must equal Line 3)		7.	11	,000
Part 2. C	omputation of Refund				
8.	Refund due on tax-paid motor fuel used in off-highway equipment (Multiply Line 4 by \$0.2900)	8		\$2,392.	00
9.	Total gallons of motor fuel used in nonhighway equipment for which sales tax is due.	▶ 9	L	6,00)0
10.	Sales tax due (Multiply Line 9 by \$0.1327)	▶ 10		\$796.	20
11.	Total gallons of motor fuel used in nonhighway equipment for which privilege tax is due.	► 11	а <u>.</u> _	2,00	10
12.	Manufacturing privilege tax due (See instructions to certification) (Multiply Line 11 by \$0.0177)	▶ 12	2	\$35.	40
13.	Total Refund Due (Line 8 minus Lines 10 and 12)	13.	<u></u>	\$1,560.	40
	Next Supporting Data				
Clic	k the Supporting Data button to add/edit/delete supp	orting	dat	а	
	Calculate				
	No supporting data has been entered.				
	Please set print orientation to PORTRAIT				

The calculated refund return will display for review. Verify Parts 1 and 2 calculation and then click **Next** to enter Page 2 information.

Part 6. Farms - Attach addition	al pages if needed.			
Farm Refund Information Only				
Name of Crop	Number of Acres Cultivated	Name of Crop	Number of Acres Cultivated	
Signature:		Title: Preparer's Title	Date: 1/27/2007	
I certify that, to the best of my	mowledge, this claim is accurate and complete			
Claims for Refund are due b	/ April 17, 2006.			
MAIL TO:		QUE	STIONS: And the Motor Fuels Tax Division at	at
Motor Fuels Tax Division	Revenue	Tele	none Number (919) 733-340	09
Post Office Box 25000	0050	TIF	ree Number (877) 308-9092	92
Raleign, North Carolina 27640	0920	Faxt	(313)755-005-	7
(Previous Support	ing Data		
Click the Supportin	q Data button to add/ed	dit/delete suppor	ting data	
	Calculate			
N	o sunnorting data has bee	n entered.		
Dioa	se set print orientation (to PORTRAIT		
FIEL				

Page 2 of the refund return is displayed. Enter **Title** and **Date** at the bottom of the return and click **Supporting Data**.

North Carolina Department of Revenue
Profile/Login Set Session Schedules Tax Returns Business >> Main Menu >> Tax Return >> Supporting Data Transactions Image: Comparison of Comp
Account Name Account Number Period Account Type TRAINING 2 98765432140 12/2006 OA Supporting Data Help
No supporting data entries four Tax Return New
Select a supporting data element

The **Supporting Data** screen is displayed. Click **New** to add information for Parts 3, 4, 5, and 6. This return may not be filed if the **Supporting Data** is not completed.

North Carolina Department of I	Revenue	V V V V		
Profile/Log Business >> Main	gin Set Session Menu ->> Tax Return ->> Supporting D	Schedules Tax Returns lata Transactions >> Supporting Data Type	es	
Account Name TRAINING 2	Account Number 98765432140 Add Sun	Period 12/206 porting Data	Account Type OA	
Supporting Data	Add Sup			
	Part 3. OFF-HIGHWAY EQUIPM Part 4. STORAGE TANKS Part 5. LICENSED VEHICLES Part 6. FARMS Book Print	IENT Ita element Exit Cancel		

The Add Supporting Data screen is displayed. Click the down arrow and click Part 3 Off-Highway Equipment.

North Carolina Department of Re	evenue			
Profile/Login Business >> Main Me	n Set Session Sched nu » Tax Return » Supporting Data Trans	ules Tax Returns sactions >> Supporting Data Type	es >> Supporting Data	
Maintenance				
Account Name	Account Number	Period	Account Type	
TRAINING 2	98765432140	12/2006	OA	
	Supporting Data N	laintenance	Help 🕜	
* TYPE	OF MACHINERY, EQUIPMENT, OR BOAT * HOW MANY OF EACH? * FUEL TYPE * ENGINE H.P.			
* Required	Add Next Add+Nev D	ata Tax Return		
	Supporting Data Ma	intenance		
	Back Print	Exit Cancel		

The Supporting Data Maintenance screen is displayed. Enter the Type of offhighway equipment, Quantity of Each, Type of Fuel Used, and Engine H.P.

North Carolina Department of Rev	venue		······································	
Profile/Login Business >> Main Menu	Set Session Sched	dules Tax Returns	es >> Supporting Data	
Maintenance				
TRAINING 2	Account Number	12/2006	Account Type	
TRAINING 2	98703432140	12/2006	UA	
* TYPE OF * Required	Supporting Data: MACHINERY, EQUIPTIONT, OR BOAT * HOW MANY OF EACH? * FUEL TYPE * ENGINE H.P. Add Next Add+Ney 1	Part 3. OFF-HIGHWAY EQU Boat 10 Gasoline 50 Data Tax Return		
	Supporting Data M Back Print	laintenance Exit Cancel		

Review the keyed data. If more equipment is to be entered click **Add Next**. Add all information for equipment for which this refund is requested. Once all equipment is entered and bulk fuel is to be reported click **Add+New Data**.

North Carolina Department of F	Revenue
Business >> Main I Maintenance >> Supp	gin Set Session Schedules Tax Returns Menu >> Tax Return >> Supporting Data Transactions >> Supporting Data Types >> Supporting Data porting Data Types
Account Name TRAINING 2	Account Number Period Account Type 98765432140 12/2016 OA Add Supporting Data Help 🕢
Supporting Data	Part 3. OFF-HIGHWAY EQUIPMENT
	Part 4. STORAGE TANKS Part 5. LICENSED VEHICLES ta element Part 6. FARMS Back Print Exit Cancel
-	

The Add Supporting Data screen is displayed. Click the down arrow and click Part 4 Storage Tanks.

Profile/Login Set Session Schedules Tax Returns Business >> Main Menu >> Tax Return >> Supporting Data Transactions >> Supporting Data Types >> Supporting Data Types >> Supporting Data Maintenance Supporting Data Types >> Supporting Data Maintenance
Business >> Main Menu >> Tax Return >> Supporting Data Transactions >> Supporting Data Types >> Supporting Data Maintenance >> Supporting Data Types >> Supporting Data Maintenance
2/ 1/1/2/ // 1/1/2/ // // // // // /// /
Account Name Account Number Period Account Type TRAINING 2 98765432140 12/2006 0A
Supporting Data Maintenance Help ?
Supporting Data: Part 4. STORAGE TANKS
* Required Add+ New Data Tax Return
Supporting Data Maintenance
Back Print Exit Cancel

The Supporting Data Maintenance screen is displayed. Enter the Tank Number, Fuel Type, Highway or Off-Highway Use, and Gallon Capacity of Bulk Tank.

North Carolina Department of R	evenue		
Profile/Logi	n Set Session Sched	ules Tax Returns	
Business >> Main Me Maintenance >> Support	enu >> Tax Return >> Supporting Data Tran rting Data Types >> Supporting Data Mainte	sactions >> Supporting Data Types enance	>> Supporting Data
Account Name	Account Number	Period	Account Type
TRAINING 2	98765432140	12/2006	OA
	Supporting Data N	laintenance	Help 🕜
	Supporting Data	Part 4. STORAGE TANKS	
	* TANK NUMBER	t 10	
	* Fuel type	Gasoline 🗾	
	* HIGHWAY OR OFF-HIGHWAY USE	HIGHWAY 💽	
	* GALLON CAPACITY OF BULK TANK	20000	
* Required	15		
	Add Next Add+New D.	ata Tax Return	
	Supporting A a Ma	intenance	
	Back Print	Exit Cancel	
	V		

Review the keyed data. If more storage tanks are to be entered click **Add Next**. Add all information for storage tanks for which this refund is requested. Once all storage tanks information are entered click **Add+New Data** if reporting licensed vehicles or farms.

North Carolina Department of R	
Profile/Log Business >> Main M Maintenance >> Support	in Set Session Schedules Tax Returns lenu >> Tax Return >> Supporting Data Transactions >> Supporting Data Types >> Supporting Data orting Data Types >> Supporting Data Maintenance >> Supporting Data Types
Account Name TRAINING 2	Account Number Period Account Type 98765432140 12/2016 OA
	Add Supporting Data Help 🕢
Supporting Data	Part 3. OFF-HIGHWAY EQUIPMENT Part 4. STORAGE TANKS Part 5. LICENSED VEHICLES Part 6. FARMS Back Print Exit Cancel

The Add Supporting Data screen is displayed. Click the down arrow and click Part 5 Licensed Vehicles. 31

North Carolina Department of	Revenue		
Profile/Lo	gin Set Session Sched	ules Tax Returns	
Tax Return >> Sup Data Types >> Suppo	porting Data Transactions >> Supporting Dat rting Data Maintenance >> Supporting Data T	a Types >> Supporting Data Main ypes >> Supporting Data Mainte	itenance >> Supporting inance
Account Name	Account Number	Period	Account Type
TRAINING 2	98765432140	12/2006	
ŧ	Supporting Data: * MAKE OF VEHICLE * INDICATE CAR OR TRUCK * TYPE OF FUEL USED * IF TRUCK, GROSS LICENSE WEIGHT	Part 5. LICENSED VEHICLE	S
* Required	Add Next Add+New D	ata Tax Return)
	Supporting Data Ma	iintenance	
	Back Print	Exit Cancel	

The **Supporting Data Maintenance** screen is displayed. Enter the **Make of Vehicle**, **Vehicle Type**, **Type of Fuel Used**, and **Gross Vehicle Weight (if Truck)**.

North Carolina Department of Re	evenue	1.	dT-	16-1-1-11	414	
Profile/Login	Set Session S	Schedules	Tax Returns			
Tax Return >> Suppor	ting Data Transactions >> Support	ing Data Types >> Su	pporting Data Mainte	nance >> Supporting		
Data Types >> Supportin	ng Data Maintenance >> Supporting	g Data Types >> Supp	orting Data Maintena	nce		
			B - 1			
TRAINING 2	98765432140	12	2/2006			
	Supporting Da	ata Maintena	ance	Help 🕜		
	Supporting D	Data: Part 5. LICE	NSED VEHICLES			
	* MAKE OF VEH	HICLE VOLVO				
	* INDICATE CAR OR TH					
	* TYPE OF FUEL I	USED Gasoline	-			
	* IF TRUCK, GROSS LICENSE WE	EIGHT 80000				
* Required						
	Add Next Add	+New Data	Tax Return			
	Supporting	A Maintenance				
	Back Print	Exit	Cancel			

Review the keyed data. If more vehicles are to be entered click **Add Next**. Add information for all licensed vehicles. Once all vehicles are entered and farm crops are to be reported click **Add+New Data**.

North Carolina Department of F	Revenue
Profile/Log Supporting Data Typ	gin Set Session Schedules Tax Returns npes >> Supporting Data Maintenance >> Supporting Data Types >> Supporting Data Maintenance >> es >> Supporting Data Maintenance >> Supporting Data Types
Account Name TRAINING 2	Account Number Period Account Type 98765432140 12/2016 OA
	Add Supporting Data Help 🕢
Supporting Data	Part 3. OFF-HIGHWAY EQUIPMENT Part 4. STORAGE TANKS Part 5. LICENSED VEHICLES Part 6. FARMS Back Print Exit Cancel

The Add Supporting Data screen is displayed. Click the down arrow and click Part 6 Farms.

North Carolina Department of Re	evenue	Li i din	and the second
Profile/Login	Set Session Sch	edules Tax Returns Supporting Data Maintenance >> Sup	porting Data Types >>
Supporting Data Mainter	nance >> Supporting Data Types >> Su	upporting Data Maintenance	
Account Name	Account Number	Period 12/2006	Account Type
	Supporting Data	a Maintenance	Help
* Required	* NUMBER OF AC	* NAME OF CROP	
Tequieu	Add Next Add+Ne	w Data Tax Return	
	Supporting Data	a Maintenance	
	Back Print	Exit Cancel	

The **Supporting Data Maintenance** screen is displayed. Enter the **Crop Type** and **Number of Acres Cultivated**.

North Carolina Department of Re	venue	· · · · · · · · ·		
Profile/Login	Set Session Sche	dules Tax Returns		
Supporting Data Maintena	nance >> Supporting Data Types >> Su ince >> Supporting Data Types >> Supp	pporting Data Maintenance >> Suppor orting Data Maintenance	ting Data Types >>	
Account Name	Account Number	Period	Account Type	
TRAINING 2	98765432140 Supporting Data	12/2006 Maintenance	Help	
* Required	* INUMBER OF ACRE	NAME OF CROP Soy Beans SCULTIVATED 1000		
	Add Next Add+New	Data Tax Return		
	Supporting Data M Back Print	laintenance Exit Cancel		

Review the keyed data. If more crops are to be entered click **Add Next**. Add information for all crops. Once all crops are entered click **Tax Return**.

				inc	cludes N.C. Road Tax
1.	Beginning inventory of tax-paid motor fuel on hand at first of year	►	1.	_[1,000
2.	Total gallons of tax-paid motor fuel purchased during 2006	►	2.	_[10,000
3.	Total gallons of tax-paid motor fuel to be accounted for (Add Lines 1 and 2) (Must equal Line 7)		3.		11,000
4.	Total gallons of tax-paid motor fuel used in off-highway equipment for which refund is requested	•	4.	_[8,000
5.	Total gallons of tax-paid motor fuel used in licensed vehicles for which no refund is requested	•	5.		1,500
6.	Ending inventory of tax-paid motor fuel on hand at end of year	►	6.	_	1,500
7.	Total gallons of tax-paid motor fuel accounted for (Add Lines 4, 5, and 6) (Must equal Line 3)		7.	33 	11,000
Part 2. C	omputation of Refund				
8.	Refund due on tax-paid motor fuel used in off-highway equipment (Multiply Line 4 by \$0.2990)	8	-		\$2,392.00
9.	Total gallons of motor fuel used in nonhighway equipment for which sales tax is due.	▶ 9			6,000
10.	Sales tax due (Multiply Line 9 by \$0.1327)	▶ 10)	_	\$796.20
11.	Total gallons of motor fuel used in nonhighway equipment for which privilege tax is due.	► 11	10) 15		2,000
12	Manufacturing privilege tax due (See Instructions for partification) (Multiply Line 11 by \$0.0177)	▶ 12	2		\$35.40
13	Total Refund Due (Line 8 minus Lines 10 and 12)	13.	<u></u>		\$1,560.40
	Next Supporting Data				

The refund return is displayed. Scroll to the bottom of the return and click Next.

Make of Vehicle	Indicate Car or Truck	Type of Fuel Used	If Truck, Gross License Weight
VOLVO	TRUCK	GASOLINE	80,000
			-
Part 6. Farms - Attach additional page	ges if needed.		
Farm Refund Information Only			
Name of Crop	Number of Acres Cultivated	Name of Crop	Number of Acres Cultivated
SOY BEANS	1,000		
Pieneture		Title Dropperorio Title	8-1-04/07/0007
Signature: I certify that, to the best of my knowle Claims for Refund are due by Ap MAIL TO: North Carolina Department of Rever Motor Fuels Tax Division Post Office Box 25000 Raleigh, North Carolina 27640-095	ledge, this claim is accurate and complete pril 17, 2006. enue	Title: Preparer's Title QUEST Contac Telepho Toll Frax Nu	Date: 01/27/2007 TIONS: t the Motor Fuels Tax Divisis one Number (919) 733- e Number (877) 308- mber (919) 733-

Page 2 of the refund return is displayed. Once all information has been entered and verified, scroll to the bottom of the return and click **Submit**.

	view wiessages	Help 🚱
Company Name	TRAINING 2	
.ccount ID	98765432140	
eturn Confirmation Number	4702707000004	
Return Received	01/27/2007 09:50 EST	
Filing Period	12/2006 - Original	
Account Type	Claim for Refund: Off-Hig Fish	ghway-Pleas Boat / Sp
	Please print for your records	
Prin	t Exit Cancel	
Prin	t Exit Cancel	

The **Return Confirmation Message** will display. Click the **Print** button to print this message for your records. Click **Cancel** to return to the Main Menu to process another return. Click **Exit** to leave the Electronic Filing System.

39

		Martin and Martin and
Department of Re	venue	and the state
Profile/Login	Set Session Schedules Tax Returns	
Business >> Main Men	u	
Welcome Donne Al	dorman	
Account Name	Account Number Period Account Type	
TRAINING 2	98765432140 12/2006 OA	
	Main Menu Help 🕐	
Select a task to	<u>perform</u>	
Tax Return	Process and review tax returns	
Payments	Make a credit card or bank draft payment	
ViewMessages	View acknowledgments and messages	
Print Return	Print return and supporting schedules - the return must be calculated prior to printing for best results	
	calculated prior to printing for best results	
Consolidated Return	Print consolidated return - the return must be calculated	
	prior to printing for best results	

If **Cancel** is selected the Main screen is displayed. A new session must be set to continue processing returns.

Security Alert X You are about to leave a secure Internet connection. It will be possible for others to view information you send.	
Do you want to continue? In the future, do not show this warning Yes No More Info	

If **Exit** is selected a dialog box will display asking if you want to leave the secure internet connection. Click **YES**.



The Department of Revenue website Main screen is displayed. You have successfully filed your **Gas-1201 Claim for Refund – Off-Highway** return.

Gas-1200C Power Takeoff Vehicles

	36551011 36160	ction	Help
Session Informati	ion		
Company	TRAINING 2	FEIN:	987654321
Reporting State	North Carolina		
Account Type	Claim for Refund: PTO	Vehicles-Septage	Removal
Reporting Period			
Account ID	98765432156		

In the previous screens, instructions were provided to set a new session and complete a return. The Session Selection Screen allows access to view open or filed sessions as well as create an amended session. The options available are listed below.

- View an Existing Session
 View a List of All Sessions
 Create an Amended Session

The following screens provide instructions for each of these functions.

Carolina		A	and the second	
rtment of Reve	nue	₽ ₽	<u></u>	
Profile/Login	Set Session Sc	chedules Ta:	< Returns	
Business >> Main Menu >>	Select Session >> Session Co	ntinued		
	Session Se	lection	Help 🕜	
Session Informat	ion			
Company	TRAINING 2	FEIN:	987654321	
Reporting State	North Carolina			
Account Type	Claine r Refu)ff-Highway-Pleas Bo	at / Sp Fish	
Reporting Period	12 🗸 / 2006 🗸			
Account ID	98765432140			
Existing Session	Session List	NewSession	Amendment	
Existing Se	ssion			
	331011			
	Back Exit	Cancel		

View an existing session: At the **Session Selection** screen click the drop down arrow for **Month** and **Year** for the Reporting Period. Click **Existing Session**.

rth Carolina partment of Reve	enue			
Profile/Login	Set Session Sc	hedules T	ax Returns	
Business >> Main Menu >>	Select Session >> Session Co	ntinued >> Session F	inalize	
			~	
	Session Se	lection	Help 🕜	
Session Informat	ion			
Company	TRAINING 2	FEIN:	987654321	
Reporting State	North Carolina			
Reporting Period	12 / 2006			
Account Type	Claim for Refund: C)ff-Highway-Pleas	Boat / Sp Fish	
Account ID	98765432140	1		
Return Type	Original	Sequence	0	
Status	Filed			
	Confirm			

The **Session Selection Information** screen is displayed. Please note the **Status**. If this is Filed you may only view the information. If the status is Open you may modify the information. Click **Confirm**.

North C Departr	arolina nent of Re	venue	· 4					
Bus	Profile/Login siness >> Main Menu	Set Session	Schedules	Tax Return:	S			
Welco	ome Donna Ale	derman			13			
	unt Name AINING 2	Account Number 98765432140	Per 12/2	riod 2006	Account Type OA			
	1.993940 - 9441944 - 1444	Ma	in Menu		Help 🕜			
Se	elect a task to	<u>perform</u>						
-	Tax Return	Process and revi	ew tax returns					
•	Payments	Make a credit car	d or bank draft pa	ayment				
-	ViewMessages	View acknowledg	View acknowledgments and messages					
•	Print Return	Print return and s calculated prior t	supporting sched o printing for bes	lules - the retur t results	n must be			
• C	onsolidated Return	Print consolidate prior to printing f	d return - the retu or best results	ırn must be cal	culated			

The **Main Menu** screen is displayed. You may view your return by clicking **Tax Return**, make a payment by clicking **Payment**, view messages by clicking **View Messages**, print the ⁴⁶ return by clicking **Print Return**, or view a consolidated return by clicking **Consolidated**

	Session Selection	n	Help 🕜	
Session Informa	tion			
Company	TRAINING 2	FEIN:	987654321	
Reporting State	North Carolina			
Account Type	Claim for Refund: Off-High	way-Pleas Bo	at / Sp Fish	
Reporting Period				
Account ID	98765432140			

From the **Set Session** screen, to view a list of all returns click **Session List**. No reporting period is required.

Profile/Login Set Session Schedules Tax Returns Business >> Main Menu >> Select Session >> Session Continued >> Session List Account Name Account Number Period Account Type TRAINING 2 98765432140 N/A OA Select a Session Selection List Help ? Select a Session Original / Amendment Status C 12 2006 Original / Amendment Status Select session Select session Select Select Select session Select Select Select	North Carolina Department of Reve	enue	L
Account Name Account Number Period Account Type TRAINING 2 98765432140 N/A OA Session Selection List Help ? Select a Session Original / Amendment Status Select Month Year Original / Amendment Status 12 2006 Original 0 Filed Select session Select Select Select Select	Profile/Login Business >> Main Menu >>	Set Session Schedules Select Session >> Session Continued >> Session	Tax Returns
Select a Session Select Month Year Original / Amendment Status C 12 2006 Original © Filed Select Select session	Account Name TRAINING 2	Account Number Period 98765432140 N/A Session Selection List	Account Type OA Help ?
C 12 2006 Original O Filed Select Select session	Select a Session	Year Original / Amendm	ent Status
Select session Back Print Evit Cancel	C 12	2006 Original	0 Filed
	Bac	Select session	Cancel

Click the radio button next to the return that you want to view. Click **Submit**. Please note any return highlighted in grey was processed by the Motor Fuels Tax Division. A return not highlighted (as above) was submitted online by the taxpayer.

orth Carolina epartment of Reve Profile/Login	enue	hedules Ta	× Returns	2
Business >> Main Menu >>	Select Session >> Session Control	ntinued >> Session Lis	t >> Session Finalize	
	Session Se	lection	Help 🕜	
Session Informat	tion			
Company	TRAINING 2	FEIN:	987654321	
Reporting State	North Carolina			
Reporting Period	12 / 2006			
Account Type	Claim for Refund: C)ff-Highway-Pleas B	oat / Sp Fish	
Account ID	98765432140	1		
Return Type	Original	Sequence	0	
Status	Filed			
		2		

The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. Click **Confirm** to view the return.

	Session Sel	ection	Help 🕜	
Session Informat	ion			
Session mornal				
Company	TRAINING 2	FEIN:	987654321	
Reporting State	North Carolina			
Account Type	Clainer Refu	ff-Highway-Pleas Bo	at / Sp Fish	
Reporting Period	12 • / 2006 •			

To amend a previously filed return, at the **Session Selection** screen click the drop down arrow for **Month** and **Year** for the Reporting Period. Click **Amendment**.



The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. **Note: The sequence is 1 indicating an amended return.** Click **Confirm** to amend the return.

North Carolina Department of Re	venue	22 grand - Alfred A
Profile/Login	Set Session Schedules Tax Returns	
Business >> Main Men		
Welcome Donna Al	derman	
Account Name TRAINING 2	Account Number Period Account Type 98765432149 12/2006 OA	
	Main Menu Help 🕜	
Select a task t	perform	
Tax Return	Process and review tax returns	
Payments	Make a credit card or bank draft payment	
ViewMessages	View acknowledgments and messages	
Print Return	Print return and supporting schedules - the return must be calculated prior to printing for best results	
Consolidated Return	Print consolidated return - the return must be calculated prior to printing for best results	

The Main Menu screen is displayed. Amend your return by clicking Tax Return.

Prepar	er's Name	(919)733-3409	(919)733-8654	Refund for Cale	endar Year
Business or A	Activity for which Refund is Claimed			2006	
PLEASU	IRE BOAT /		· · · · · · · · · · · · · · · · · · ·		
IMPORTAN	T: You must complete all applicable Line	s and Parts on this claim to	receive a refund.		
Part 1.	Gallonage Accountability				
,, ,				Mo include	otor Fuel that es N.C. Road Tax
1.	Beginning inventory of tax-paid	motor fuel on hand at	first of year	🃫 1	1,000
2.	Total gallons of tax-paid motor	fuel purchased during	2006	📫 2	20,000
3.	Total gallons of tax-paid motor fuel t (Add Lines 1 and 2) (Must equal Line	to be accounted for 7)		3	11,000
4.	Total gallons of tax-paid motor refund is requested	fuel used in off-highwa	ay equipment for which	🍁 4: 💷	18,000
5.	Total gallons of tax-paid motor t is requested	fuel used in licensed ve	chicles for which no refund	b 5.	1,500
6.	Ending inventory of tax-paid mo	otor fuel on hand at end	d of year	6	1,500
7.	Total gallons of tax-paid motor (Add Lines 4, 5, and 6) (Must equa	fuel accounted for I Line 3)		7	11,000
Part 2. 0	Computation of Refund				
8.	Refund due on tax-paid motor (Multiply Line 4 by \$0.2990)	fuel used in off-highw	ay equipment	8	\$2,392.00
9.	Total gallons of motor fuel use tax is due.	d in nonhighway equip	oment for which sales	9	6,000
10	. Sales tax due (Multiply Line 9 by \$0.1327)			10	\$796.20
11	 Total gallons of motor fuel use tax is due. 	d in nonhighway equip	oment for which privilege	🃫 11. 💶	2,000
12	2. Manufacturing privilege tax due	e (See instructions for	certification)	12	\$35.40

A preview of the originally filed return is displayed. Enter the **Contact Person** and then scroll down to enter the total gallons that should be reported. This will be the original gallons plus any additional gallons to be reported. Click **Calculate**.



The calculated amended return will be displayed. To view only the changes made on the amended return click **View Delta**.



After verifying the additional gallons click Next.

	Make of Vehicle	Indicate Car or Truck	Type of Fuel Used	If Truck, Gross License Weight
	VOLVO	TRUCK	GASOLINE	80,000
Par	t 6. Farms - Attach additional	pages if needed.		
Farn	n Refund Information Only			
	Name of Crop	Number of Acres Cultivated	Name of Crop	Number of Acres Cultivated
	SOY BEANS	1,000		
Sign: Clain MAII Nort Moto Rale	ature: Toerlify that, to the best of my kn ms for Refund are due by L TO: h Catalina Department of Ri or Fuels Tax Division Office Bot 25000 high, North Orvolina 27640-0	owledge, this claim is accurate and comple April 17, 2006. evenue 1950	Title: Preparer's Title QUEST Contac Telepho Toll Fre Fax Nu	Date: 01/27/2007
	Click the Supporting	Tre tious Suppor	ting Data edit/delete support	ing data

Verify the information on Page 2. To add additional vehicles or tanks click **Supporting Data.** The data entry process will be the same as when completing the original return. If all information is correct click **Submit**.

56

V	liew Messages Help 🕜	
company Name	TRAINING 2	
	98765432140	
eturn Confirmation Number	4702707000005	
eturn Received	04/27/2007 10:01 507	
iling Period	12/2006 - Amendment 1	
ccount Type	Fish	
Plea	ase print for your records	
Derivet	Evit Canool	

The View Messages screen is displayed. Note: The Filing Period reflects Amendment 1.

Carolina rtment of Revenue	
Profile /I onin Set Sessi	on Schedules Tax Returns
Business >> Main Menu >> Tax Return >> I	Payment Menu >> View Messages
v	iew messages Heip 🕐
Compony Norse	TRANSIC O
Sompany Name	1 RAINING 2 09765499140
loture Confirmation Number	4703707000005
eturn Commation Number	4/02/0000000 01/07/0007 10:01 EST
iling Deriod	12/2006 Amondment 1
- miny Pendu Account Type	Claim for Defund: Off Highway Black Boat / Sp
Account Type	Fish
Plea	ase print for your records
Print	Exit Cancel

If you are finished using the web application click **Exit**. A security dialog box will display. Click **Yes**. Your system will be redirected to the Department's website home page.