MOTOR FUEL TRACKING SYSTEM

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

COMPLETING THE GAS-1260 BLENDER RETURN

Gas-1260 Blender Return

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

Gas-1260 Blender Return

Businesses

E-500 Sales and Use E-File – File your E-500 tax return and the accompanying schedules, E-543 and E-536 and pay your tax electronically.

NC-5 and NC-5P Withholding E-File – File your NC-5 tax return or NC-5P and pay your tax electronically.

Motor Fuels IFTA/Intrastate E-File – Filing your tax return and ordering credentials electronically.

Motor Fuels EDI Implementation Guide and Trading Partner Agreement – Click here to access the Motor Fuels EDI mapping for Motor Fuels Suppliers, Terminal Operators & Carriers and also to access the Trading Partner Agreement.

Motor Fuels E-File – File your Motor Fuels Tax returns (Excludes IFTA)

Bills and Notices – Make a payment on a bill or notice that you received from the Department of Revenue.

EFT – Electronic Funds Transfer via ACH Debit or ACH Credit.

CD-429 Corporate Estimated Income Tax – Pay your corporate estimated payments online.

CD-419 Application for Extension for Franchise and Corporate Income Tax – File your corporate and franchise tax extension and pay the tax electronically.

CD-V, Franchise Tax and Corporate Income Tax Payment Vouchers - Pay your current year franchise and corporate income tax.

CD-V Amended, Amended Franchise Tax and Corporate Income Tax Payment Vouchers - Pay the tax on your franchise and corporate amended income tax.

E-Alerts – Click here to join our Tax Updates Mailing List. Mailings through this list will include bulletins, directives, and other important notices about law changes and related tax matters.

Web Site Survey – Help us make improvements to our web site by completing a short survey.

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

Gas-1260 Blender Return

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

Gas-1260 Blender Return

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

Gas-1260 Blender Return

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

Gas-1260 Blender Return

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

Gas-1260 Blender Return
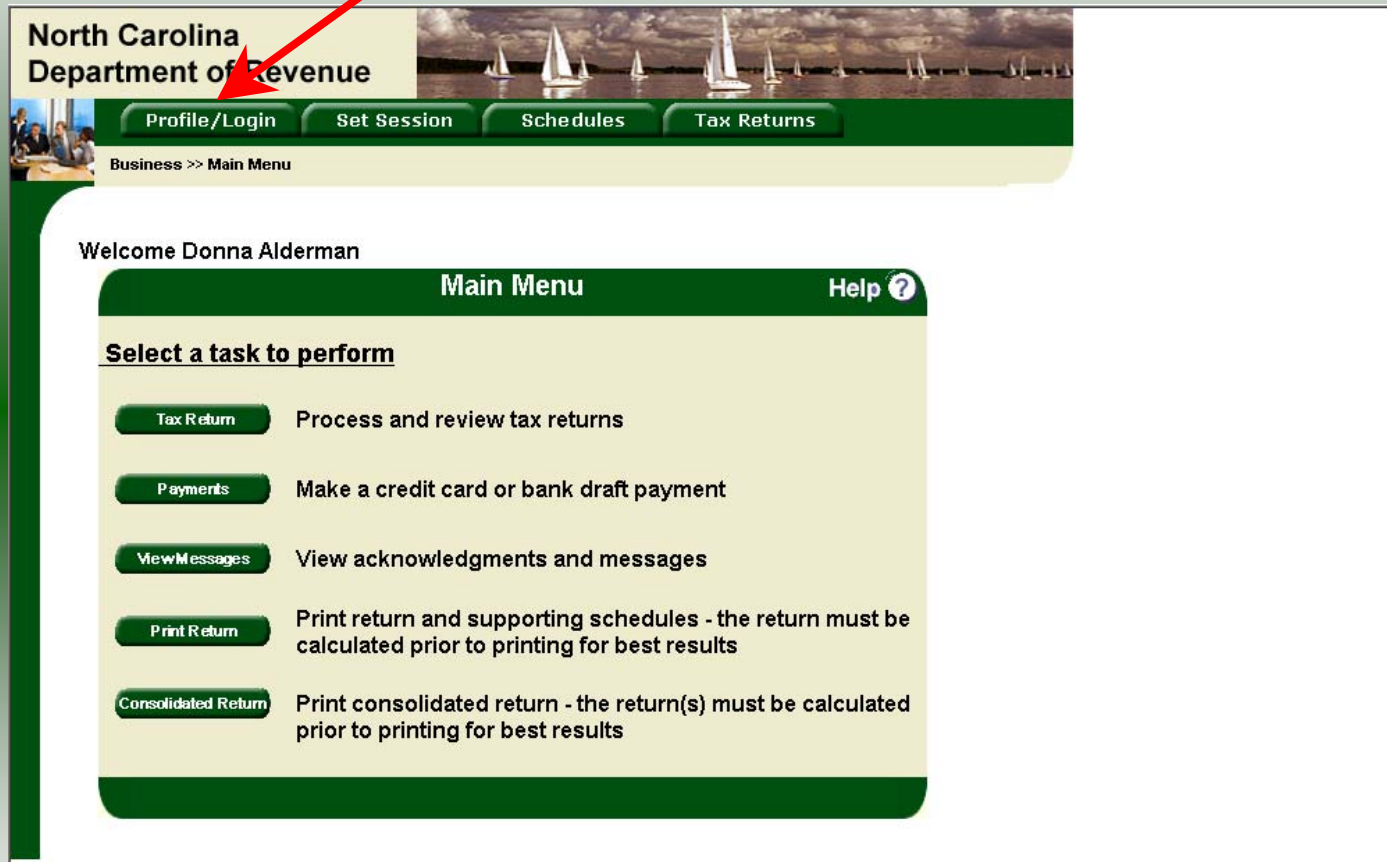
The **Choose Entity** screen will display. The user may only access entities which they have been given access, usually the access is for the displayed account only. Select the entity and click **Next**.
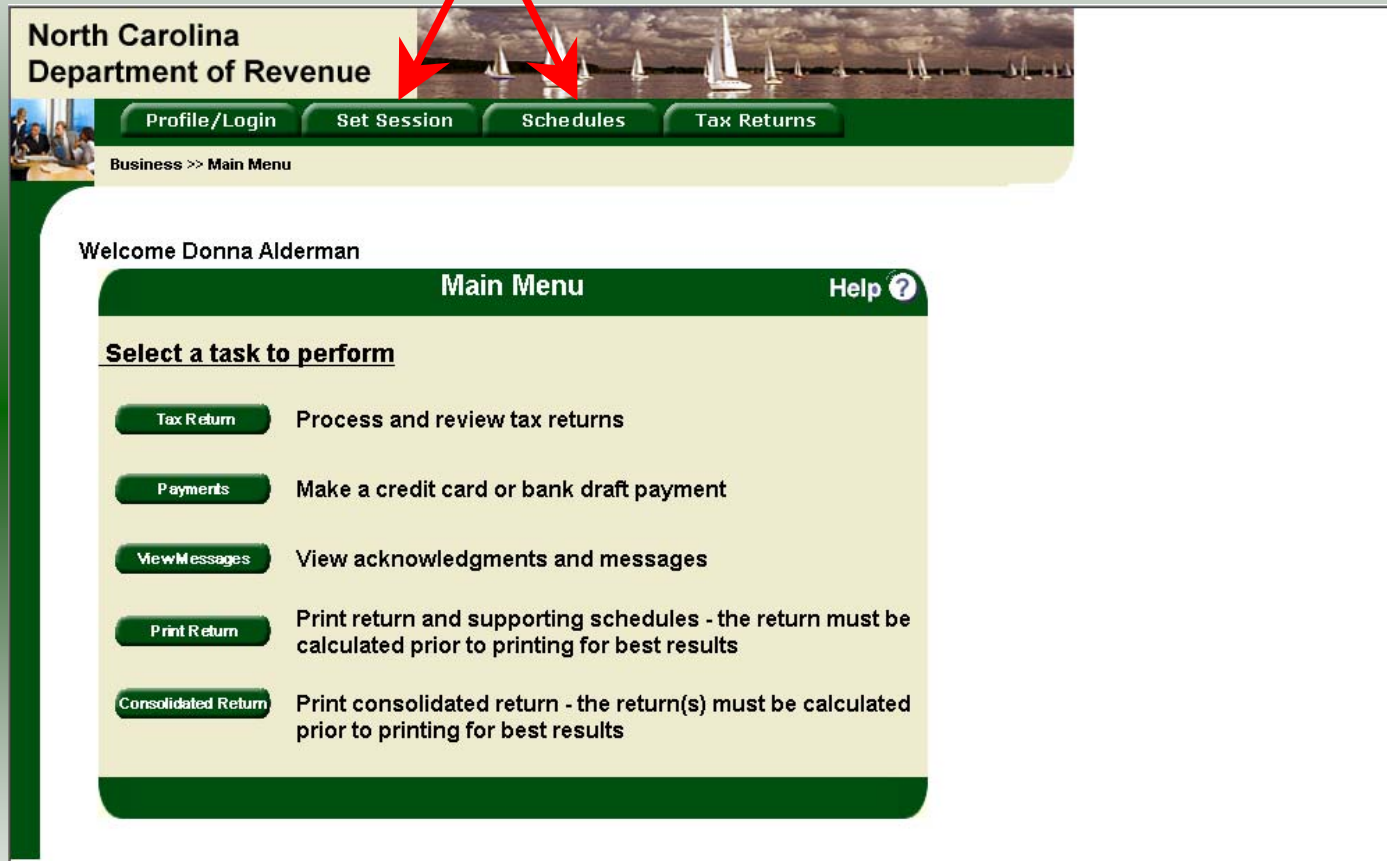
Gas-1260 Blender Return

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.
P**rofile/Login** tab returns the user to the **Welcome** screen to exit the FTS.

Gas-1260 Blender Return

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.

Gas-1260 Blender Return

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.

Gas-1260 Blender Return

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.

Gas-1260 Blender Return

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.

Gas-1260 Blender Return

You must set the tax return session before proceeding. Click on the **Set Session** tab across the top of the screen.

Gas-1260 Blender Return

The Session Selection screen is displayed. Click on **Account Type** and then scroll down the returns list until the **Blender** is highlighted. Left click.

Gas-1260 Blender Return

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

Gas-1260 Blender Return

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

Gas-1260 Blender Return

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

Gas-1260 Blender Return

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 Returns** tab at the top of the screen or the button on the left side of the screen..

Gas-1260 Blender Return

Enter the **Contact Name** located under the address information and then moving to the check boxes in the upper right-hand corner of the return. Next enter the gallons blended with gasoline on **Line 1** and diesel on **Lines 2 & 3.** Scroll down to **Line 10.**

Gas-1260 Blender Return

3.	Total gallons of other product blended with diesel fuel	3.		200	200
4.	Total gallons subject to tax before tare (Add Lines 1, 2, and 3)	4.	500	300	800
5.	Tare Allowance (Multiply Line 1 by $0.0100)	5.	5		5
6.	Total gallons subject to road tax (Subtract Line 5 from Line 4)	6.	495	300	795
7.	Total gallons subject to inspection tax (Add Lines 1 and 3, then subtract Line 5)	7.	495	200	695
8.	Motor fuels road tax (Multiply Line 6 by road tax rate)	8.	148.01	89.70	237.71
9.	Motor fuel inspection tax (Multiply Line 7 by $0.0025)	9.	1.24	0.50	1.74
10.	Adjustments (Attach explanation)	10.	-100.00	-70.00	-170.00
11.	Total road and inspection taxes due (Add Lines 8,9, and 10)	11.	49.25	20.20	69.45
12.	Penalty (See instructions)	12.	8.47	3.47	11.94
13.	Interest (See instructions)	13.	0.30	0.13	0.43
14.	Total Amount Due (Add Lines 11, 12, and 13)	14.	58.02	23.80	$ 81.82

Signature and Title: **PREPARER'S TITLE** ___ Date: 01/29/2007

I certify that, to the best of my knowledge, this claim is accurate and complete.

Returns are due by the 22nd of each month.

MAIL TO: North Carolina Department of Revenue, Motor Fuels Tax Division, Post Office Box 25000, Raleigh, North Carolina 27640-0950

Submit	Calculate	Recalc Penalty

Please set print orientation to PORTRAIT

Please enter the tax form information

Back	Reset	Print Preview	Cancel	Exit

Enter any adjustments to your tax liability on **Line 10.** Refer to the return instructions for qualifying adjustments. Next enter the **Title** and **Date**. Click **Calculate**.

21

Gas-1260 Blender Return

The calculated return will display for review. Please note **Lines 12 & 13**. Penalty and interest are calculated if the return is filed late. Click **Submit**.

Gas-1260 Blender Return

The **Payment Menu** is displayed. Instructions will be provided for paying by Credit/Debit Card and Bank Draft. To pay by Credit/Debit card select the **Credit/Debit Card** button.

Gas-1260 Blender Return

**North Carolina
Department of Revenue**

| Profile/Login | Set Session | Schedules | Tax Returns |

Business >> Main Menu >> Tax Return >> Payment Menu >> Card Payment Entry

Account Name	Account Number	Period	Account Type
TRAINING 1	12345678901	12/2006	BL

Payment by Credit/Debit Card   Help ?

*Credit/Debit Card Type   Mastercard

*Card Account Number   5454545454545454

*Card Expiration (Month/Year)   October   2007

*Zip Code (Verification)   00001

Payment Amount $81.82

Convenience Fee $2.00

Total Amount $83.82

Zip Code: Please enter your five digit zip code as it appears on your credit/debit card statement. The zip code is used for credit/debit card verification.

To pay by Credit/Debit Card, enter the **Card Type**, **Card Account Number**, **Card Expiration Date**, and the **Zip Code** of the address where the credit card statement is mailed. For all Credit/Debit payments a $2.00 per $100.00 increment is charged.

Gas-1260 Blender Return

After entering the credit card information scroll to the bottom of the page and click **Submit**.
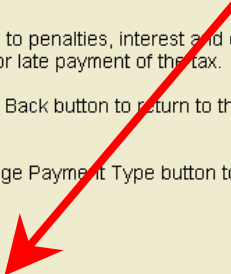
Gas-1260 Blender Return

*Credit/Debit Card Type	Mastercard
*Card Account Number	5454545454545454
*Card Expiration (Month/Year)	10 / 2007
*Zip Code (Verification)	00001
Payment Amount	$ 81.82
Convenience Fee	$ 2.00
Total Amount	$83.82

By submitting this form I hereby:

1) Certify the information is complete and correct

2) Authorize the North Carolina Department of Revenue to charge the above credit/debit card account for the 'Total Amount' specified.

3) I understand that reversing this charge may subject me to penalties, interest and other fees imposed by the Department of Revenue for nonpayment or late payment of the tax.

4) To change this Credit/Debit Card payment, click on the Back button to return to the Credit/Debit Card Payment entry screen.

5) To choose another payment method, click on the Change Payment Type button to be routed to the Bank Draft (ACH) Payment screen.

* Required Fields

Change Pmt Type   **Submit**

The **Payment Verification** screen is displayed. There are two options: **Change Payment Type** or **Submit** the payment using the credit/debit card. Click **Submit** to complete the payment and display the **Return Confirmation** screen.

Gas-1260 Blender Return

The **Return Confirmation Message** will display. Click **Next** to view the payment confirmation. Click the **Print** button to print this message for your records.

Gas-1260 Blender Return

The **Payment 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.

Gas-1260 Blender Return

To pay by bank draft select the **Bank Draft** button at the **Payment Menu** screen..

Gas-1260 Blender Return

Enter the **Account Type**, **Bank Routing Number**, and **Bank Account Number**.
There is no fee for payment by bank draft. Instructions are provided on the screen to
identify the Bank Routing Number and the Account Number as displayed on the check.

Gas-1260 Blender Return

After entering the bank account information scroll to the bottom of the page and click **Submit**.

Gas-1260 Blender Return

The **Payment Verification** screen is displayed. Re-enter the **Bank Account Number.** There are now two options: **Change Payment Type** or **Submit** the payment using the bank draft. Click **Submit** to continue the bank draft payment.

Gas-1260 Blender Return

The **Payment Verification** screen is displayed. Click **Submit** to complete the payment and display the **Return Confirmation** screen.

Gas-1260 Blender Return

The **Return Confirmation Message** will display. Click **Next** to view the payment confirmation. Click the **Print** button to print this message for your records.

Gas-1260 Blender Return

The **Payment 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.

Gas-1260 Blender Return

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

Gas-1260 Blender Return
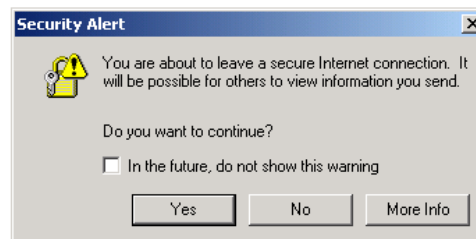
Click **Exit** to exit the Fuel Tracking System. A dialog box will display asking if you want to leave the secure internet connection. Click **YES**.

Gas-1260 Blender Return

The Department of Revenue website Main screen is displayed. You have successfully filed your **Gas-1260 Blender** return.

Gas-1260 Blender Return

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.

1. **View an Existing Session**
2. **View a List of All Sessions**
3. **Create an Amended Session**

The following screens provide instructions for each of these functions.

Gas-1260 Blender Return

To 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**.

Gas-1260 Blender Return

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**.

Gas-1260 Blender Return

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 return by clicking **Print Return**, or view a consolidated return by clicking **Consolidated**

Gas-1260 Blender Return

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

Gas-1260 Blender Return

Click the radio button next to the return that you want to view. Click **Submit**. Please note that the returns highlighted in grey were processed by the Motor Fuels Tax Division. The return not highlighted was submitted online by the taxpayer.

Gas-1260 Blender Return

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.

Gas-1260 Blender Return

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**.

Gas-1260 Blender Return

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.

Gas-1260 Blender Return

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

Gas-1260 Blender Return

The original filed return will be displayed. Make the necessary changes to Lines **1, 2, & 3**. Once this is complete the return should display the original data and any corrections. Enter the **Contact Person** and **Title**. Scroll down to **Line 10.**

Gas-1260 Blender Return

1.	Total gallons of product blended with gasoline	1.	500		500
2.	Total gallons of kerosene blended with diesel fuel	2.		100	100
3.	Total gallons of other product blended with diesel fuel	3.		900	200
4.	Total gallons subject to tax before tare (Add Lines 1, 2, and 3)	4.	500	300	800
5.	Tare Allowance (Multiply Line 1 by $0.0100)	5.	5		5
6.	Total gallons subject to road tax (Subtract Line 5 from Line 4)	6.	495	300	795
7.	Total gallons subject to inspection tax (Add Lines 1 and 3, then subtract Line 5)	7.	495	200	695
8.	Motor fuels road tax (Multiply Line 6 by road tax rate)	8.	148.01	89.70	237.71
9.	Motor fuel inspection tax (Multiply Line 7 by $0.0025)	9.	1.24	0.50	1.74
10.	Adjustments (Attach explanation)	10.	0	0	-170.00
11.	Total road and inspection taxes due (Add Lines 8,9, and 10)	11.	49.25	20.20	69.45
12.	Penalty (See instructions)	12.	8.47	3.47	11.94
13.	Interest (See instructions)	13.	0.30	0.13	0.43
14.	Total Amount Due (Add Lines 11, 12, and 13)	14.	58.02	23.80	$ 81.82

Signature and Title: PREPARER'S TITLE _____ Date: 01/29/2007

I certify that, to the best of my knowledge, this claim is accurate and complete.

Returns are due by the 22nd of each month.

MAIL TO: North Carolina Department of Revenue, Motor Fuels Tax Division, Post Office Box 25000, Raleigh, North Carolina 27640-0950

Submit   **Calculate**   **View Delta**

Please set print orientation to PORTRAIT

Make the necessary changes to the **Adjustments** on **Line 10**. Once this is complete the return should display the original data and any corrections. Enter the **Contact Person's Title** and **Date** return completed. Click **Calculate**.

Gas-1260 Blender Return

Description	Gasoline	Diesel Fuel	Total
1. Total gallons of product blended with gasoline	500		500
2. Total gallons of kerosene blended with diesel fuel		100	100
3. Total gallons of other product blended with diesel fuel		900	900
4. Total gallons subject to tax before tare (Add Lines 1, 2, and 3)	500	1,000	1,500
5. Tare Allowance (Multiply Line 1 by $0.0100)	5		5
6. Total gallons subject to road tax (Subtract Line 5 from Line 4)	495	1,000	1,495
7. Total gallons subject to inspection tax (Add Lines 1 and 3, then subtract Line 5)	495	900	1,395
8. Motor fuels road tax (Multiply Line 6 by road tax rate)	148.01	299.00	447.01
9. Motor fuel inspection tax (Multiply Line 7 by $0.0025)	1.24	2.25	3.49
10. Adjustments (Attach explanation)	0.00	0.00	0.00
11. Total road and inspection taxes due (Add Lines 8,9, and 10)	149.25	301.25	450.50
12. Penalty (See instructions)	8.47	3.47	11.94
13. Interest (See instructions)	0.30	0.13	0.43
14. Total Amount Due (Add Lines 11, 12, and 13)	158.02	304.85	$ 462.87

Signature and Title: _____ PREPARER'S TITLE _____ Date 01/29/2007 _____
I certify that, to the best of my knowledge, this claim is accurate and complete.

Returns are due by the 22nd of each month.

MAIL TO: North Carolina Department of Revenue, Motor Fuels Tax Division, Post Office Box 25000, Raleigh, North Carolina 27640-0950

[Submit]   [Calculate]   [View Delta]

Once this is complete the return should display the original data and any corrections. To view only the changes made on the amended return click **View Delta**.

51

Gas-1260 Blender Return

	Description		Gasoline	Diesel Fuel	Total
1.	Total gallons of product blended with gasoline	1.	0		0
2.	Total gallons of kerosene blended with diesel fuel	2.		0	0
3.	Total gallons of other product blended with diesel fuel	3.		700	700
4.	Total gallons subject to tax before tare (Add Lines 1, 2, and 3)	4.	0	700	700
5.	Tare Allowance (Multiply Line 1 by $0.0100	5.	0		0
6.	Total gallons subject to road tax (Subtract Line 5 from Line 4)	6.	0	700	700
7.	Total gallons subject to inspection tax (Add Lines 1 and 3, then subtract Line 5)	7.	0	700	700
8.	Motor fuels road tax (Multiply Line 6 by road tax rate)	8.	0.00	209.30	209.30
9.	Motor fuel inspection tax (Multiply Line 7 by $0.0025	9.	0.00	1.75	1.75
10.	Adjustments (Attach explanation)	10.	100.00	70.00	170.00
11.	Total road and inspection taxes due (Add Lines 8,9, and 10)	11.	100.00	281.05	381.05
12.	Penalty (See instructions)	12.	0.00	0.00	0.00
13.	Interest (See instructions)	13.	0.00	0.00	0.00
14.	Total Amount Due (Add Lines 11, 12, and 13)	14.	100.00	281.05	$ 381.05

Signature and Title: _____ **PREPARER'S TITLE** _____ Date: 01/29/2007 _____
I certify that, to the best of my knowledge, this claim is accurate and complete.

Returns are due by the 22nd of each month.

MAIL TO: North Carolina Department of Revenue, Motor Fuels Tax Division, Post Office Box 25000, Raleigh, North Carolina 27640-0950

Submit   Calculate   View Consolidated

After verifying the gallons click **Submit**.

Gas-1260 Blender Return

If additional tax is due the **Payment Menu** screen will be displayed. Refer to the payment instructions beginning on **Slide 23** for submitting the payment. If no additional tax is due then a **Return Confirmation** screen will be displayed.

Gas-1260 Blender Return

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

Gas-1260 Blender Return

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.