MOTOR FUEL TRACKING SYSTEM



COMPLETING THE GAS-1264 FUEL ALCOHOL/BIODIESEL PROVIDER 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.

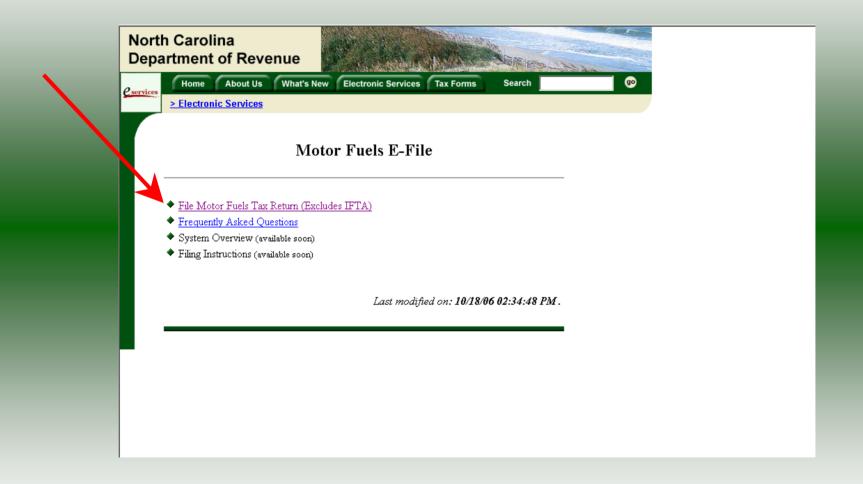
CD-V, Franchise Tax and Corporate Income Tax Payment Vouchers - Pay your current year franchise and corporate income tax.

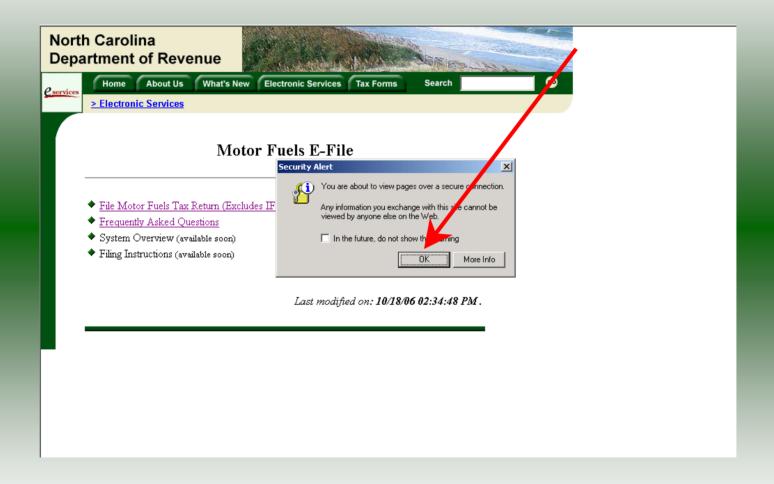
CD-V Amended, Amended Franchise
Tax and Corporate Income Tax
Payment Vouchers - Pay the tax on your
franchise and corporate amended income
tax.

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.

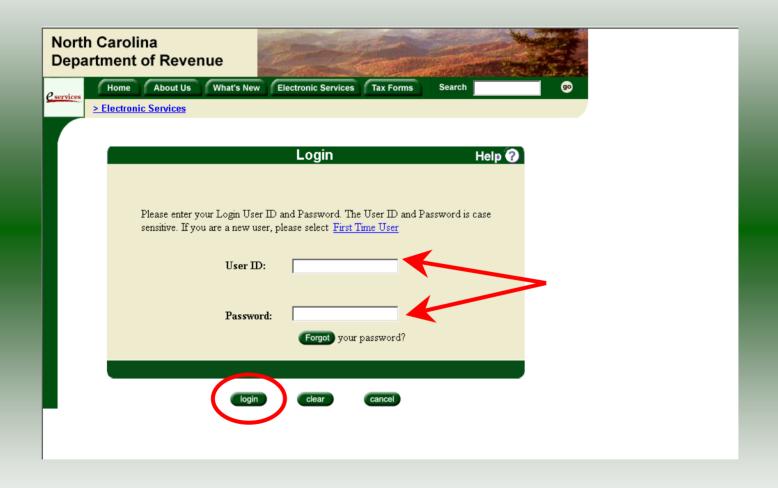
Web Site Survey – Help us make improvements to our web site by completing a short survey.

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

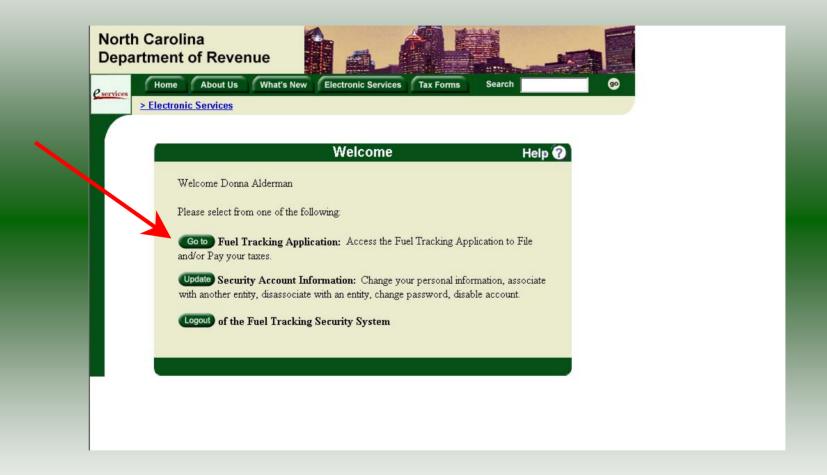




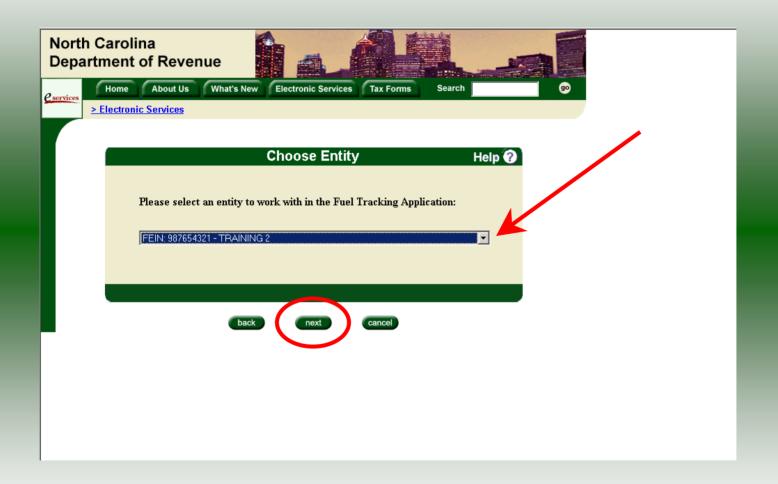
A message will display stating "You are about to view pages over a secure connection." Click **OK**.



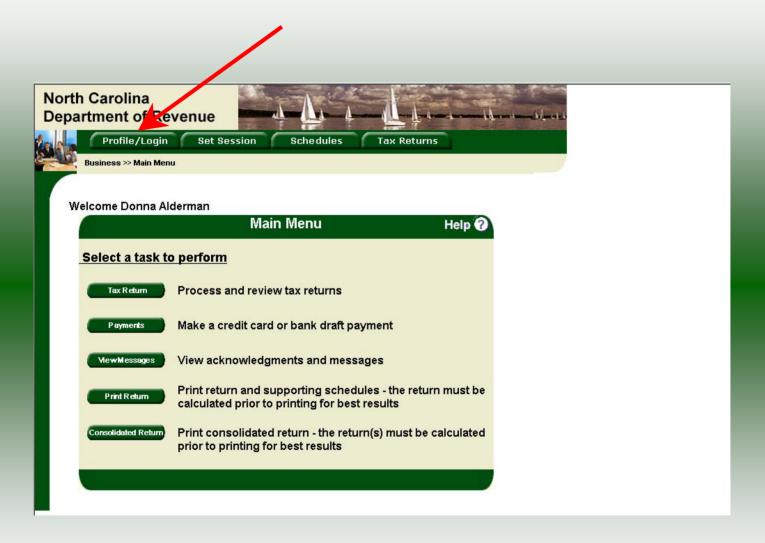
Enter your User ID and password as established during the **Set-up Your Account** procedures. Click **Login**.



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

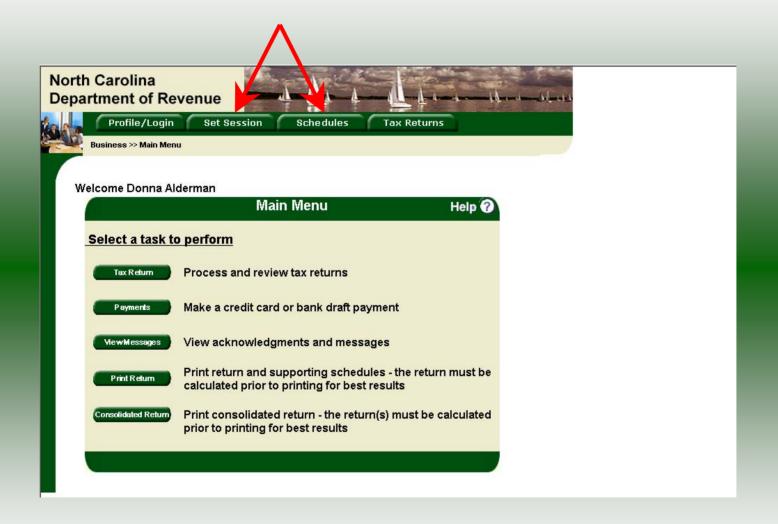


The **Choose Entity** screen will display. The user may only access entities which they have been given access, usually the access is for the displayed account only. Select the entity and click **Next**.

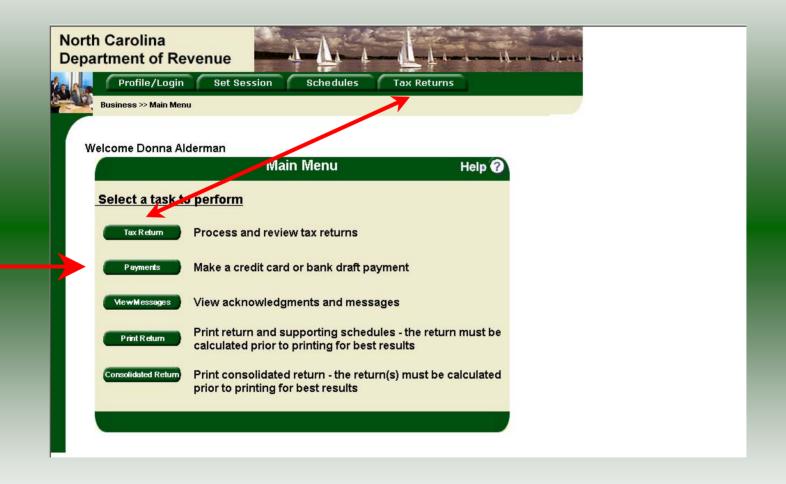


The **Main Menu** screen is displayed. An explanation for the buttons on the left of the screen and the tabs at the top of the screen are given on the next pages.

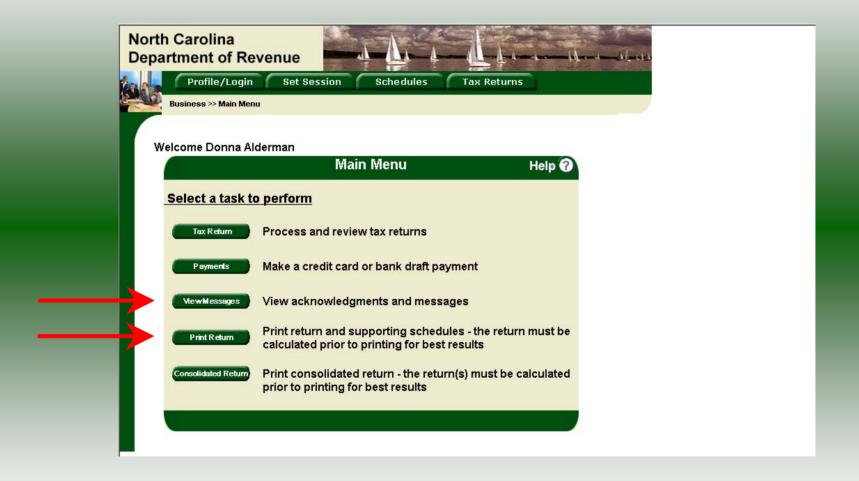
Profile/Login tab returns the user to the **Welcome** screen to exit the FTS.



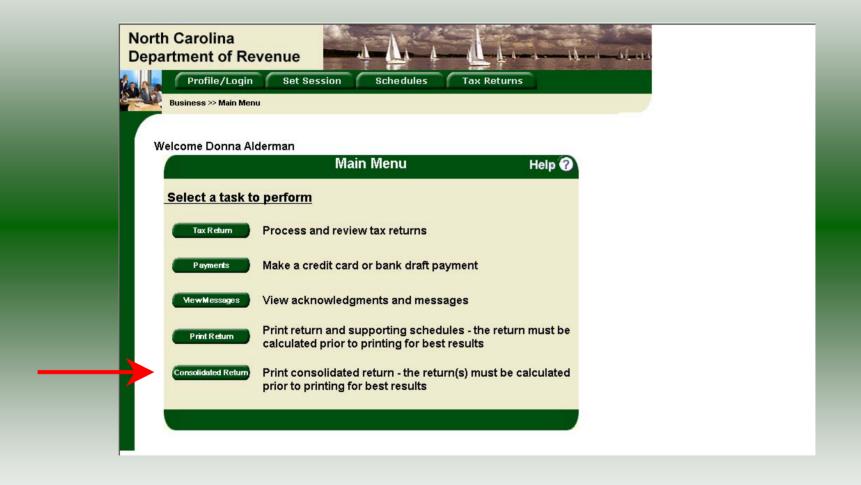
Set Session tab allows the user to identify the account type and return period for viewing or filing returns. **Schedules** tab allows the user to enter schedule data information.



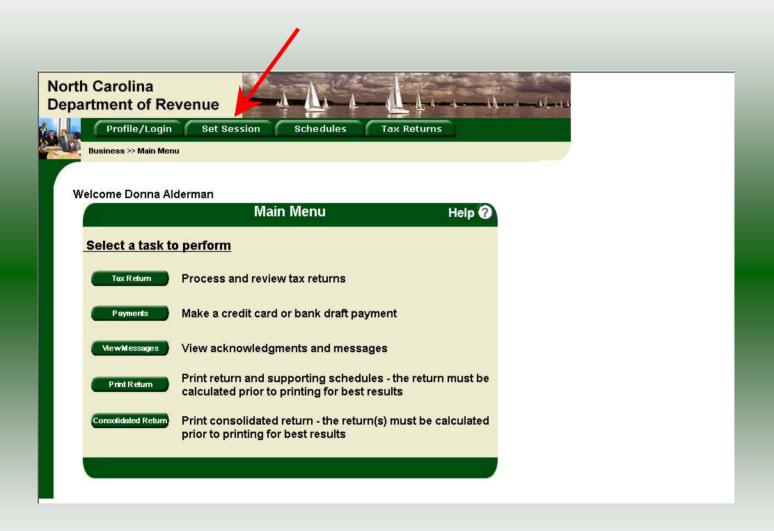
Tax Returns tab and button allows the user to process and view their tax returns. **Payments** button allows the user to submit a payment without a return.



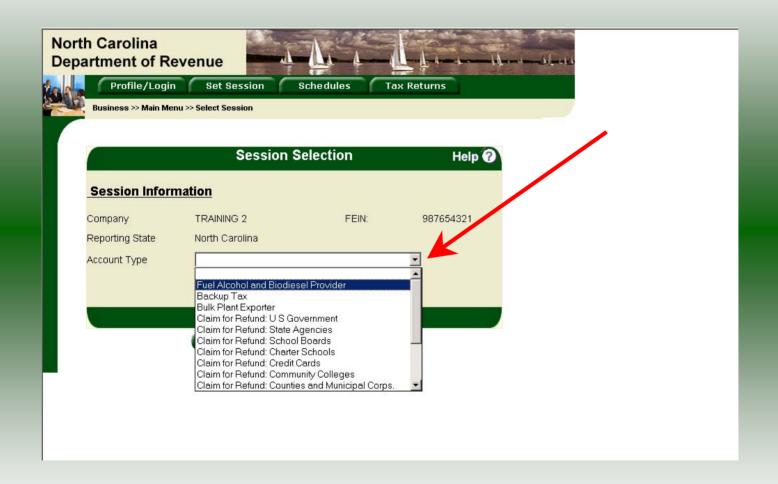
View Messages button allows the user to view return and payment confirmation screens. **Print Return** button allows the user to print any return submitted to the Division.



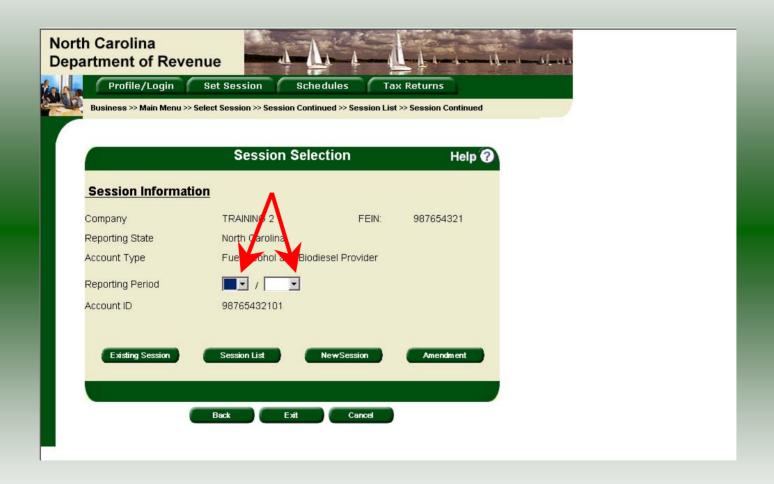
Consolidated button allows the users to print one return displaying the original filed return and all amended returns that were processed for the filing period session.



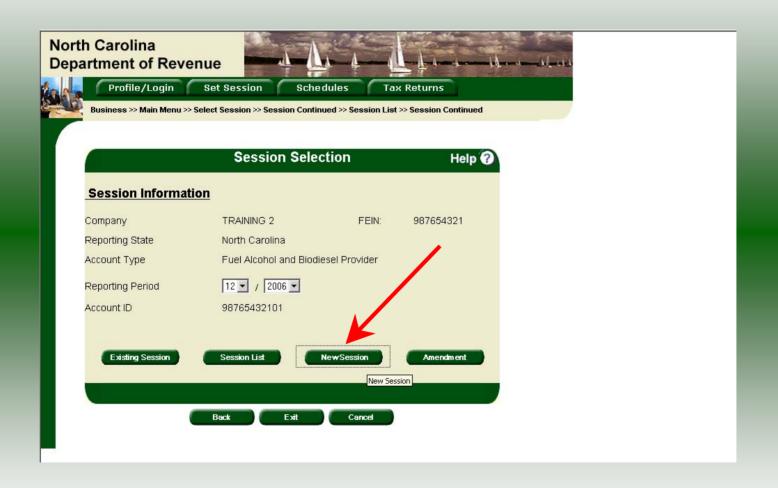
You must set the tax return session before proceeding. Click on the **Set Session** tab across the top of the screen.



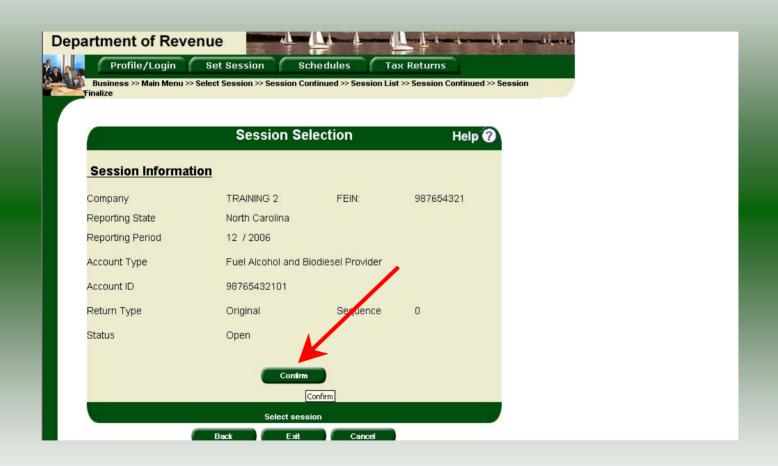
The Session Selection screen is displayed. Click on **Account Type**. There are three types of importers. This example will display the Tankwagon Importer account type. Scroll down the returns list until the **Fuel Alcohol and Biodiesel Provider** is highlighted. Left click.



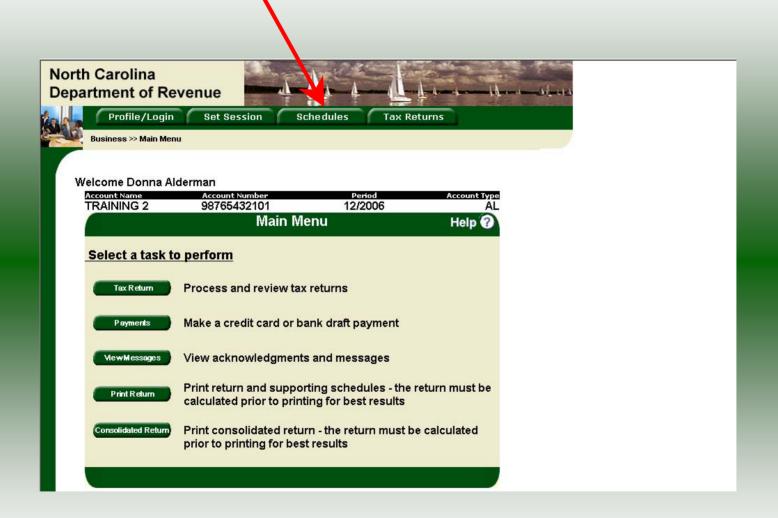
The **Session Selection** screen is displayed. Click the drop down arrow for **Month** and **Year** for the Reporting Period.



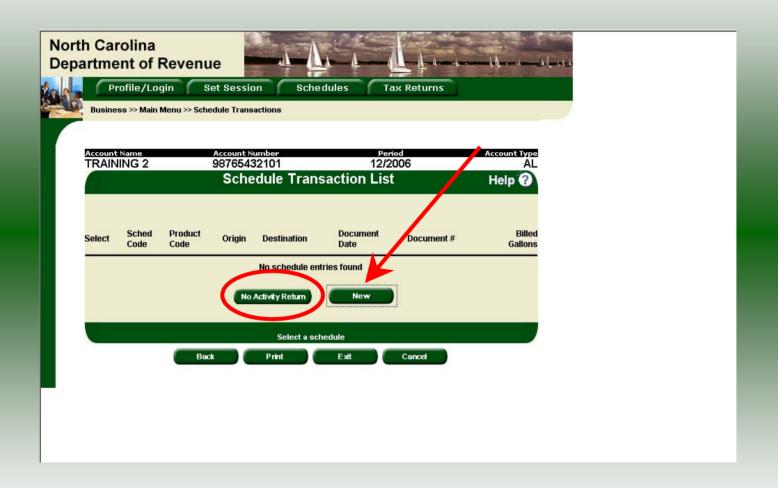
Verify the return period and click **New Session** to start entering the return information.



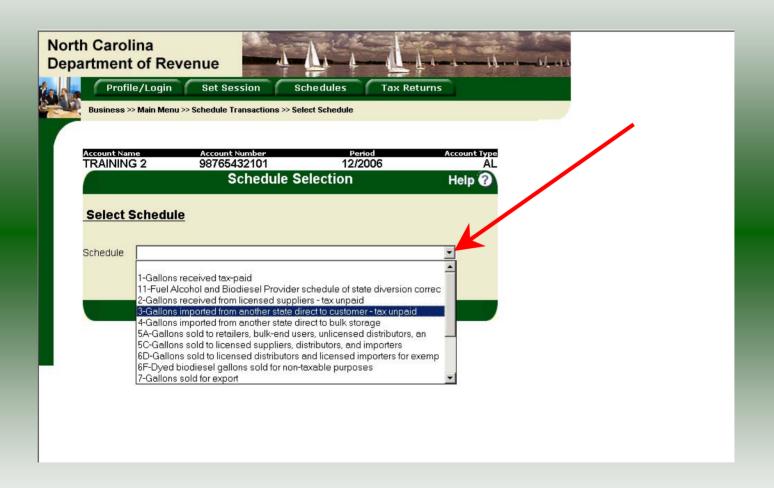
The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. Click **Confirm**.



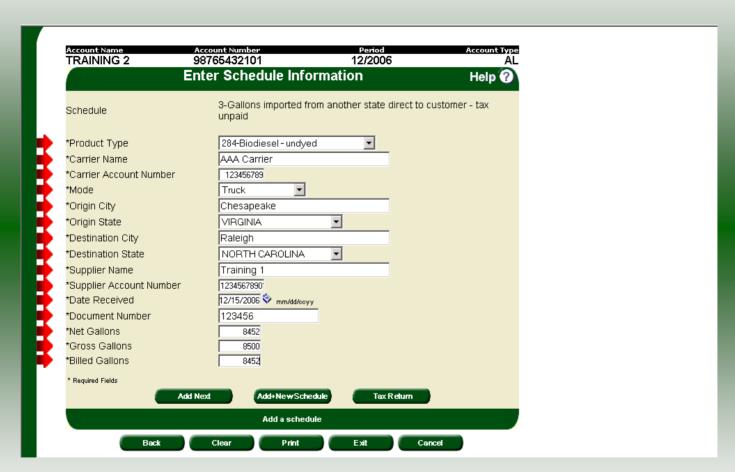
The **Main Menu** screen is displayed. Your Account Name, Account Number, Reporting Period, and Account Type are displayed above the Main Menu bar. Click on **Schedules** tab at the top of the screen.



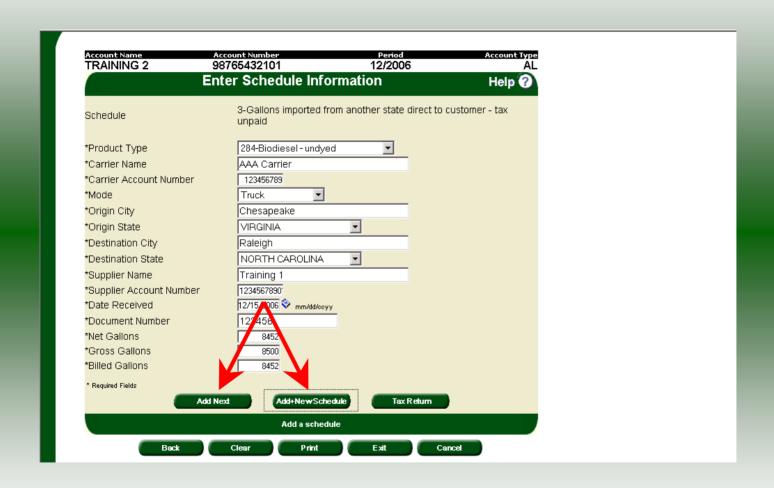
The **Schedules Transaction List** screen is displayed. To file a "No Activity Return" click the **No Activity Return** button. To enter schedule data click **New**.



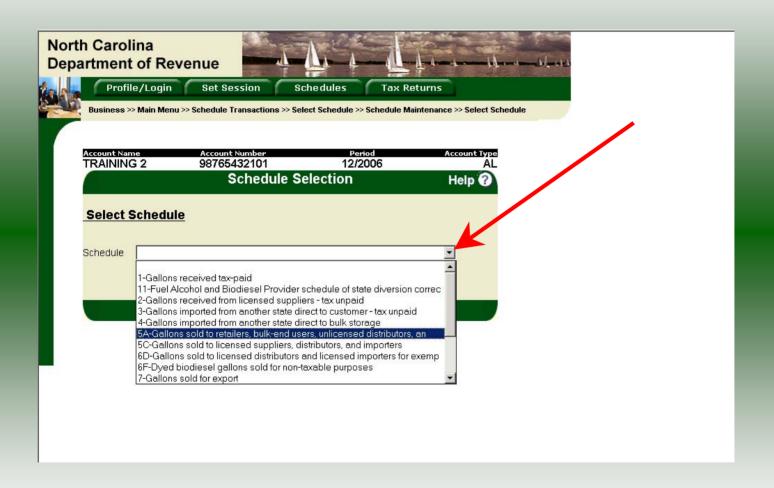
The **Schedules Selection** screen is displayed. Click the down arrow and select the applicable schedule.



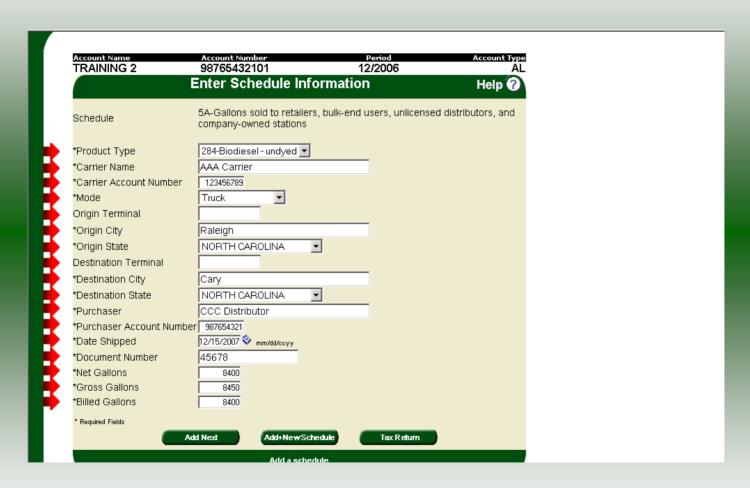
Enter information as requested on this screen. Please note: All information is required Please note: All information is required with two exceptions. If the Origin Terminal is recorded then you may omit Origin City and Origin State. If the Destination Terminal is recorded then you may omit Destination City and Destination State. Also pay close attention to the date format. You must enter the date as follows: mm/dd/ccyy.



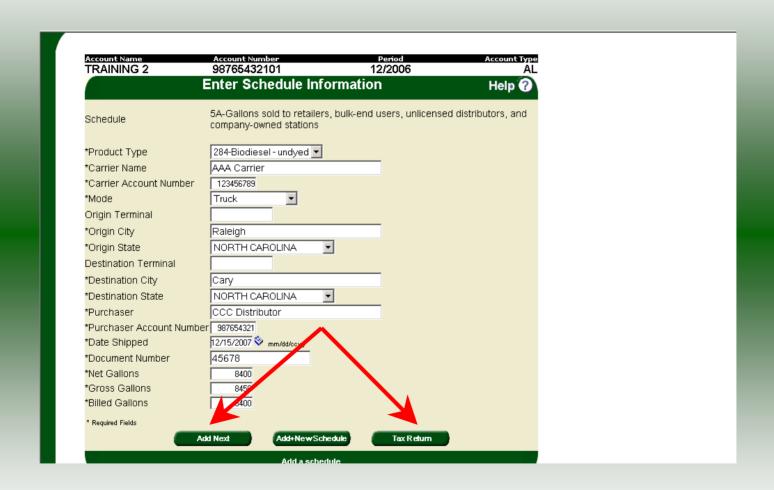
If more entries need to be added for the schedule click **Add Next**. Once all entries have been added for the schedule and additional schedules are to be report click **Add + New Schedule**.



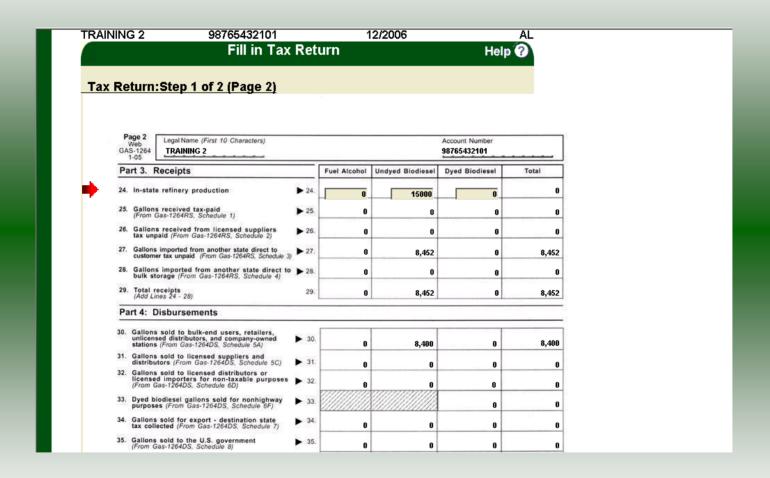
The **Schedules Selection** screen is displayed. Click the down arrow and select the applicable schedule.

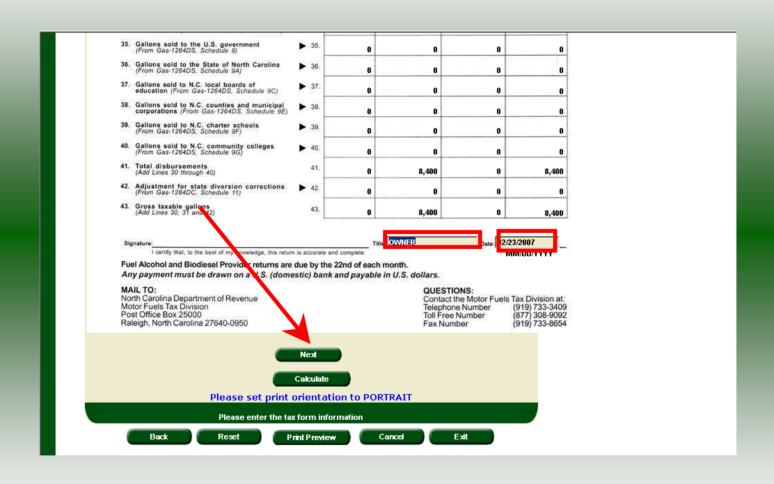


Enter information as requested on this screen. Please note: All information is required with two exceptions. If the Origin Terminal is recorded then you may omit Origin City and Origin State. If the Destination Terminal is recorded then you may omit Destination City and Destination State. ²⁵ Also pay close attention to the date format. You must enter the date as follows: mm/dd/ccyy.



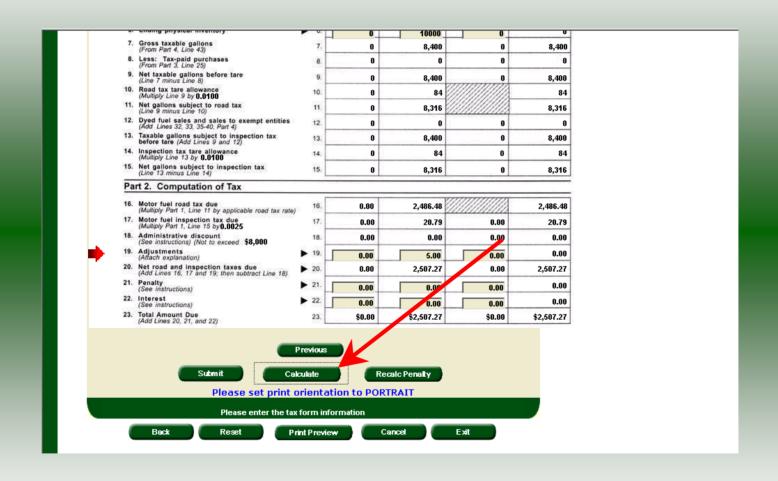
If more entries need to be added for the schedule click **Add Next**. Once all schedules have been added click **Tax Return**.



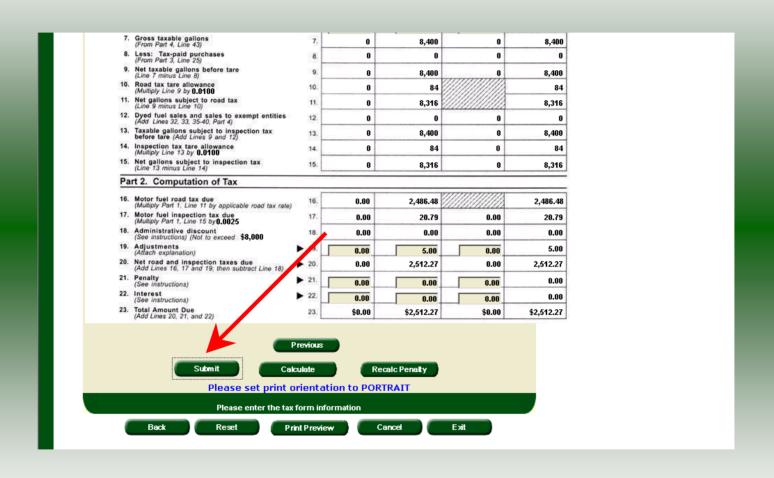


Gas-1264 Fuel Alcoh Web 1-05 Nor Legal Name (First 30 Characters) (USE CAPITAL LETTERS FOR YOUR TRAINING 2	th Carolin	a Departme			eturn	MFD
Trade Name					dress has chang	ed since prior return
TRAINING 2					O A nended return	
Street Address County					inal return for closed business	
Mailing Address					Account Number	
					98765432101	
City State Zip Code (First 5 digits)				t 5 digits)		
			9 .		Return for	Month of
Name of Contact Person Phone Number Fax Number					12 - 2006	
Preparer's Name	(919)733	-3409	(919)733	-8654	(Month)	(Year)
Part 1. Fuel Accountability		Fuel Alcoh	ol Undy	ed Biodiesel	Dyed Biodiesel	Total
Beginning physical inventory (From prior month's ending inventory)	▶ 1.		0	1000	0	0
2. Receipts (From Part 3, Line 29)	2.		0	23,452	0	23,452
3. Disbursements (From Part 4, Line 41)	3.		0	8,400	0	8,400
4. Transfers (From one product to another)	▶ 4.		0	0	0	0
 Gain or <loss> (Add Lines 1 and 2 then subtract Lines 3, 4, and</loss> 	61 > 5.	Γ	0	15,052	0	15,052
6. Ending physical inventory	▶ 6.		0	10000	0	0
7. Gross taxable gallons (From Part 4, Line 43)	7.		0	8,400	0	8,400
8. Less: Tax-paid purchases (From Part 3, Line 25)	8.		0	0	0	0
9. Net taxable gallons before tare (Line 7 minus Line 8)	9.		0	8,400	0	8,400
10. Road tax tare allowance	10.		0	84		84
(Multiply Line 9 by 0.0100 11. Net gallons subject to road tax (Line 9 minus Line 10)	11.		0	8,316		8,316
12. Dyed fuel sales and sales to exempt entitie			0	0,510	0	0,510
(Add Lines 32, 33, 35-40, Part 4)			•	V I	0	U

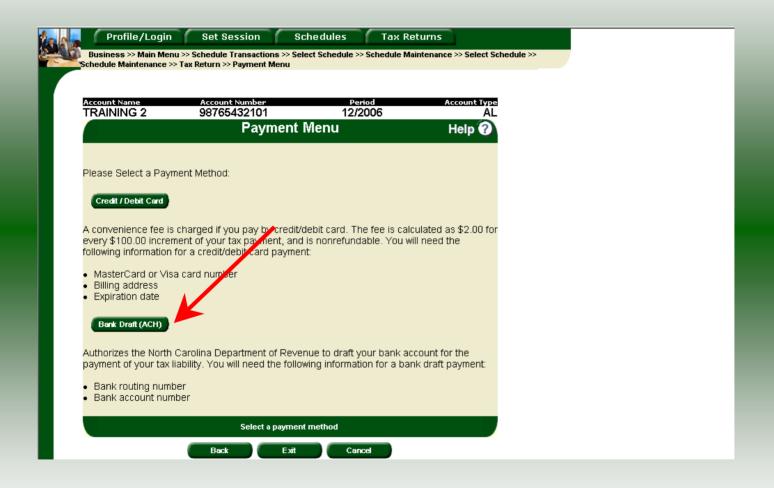
Enter the **Contact Name** located under the address information and then moving to the check boxes in the upper right-hand corner of the return. Next enter the **Beginning Inventory**, **Transfers**, and **Ending Inventory**.



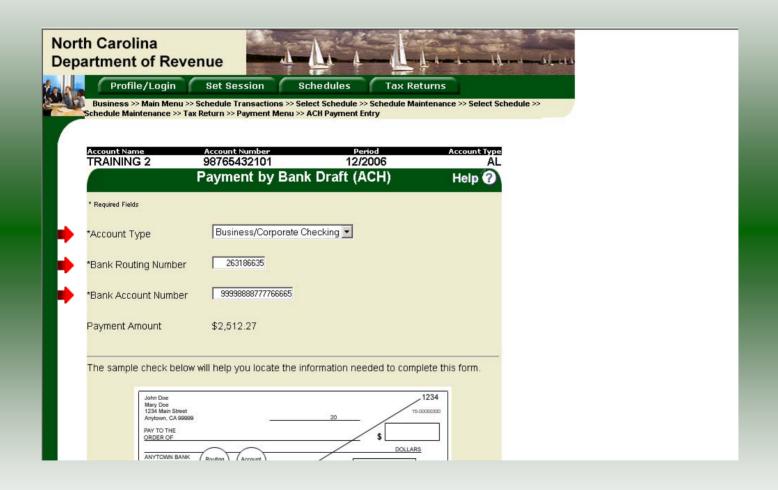
Enter any adjustments to your tax liability on **Line 19.** Refer to the return instructions for qualifying adjustments. Click **Calculate**.



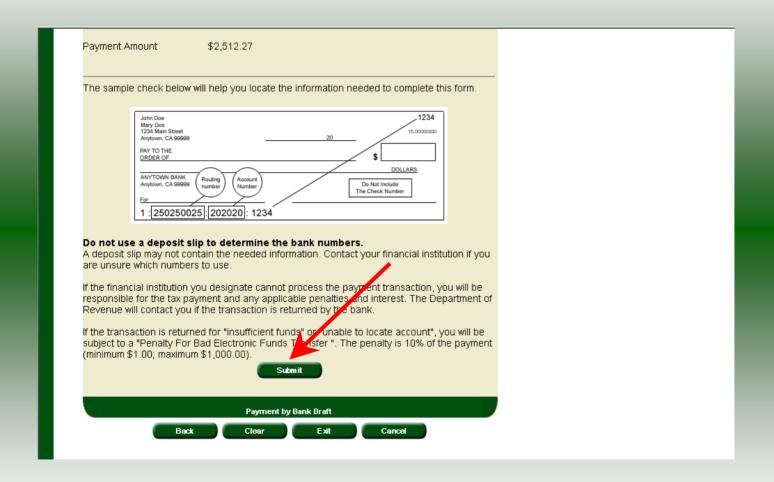
The calculated return will display for review. Please note **Lines 21 & 22**. Penalty is calculated if the return is filed and paid late. Click **Submit**.



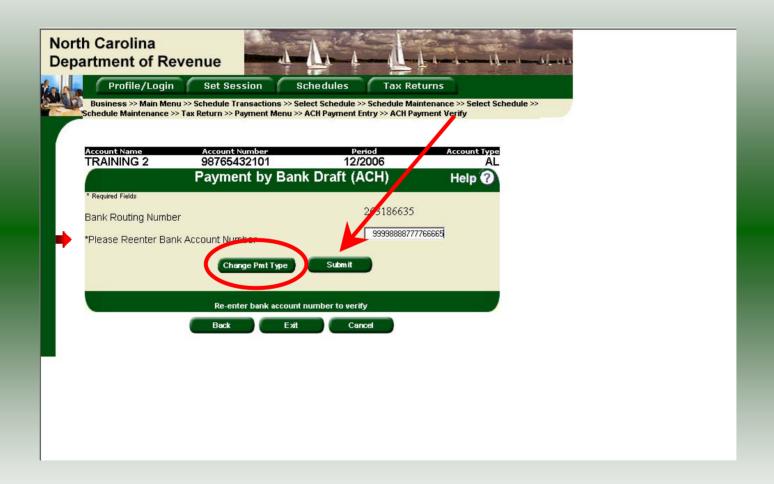
The **Payment Menu** is displayed. Instructions will be provided for paying by Credit/Debit Card and Bank Draft. To pay by bank draft select **Bank Draft**.



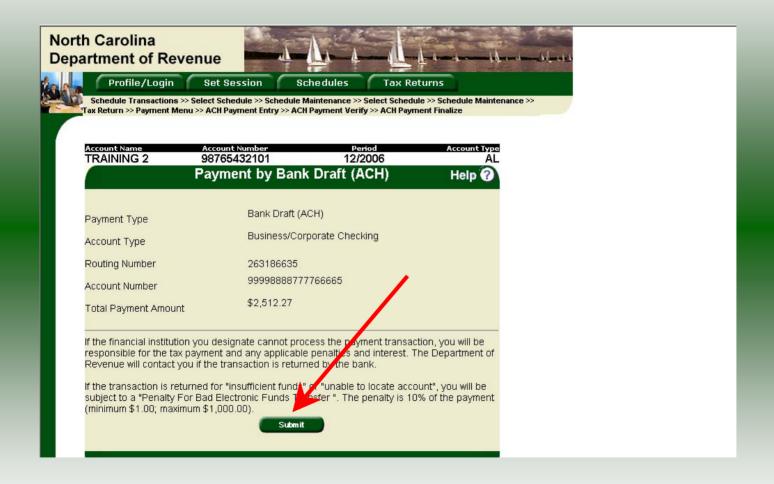
Enter the **Account Type**, **Bank Routing Number**, and **Bank Account Number**. There is no fee for payment by bank draft. Instructions are provided on the screen to identify the Bank Routing Number and the Account Number as displayed on the check.



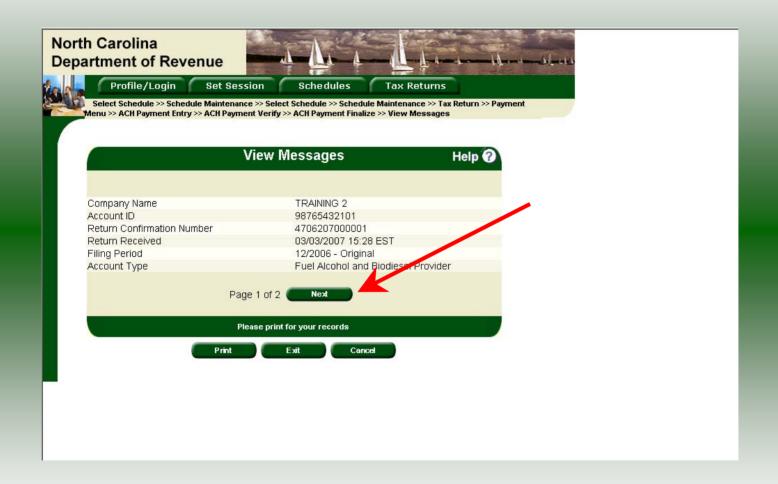
After entering the bank account information scroll to the bottom of the page and click **Submit**.



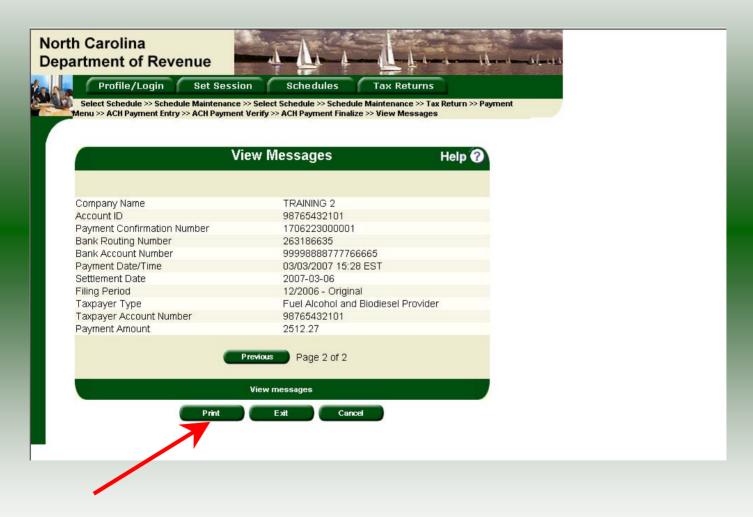
The **Payment Verification** screen is displayed. Re-enter the **Bank Account Number**. There are now two options: **Change Payment Type** or **Submit** the payment using the bank draft. Click **Submit** to continue the bank draft payment.



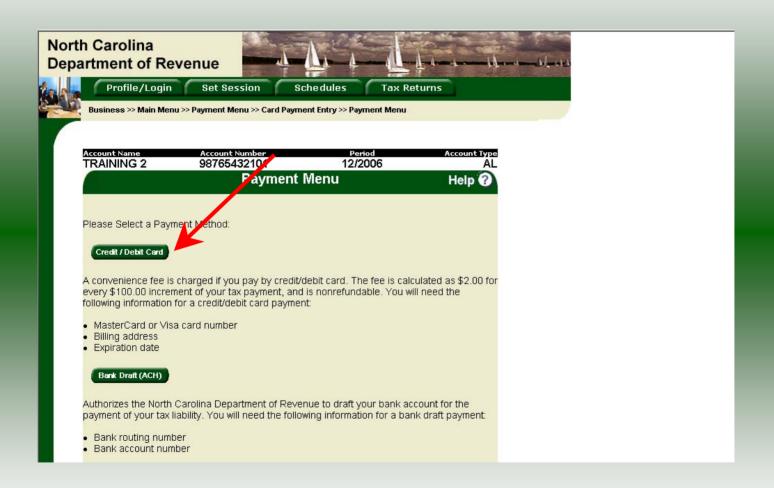
The **Payment Verification** screen is displayed. Click **Submit** to complete the payment and display the **Return Confirmation** screen.



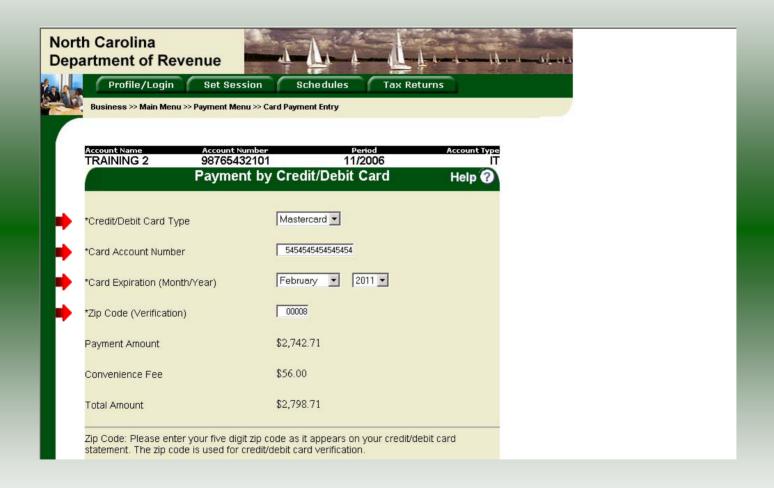
The **Return Confirmation Message** will display. Click **Next** to view the payment confirmation. Click the **Print** button to print this message for your records.



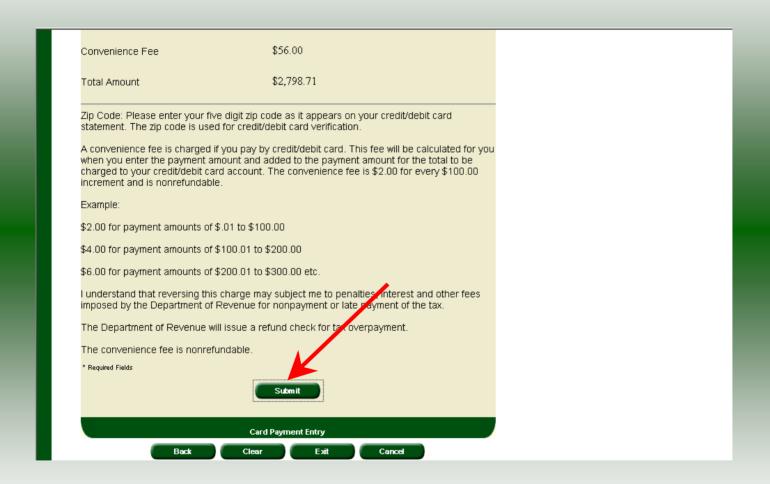
The **Payment Confirmation Message** will display. Click the **Print** button to print this message for your records. Click **Cancel** to return to the Main Menu to process another return. Click **Exit** to leave the Electronic Filing System.



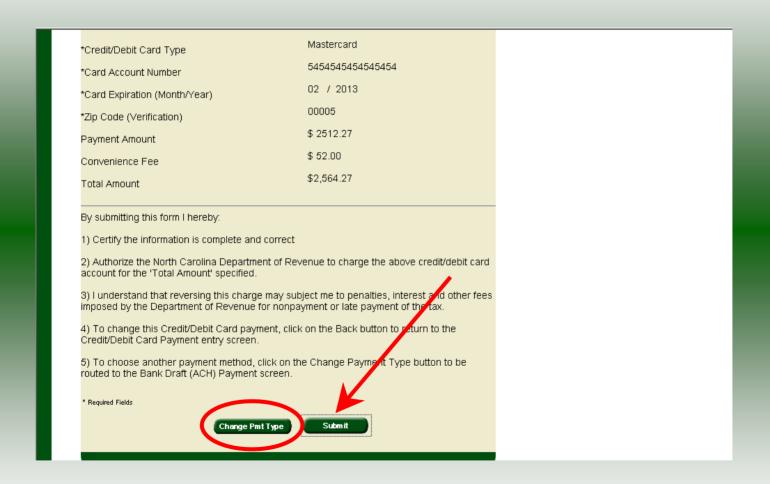
To pay by credit/debit card select the **Credit/Debit Card** button from the **Payment Menu** screen.



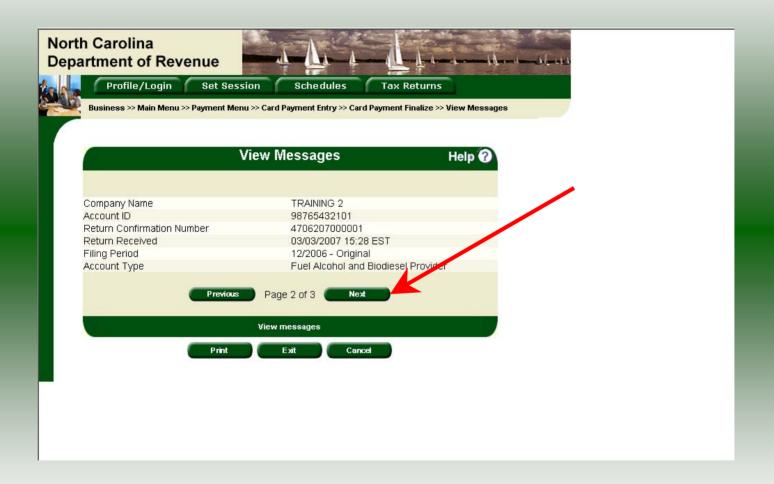
Enter the Card Type, Card Account Number, Card Expiration Date, and the Zip Code of the address where the credit card statement is mailed. For all Credit/Debit payments a \$2.00 per \$100.00 increment is charged.



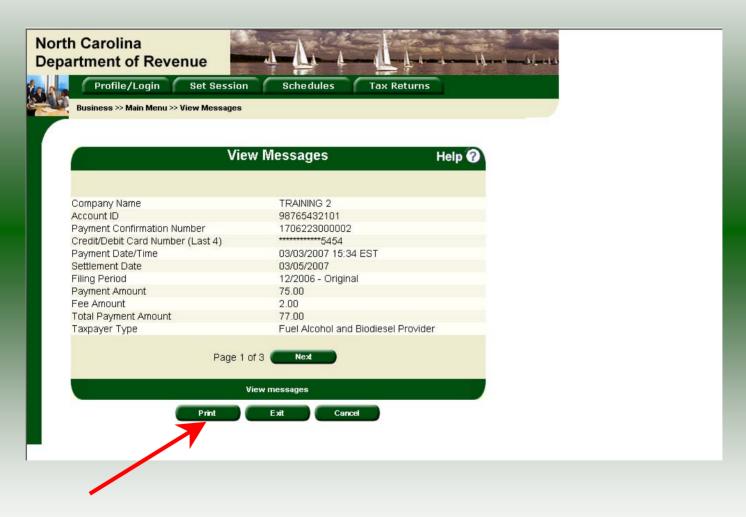
After entering the credit card information scroll to the bottom of the page and click **Submit**.



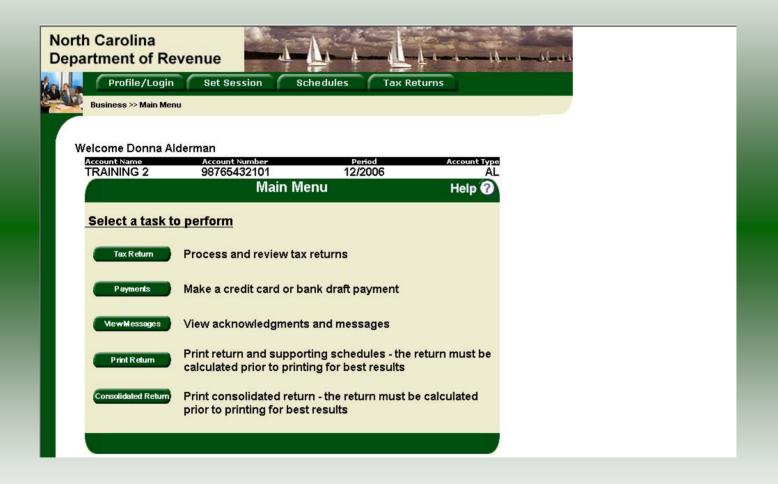
The **Payment Verification** screen is displayed. There are two options: **Change Payment Type** or **Submit** the payment using the credit/debit card. Click **Submit** to complete the payment and display the **Return Confirmation** screen.



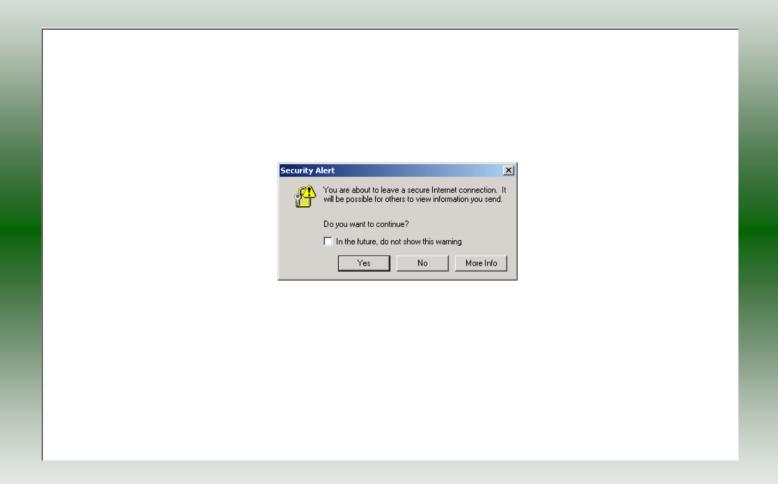
The **Return Confirmation Message** will display. Click **Next** to view the payment confirmation. Click the **Print** button to print this message for your records.



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.



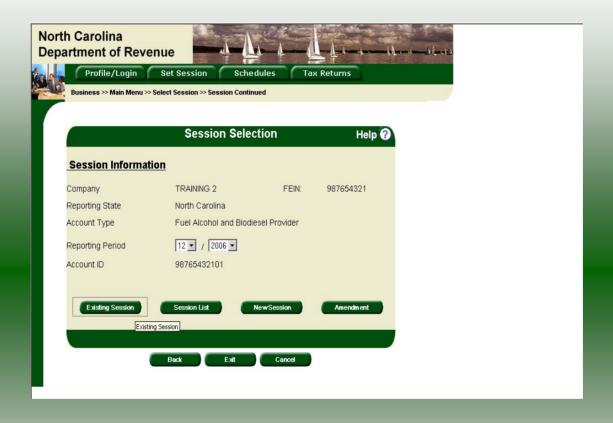
If **Cancel** is selected the Main Menu screen is displayed. A new session must be set to continue processing returns.



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**.



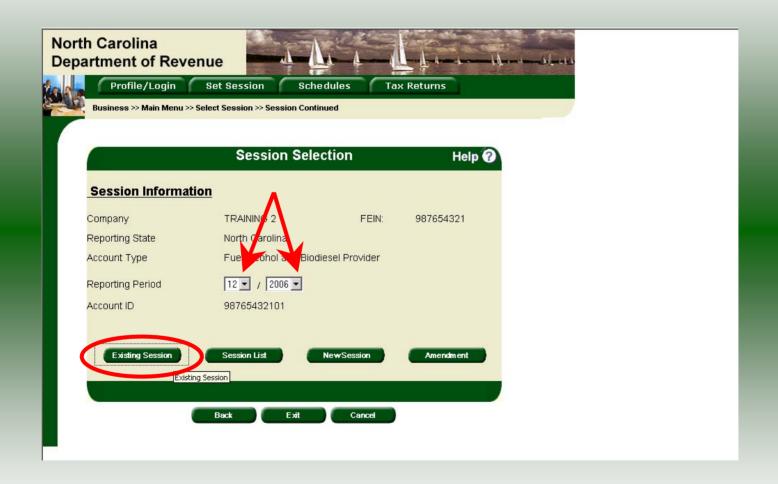
The Department of Revenue website Main screen is displayed. You have successfully filed your **Gas-1264 Fuel Alcohol/Biodiesel Provider** return.



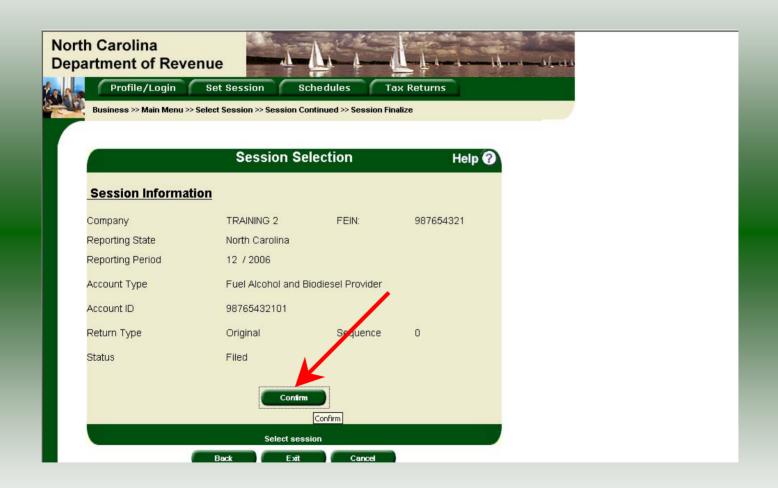
In the previous screens, instructions were provided to set a new session and complete a return. The Session Selection Screen allows access to view open or filed sessions as well as create an amended session. The options available are listed below.

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

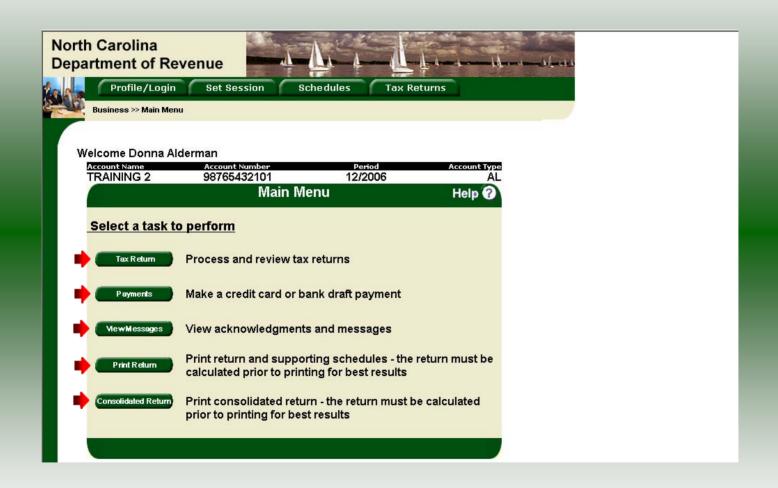
The following screens provide instructions for each of these functions.



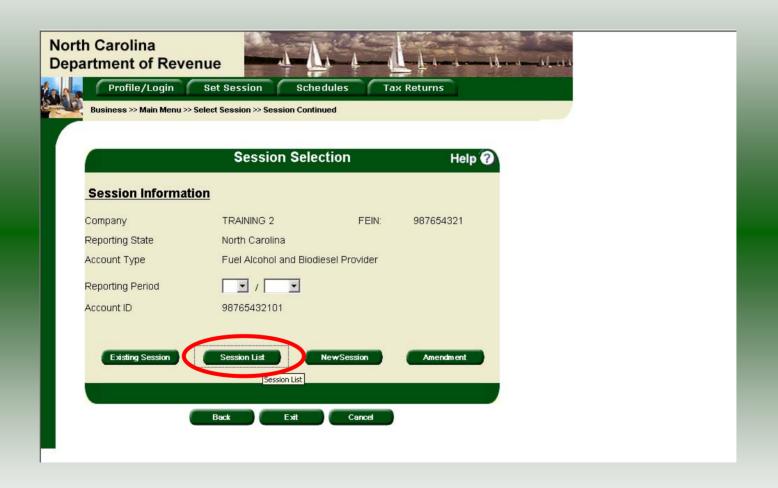
To view an existing session, at the **Session Selection** screen click the drop down arrow for **Month** and **Year** for the Reporting Period. Click **Existing Session**.



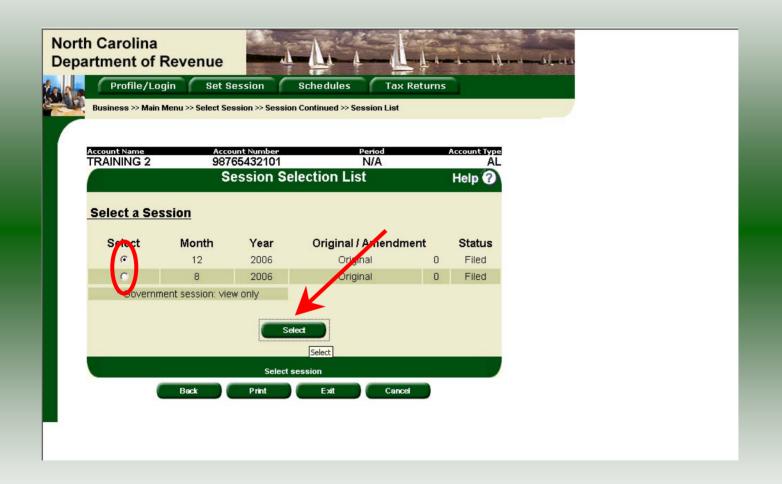
The **Session Selection Information** screen is displayed. Please note the **Status**. If this is Filed you may only view the information. If the status is Open you may modify the information. Click **Confirm**.



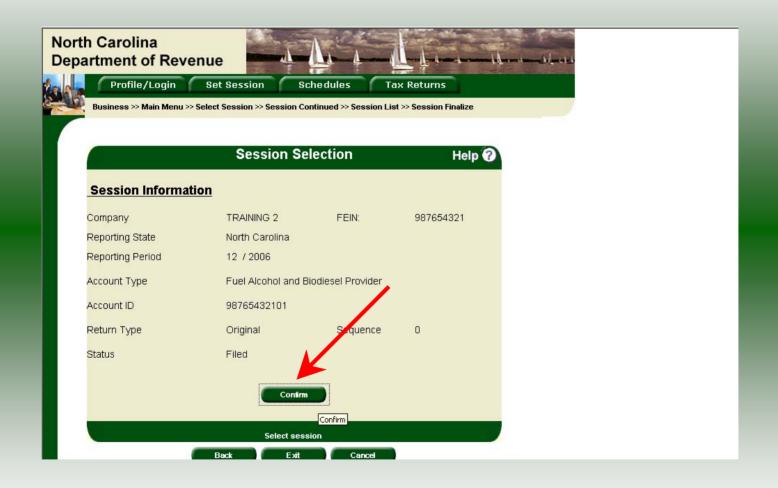
The **Main Menu** screen is displayed. You may view your return by clicking **Tax Return**, make a payment by clicking **Payment**, view messages by clicking **View Messages**, print the return by clicking **Print Return**, or view a consolidated return by clicking **Consolidated**



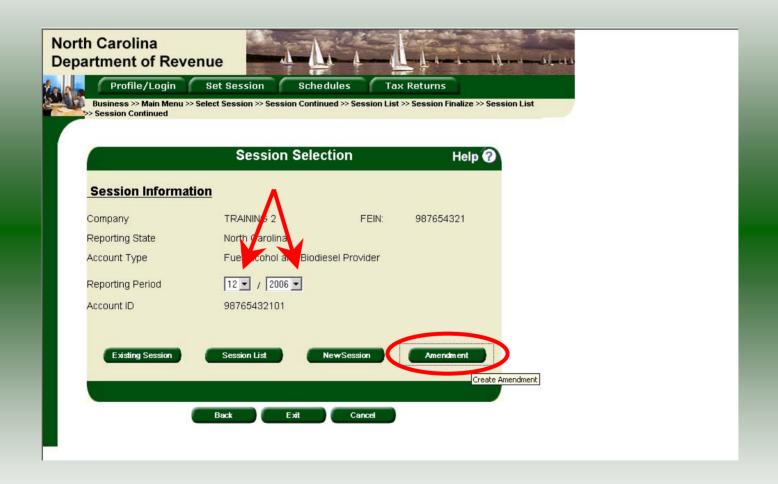
From the **Set Session** screen, to view a list of all returns click **Session List**. No reporting period is required.



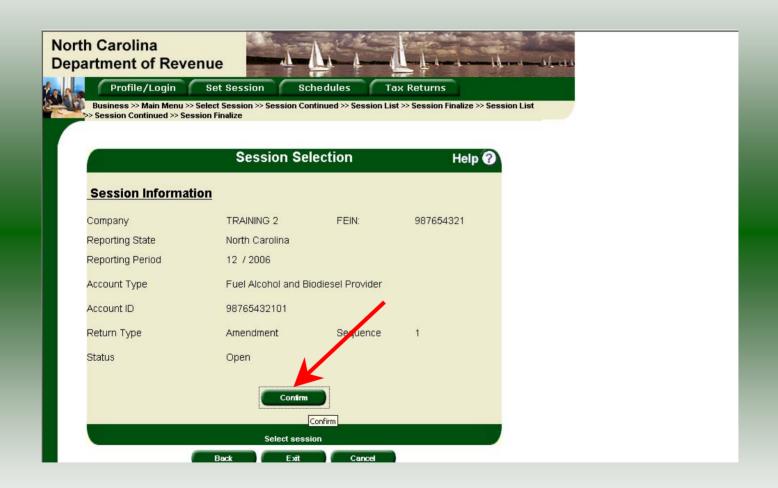
Click the radio button next to the return that you want to view. Click **Select**. Please note that the returns highlighted in grey were processed by the Motor Fuels Tax Division. The return not highlighted was submitted online by the taxpayer.



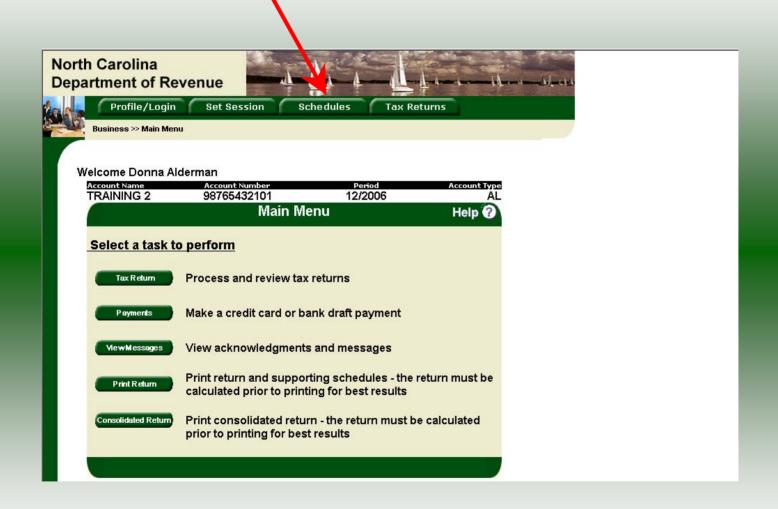
The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. Click **Confirm** to view the return.

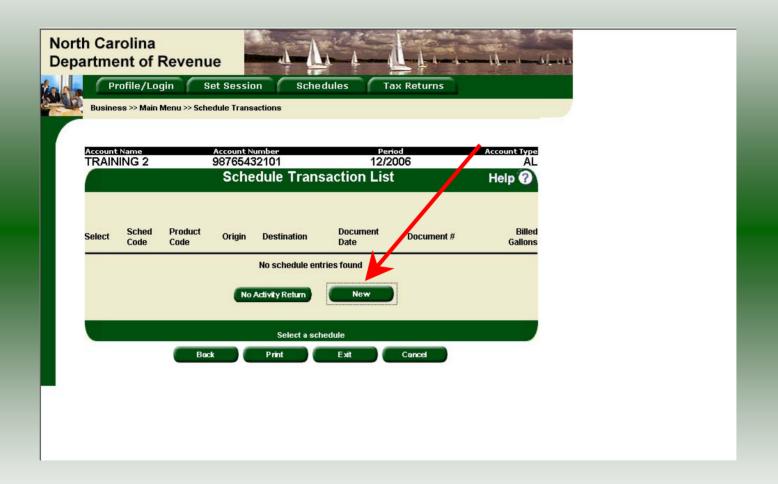


Amend a previously filed return: At the Session Selection screen click the drop down arrow for Month and Year for the Reporting Period. Click Amendment.

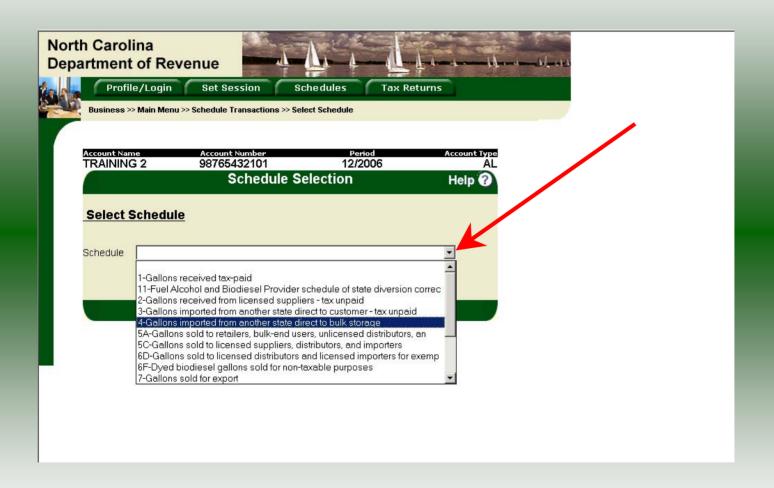


The **Session Information** screen is displayed. Review the Reporting Period and Account Type to ensure that the correct session was set. **Note: The sequence is 1 indicating an amended return.** Click **Confirm** to amend the return.

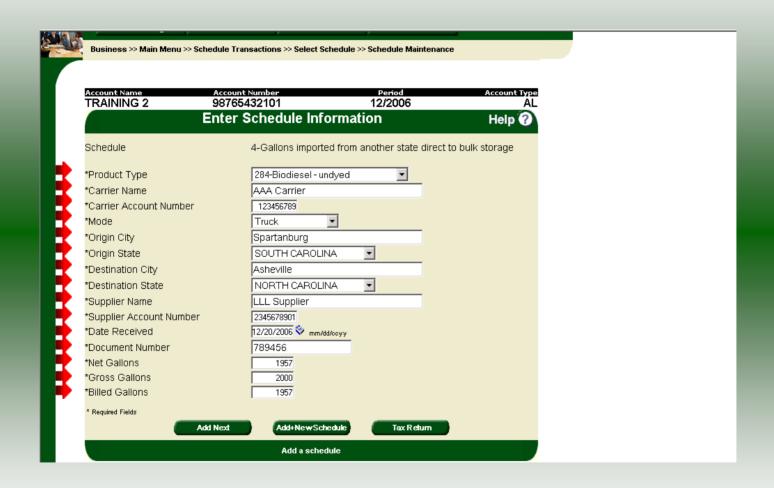




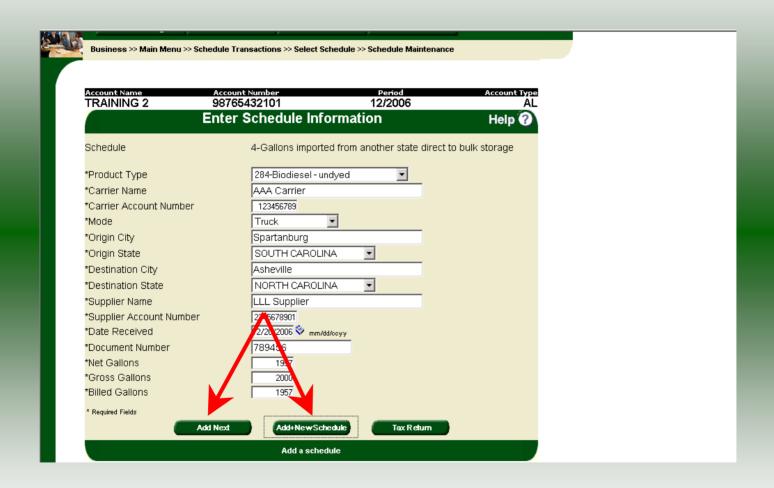
The **Schedule Transaction List** screen is displayed. To enter schedule data click **New**.



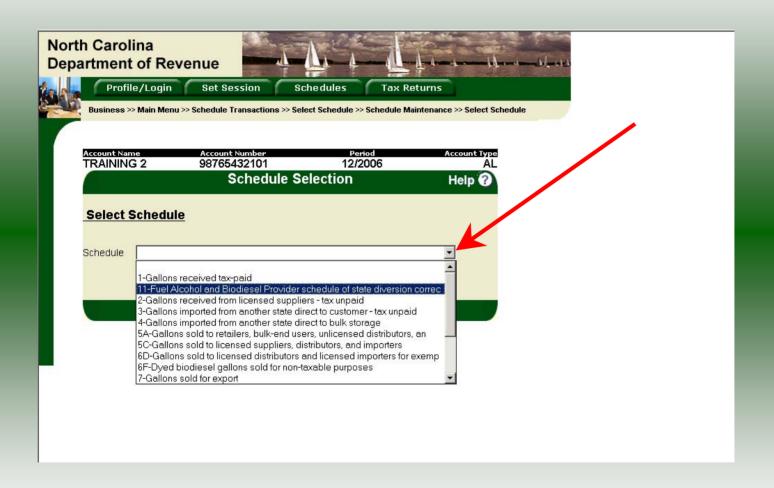
The **Schedules Selection** screen is displayed. Click the down arrow and select the applicable schedule.



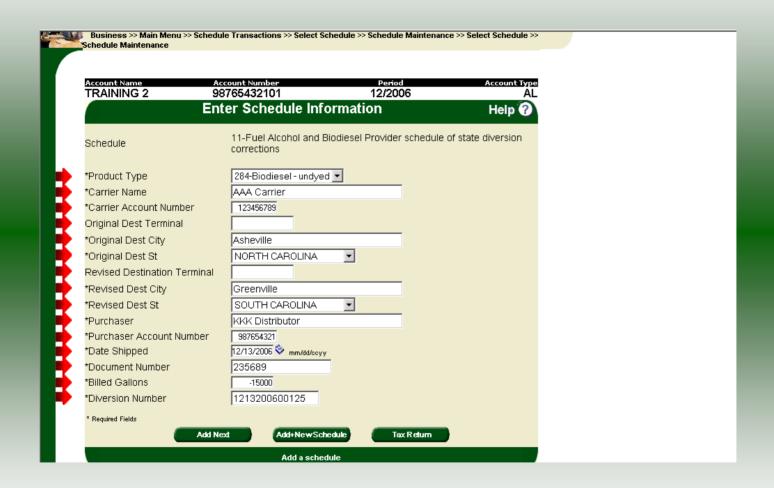
Enter information as requested on this screen. Please note: To remove an entry that was included on the original return, re-enter the data that needs to be deleted and place a minus (-) in front of the gallons.



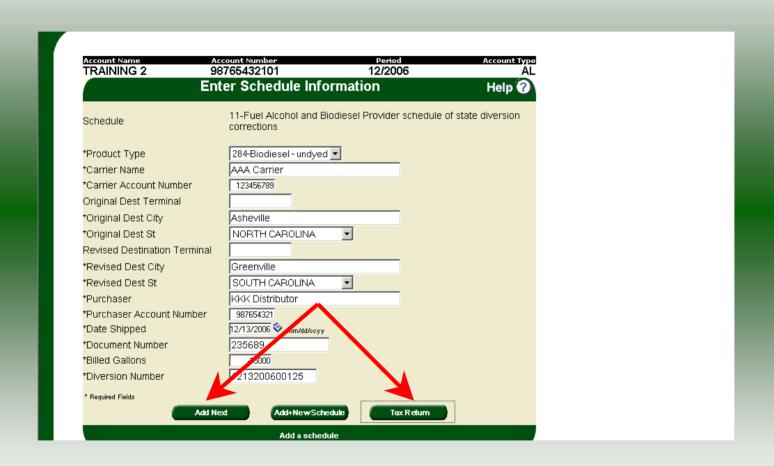
If more entries need to be added for the schedule click **Add Next**. To save this record and enter data for a different schedule click **Add + New Schedule**.



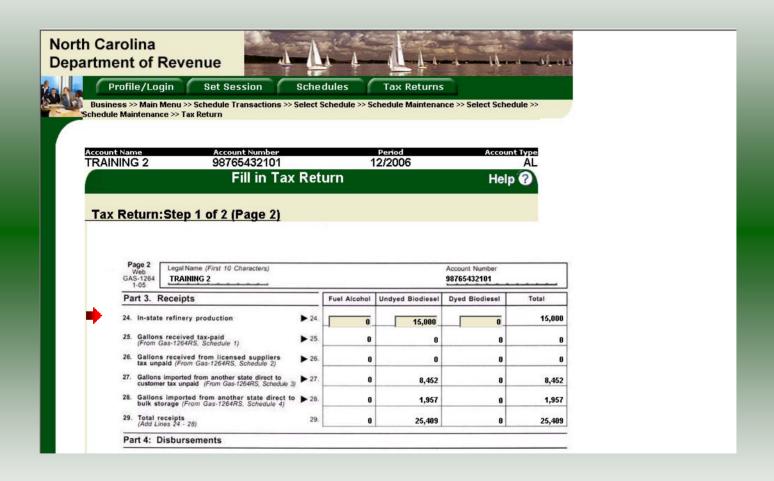
The **Schedules Selection** screen is displayed. Click the down arrow and select the applicable schedule.

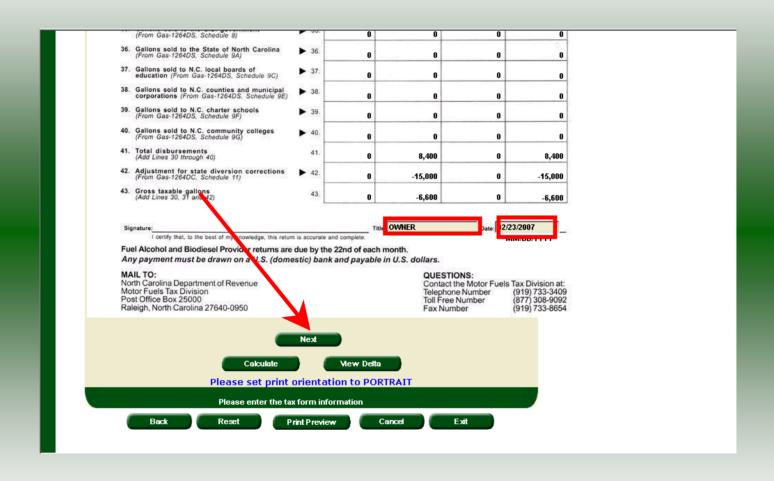


Enter information as requested on this screen. Please note: To remove an entry that was included on the original return, re-enter the data that needs to be deleted and place a minus (-) in front of the gallons.

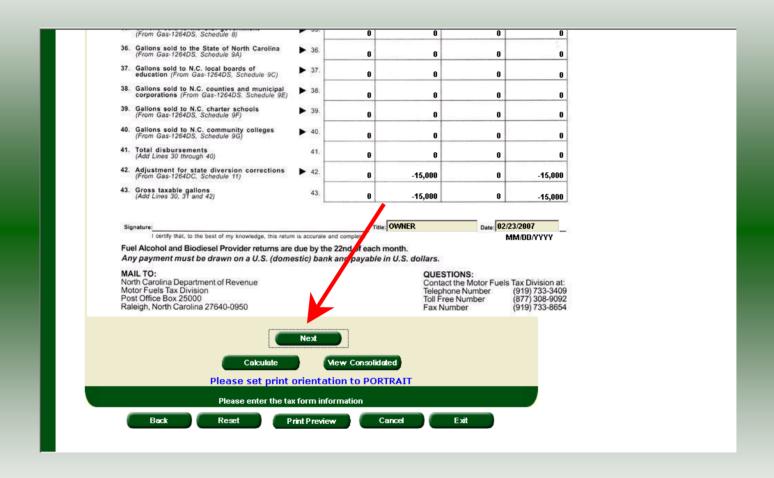


If more entries need to be added for the schedule click **Add Next**. Once all information is added for all schedules click **Tax Return**.





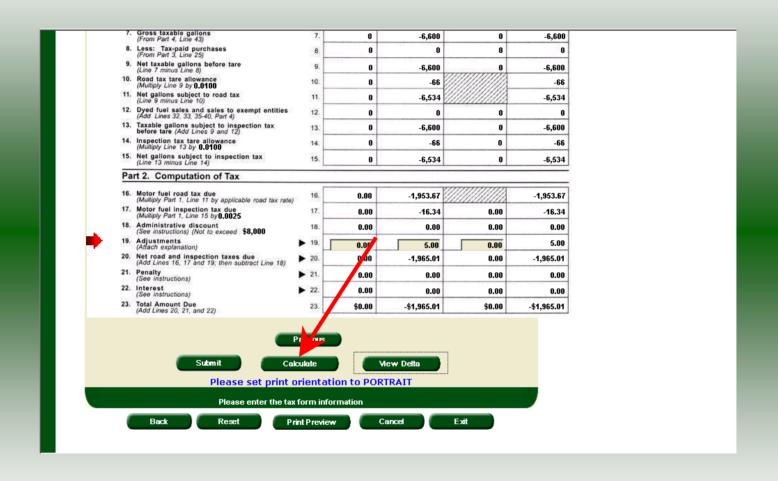
Enter the **Title** and **Date**. Click **View Delta** to view the changes made due to the amendment.

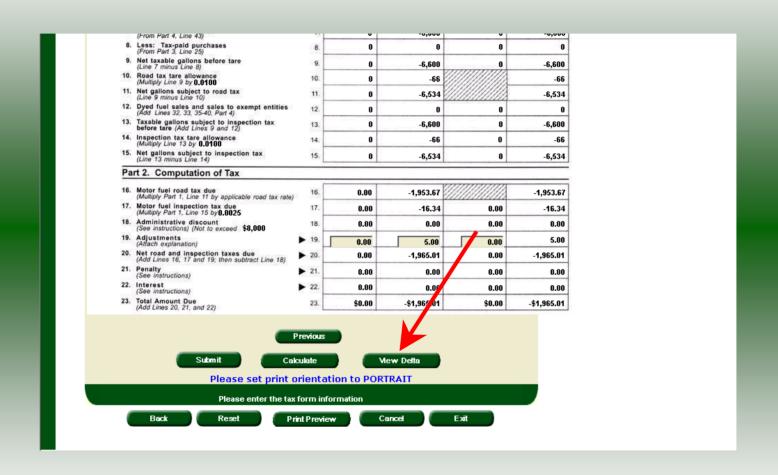


Verify the changes made are accurately reflected on **Page 2**. Click **Next** to proceed to **Page 1**.

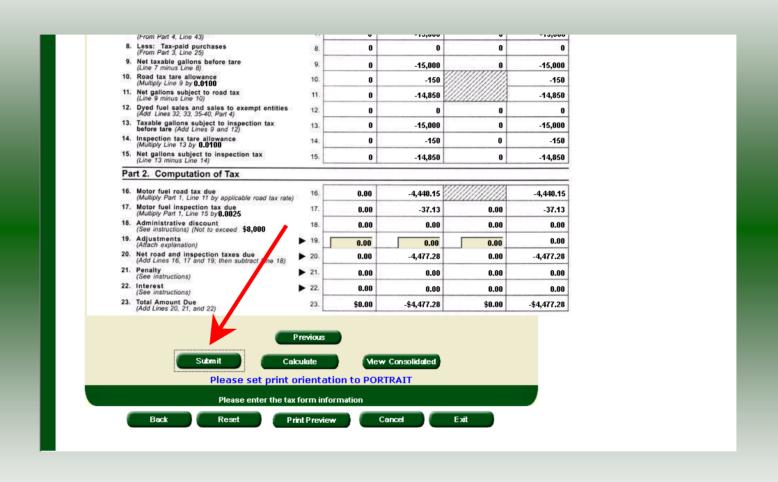
Moh	North Carolin	a Department	Provider Re of Revenue	Fill in applicable cir	
Trade Name				Address has change	d since prior return
TRAINING 2				Amended return	
Street Address		Cou	inty	Final return for close	d business
Mailing Address				Account N	umber
				98765432101	
City State Zip Code (First 5 digits)			Code (First 5 digits)	The second secon	
				Return for N	lonth of
Name of Contact Person	Phone Number	Fax	Number	12 - 20	06
PREPARER'S NAME	(919)733-	3409 (9	19)733-8654	(Month) (Year)	
Part 1. Fuel Accountability		Fuel Alcohol	Undyed Biodiesel	Dyed Biodiesel	Total
Beginning physical inventory (From prior month's ending inventory)	▶ 1.	0	1,000	0	1,000
2. Receipts (From Part 3, Line 29)	2.	0	25,409	0	25,409
3. Disbursements	3.	0	8,400	0	8,400
(From Part 4, Line 41) 4. Transfers	> 4.				0,100
(From one product to another) 5. Gain or <loss></loss>		0	0_	0	
(Add Lines 1 and 2 then subtract Lines 3, 4,	and 6)	0	8,009	0	8,009
6. Ending physical inventory	▶ 6.	0	10,000	0	10,000
7. Gross taxable gallons (From Part 4, Line 43)	7.	0	-6,600	0	-6,600
8. Less: Tax-paid purchases (From Part 3, Line 25)	8.	0	0	0	0
9. Net taxable gallons before tare	9.	0	-6,600	0	-6,600

Enter the **Contact Name** located under the address information. Next enter any adjustments to the **Beginning Inventory**, **Transfers**, and **Ending Inventory**.

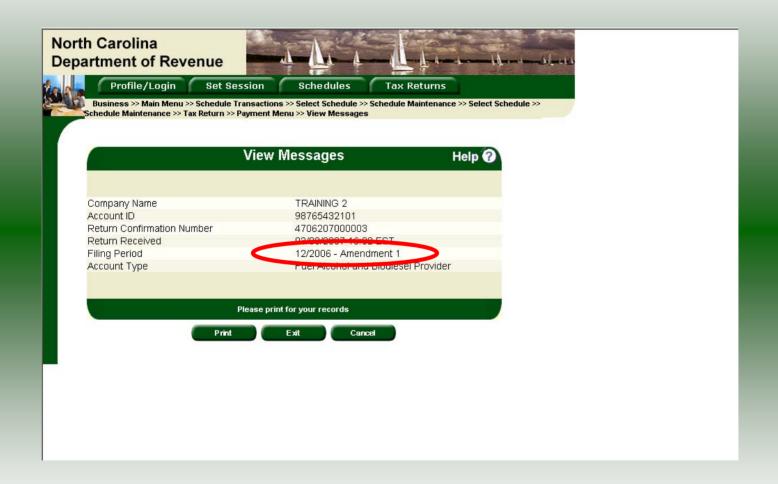




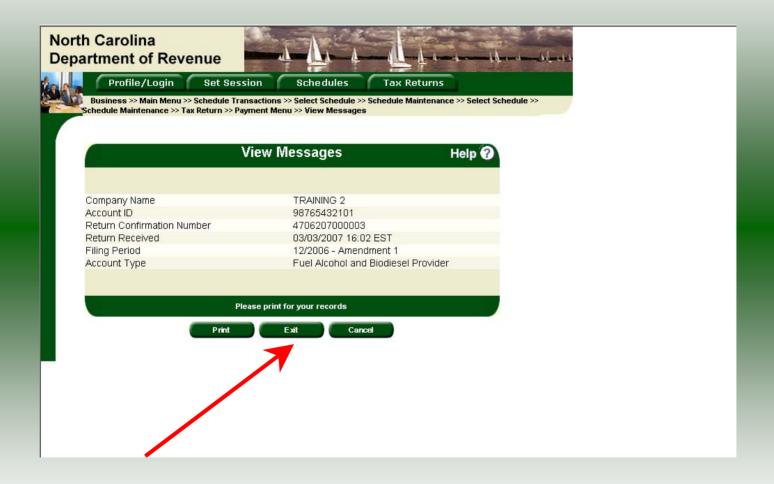
The calculated return will display for review. Once this is complete the return should display the original data and any corrections. To view only the changes made on the amended return click **View Delta**.



After verifying the gallons click **Submit**. If additional taxes are due, follow the instructions beginning on **Slide 32**.



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



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.