# MOTOR FUEL TRACKING SYSTEM

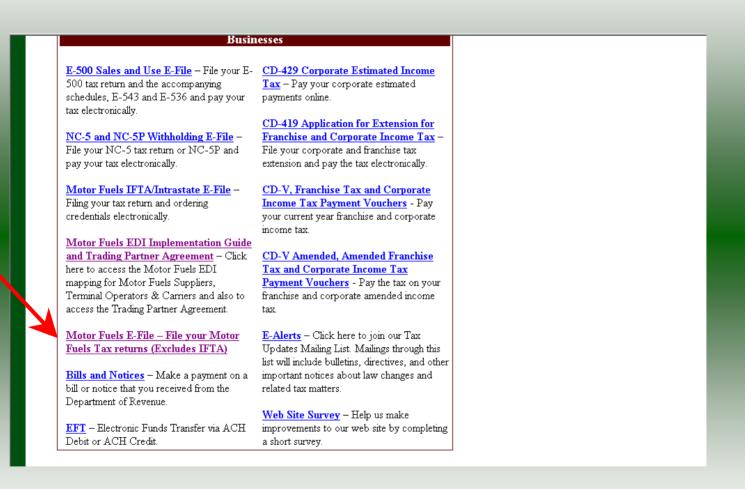
Fuel Tracking System... the way of the future.



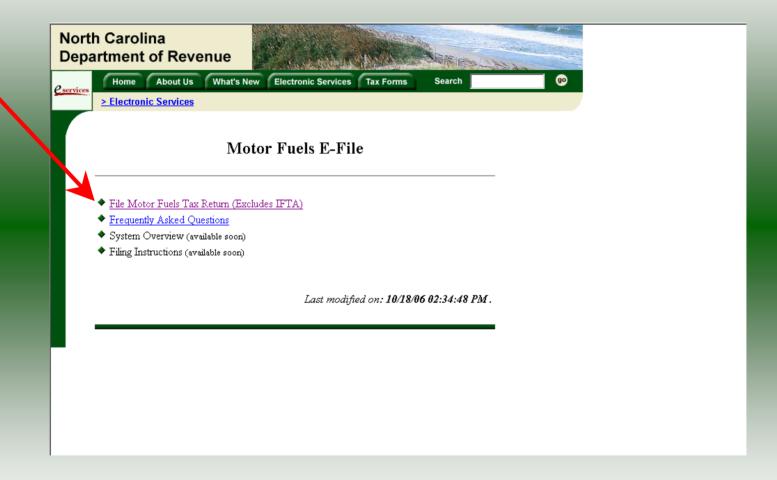
#### COMPLETING THE GAS-1301 MOTOR FUEL TRANSPORTER RETURN



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).

	h Carolina artment of Revenue	MARCH PROPERTY AND
<u>e</u> services	Home About Us What's New	Electronic Services Tax Forms Search
	<ul> <li><u>File Motor Fuels Tax Return (Exclude</u></li> <li><u>Frequently Asked Questions</u></li> <li>System Overview (available soon)</li> <li>Filing Instructions (available soon)</li> </ul>	Security Alert       Image: Security Alert         Image: Image: Image: Security Alert       Image: Security Alert         Image: Im
		Last modified on: <b>10/18/06 02:34:48 PM</b> .

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

Home       About Us       What's New       Electronic Services       Tax Forms       Search       ©         > Electronic Services       > Electronic Services         Please enter your Login User ID and Password. The User ID and Password is case sensitive. If you are a new user, please select First Time User       User ID:	North C Departr	arolina nent of Revenue		
Login       Help ?         Please enter your Login User ID and Password. The User ID and Password is case sensitive. If you are a new user, please select First Time User       User ID:         Password:       Password:	services		Electronic Services Tax Forms	Search go
Please enter your Login User ID and Password. The User ID and Password is case sensitive. If you are a new user, please select <u>First Time User</u> User ID: Password:		lectronic Services		
sensitive. If you are a new user, please select <u>First Time User</u> User ID: Password:	•		Login	Help 🕜
Password:				'assword is case
		User ID		
		Passwor		
		login	clear cancel	
login clear cancel				

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

Welcome       Help ?         Welcome Donna Alderman       Please select from one of the following:         Go to 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		
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.	Welcome Help 🕜	נ
Go to 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.	Welcome Donna Alderman	
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.	Please select from one of the following:	
with another entity, disassociate with an entity, change password, disable account.		
Logout of the Fuel Tracking Security System		
	Logout) of the Fuel Tracking Security System	

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

	Carolina tment of Revenue
<i>e</i> services	Home About Us What's New Electronic Services Tax Forms Search 90
	> Electronic Services
	Choose Entity Help 🕢
	Please select an entity to work with in the Fuel Tracking Application:
	FEIN: 123456789 - TRAINING 1
	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 Department of Re		
Profile/Login Business >> Main Mer		
Welcome Donna Al	derman Main Menu Help 🕢	
Select a task t	o perform	
Tax Return	Process and review tax returns	
Payments	Make a credit card or bank draft payment	
ViewMessages	View acknowledgments and messages Print return and supporting schedules - the return must be	
Print Return	calculated prior to printing for best results Print consolidated return - the return(s) must be calculated	
CONSCIENCE ACUIT	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.

		$\wedge$		
	lina t of Revenue	on Schedules Ta	x Returns	
ASAM MA	>> Main Menu		A Returns	
Welcome I	Donna Alderman			
		Main Menu	Help 🕜	
Select	<u>a task to perform</u>			
Тах	Return Process and	review tax returns		
Pay	ments Make a credi	t card or bank draft paymen	t	
ViewM	essages View acknow	vledgments and messages		
Print		and supporting schedules - rior to printing for best resul		
Consolida		dated return - the return(s) r ing for best results	nust be calculated	

**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.

	ent of Rev	1000	· 4.	11-		(men set
	Profile/Login ness >> Main Menu	Set Session	Schedules	Tax Returns		
Welcor	me Donna Alc		ain Menu		lelp 🕜	
Sel	ect a task to					
	Tax Return Payments	Process and rev Make a credit ca	iew tax returns rd or bank draft pay	rment		
	fewMessages		Igments and messa			
	Print Return	calculated prior	supporting schedu to printing for best i	results		
		prior to printing	ed return - the return 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.

Profile/Logi	n Set Session Schedules Ta	x Returns
Business >> Main M	enu	
Welcome Donna /		
welcome Donna )	Main Menu	Help 🕢
Select a task	to perform	
Tax Return	Process and review tax returns	
Payments	Make a credit card or bank draft paymen	t
ViewMessages	View acknowledgments and messages	
Print Return	Print return and supporting schedules - calculated prior to printing for best resul	
Consolidated Return	Print consolidated return - the return(s) r prior to printing for best results	must 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.

Business ≫ Main Menu Alderman Main Menu Help ? Select a task to perform Tex Return Process and review tax returns Payments Make a credit card or bank draft payment	Profile/Login	Set Session Schedules	Tax Returns	
Select a task to perform         Tax Return       Process and review tax returns         Payments       Make a credit card or bank draft payment				
Main Menu       Help ?         Select a task to perform       Tax Return         Tax Return       Process and review tax returns         Payments       Make a credit card or bank draft payment				
Select a task to perform         Tex Return       Process and review tax returns         Payments       Make a credit card or bank draft payment	elcome Donna Ale		~	
Tax Return       Process and review tax returns         Payments       Make a credit card or bank draft payment		Main Menu	Help 🕐	
Payments Make a credit card or bank draft payment	Select a task to	o perform		
	Tax Return	Process and review tax returns		
MewMessages View acknowledgments and messages	Payments	Make a credit card or bank draft paym	lent	
	ViewMessages	View acknowledgments and message	S	
Print Return Print return and supporting schedules - the return must be calculated prior to printing for best results	Print Return			
Consolidated Return Print consolidated return - the return(s) must be calculated prior to printing for best results	Consolidated Return		s) must be calculated	

**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 F	Revenue	2. 4
Profile/Log Business >> Main N		
Welcome Donna		
	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 return must be calculated prior to printing for best results	
Consolidated Retur	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.

 h Carolina artment of Reven Profile/Login Business >> Main Menu >> Se	Set Session Schedules Tax Returns
	Session Selection Help 🕜
Session Informatio	n
Company	TRAINING 1 FEIN: 123456789
Reporting State	North Carolina
Account Type	Blender Alternative Fuels Provider Claim for Refund of Taxes-Accidental Mixes Claim for Refund (Special Mobile Equipment) Annual Terminal Operator Claim for Refund: Nonprofit-Private Non-profit Supplier Terminal Operator Claim for Refund (Taxicabs) Motor Fuel Transporter

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

mpany TRAINING 1 FEIN: 123456789 porting State North Farolina count Type Motor uel Tranporter	Profile/Login	Set Session Sche	No.	< Returns	
Session Information         ompany       TRAINING 1       FEIN:       123456789         eporting State       North Carolina         ccount Type       Motor del Transporter	Business >> Main Menu >>	<ul> <li>Select Session &gt;&gt; Session Continue</li> </ul>	ued		
ompany TRAINING 1 FEIN: 123456789 eporting State North Carolina ccount Type Motif del Transporter		Session Selec	tion	Help 🕜	
eporting State North Carolina ccount Type Motionuel Transporter	Session Informat	ion			
ccount Type Moto del Transporter	Company	TRAINING 1	FEIN:	123456789	
	Reporting State	North Carolina			
prosting Boyled	Account Type	Motion uel Tramporter			
	Reporting Period				
ccount ID 12345678901	Account ID	12345678901			
	Existing Session	Session List	NewSession	Amendment	
Existing Session Session List New Session Amendment					

The **Session Selection** screen is displayed. Click the drop down arrow for **Month** and **16 Year** for the Reporting Period.

Profile/Login siness >> Main Menu >>	Set Session Schedule Select Session >> Session Continued	es Tax	k Returns	
	Session Selectio	n	Help 🕢	
Session Informati	on			
Company	TRAINING 1	FEIN:	123456789	
Reporting State	North Carolina			
Account Type	Motor Fuel Transporter			
Reporting Period	12 💌 / 2006 💌			
Account ID	12345678901			
Existing Session	Session List New Back Exit	Session New Sess	Amendment	

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

rth Carolina partment of Reve	nue			
Profile/Login	Set Session Sc Select Session >> Session Co		x Returns	
			and the second se	
	Session Se	lection	Help 🕜	
Session Informati	ion			
Company	TRAINING 1	FEIN:	123456789	
Reporting State	North Carolina			
Reporting Period	12 / 2006			
Account Type	Motor Fuel Transpo	orter	•	
Account ID	12345678901			
Return Type	Original	Sequence	0	
Status	Open			
	Confirm			
	000±00 ±00 - +0	24		

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

North Carolina		
Department of Re		
Profile/Login		
Business >> Main Men	u.	
	. Constant	
Welcome Donna Al		
TRAINING 1	Account Number Period Account Type 12345678901 12/2006 TR	
	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	
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. Your Account Name, Account Number, Reporting Period, and Account Type are displayed above the Main Menu bar. Click on **Schedules** <sup>19</sup> tab at the top of the screen.

North Carolina Department of Revenue	· D. · T. · · ·	
Profile/Login Set Sess Business >> Main Menu >> Schedule Tra		
TRAINING 1 12345	Number Period Account Type 5678901 12/2006 TR hedule Transaction List Help ?	
Select Sched Product Origin	in Destination Document Document # Billed Date Document # Gallons	
	No Activity Return New Select a schedule	
Back	Print Exit Cancel	

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**.

North Carol Department	ina of Revenue
ASSAR AN	le/Login Set Session Schedules Tax Returns
Account Nat TRAININ	ne Account Number Period Account Type G 1 12345678901 12/2006 TR
	Schedule Selection Help ?
Select :	Schedule
Schedule	
	14A-Gallons of motor fuels loaded at a North Carolina terminal or bulk pla 14B-Gallons of motor fuels loaded at an out-of-state terminal or bulk plan
	Select Schedule from List
	Back Exit Cancel
Г	

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

TRAINING 1			TR
	Enter Schedule Informatior	Help 🕻	?
Schedule	14A-Gallons of motor fuels loaded at a plant and delivered to another state	North Carolina terminal or bulk	
*Product Type	065-Gasoline 💌		
*Person Hiring Carrier Nam	e CCC Distributor		
*Person Hiring Carrier Acct Number	561234567		
*Seller Name	DDD Supplier		
*Seller Account Number	769876543		
*Mode	Truck		
Origin Terminal	T56NC2000		
*Origin City		]	
*Origin State			
*Delivered To Name	CCC Distributor	]	
*Destination City	Darlington		
*Destination State	SOUTH CAROLINA		
*Delivered To Account Number	561234567		
*Date Delivered	12/02/2006 🕸 mm/dd/ceyy		
*Document Number	14152		
*Gross Gallons	8400		
*Net Gallons	8429		
* Required Fields			
	dd Next Add+NewSchedule	Tax Return	

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

TRAINING 1		/2006 TI
E	nter Schedule Information	Help 🥐
Schedule	14A-Gallons of motor fuels loaded at a plant and delivered to another state	North Carolina terminal or bulk
*Product Type	065-Gasoline	
*Person Hiring Carrier Name	CCC Distributor	
*Person Hiring Carrier Acct Number	561234567	
*Seller Name	DDD Supplier	
*Seller Account Number	769876543	
*Mode	Truck	
Origin Terminal	T56NC2000	
*Origin City		
*Origin State	<b>•</b>	
*Delivered To Name	CCC Distributor	
*Destination City	Darlington	
*Destination State	SOUTH CAROLINA 🔽	
*Delivered To Account Number	561234567	
*Date Delivered	12/02/2007 🛇 mm/dd/coyy	
*Document Number	14152	
*Gross Gallons	8400	
*Net Gallons	8429	
* Required Fields	,	
Add	Next Add+NewSchedule	Tax Return

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**.

North Carol	ina
Department	of Revenue
Profil	e/Login Set Session Schedules Tax Returns
	> Main Menu >> Schedule Transactions >> Select Schedule >> Schedule Maintenance >> Schedule >> Select Schedule >> Schedule Maintenance >> Select Schedule
Account Nar TRAININ	
	Schedule Selection Help ?
Select s	Schedule
Cabadula	
Schedule	
	14A-Gallons of motor fuels loaded at a North Carolina terminal or bulk pla 14B-Gallons of motor fuels loaded at an out-of-state terminal or bulk plan
	Add a schedule
	Back Exit Cancel

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

	E	nter Schedule Information	Help 🕜
		14B-Gallons of motor fuels loaded at ar and delivered in North Carolina	n out-of-state terminal or bulk plant
•	*Product Type	160-Diesel Fuel - undyed	
	*Person Hiring Carrier Name	DDD Supplier	
	*Person Hiring Carrier Acct Number	761234567	
•	*Seller Name	DDD Supplier	
	*Seller Account Number	761234567	
	*Mode	Truck	
	Origin Terminal		
	*Origin City	Spartanburg	
	*Origin State	SOUTH CAROLINA	
	*Delivered To Name	BBBB Retail Station	
	*Destination City	Charlotte	
	*Destination State	NORTH CAROLINA	
	*Delivered To Account Number	561234567	
	*Date Delivered	12/15/2006 🍄 mm/dd/ccyy	
	*Document Number	963852	
	*Gross Gallons	7500	
	*Net Gallons	7475	
	* Required Fields		
	Add	Next Add+NewSchedule	Tax R eturn
		Add a schedule	

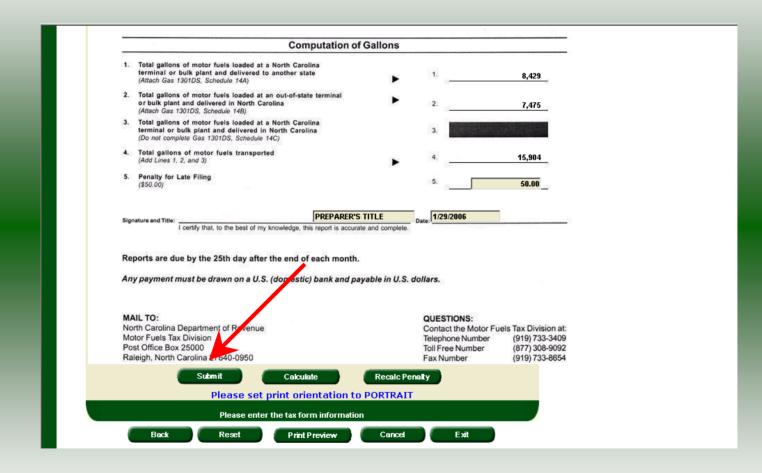
Enter information as requested on this screen. Enter information on this screen using the same instructions as on Page 22.

E	Inter Schedule Information	Help 🕜
Schedule	14B-Gallons of motor fuels loaded at an o and delivered in North Carolina	out-of-state terminal or bulk plant
*Product Type	160-Diesel Fuel - undyed	
*Person Hiring Carrier Name	DDD Supplier	
*Person Hiring Carrier Acct Number	761234567	
*Seller Name	DDD Supplier	
*Seller Account Number	761234567	
*Mode	Truck	
Origin Terminal		
*Origin City	Spartanburg	
*Origin State	SOUTH CAROLINA	
*Delivered To Name	BBBB Retail Station	
*Destination City	Charlotte	
*Destination State	NORTH CAROLINA	
*Delivered To Account Number	561234567	
*Date Delivered	12/15/2006 😵 mprodd/ceyy	
*Document Number	963852	
*Gross Gallons	75.0	
*Net Gallons	7475	
* Required Fields		
Add	i Next Add+NewSchedule	Tax Return
	Add a schedule	

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

Tra	je Name				O nended Report	
1	RAINING 1				Final Report	
Loc	ation	County			ddress has changed since prior re	eport
L					Account Number	
Mai	ing Address				12345678901	
L					123 101 0001	-
City		State	Zip Code (First 5	digits)	Return for Month of	
L					Month Year	
Nat	ne of Contact Person	Phone Number	Fax Number		40 0000	
1 -					12 - 2006	
	<sup>p</sup> reparer's Name	(919)733-340 Computation		3654	12 - 2006	
	Total gallons of motor fuels loaded at	Computation				
		Computation		1.	<u>12</u> - <u>2006</u> 	
	Total gallons of motor fuels loaded at terminal or bulk plant and delivered t	Computation a North Carolina o another state an out-of-state terminal				
1.	Total gallons of motor fuels loaded at terminal or bulk plant and delivered t (Attach Gas 1301DS, Schedule 14A) Total gallons of motor fuels loaded at or bulk plant and delivered in North Ca	Computation a North Carolina o another state an out-of-state terminal rolina a North Carolina North Carolina		1.		
	Total gallons of motor fuels loaded at terminal or bulk plant and delivered t (Attach Gas 1301DS, Schedule 14A) Total gallons of motor fuels loaded at or bulk plant and delivered in North Ca (Attach Gas 1301DS, Schedule 14B) Total gallons of motor fuels loaded at terminal or bulk plant and delivered in	Computation a North Carolina o another state an out-of-state terminal rolina a North Carolina North Carolina 14C)		1.		

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 **Title** and **Date**.



Please note Line 5. Penalty is calculated if the return is filed late. Click **Submit**.

12345678951	12/2006	TR		
ayment	Menu	Help 🕜		
ent wethod:				
or a credit/debit card paymer a card number	nr.			
er				
	entrelethod: charged if you pay by credit/ lent of your tax payment, and or a credit/debit card paymen a card number Carolina Department of Reve ability. You will need the follo	charged if you pay by credit/debit card. The fee is cald ent of your tax payment, and is nonrefundable. You w or a credit/debit card payment: a card number Carolina Department of Revenue to draft your bank ac ability. You will need the following information for a bar	e trulethod: charged if you pay by credit/debit card. The fee is calculated as \$2.00 for ient of your tax payment, and is nonrefundable. You will need the or a credit/debit card payment: a card number Carolina Department of Revenue to draft your bank account for the ability. You will need the following information for a bank draft payment:	charged if you pay by credit/debit card. The fee is calculated as \$2.00 for ent of your tax payment, and is nonrefundable. You will need the or a credit/debit card payment: a card number

If the return is filed late and a penalty is due the **Payment Menu** will be displayed. Instructions will be provided for paying by Credit/Debit Card and Bank Draft. To pay by Credit/Debit Card select **Credit/Debit Card**.

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h Carolina artment of Reve	enue	1 1 x	1.		-defended
Profile/Login	Set Session	Schedules	Tax Returns		
Business ≫ Main Menu ≫	• Tax Return >> Payment	t Menu >> Card Payment E	ntry		
Account Name	Account Number	Period		ount Type	
TRAINING 1	12345678901 Payment by (	12/200 Credit/Debit Ca	-	TR elp 🕜	
*Credit/Debit Card Type	[	Mastercard 💌			
*Card Account Number	I	5454545454545454			
*Card Expiration (Month	(Year)	October 🗾 2007			
*Zip Code (Verification)	I	00001			
Payment Amount	\$	\$50.00			
Convenience Fee	1	\$2.00			
Total Amount	9	\$52.00			
Zip Code: Please enter y statement. The zip code			ır 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.

Convenience Fee	δZ.00
Total Amount	\$52.00
Zip Code: Please enter your five digit zij statement. The zip code is used for cred	o code as it appears on your credit/debit card dit/debit card verification.
when you enter the payment amount an	/ by credit/debit card. This fee will be calculated for you d added to the payment amount for the total to be nt. The convenience fee is \$2.00 for every \$100.00
Example:	
\$2.00 for payment amounts of \$.01 to \$	100.00
\$4.00 for payment amounts of \$100.01	to \$200.00
\$6.00 for payment amounts of \$200.01	to \$300.00 etc.
I understand that reversing this charge imposed by the Department of Revenue	may subject me to penalties interest and other fees e for nonpayment or late payment of the tax.
The Department of Revenue will issue a	refund check for tax overpayment.
The convenience fee is nonrefundable.	
* Required Fields	K
	Submit
	ard Payment Entry
Back Cle	ar Exit Cancel

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.

ompany Name TRAINING 1 ccount ID 12345678901	Help 🕜	leip 🕜
Account ID 12345678901		
Account ID 12345678901		
Return Confirmation Number 4704907000001		
Return Received 02/18/2007 08:45 EST		
Filing Period 12/2006 - Original		
Account Type Motor Fuel Transporter		
Page 1 of 2 Next		
Please print for your records		
Please print for your records		
Print Exit Cancel		

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

	View Messages	Help 🕜
Company Name	TRAINING 1	
Account ID	12345678901	
Payment Confirmation Number	1704923000001	
Credit/Debit Card Number (Last 4)	******5454	
Payment Date/Time	02/18/2007 08:45 EST	
Settlement Date	02/19/2007	
Filing Period	12/2006 - Original	
Payment Amount	50.00	
Fee Amount	2.00	
Total Payment Amount	52.00	
Taxpayer Type	Motor Fuel Transporter	
	Previous Page 2 of 2	

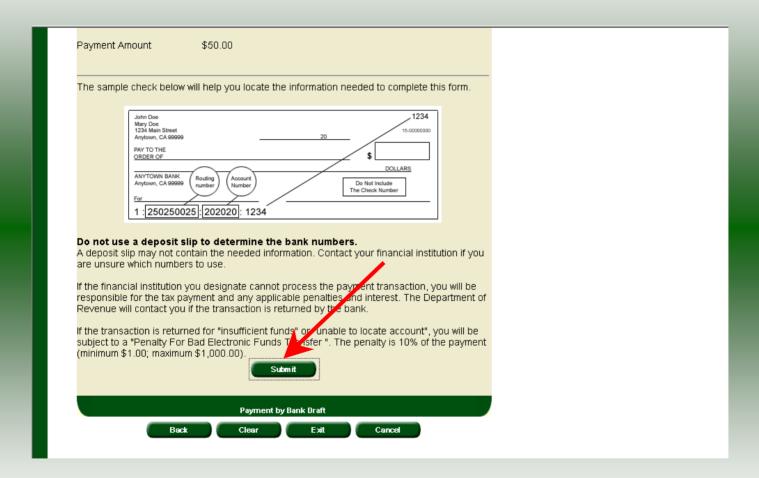
The **Payment Confirmation Message** will display. Click the **Print** button to print this message for your records. Click **Cancel** to return to the Main Menu to process another return. Click **Exit** to leave the Electronic Filing System.

Profi	ile/Login	Set Session	Schedules Tax	Returns	
Business	>> Main Menu >>	Payment Menu			
Account Na	me	Account Number	Period	Account	Type
TRAININ	G 1	12345678901	12/2006		TR
		Paymer	nt Menu	Help	0
Please Sel	lect a Paymen	t Method:			
Credit / L	ebit Card				
A convenie	ence fee is cha	arged if you pay by cre	dit/debit card. The fee is c	alculated as \$2.0	00 for
every \$10 following ir	0.00 incremen oformation for	a credit/debit card payr	and is nonrefundable. You ment:	I will need the	
<ul> <li>Master()</li> </ul>	Card or Visa ca	ard number			
<ul> <li>Billing a</li> <li>Expiration</li> </ul>	ddress				
• Expiratio					
Bank Dr	aft (ACH)				
Authorizes	the North Car	rolina Denartment of De	evenue to draft your bank	account for the	
			ollowing information for a t		ent:
Bank ro	uting number				
<ul> <li>Bank ac</li> </ul>	count number				
		Select a payr	nent method		
		Back E:	xit Cancel		
			Canca		

To pay by bank draft select the **Bank Draft** button.

Business >> Main Menu >>	Payment Menu >> ACH Paym	ent Entry		
Account Name TRAINING 1	Account Number 12345678901	Period 12/2006	Account Type TR	
	Payment by Ban		Help 🕜	
* Required Fields				
*Account Type	Business/Corporate C	Checking 🔽		
*Bank Routing Number	053100494			
*Bank Account Number	99998888777766665			
Payment Amount	\$50.00			
The sample check below	will help you locate the ir	formation needed to compl	ete this form.	
John Dee Mary Dee 1234 Main Street Anytown, CA 99999			234	
PAY TO THE ORDER OF	(Routing) (Account)	\$		
Anytown, CA 99999 <u>For</u> 1 :2502500	025]:[202020]: 1234	Do Not Include The Check Number	_	
1.2302300	202020]. 1234			

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**.

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	nu >> Payment Menu >> ACH Paym		1	
Account Name	Account Number 12345678901	Period 12/2006	Account Type TR	
	Payment by Ban	k Draft (ACH)	Help 🕜	
* Required Fields				
Bank Routing Numbe	er	053100494		
Please Reenter Bar	k Account Number	999988887777	66665	
	Change Pmt Type	Submit		
	Re-enter bank account	number to verify		
	Back Exit	Cancel		

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 <sup>38</sup> draft. Click **Submit** to continue the bank draft payment.

Account Name TRAINING 1	Account Number 12345678901 Payment by Banl	12/2006 K Draft (ACH)	Account Type TF Help 🕜	
Payment Type	Bank Draft (A	SCH)		
Account Type	Business/Cor	porate Checking		
Routing Number	053100494			
Account Number	9999888877	7766665		
Total Payment Amount	\$50.00			
responsible for the tax pa Revenue will contact you		e penalties and interest. T hed by the bank. I per "unable to locate acco befer ". The penalty is 10	The Department of ount", you will be	

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

	View Messages	Help 🕢
ompany Name	TRAINING 1	
ccount ID	12345678901	
eturn Confirmation Number	4704907000002	
eturn Received	02/18/2007 09:04 EST	
ling Period	12/2006 - Original	
ccount Type	Motor Fuel Transporter	
	Page 1 of 5 Nex	

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

	View Messages	Help 🕜	
	tien messages		
company Name	TRAINING 1		
count ID	12345678901		
yment Confirmation Number	1704923000002		
ank Routing Number	053100494		
ank Account Number	99998888777766665		
ayment Date/Time	02/18/2007 09:04 EST		
ettlement Date	2007-02-20		
ling Period	12/2006 - Original		
axpayer Type	Motor Fuel Transporter		
axpayer Account Number	12345678901		
yment Amount	50.00		
Previ	ious Page 3 of 5 Next		
	View messages		
Prin	t Exit Cancel		

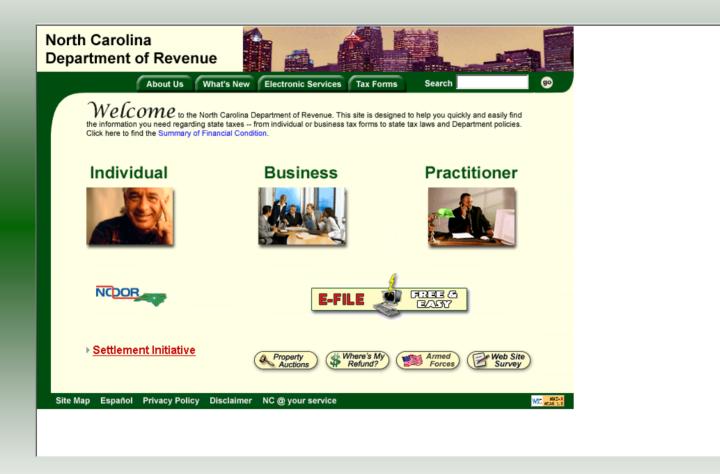
The **Payment Confirmation Message** will display. Click the **Print** button to print this message for your records. Click **Cancel** to return to the Main Menu to process another return. Click **Exit** to leave the Electronic Filing System.

North Carolina Department of Re	venue	<u>_</u>	<u>h</u> -1	- 4 ( + 4 -
Profile/Login	Set Session	Schedules Tax R	eturns	
Business >> Main Men	iu I			
Welcome Donna Al	derman			
Account Name	Account Number	Period	Account Type	
TRAINING 1	12345678901	12/2006	TR	
	Main	Menu	Help 🕜	
Select a task to	o perform			
Tax Return	Process and review	tax returns		
Payments	Make a credit card o	r bank draft payment		
ViewMessages	View acknowledgm	ents and messages		
Print Return	and the second	porting schedules - the rinting for best results	return must be	
Consolidated Return	Print consolidated r prior to printing for l	eturn - the return must b pest results	e calculated	

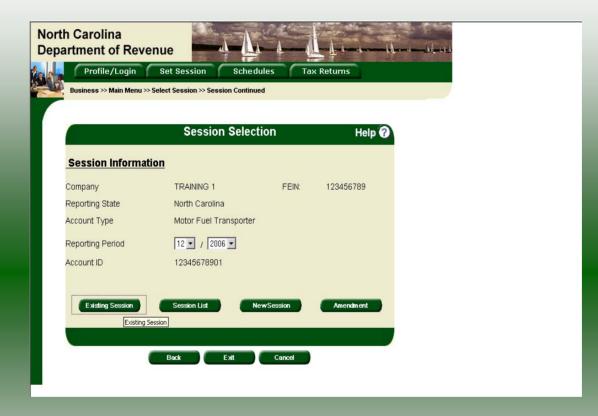
If **Cancel** is selected the Main Menu screen is displayed. A new session must be set to continue processing returns.

Security Alert
Do you want to continue? In the future, do not show this warning Yes No More Info

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-1301 Transporter** 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.

	Session Select	ion	Help 🕜	•
Session Informat	Λ	FFIL	100150700	
ompany oporting State	TRAINING 1	FEIN:	123456789	
eporting State	North Carolina Motor del Theoporter			
ccount Type				
eporting Period	12 💌 / 2006 💌			
count ID	12345678901			

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**.

n Carolina Irtment of Revenu			T
		hedules Ta	× Returns
Business >> Main Menu >> Sele	ect Session >> Session Cor	ntinued >> Session Fin	alize
	Session Sel	ection	Help 🕜
Session Information	1		
Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Reporting Period	12 / 2006		
Account Type	Motor Fuel Transpo	rter	
Account ID	12345678901		
Return Type	Original	Sequence	0
Status	Filed		
	Confirm	D	
		onfirm	
	Select sessi	on	
	Back Exit	Cancel	

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 Carolin Department	A CONTRACTOR OF A CONTRACTOR O
Profile, Business >> N	
Welcome Do	nna Alderman
Account Name	
TRAINING	
	Main Menu Help 🕢
Select a t	task to perform
Tax Retu	
Paymen	
ViewMess	ages View acknowledgments and messages Print return and supporting schedules - the return must be
Print Reb	calculated prior to printing for best results
Consolidated	Return Print consolidated return - the return must be calculated prior to printing for best results

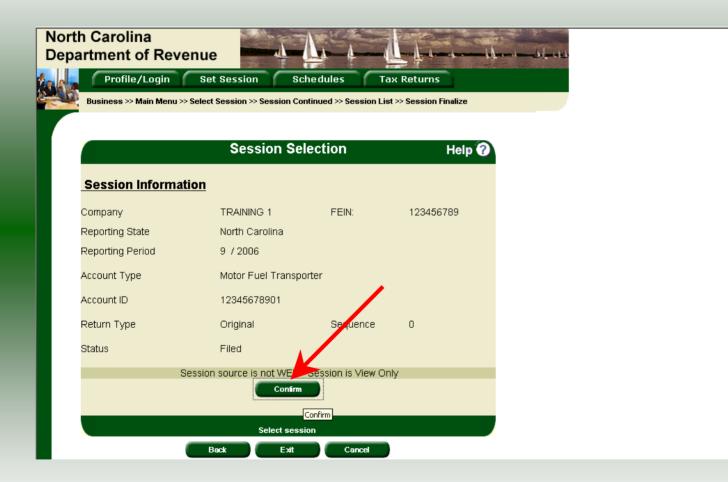
The **Main Menu** screen is displayed. You may view your return by clicking **Tax Return**, make a payment by clicking **Payment**, view messages by clicking **View Messages**, print the return by clicking **Print Return**, or view a consolidated return by clicking **Consolidated** 

	Session Select	ion	Help 🕜	
Session Informa	tion			
Company	TRAINING 1	FEIN:	123456789	
Reporting State	North Carolina			
Account Type	Motor Fuel Transporter			
Reporting Period				
Account ID	12345678901			
Account ID		wSession	Amendment	

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

ent of Revenue       Schedules       Tax Returns         Profile/Login       Set Session       Schedules       Tax Returns         ess >> Main Menu >> Select Session >> Session Continued >> Session List         At Name       Account Number       Period       Account Type         NING 1       12345678901       N/A       TR         Session Selection List       Help ?         ext a Session       Help ?	h Carolina		C.A.	-Aver 2 - Par	4		and the
ess >> Main Menu >> Select Session >> Session Continued >> Session List NING 1 12345678901 N/A TR Session Selection List Help ? ect a Session Provide A Session		Revenue		-la-a-al-		4	and much for the
ess >> Main Menu >> Select Session >> Session Continued >> Session List NING 1 12345678901 N/A TR Session Selection List Help ? ect a Session Provide A Session			ession	Schedules Tax Ret	urns		
Name       Account Number       Period       Account Type         NING 1       12345678901       N/A       TR         Session Selection List       Help ?         ext a Session         12       2006       Original / Amendment       Status         12       2006       Original       0       Filed         9       2006       Original       0       Filed         13       2006       Original       0       Open         14       2006       Original       0       Open         14       2006       Triginal       0       Open         15       5elect       Select       Select       Select							
NING 1 12345678901 N/A TR Session Selection List Help () ect a Session and the session block Month Year Original / Amendment Status 12 2006 Original 0 Filed 12 2006 Original 0 Filed 13 2006 Original 0 Open 14 2006 Original 0 Open 17 2006 Original 0 Open 17 2006 Original 0 Open 18 2006 Original 0 Open							
NING 1       12345678901       N/A       TR         Session Selection List       Help ?         ect a Session       Year       Original / Amendment       Status         o 12       2006       Original       0       Filed         o 9       2006       Original       0       Filed         o 13       2006       Original       0       Open         o 14       2006       Original       0       Open         o 2006       Original       0       Open <tho< th=""><th>Account Name</th><th></th><th></th><th>Devie J</th><th></th><th>·</th><th></th></tho<>	Account Name			Devie J		·	
Month       Year       Original / Amendment       Status         12       2006       Original       0       Filed         9       2006       Original       0       Filed         12       2006       Original       0       Filed         9       2006       Original       0       Open         17       2006       Original       0       Open         17       2006       Original       0       Open         17       2006       Original       0       Open         18       2006       Original       0       Open         19       2006       Original       0       Open         10       0       Open       Open       Open         19       2006       Original       0       Open         10       Open       Open       Open       Open         10       Select       Select       Select       Select	TRAINING 1	1234	15678901	N/A			
MonthYearOriginal / AmendmentStatus122006Original0Filed92006Original0Filed82006Original0Open72006Original0Open42006rriginal0OpenSoverniment session: view viewSelect		Se	ession Sel	lection List		Help 🕜	
MonthYearOriginal / AmendmentStatus122006Original0Filed92006Original0Filed82006Original0Open72006Original0Open42006rriginal0OpenSoverniment session: view viewSelect							
12       2006       Original       0       Filed         9       2006       Original       0       Filed         8       2006       Original       0       Open         7       2006       Original       0       Open         4       2006       Original       0       Open         sovernment session: view only       Select       Select       Select	Select a Ses	ssion					
12         2006         Original         0         Filed           9         2006         Original         0         Filed           8         2006         Original         0         Open           7         2006         Original         0         Open           4         2006         Original         0         Open           eovernment session: view         Select         Select         Select	Select	Month	Year	Original / Amendmen	t	Status	
0     8     2006     Original     0     Open       7     2006     Original     0     Open       4     2006     original     0     Open       sovernment session: view only	с	12	2006	a second the second		Filed	
7     2006     Original     0     Open       4     2006     Original     0     Open       Sovernment session: view only	•	9	2006	Original	0	Filed	
4     2006     Original     0     Open       Sovernment session: view only     Select     Select     Select	0	8	2006	Original	0	Open	
Sovernment session: view only Select	•	7	2006	Original	0	Open	
Select	0	4	2006	Original	0	Open	
Select	Sovernm	ient session: viev	v only				
Select			(72000)				
			Sel	ect			
Select session				Select			
	6		Select s				
Back Print Exit Cancel		Back	Print	Exit Cancel			

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.

Profile/Login usiness >> Main Menu >> So Session Continued	Set Session Sched		< Returns	ssion List
	Session Select	ion	Help 🕜	
Session Informatio	on 🔥			
Company	TRAININ 5 1	FEIN:	123456789	
Reporting State	North Carolina			
Account Type	Motion uel Tramporter			
Reporting Period	12 💌 / 2006 💌			
Account ID	12345678901			
Existing Session	Session List No	ewSession	Amendment Create Amend	dment

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.

n Carolina Intment of Reve		hedules Ta	Returns
Business >> Main Menu >> > Session Continued >> Ses	• Select Session >> Session Co ssion Finalize	ntinued >> Session Lis	t >> Session Finalize >> Se
	Session Sel	ection	Help 🕜
Session Informat	tion		
Company	TRAINING 1	FEIN:	123456789
Reporting State	North Carolina		
Reporting Period	12 / 2006		
Account Type	Motor Fuel Transpo	orter	
Account ID	12345678901	1	
Return Type	Amendment	Sequence	1
Status	Open		
	Confirm	D	
		Confirm	
	Select sessi		

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	¥1 1 1	
Profile/Login Business >> Main Men		Schedules Tax Retu	urns
Welcome Donna Al			
Account Name TRAINING 1	Account Number 12345678901	Period 12/2006	Account Type TR
	Main	Menu	Help 🕜
Select a task to Tax Return Payments	o perform Process and review f Make a credit card or		
View Messages Print Return		ents and messages porting schedules - the ref rinting for best results	turn must be
Consolidated Return)	Print consolidated re prior to printing for b	eturn - the return must be o est results	calculated

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

lorth Carolina Department of Re	venue
Profile/Login Business >> Main Men	Set Session Schedules Tax Returns
Account Name	Account Number Period Account Type
TRAINING 1	12345678901 12/2006 TR Schedule Transaction List Help ?
	roduct Origin Destination Document Document # Billed Gallons No schedule entries found No Activity Return New
	Select a schedule
	Back Print Exit Cancel

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

North Carol Department	ina of Revenue
PACA A CAR	e/Login Set Session Schedules Tax Returns
Transactions	>> Select Schedule
Account Nam TRAININ	ne Account Number Period Account Type G 1 12345678901 12/2006 TR
TRAINING	Schedule Selection Help ?
	<u>Schedule</u>
Schedule	14A-Gallons of motor fuels loaded at a North Carolina terminal or bulk pla 14B-Gallons of motor fuels loaded at an out-of-state terminal or bulk plan
	Select Schedule from List
	Back Exit Cancel

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

	nter Schedule Info	rmation	Help	2
Schedule	14A-Gallons of motor fuels I plant and delivered to anoth		arolina terminal or bulk	
*Product Type	065-Gasoline	•		
*Person Hiring Carrier Name	CCC DISTRIBUTOR			
*Person Hiring Carrier Acct Number	561234567			
*Seller Name	DDD SUPPLIER			
*Seller Account Number	769876543			
*Mode	Truck 🗾			
Origin Terminal	T56NC2000			
*Origin City				
*Origin State	-			
*Delivered To Name	CCC DISTRIBUTOR			
*Destination City	DARLINGTON			
*Destination State	SOUTH CAROLINA			
*Delivered To Account Number	561234567			
*Date Delivered	12/02/2006 🕸 mm/dd/coyy			
*Document Number	14152			
*Gross Gallons	-8400			
*Net Gallons	-8429			

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.

E	inter Schedule Information	Help 🕜
Schedule	14A-Gallons of motor fuels loaded at a l plant and delivered to another state	North Carolina terminal or bulk
*Product Type	065-Gasoline	
*Person Hiring Carrier Name	CCC DISTRIBUTOR	
*Person Hiring Carrier Acct Number	561234567	
*Seller Name	DDD SUPPLIER	
*Seller Account Number	769876543	
*Mode	Truck	
Origin Terminal	T56NC2000	
*Origin City		
*Origin State		
*Delivered To Name	CCC DISTRIBUTOR	
*Destination City	DARLINGTON	
*Destination State	SOUTH CAROLINA 💽	
*Delivered To Account Number	561234567	
*Date Delivered	12/02/2016 🍄 mi (dd/ceyy	
*Document Number	1415	
*Gross Gallons	-8400	
*Net Gallons	-8429	
* Required Fields		
Add	Next Add+NewSchedule	Tax Return
	Add a schedule	
Back	Clear Print Exi	Cancel

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**.

North Carol Department	ina of Revenue
PACA A CAR	e/Login Set Session Schedules Tax Returns
Transactions	>> Select Schedule
Account Nam TRAININ	ne Account Number Period Account Type G 1 12345678901 12/2006 TR
	Schedule Selection Help ?
	<u>Schedule</u>
Schedule	14A-Gallons of motor fuels loaded at a North Carolina terminal or bulk pla 14B-Gallons of motor fuels loaded at an out-of-state terminal or bulk plan
	Select Schedule from List
	Back Exit Cancel

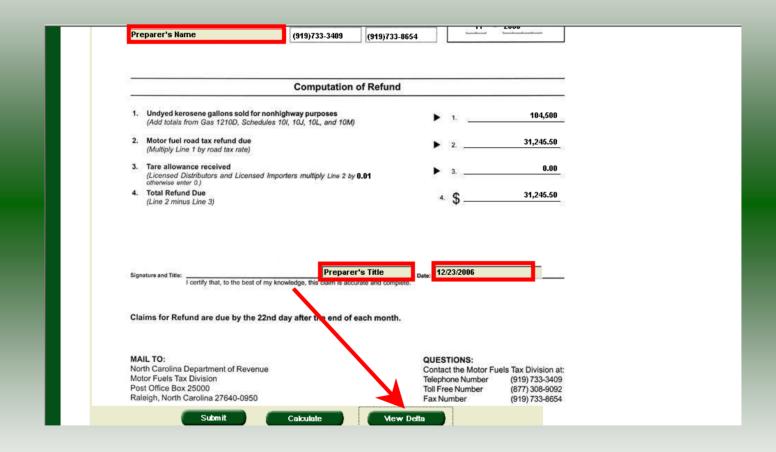
The **Schedules Selection** screen is displayed. Click the down arrow and select the applicable schedule.

	nter Schedule Inf	ormation		Help 🕜	
	14A-Gallons of motor fue plant and delivered to an		North Carolina termina	Il or bulk	
*Product Type	065-Gasoline	•			
*Person Hiring Carrier Name	CCC DISTRIBUTOR				
*Person Hiring Carrier Acct Number	561234567				
*Seller Name	DDD SUPPLIER				
*Seller Account Number	769876543				
*Mode	Truck 🔽				
Origin Terminal	T56NC2000				
*Origin City					
*Origin State		•			
*Delivered To Name	CCC DISTRIBUTOR				
*Destination City	DARLINGTON				
*Destination State	SOUTH CAROLINA	•			
*Delivered To Account Number	561234567				
*Date Delivered	12/02/2006 🍄 mm/dd/ccyy				
*Document Number	14152				
*Gross Gallons	-8400				
*Net Gallons	-8429				

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.

Carolina tment of Revenue	A In	<u>U</u>	
Profile/Login Set	Session Sched	lules Tax Returns	
Business >> Main Menu >> Sched		chedule >> Schedule Maintenanc	e >> Schedule
Transactions >> Select Schedule >>	Schedule Maintenance		
2		0.00 - 26 - 20	
	ccount Number 8765432180	Period 11/2006	Account Type KC
	ter Schedule Inf		Help 🕜
Schedule	10J-Gallons delivere purpose	d tax-free to retail stations fo	r a nonhighway
*Product Type	142-Kerosene - undy	ed 💌	
*Destination Address	1429 Rock Quarry F	Road	
*Destination City	Raleigh		
*Destination State	NORTH CAROLINA	•	
*Purchaser Name	AAA Retail Station		
*Purchaser Account Number	561234567		
*Date Shipped	11/20/2050 🛇 mm/dd/	ссуу	
*Document Number	968.74		
*Billed Gallons	-4000		
* Required Fields			
Add N	ext Add+NewSci	nedule Tax Return	
	Add a sche	dule	

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



The calculated amended return will be displayed. This will include the original return and the amended return. Enter the **Contact Person** and **Title**. To view only the changes made on the amended return click **View Delta**.

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1		Computation of	of Refund		1
1.	Undyed kerosene gallons sold for nonh (Add totals from Gas 1210D, Schedules	nighway purposes 101, 10J, 10L, and 10M)		▶ 1.	-4,000
2.	Motor fuel road tax refund due (Multiply Line 1 by road tax rate)			▶ 2	-1,196.00
3.	Tare allowance received (Licensed Distributors and Licensed Imp otherwise enter 0.)	porters multiply Line 2 by	0.01	▶ 3	0.00
4.	Total Refund Due (Line 2 minus Line 3)			4. \$	-1,196.00
Sigr	nature and Title: I certify that, to the best of my k	PREPARE nowledge, this claim is accur	R'S TITLE prate and complete.	ate: 12/23/2006	
	I certify that, to the best of my k	nowledge, this claim is accu	rate and complete.	ate: 12/23/2006	
	nature and Title: I certify that, to the best of my k aims for Refund are due by the 22nd	nowledge, this claim is accu	rate and complete.	<sub>ate:</sub> <b>12/23/2006</b>	
Cla MA No Po	I certify that, to the best of my k	nowledge, this claim is accu	rate and complete.	QUESTIONS: Contact the Motor Fuels Telephone Number Toll Free Number Fax Number	s Tax Division at: (919) 733-3409 (877) 308-9092 (919) 733-8654

After verifying the gallons click **Submit**.

	View Messages	Help 🕜
Company Name	TRAINING 1	
Account ID	12345678901	
Return Confirmation Number	4704907000003	
Return Received	12/2006 - Amendment 1	
Account Type	Wotor Fuel Transporter	
	View messages	
Pi	rint Exit Cancel	

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

	View Messages	Help 🕢
Company Name	TRAINING 1	
Account ID	12345678901	
Return Confirmation Number	4704907000003	
Return Received	02/18/2007 11:16 EST	
Filing Period	12/2006 - Amendment 1	
Account Type	Motor Fuel Transporter	
	View messages	
Print	Exit Cancel	
	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.