

## Instructions for Downloading and Importing IFTA Fuel Tax Rates into FLI

**PLEASE NOTE THE ONLINE FILING INSTRUCTIONS PROVIDED AT THE BOTTOM OF THIS DOCUMENT THAT BECAME EFFECTIVE January 1, 2013**

### **To download your tax rates, perform the following steps:**

Normally fuel tax rates are updated and made available to FLI customers who have purchased an annual support plan by the 4th day of each month following the end of each quarter year (Jan 4th, Apr 4th, July 4th, Oct 4th). Please view the home page of FLIsupport.com for announcements and notices.

To download your tax rates, please perform the following steps:

- 1) Connect to the Internet, open your browser, and navigate to [www.FLIsupport.com](http://www.FLIsupport.com)
- 2) Click on the Fuel Tax Rates button on the left side of the Home page
- 3) Click on the link that reads "[Prepaid Tax Rate Subscription Customers CLICK HERE to download your fuel tax rates](#)"
- 4) In the pop-up that asks if you want to Open or Save, click Save (do not open this file)
  - a) In Windows 7 the popup will be a yellow bar at the bottom of the window, or it may automatically start the download without a prompt.
- 5) In the next pop-up, select the folder where you want to save the file (e.g. My Documents). It does not matter where you save the file, just remember the folder)
  - a) In Windows 7 the file will automatically be saved in the Downloads folder.
- 6) Click Save and it will only take a few seconds to download. When complete, click Close
  - a) In Windows 7 the download complete will appear on a yellow bar at the bottom of the window. Do not open the file. If you get a message that the file cannot be opened, simply ignore the message by clicking OK. If you receive a window that appears like garbled text, simply close the window and proceed to importing - in this case the file downloaded and your computer is attempting to automatically open it using a program that is associated with a tax file (usually Adobe or Intuit).

### **Multiple Company Consideratons:**

If you have multiple companies to file an IFTA Quarterly Return you must perform an Import for each company. You do NOT need to download the rates again, simply open your separate company in FLI and repeat the steps to import tax rates and create your IFTA Return

**To import your tax rates, perform the following steps:**

- 1) Open FLI and go to Fuel > Fuel Tax Rates
- 2) Click the Import button in the lower right portion of the window
- 3) Click the Browse button and navigate to the folder where you saved the tax rates file (e.g. My Documents)
  - a) In Windows 7, after clicking the browse button, click on the Download folder on the left side of the popup window
- 4) Click on the file name (e.g. 2Q2006.tax), and click Open
- 5) Click the Import button and your tax rates will be imported within a few seconds
- 6) Close the Tax Rates window and proceed to creating your IFTA Quarterly Return

**To create your IFTA Return, perform the following steps:**

- 1) Open FLI and go to Fuel > IFTA Quarterly Return
- 2) Click New
- 3) Make sure your IFTA account number is entered, and the correct quarter and year are selected
- 4) Click the big button "Verify information and CLICK HERE..."
- 5) Print your return

**If your IFTA Return is *incorrect*, perform the following steps:**

- 1) Open FLI and go to Fuel > IFTA Quarterly Return
- 2) Make sure the incorrect return is selected in the list at the top of the window
- 3) Click Delete (this will only delete the return – NOT the miles and fuel used for the return)
- 4) Make corrective trip sheet and/or fuel purchase corrections
- 5) Create your IFTA Return again

### **Department of Revenue Online filing requirements:**

After completing and printing your IFTA Quarterly return in FLI you will need to login to your State's department of revenue website and enter some of the information that appears on your printed form into the online form on their website. When done you will submit your return through their website. Any tax liabilities owed to the State will be paid through their online payment system. Any refunds due from the State will be deposited into your account registered to their online payment system.

BEFORE you can perform electronic online IFTA filing you must create an account with your state motor fuel tax department and an account in their online payment system. We have had a number of customers inform us the registration process for these accounts is more time consuming and complex than entering the IFTA information and filing. If you do not have an online account with your State it is highly recommended you initiate that process right away to avoid any late filing penalties for not having your accounts established before your IFTA tax returns are due.

***All questions or concerns regarding your online filing requirements must be directed to your State department of revenue.***

***DISCLAIMER:*** *The Fuel Tax Rates provided by FLI were obtained from International Fuel Tax Association, Inc. (IFTA Inc), and are assumed to be accurate and correct. FLI does not obtain or distribute tax rates until IFTA Inc identifies the tax rate matrices as "Final" rates for the quarter. This file is usually made available on the 3rd or 4th day of the month following a quarter-year end. Waiting until the quarter has ended gives all Member Jurisdictions ample time to update their rates with changes that may have occurred during the quarter, and provides a high degree of confidence in the accuracy of the rates. Neither FLI nor IFTA Inc alters or independently confirms the rates provided by Member Jurisdictions. Though extremely unlikely, there always remains a possibility that Member Jurisdiction(s) did not report their correct and final rates to IFTA Inc. For this reason, FLI assumes NO responsibility for inaccurate, incorrect, or omitted rates. Before filing your quarterly IFTA return, please verify the tax rates are correct.*