Modernized Gateway 3.0 How To-Filing an IFTA Return

Beginning May 21st, 2018 applications, return filings and payments for Ohio taxpayers may be made electronically through the “Modernized Gateway”, formally known as “The Ohio Business Gateway” or “OBG”. This How-To tutorial will walk you through filing a return for an IFTA account via the new filing portal.

There are several important points that you must remember when filing an IFTA return online via the Gateway:

1. Users must have registered to access the Modernized Gateway via OH|ID.
2. Users must have an IFTA account with Taxation prior to filing returns via the Gateway.
3. IFTA returns are filed quarterly and are due the last day of the month following the end of the filing period.
4. Payments for IFTA may be made using ACH Debit via the Gateway. Those filers who wish to make a payment via ACH Credit must contact the Treasurer-State of Ohio for assistance in setting up their payments.
5. When submitting a payment, all payment detail (Account Number, Routing Number, etc.) should be readily available. Please note the Gateway does not retain payment information and must be entered each time a payment is submitted.

NOTE: The following job aide will contain instructions for each accompanying screen capture. Be sure to review the text above and below each screen capture for a thorough understanding of the application process.

***All names, addresses, and account details used in this tutorial are used strictly for testing purposes and do not represent actual taxpayer data.
Step 1. Access the Modernized Gateway via OH|ID

To get started, navigate to the OH|ID Business portal by going to: https://Ohid.ohio.gov.
Step 2. Log into OH|ID

You will log into your OH|ID account by entering your existing Username and Password and clicking Log In.

If you have forgotten your Username and/or Password, you must utilize the Forgot Username/Password link for assistance in retrieving your information.

If you do not have an existing account, please see the How To-Create a New OH|ID Account for walk-through instructions.
Step 3. Upon logging-in, the system will navigate to the Ohio Business Gateway “Home” page where your account’s Dashboard will be displayed.

The Dashboard will default to the “New Transaction” tab. This area allows the user to select the transaction(s) they wish to initiate. Should your Dashboard not display transactions for IFTA (International Fuel Tax Agreement), your account set-up process may not have been completed. Please see the How-To tutorial for “Initial Gateway Registration” for directions on how to add services and transactions.
Step 4. For this tutorial, we will be selecting the “International Fuel Tax Return” transaction.

Click the blue arrow icon to begin a new return for the IFTA account.
Step 5. The system will display the International Fuel Tax Agreement Return landing page.

When submitting a return for IFTA, fields that are designated with a red asterisks (*) are required fields. To proceed with the return, those fields must be populated with valid values. If invalid data is entered while completing the return, the system will display an error message and the return may not be saved or progress to the next page.
Step 6. All required fields must be completed, including the Account Number, Filing Year, Filing Period, and Return type, to proceed with the return.

The system will default the account number issued by Taxation. If your business holds more than a single IFTA account, you may use the drop-down menu to select the appropriate number for your filing.

The Filing Year must be entered by the User.

In this example, the return being filed will be for the Filing Year 2017.
Step 6a. All required fields must be completed, including the Account Number, Filing Year, Filing Period, and Return type, to proceed with the return.

IFTA returns are filed on a quarterly basis. The drop-down menu provides a list of each quarter throughout the year.

In this example, the return will be for the 4th quarter.
Step 6b. All required fields must be completed, including the Account Number, Filing Year, Filing Period, and Return type, to proceed with the return.

Original or Amended returns may be filed via the Gateway for IFTA. The drop-down menu provides both options.

In this example, the return will be filed for an Original Return.
Step 6c. All required fields have been completed. To proceed with the return, select the Next button.

Users can cancel their account with the return filing should it be necessary. If a user wishes to cancel their account, they are required to input the date of cancellation.

In this example, we will not be cancelling the account.
Step 7. At this time, the system will navigate to the page where the user must begin entering Tax Information for the return. Number of Vehicles, C2-Total Miles Traveled in All Jurisdictions, and C3-Total Gallons Purchased in all Jurisdictions are required fields on this page and must be entered by the user to proceed with the return.

The fields for D4-Schedule Total Miles, D7-Schedule Total Gallons, and C4-Average MPG cannot be edited by the user. The values for these fields will be calculated based upon the details entered for the Jurisdiction Schedules.
Step 8. After the required fields have been completed, select the +Show Schedule button to proceed entering the jurisdiction details.

Note: The procedure referenced above may be completed for all fuel types applicable for the return. The system will default to the Diesel Summary, as it is the most reported fuel type. User only need select additional fuel type summaries if they must report miles and fuel purchases for them.
Step 9. The system will open a window that allows the user to Add Schedule Lines.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company ID</th>
<th>Account Number</th>
<th>Reporting Period</th>
<th>Due Date</th>
<th>Return Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxpayer, Joe</td>
<td><em><strong>.</strong></em>-7777</td>
<td>01004025</td>
<td>10/1/2017 - 12/31/2017</td>
<td>01/31/2018</td>
<td>Original</td>
</tr>
</tbody>
</table>

### Add Schedule Lines

**New Schedule Line**

<table>
<thead>
<tr>
<th>*D1 Jurisdiction</th>
<th>*Tax Rate End Date</th>
<th>*D4 Total Miles</th>
<th>*D5 Taxable Miles</th>
<th>*D7 Tax Paid Gallons</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Select--</td>
<td>Dec 31, 2017</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Return To Summary**

- C2 Total Miles Traveled In All Juris: 25,000
- C3 Total Gallons Purchased In All Juris: 7,200
- D4 Schedule Total Miles: 0
- D7 Schedule Total Gallons: 0

- Compressed Natural Gas Summary
- Gasohol Summary
Step 10. The user must enter all schedule details for the jurisdiction (D1-Jurisdiction, Tax Rate End Date, D4-Total Miles, D5-Taxable Miles, and D7-Tax Paid Gallons) as required fields. When all details have been entered, the user should select the “+” button to commit the schedule to the jurisdiction list.
Step 10a. D1-Jurisdiction contains a drop-down menu that contains a list of all jurisdictions associated with IFTA. Each record must have the corresponding jurisdiction selected before returning to the summary page.

Use the scroll bar to move up and down the alphabetical list to find the appropriate jurisdictions.

In this example, the return will have jurisdictions from Ohio(OH), Kentucky(KY), and West Virginia(WV).
Step 10b. The Tax Rate End Date defaults to the end of the filing period selected on the Filing Information page. Each record will have tax rate end date populated automatically and should not be removed. Each record must have a valid tax rate end date specified before returning to the summary page.

In the event of a split tax rate for a jurisdiction, users may update the tax rate end date. Changing the tax rate end date should only occur if a split rate is present for a jurisdiction. Inputting an invalid date will cause an error and the return process will be unable to proceed.
In this example, the tax rate end being used for all records 12/31/2017, the date originally populated by the system.

Step 10c. Total Miles and Taxable Miles must be entered by the user. “D5-Taxable Miles” will auto populate to match “D4-Total Miles”. Only adjust “D5 Taxable Miles” if there were exempt miles for that jurisdiction. Each record must have valid values for D4 & D5 before returning to the summary page.

A warning message will display if a user attempts to enter less taxable miles than total miles for a given jurisdiction. Exempt miles may only be claimed when the user is sure a jurisdiction allows exempt miles. Failure to properly report the correct figures for total miles vs. taxable miles may result in penalties upon discovery. To determine if miles are eligible for exemption the users should contact IFTA Inc. or the jurisdiction’s taxing authority.
Users are advised to carefully review the details for each record to ensure they have been properly completed prior to filing.

Step 10D. D7-Tax Paid Gallons must be entered by the user. Fuel purchased in each jurisdiction must be reported accordingly. Each record must have valid values for D7 before returning to the summary page. To proceed with the filing of the return, select the Return to Summary button.

After all required fields have been populated with the appropriate data, users should review the combined total miles, taxable miles, and tax paid gallons for all jurisdictions to ensure they match the C2 & C3 totals from the prior page.
To delete an errant schedule, click on the “Trashcan” icon to the left of the record.

Step 10e. After all required fields have been populated with the appropriate data, users should review the combined total miles, taxable miles, and tax paid gallons for all jurisdictions to ensure they match the C2 & C3 totals from the prior page. To proceed with the filing of the return, select the Return to Summary button.

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Tax Rate End Date</th>
<th>D4 Total Miles</th>
<th>D5 Taxable Miles</th>
<th>D7 Tax Paid Gallons</th>
</tr>
</thead>
<tbody>
<tr>
<td>KY</td>
<td>Dec 31, 2017</td>
<td>5,000</td>
<td>5,000</td>
<td>300</td>
</tr>
<tr>
<td>WV</td>
<td>Dec 31, 2017</td>
<td>5,000</td>
<td>5,000</td>
<td>400</td>
</tr>
<tr>
<td>OH</td>
<td>Dec 31, 2017</td>
<td>15,000</td>
<td>15,000</td>
<td>6,500</td>
</tr>
</tbody>
</table>

To return to the summary, select the Return To Summary button.
Step 11. Upon returning to the Tax Information screen, the system will display the Schedule Total Miles, Schedule Total Gallons, and the MPG. After confirming that the schedule totals match the jurisdiction totals, select the Next button to proceed to the Summary page.

If the schedule totals that have been entered do not match the jurisdiction totals (C2 vs. D4 & C3 vs. D7), the system will display an error message when attempting to move forward with filing the return. Until the figures are corrected and match exactly, the return filing process cannot proceed.
Step 12. The Summary page displays all the return information that has been entered by the user. For details on the individual schedules that were entered, click on the + button by Diesel Schedule.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Taxpayer, Joe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company ID</td>
<td><em><strong>-</strong></em>-7777</td>
</tr>
<tr>
<td>Account Number</td>
<td>01000</td>
</tr>
<tr>
<td>Reporting Period</td>
<td>10/1/2017 - 12/31/2017</td>
</tr>
<tr>
<td>Due Date</td>
<td>01/31/2018</td>
</tr>
<tr>
<td>Return Type</td>
<td>Original</td>
</tr>
</tbody>
</table>

**Summary**

<table>
<thead>
<tr>
<th>Filing Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Number</td>
<td>01004025</td>
</tr>
<tr>
<td>Reporting Period</td>
<td>10/1/2017 - 12/31/2017</td>
</tr>
<tr>
<td>Return Type</td>
<td>Original</td>
</tr>
<tr>
<td>I wish to cancel this account</td>
<td>No</td>
</tr>
</tbody>
</table>

**Tax Information**

| Number of Vehicles | 15 |

**Diesel Summary**

<table>
<thead>
<tr>
<th>C2 Total Miles Traveled in All Jurisdictions</th>
<th>C3 Total Gallons Purchased in All Jurisdictions</th>
<th>C4 Average MPG</th>
<th>Total Tax D9 (Credit Due)</th>
</tr>
</thead>
<tbody>
<tr>
<td>25000</td>
<td>7200</td>
<td>3.47</td>
<td>$155.52</td>
</tr>
</tbody>
</table>

**Diesel Schedule**

**Compressed Natural Gas Summary**
Step 12a. The system will expand the view to include the details for each jurisdiction schedule entered by the user. A final review of the miles and gallons reported within the return should be completed at this time.

**International Fuel Tax Agreement Return**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company ID</th>
<th>Account Number</th>
<th>Reporting Period</th>
<th>Due Date</th>
<th>Return Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxpayer, Joe</td>
<td><em><strong>-</strong></em>-7777</td>
<td>01004025</td>
<td>10/1/2017 - 12/31/2017</td>
<td>01/31/2018</td>
<td>Original</td>
</tr>
</tbody>
</table>

**Summary**

**Filing Information**
- Account Number: 01004025
- Reporting Period: 10/1/2017 - 12/31/2017
- Return Type: Original
- I wish to cancel this account: No

**Tax Information**
- Number of Vehicles: 15

**Diesel Summary**
- C2 Total Miles Traveled in All Jurisdictions: 25000
- C3 Total Gallons Purchased in All Jurisdictions: 7200
- C4 Average MPG: 3.47
- C9 Total Tax (Credit Due): $155.52

**Diesel Schedule**

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>D3 Tax Rate</th>
<th>D5 Taxable Miles</th>
<th>D6 Taxable Gallons</th>
<th>D7 Tax-Paid Gallons</th>
<th>D8 Net Taxable Gallons</th>
<th>D9 Tax (Credit Due)</th>
<th>D9 Surcharge Tax (Credit Due)</th>
</tr>
</thead>
<tbody>
<tr>
<td>KY</td>
<td>0.216</td>
<td>5000</td>
<td>1441</td>
<td>300</td>
<td>1141</td>
<td>$246.46</td>
<td>$146.98</td>
</tr>
<tr>
<td>OH</td>
<td>0.28</td>
<td>15000</td>
<td>4323</td>
<td>6500</td>
<td>-2177</td>
<td>$-609.56</td>
<td>$0.00</td>
</tr>
<tr>
<td>WV</td>
<td>0.357</td>
<td>5000</td>
<td>1441</td>
<td>400</td>
<td>1041</td>
<td>$371.64</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Compressed Natural Gas Summary**

Summaries and Schedule details can be expanded for all fuel types as necessary.
Step 12b. Once all figures have been confirmed, to submit the return, the perjury statement must be acknowledged, and the File button must be selected.

<table>
<thead>
<tr>
<th>Summary</th>
<th>C2 Total Miles Traveled in All Jurisdictions</th>
<th>C3 Total Gallons Purchased in All Jurisdictions</th>
<th>C4 Average MPG</th>
<th>C4 Total Tax D9 (Credit Due)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel Summary</td>
<td>25000</td>
<td>7200</td>
<td>3.47</td>
<td>$155.52</td>
</tr>
<tr>
<td>Compressed Natural Gas Summary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gasohol Summary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Gasoline Summary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Liquid Natural Gas Summary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Propane Summary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

I declare under penalties of perjury that this return or claim (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is a true, correct, and complete return and report.
Step 13. Upon successful submission of the return, the system will return a confirmation page which contains important details such as: Filing Confirmation, Total Amount Due, Penalties, Interest, etc. To proceed with making a payment for the filing, select the Next button.

Payments are not necessary for filings with a balance due that is below $1.00.
Step 14. The system will navigate to the Payment Selection screen to allow the user to select how they would like to pay for the balance due from their transaction.

### International Fuel Tax Agreement Return

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company ID</th>
<th>Account Number</th>
<th>Reporting Period</th>
<th>Due Date</th>
<th>Return Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxpayer, Joe</td>
<td>***7777</td>
<td>01005014</td>
<td>10/1/2017 - 12/31/2017</td>
<td>01/31/2018</td>
<td>Original</td>
</tr>
</tbody>
</table>

**Payment Selection**

*Denotes a required field

**Payment Selection:** Select a payment option from the dropdown to determine how and when you would like payment to be made.

- **Payment Amount:** $243.60

  * I would like to make a payment for this transaction:

  - Select
**International Fuel Tax Agreement Return**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Company ID</th>
<th>Account Number</th>
<th>Reporting Period</th>
<th>Due Date</th>
<th>Return Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxpayer, Joe</td>
<td>7777</td>
<td>0100</td>
<td>10/1/2017 - 12/31/2017</td>
<td>01/31/2018</td>
<td>Original</td>
</tr>
</tbody>
</table>

**Payment Selection**

*Denotes a required field*

- Payment Selection: Select a payment option from the dropdown to determine how and when you would like payment to be made.

- Payment Amount: $243.60

- *I would like to make a payment for this transaction:

  - [Select]
  - Via the Gateway
  - Not Via the Gateway

The payment option “Via the Gateway” is the advised method for making a payment. This allows the user to make a payment via ACH Debit for the amount due.

Selecting “Not via the Gateway” means that a payment will be made by means other than on the Gateway (i.e. ACH Credit or paper check, if permitted).
Step 15a. Upon selecting the option for “Via the Gateway”, the system will display additional payment details that must be specified. Once all selections have been made, click on the Accept Payment Selections button to proceed with the payment process.
Step 16. Upon accepting the Payment Selections, the system will navigate back to the Home page and display the user’s Dashboard. The Dashboard will indicate that a transaction is Ready for Checkout.

When a transaction is Ready for Checkout, the system indicates this by placing the number of transactions in parenthesis() next to the Ready for Checkout tab.
Step 17. Upon selecting the Ready for Checkout tab, the system will display all transactions that are ready to be submitted.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Payment Date</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Fuel Tax Agreement Return - 01005014 - 10/1/2017 - 12/31/2017</td>
<td>11/14/2018</td>
<td>$243.60</td>
</tr>
</tbody>
</table>
Step 18. The appropriate transaction must be selected for checkout. This is done by clicking on the “+” icon next to the transaction. Once selected, the icon will transition to a ✓. To move on, select the “Proceed to Cart” button.

If a transaction is not selected, the payment process cannot proceed.

Should the user decide that they no longer wish to proceed with the checkout of the transaction, they may use the Trashcan icon to delete the transaction.
Step 19. The Ohio Business Gateway Checkout page will display the transaction(s) details for the payment, as well as the type of payment attempting to be made.

Users can edit their payment method from this page by selecting the “Edit Transaction Payment Method” if necessary. User may also cancel their payment by selecting the “X” by the Pay-International Fuel Tax Agreement Return statement.
Step 20. ACH Account Information such as Account Type, Name, Routing Number, and Account Number must be entered before proceeding with the payment. Once completed, select the “Next” button to proceed.

Fields that are designated with a red asterisks (*) are required fields. To proceed with the payment, those fields must be populated with valid values. If invalid data is entered while completing the banking details, the system will display an error message and the payment will be unable to be submitted.

The Account Number is redacted automatically by the system for security purposes.
Step 21. An advisory message is displayed indicating that the system has accepted the ACH Debit information provided on the checkout page. Select the “Confirm” button to proceed.
Step 22. Upon navigating back to the Ohio Business Gateway Checkout page, the payment details must be confirmed to finish the transaction. The acknowledgement must be checked prior to selecting the “Complete Checkout” button.

A final review of the transaction should be performed prior to checking the acknowledgement box and opting to complete checkout. Once the Complete Checkout button has been clicked, the specified account will be charged, and a payment will be made for the IFTA filing period.
Step 23. Upon a successful checkout, the Gateway will issue a receipt containing a confirmation number for the transaction. To print the Payment Summary, select the Home icon in the upper right corner of the screen.
Step 24. Upon navigating back to the Home page, the user's Dashboard will be displayed. To access the Payment Summary for printing, select the History tab.

When selecting the History tab, a User will be able to access all the transactions that have been submitted via the Gateway. Users who utilized the old Ohio Business Gateway system will also be able to access their past transactions from prior years.
Step 25. In this example, the Transaction History area displayed multiple transactions available for review. To access the transaction information for the Payment Only, the appropriate Receipt Number must be selected.

General information is provided for each submission on the Transaction History page. Details such as the Service Area and the Confirmation Number will assist the user in locating the transaction they wish to access and review.
Step 26. Upon selecting the Receipt, the system will display details from that specific transaction. In the Attachment section, the user may select the PDF document for IFTA Return Summary.

The Receipt Information area contains important information such as: Confirmation Number, Transaction Type, Filed By, and Filed-On Date. The Payment Information area contains important information such as: Payment Type, Payment Amount, and Payment Date.

For simplified viewing and printing, attachments are available in a PDF format and may selected by clicking on the PDF link. Users may also print the details on the screen by selecting the Print Payment Receipt button.
Step 27. In this example, we have selected the IFTA Return Summary (as shown above). Upon selection, the system will create a PDF document which can be viewed and printed.

Use the Printer Icon in the upper right corner of the page to select print options.

User may also elect to save the document to their PC. To do so, they must select the save Icon in the upper right corner of the page.

That concludes the tutorial for submitting a return and payment for an IFTA account. Users may contact the Excise and Energy Division at (855)466-3921 for any additional questions they may have regarding the filing process.