

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



Welcome to the
Ohio Business Gateway

Save time and money by filing taxes and other transactions with the State of Ohio online.

[Learn about our services and transactions](#) ↻

[Learn how to get started](#) ↻

[Learn about upcoming changes to the Gateway](#) ↻



Username

Password



Log In

By logging in, I agree to the [terms of service](#)

[Trouble logging in?](#)

[Forgot username/password?](#)

[Never used the Gateway? - Create an Account](#)



Frequently Asked Questions

- [How do I log in to the modernized Gateway?](#)
- [How do I add Service Areas or transactions to a business account?](#)
- [How do other users gain access to my or my client's business account?](#)
- [View more FAQs](#)

Gateway News

- [Logging into the modernized Gateway](#)
- [Getting familiar with the modernized Gateway](#)
- [How to get help on the modernized Gateway](#)

To get started, navigate to the OH|ID Business portal by going to: <https://Ohid.ohio.gov>.

Step 2. Log into OH|ID

Ohio BUSINESS GATEWAY

Welcome to the
Ohio Business Gateway

Save time and money by filing taxes and other transactions with the State of Ohio online.

[Learn about our services and transactions](#)

[Learn how to get started](#)

[Learn about upcoming changes to the Gateway](#)

Username
jtaxpayer1

Password
.....

[Log In](#)

By logging in, I agree to the [terms of service](#)

[Trouble logging in?](#)
[Forgot username/password?](#)
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OH|ID

Frequently Asked Questions

- [How do I log in to the modernized Gateway?](#)
- [How do I add Service Areas or transactions to a business account?](#)
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Gateway News

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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.

My Business | Dashboard

Taxpayer, Joe

Welcome Joe!

▶ New Transaction

Quick Links

Has Something Changed?

Request Business Access

Favorites

Show Favorites

Service Area

International Fuel Tax Agreement

International Fuel Tax Agreement

- International Fuel Tax Return
- International Fuel Tax Agreement Payment
- IFTA License Renewal
- IFTA Single-Trip Fuel Use Tax Permit






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.

The screenshot shows the Ohio Business Gateway dashboard. At the top left is the Ohio Business Gateway logo. At the top right is a search bar and a welcome message "Welcome Joe!" with icons for home, shopping cart, help, and user profile. The main heading is "My Business | Dashboard". Below this is a dropdown menu for "Taxpayer, Joe" and a "Go" button. A navigation bar contains links for "New Transaction", "In Progress", "Ready for Checkout", "Recent", "History", "Payments", "Reminders", and "Announcements". On the left side, there are sections for "Quick Links", "Favorites", and "Service Area". The "Quick Links" section includes "Has Something Changed?", "Request Business Access", and a "Clear Current Filters" button. The "Favorites" section has a "Show Favorites" checkbox. The "Service Area" section has an "International Fuel Tax Agreement" checkbox. The main content area is titled "International Fuel Tax Agreement" and lists four options: "International Fuel Tax Return", "International Fuel Tax Agreement Payment", "IFTA License Renewal", and "IFTA Single-Trip Fuel Use Tax Permit". Each option has a blue play button icon to its right. A red arrow points to the play button for "International Fuel Tax Return".

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.

SearchWelcome Joe!


International Fuel Tax Agreement Return


Company Name	Company ID	Account Number	Reporting Period	Due Date	Return Type
Taxpayer, Joe	***-**-7777				


Step 1 of 4


Filing Information

*Denotes a required field

 * Account Number ⓘ

 * Filing Year (YYYY)

 * Filing Period

 * Return Type

Close Account (Optional)

I wish to cancel this account ⓘ


Exit





Save

Next

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.

Search

Welcome Joe!    


International Fuel Tax Agreement Return

Company Name	Company ID	Account Number	Reporting Period	Due Date	Return Type
Taxpayer, Joe	***-**-7777				

Step 1 of 4

Filing Information

*Denotes a required field


* Account Number 


* Filing Year (YYYY)

* Filing Period


* Return Type


Close Account (Optional)

I wish to cancel this account 

0100 

2017

--Select-- 

--Select-- 


Exit Save Next





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.



Welcome Joe!    


International Fuel Tax Agreement Return

Company Name	Company ID	Account Number	Reporting Period	Due Date	Return Type
Taxpayer, Joe	***.**-7777				


Step 1 of 4

Filing Information

*Denotes a required field


* Account Number 

* Filing Year (YYYY)

* Filing Period 

* Return Type


Close Account (Optional)





I wish to cancel this account 

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.



Welcome Joe!    


International Fuel Tax Agreement Return

Company Name	Company ID	Account Number	Reporting Period	Due Date	Return Type
Taxpayer, Joe	***-**-7777				

Step 1 of 4

Filing Information

*Denotes a required field


* Account Number 

* Filing Year (YYYY)

* Filing Period

* Return Type


Close Account (Optional)





I wish to cancel this account 

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.



Welcome Joe!    


International Fuel Tax Agreement Return

Company Name	Company ID	Account Number	Reporting Period	Due Date	Return Type
Taxpayer, Joe	***.**-7777				

Step 1 of 4

Filing Information

*Denotes a required field


* Account Number 

* Filing Year (YYYY)

* Filing Period

* Return Type

Close Account (Optional)

I wish to cancel this account 

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.

Ohio BUSINESS GATEWAY Search

Welcome Joe!

International Fuel Tax Agreement Return

Company Name	Company ID	Account Number	Reporting Period	Due Date	Return Type
Taxpayer, Joe	***-**-7777	0100	10/1/2017 - 12/31/2017	01/31/2018	Original

Step 2 of 4

Tax Information

*Denotes a required field

* Number of Vehicles

▼ Diesel Summary

+ Show Schedule

* C2 Total Miles Traveled in All Juris. * C3 Total Gallons Purchased in All Juris.

D4 Schedule Total Miles D7 Schedule Total Gallons C4 Average MPG

▶ Compressed Natural Gas Summary

▶ Gasohol Summary

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.

Ohio BUSINESS GATEWAY Search

Welcome Joe! Home Shopping Help Exit

International Fuel Tax Agreement Return

Company Name	Company ID	Account Number	Reporting Period	Due Date	Return Type
Taxpayer, Joe	*****-7777	0100 [REDACTED]	10/1/2017 - 12/31/2017	01/31/2018	Original

Step 2 of 4

Tax Information

*Denotes a required field

* Number of Vehicles

▼ Diesel Summary

+ Show Schedule

*C2 Total Miles Traveled in All Juris. *C3 Total Gallons Purchased in All Juris.

D4 Schedule Total Miles D7 Schedule Total Gallons C4 Average MPG

▶ Compressed Natural Gas Summary

▶ Gasohol Summary

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.

International Fuel Tax Agreement Return

Company Name
Taxpayer, Joe

Company ID
***-**-7777

Account Number
01004025

Reporting Period
10/1/2017 -
12/31/2017

Due Date
01/31/2018

Return Type
Original

Add Schedule Lines

New Schedule Line

* D1 Jurisdiction

--Select--

* Tax Rate End Date

Dec 31, 2017



* D4 Total Miles

* D5 Taxable Miles

* D7 Tax Paid Gallons



* D1 Jurisdiction

* Tax Rate End Date

* D4 Total Miles

* D5 Taxable Miles

* D7 Tax Paid Gallons

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

C4 Average MPG

▶ 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) are required fields. When all details have been entered, the user should select the “+” button to commit the schedule to the jurisdiction list

International Fuel Tax Agreement Return

Company Name Taxpayer, Joe	Company ID ***-**-7777	Account Number 01004025	Reporting Period 10/1/2017 - 12/31/2017	Due Date 01/31/2018	Return Type Original
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Add Schedule Lines

New Schedule Line

* D1 Jurisdiction	* Tax Rate End Date	* D4 Total Miles	* D5 Taxable Miles	* D7 Tax Paid Gallons	+
OH	Dec 31, 2017	15,000	15,000	6,500	

* D1 Jurisdiction * Tax Rate End Date * D4 Total Miles * D5 Taxable Miles * D7 Tax Paid Gallons

[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

C4 Average MPG

▶ Compressed Natural Gas Summary

▶ Gasohol Summary

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.

International Fuel Tax Agreement Return

Add Schedule Lines

New Schedule Line

* D1 Jurisdiction	* Tax Rate End Date	* D4 Total Miles	* D5 Taxable Miles	* D7 Tax Paid Gallons	
--Select--	Dec 31, 2017	0	0	0	+
--Select--					
AL					
AR					
AZ					
CA					
CO					
CT					
DE					
FL					
GA					
IA					
ID					
IL					
IN					
KS					
KY					
LA					
MA					
MD					
ME					

* Tax Rate End Date	* D4 Total Miles	* D5 Taxable Miles	* D7 Tax Paid Gallons	
Dec 31, 2017	5,000	5,000	400	
Dec 31, 2017	15,000	15,000	6,500	

D4 S 0

D7 Schedule Total Gallons 0

C4 Average MPG

Summary

Gasohol Summary

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.

International Fuel Tax Agreement Return

Add Schedule Lines

New Schedule Line

* D1 Jurisdiction	* Tax Rate End Date	* D4 Total Miles	* D5 Taxable Miles	* D7 Tax Paid Gallons	
KY	Dec 31, 2017 	0	0	0	+
WV	Dec 31, 2017 	5,000	5,000	400	
OH	Dec 31, 2017 	15,000	15,000	6,500	

[Return To Summary](#)

D4 Schedule Total Miles: 0

D7 Schedule Total Gallons: 0

C4 Average MPG:

▶ Compressed Natural Gas Summary

▶ Gasohol Summary

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.

International Fuel Tax Agreement Return

Add Schedule Lines

New Schedule Line

* D1 Jurisdiction	* Tax Rate End Date	* D4 Total Miles	* D5 Taxable Miles	* D7 Tax Paid Gallons	
KY	Dec 31, 2017	5,000	5,000	0	+
WV	Dec 31, 2017	5,000	5,000	400	🗑️
OH	Dec 31, 2017	15,000	15,000	6,500	🗑️

[Return To Summary](#)

25,000	7,200
D4 Schedule Total Miles	D7 Schedule Total Gallons
0	0
C4 Average MPG	

▶ Compressed Natural Gas Summary

▶ Gasohol Summary

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.

International Fuel Tax Agreement Return

Add Schedule Lines

New Schedule Line

* D1 Jurisdiction	* Tax Rate End Date	* D4 Total Miles	* D5 Taxable Miles	* D7 Tax Paid Gallons	
KY	Dec 31, 2017	5,000	5,000	300	+
WV	Dec 31, 2017	5,000	5,000	400	
OH	Dec 31, 2017	15,000	15,000	6,500	

[Return To Summary](#)

D4 Schedule Total Miles: 0

D7 Schedule Total Gallons: 0

C4 Average MPG:

▶ Compressed Natural Gas Summary

▶ Gasohol Summary





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.

Ohio BUSINESS GATEWAY








Search...


Welcome Joe!    

International Fuel Tax Agreement Return

Add Schedule Lines

New Schedule Line

* D1 Jurisdiction	* Tax Rate End Date	* D4 Total Miles	* D5 Taxable Miles	* D7 Tax Paid Gallons	
--Select--	Dec 31, 2017 	0	0	0	+
KY	Dec 31, 2017 	5,000	5,000	300	
WV	Dec 31, 2017 	5,000	5,000	400	
OH	Dec 31, 2017 	15,000	15,000	6,500	

[Return To Summary](#) 

25,000	7,200	
D4 Schedule Total Miles	D7 Schedule Total Gallons	C4 Average MPG
0	0	

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.

Ohio BUSINESS GATEWAY Search

Welcome Joe! Home Cart Help Logout

International Fuel Tax Agreement Return

Company Name	Company ID	Account Number	Reporting Period	Due Date	Return Type
Taxpayer, Joe	*****7777	01004025	10/1/2017 - 12/31/2017	01/31/2018	Original

Step 2 of 4

Tax Information

*Denotes a required field

* Number of Vehicles

▼ Diesel Summary

+ Show Schedule

* C2 Total Miles Traveled in All Juris.	* C3 Total Gallons Purchased in All Juris.	
<input type="text" value="25,000"/>	<input type="text" value="7,200"/>	
D4 Schedule Total Miles	D7 Schedule Total Gallons	C4 Average MPG
<input type="text" value="25,000"/>	<input type="text" value="7,200"/>	<input type="text" value="3.47"/>

▶ Compressed Natural Gas Summary

▶ Gasohol Summary

▶ Gasoline Summary


▶ Liquid Natural Gas Summary





▶ Propane Summary

Back Exit Save Next


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.




Welcome Joe!    

International Fuel Tax Agreement Return


Company Name	Company ID	Account Number	Reporting Period	Due Date	Return Type
Taxpayer, Joe	*****-7777	0100 	10/1/2017 - 12/31/2017	01/31/2018	Original

Step 3 of 4


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
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 **▼ Diesel Summary**

C2 Total Miles Traveled in All Jurisdictions	C3 Total Gallons Purchased in All Jurisdictions	C4 Average MPG	Total Tax D9 (Credit Due)
25000	7200	3.47	\$155.52

 **+ 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

Company Name Taxpayer, Joe	Company ID ***-**-7777	Account Number 01004025	Reporting Period 10/1/2017 - 12/31/2017	Due Date 01/31/2018	Return Type Original
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Step 3 of 4

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
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▼ Diesel Summary

C2 Total Miles Traveled in All Jurisdictions	C3 Total Gallons Purchased in All Jurisdictions	C4 Average MPG	Total Tax D9 (Credit Due)
25000	7200	3.47	\$155.52

■ Diesel Schedule

D1 Jurisdiction	D3 Tax Rate	D3 Surcharge Tax Rate	D4 Total Miles	D5 Taxable Miles	D6 Taxable Gallons	D7 Tax-Paid Gallons	D8 Net Taxable Gallons	D9 Tax (Credit) Due	D9 Surcharge Tax (Credit) Due
KY	0.216	0.102	5000	5000	1441	300	1141	\$246.46	\$146.98
OH	0.28	0	15000	15000	4323	6500	-2177	\$-609.56	\$0.00
WV	0.357	0	5000	5000	1441	400	1041	\$371.64	\$0.00

▼ 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.

▼ Diesel Summary			
C2 Total Miles Traveled in All Jurisdictions	C3 Total Gallons Purchased in All Jurisdictions	C4 Average MPG	Total Tax D9 (Credit Due)
25000	7200	3.47	\$155.52

+ Diesel Schedule

▼ Compressed Natural Gas Summary			
C2 Total Miles Traveled in All Jurisdictions	C3 Total Gallons Purchased in All Jurisdictions	C4 Average MPG	Total Tax D9 (Credit Due)
0	0		\$0.00

▼ Gasohol Summary			
C2 Total Miles Traveled in All Jurisdictions	C3 Total Gallons Purchased in All Jurisdictions	C4 Average MPG	Total Tax D9 (Credit Due)
0	0		\$0.00

▼ Gasoline Summary			
C2 Total Miles Traveled in All Jurisdictions	C3 Total Gallons Purchased in All Jurisdictions	C4 Average MPG	Total Tax D9 (Credit Due)
0	0		\$0.00

▼ Liquid Natural Gas Summary			
C2 Total Miles Traveled in All Jurisdictions	C3 Total Gallons Purchased in All Jurisdictions	C4 Average MPG	Total Tax D9 (Credit Due)
0	0		\$0.00

▼ Propane Summary			
C2 Total Miles Traveled in All Jurisdictions	C3 Total Gallons Purchased in All Jurisdictions	C4 Average MPG	Total Tax D9 (Credit Due)
0	0		\$0.00



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.

Back

Exit

File




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.

International Fuel Tax Agreement Return

Company Name Taxpayer, Joe	Company ID **--7777	Account Number 01005014	Reporting Period 10/1/2017 - 12/31/2017	Due Date 01/31/2018	Return Type Original
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Step 4 of 5

Confirmation

 Your return has been successfully received

This confirmation acknowledges that your International Fuel Tax Agreement Return for the period stated below has been filed with the Ohio Department of Taxation.

Please refer to the Filing Confirmation Number when contacting the Excise Division.

Filing Confirmation	697187026808
Account Number	01005014
Reporting Period	10/1/2017 - 12/31/2017
Return Type	Original
Total Amount Due	\$155.52
Interest	\$38.08
Penalty	\$50.00
Less Payments/Credits	\$0.00
Total Balance Due	\$243.60

If you owe \$1.00 or less, no payment is necessary. If your refund is \$1.00 or less, no refund will be issued.



Please take note that you are responsible to make the payment for the balance due.

Make the payment online via the Gateway by clicking on the Next button if the balance due is more than \$1.

Note: If you pay later than today, the balance may change to include any additional applicable interest and penalties.

Next



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.

Welcome Joe!

International Fuel Tax Agreement Return

Company Name	Company ID	Account Number	Reporting Period	Due Date	Return Type
Taxpayer, Joe	**-***7777	01005014	10/1/2017 - 12/31/2017	01/31/2018	Original


Step 5 of 5


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: 



Step 15. Options for how the payment will be made are contained in a drop-down menu on the Payment Selection screen.

Welcome Joe!

International Fuel Tax Agreement Return

Company Name	Company ID	Account Number	Reporting Period	Due Date	Return Type
Taxpayer, Joe	**-*7777	0100 <input type="text"/>	10/1/2017 - 12/31/2017	01/31/2018	Original

Step 5 of 5

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.

International Fuel Tax Agreement Return

Company Name	Company ID	Account Number	Reporting Period	Due Date	Return Type
Taxpayer, Joe	**_***7777	01005014	10/1/2017 - 12/31/2017	01/31/2018	Original

Step 5 of 5

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:

Via the Gateway 



* Payment Options


ACH Debit 



* When would you like payment to be made?

Pay when I checkout 



Accept Payment Selections 

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.

The screenshot displays the Ohio Business Gateway dashboard. At the top left is the logo for Ohio Business Gateway. A search bar is located at the top right. Below the search bar, the user is greeted with 'Welcome Joe!' and navigation icons for home, shopping cart, help, and a link icon. The main heading is 'My Business | Dashboard'. Below this, there is a dropdown menu showing 'Taxpayer, Joe' and a 'Go' button. To the right are icons for home, user profile, and lock. A horizontal navigation bar contains several tabs: 'New Transaction', 'In Progress (1)', 'Ready for Checkout (2)', 'Recent', 'History', 'Payments', 'Reminders', and 'Announcements'. A red arrow points to the 'Ready for Checkout (2)' tab. Below the navigation bar, there are two main sections. On the left is a sidebar with 'Quick Links' (including 'Has Something Changed?' and 'Request Business Access'), 'Favorites' (with a 'Show Favorites' checkbox), and 'Service Area' (with an 'International Fuel Tax Agreement' checkbox). On the right is a section titled 'International Fuel Tax Agreement' with a list of four items, each with a play button icon: 'International Fuel Tax Return', 'International Fuel Tax Agreement Payment', 'IFTA License Renewal', and 'IFTA Single-Trip Fuel Use Tax Permit'.

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.

The screenshot shows the Ohio Business Gateway dashboard. At the top left is the logo for Ohio Business Gateway. At the top right is a search bar and a welcome message "Welcome Joe!" with navigation icons for home, shopping cart, help, and logout. The main heading is "My Business | Dashboard". Below this is a dropdown menu for "Taxpayer, Joe" and a "Go" button. To the right are icons for home, user profile, and lock. A horizontal menu contains tabs for "New Transaction", "In Progress (1)", "Ready for Checkout (2)", "Recent History", "Payments", "Reminders", and "Announcements". A text block explains that users should select the "Proceed To Cart" button if they started a cart before 11:00 PM EST and did not complete checkout. Below this is a "Select All" button. A table lists transactions with columns for Transaction, Payment Date, and Payment Amount. The second transaction is highlighted with a red arrow. At the bottom right is a "Proceed To Cart" button.

Ohio BUSINESS GATEWAY

Search...

Welcome Joe!

My Business | Dashboard

Taxpayer, Joe

New Transaction In Progress (1) **Ready for Checkout (2)** Recent History Payments Reminders Announcements

If you started a cart prior to 11:00 PM EST on today's date and did not complete the checkout process, select the 'Proceed To Cart' button to continue with that cart.
Choose one or more transactions and then select the 'Proceed To Cart' button at the bottom of the page.

	Transaction	Payment Date	Payment Amount	
	International Fuel Tax Agreement Return - 01004650 - 4/1/2018 - 6/30/2018	8/3/2018	\$166.69	
	International Fuel Tax Agreement Return - 01005014 - 10/1/2017 - 12/31/2017	11/14/2018	\$243.60	

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.

Ohio BUSINESS GATEWAY

Search...

Welcome Joe!

My Business | Dashboard

Taxpayer, Joe Go

New Transaction In Progress (1) **Ready for Checkout (2)** Recent History Payments Reminders Announcements

If you started a cart prior to 11:00 PM EST on today's date and did not complete the checkout process, select the 'Proceed To Cart' button to continue with that cart.
Choose one or more transactions and then select the 'Proceed To Cart' button at the bottom of the page.

Select All

	Transaction	Payment Date	Payment Amount	
	International Fuel Tax Agreement Return - 01004650 - 4/1/2018 - 6/30/2018	8/3/2018	\$166.69	
	International Fuel Tax Agreement Return - 0100[redacted] - 10/1/2017 - 12/31/2017	11/14/2018	\$243.60	

Proceed To Cart

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.

The screenshot displays the Ohio Business Gateway Checkout interface. At the top, there is a blue header with the Ohio Business Gateway logo on the left, a search bar, and navigation icons (home, shopping cart with a red notification badge, help, and back) on the right. Below the header, the page title "Ohio Business Gateway Checkout" is centered. A horizontal line separates the header from the user information section, which shows "Company Name: Taxpayer, Joe" and "Company ID: ****7777".

Below the user information, a progress bar indicates "Payment Information" as the current step, labeled "1 of 3 steps". To the right of the progress bar is a blue button labeled "Edit Transaction Payment Method", with a red arrow pointing to it from the right.

The main content area is titled "Paying By ACH Debit (1 transactions)" and includes a link for "Help creating ACH Payments". It features a table with the following data:

Transaction	Amount
<input checked="" type="checkbox"/> Pay-International Fuel Tax Agreement Return	\$243.60

Below the table, the "Total ACH Debit Payment" is shown as "\$243.60", with a red arrow pointing to it from the right. The "ACH Account Information" section includes a dropdown menu for "Account Type" (currently set to "Business Checking"), and input fields for "Name", "Routing Number", "Account Number", and "Confirm Account Number". A "Previous" button and a "Next" button are located at the bottom right of this section.

To the right of the input fields is a visual representation of a check stub with the following information:

- Routing #: 044072324
- Account #: 0000123456789
- Check #: 0123

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.

The screenshot displays the 'Ohio Business Gateway Checkout' interface. At the top, the 'Ohio BUSINESS GATEWAY' logo is on the left, and a search bar and navigation icons (home, shopping cart with a red notification, help, and back) are on the right. Below the header, the user is identified as 'Taxpayer, Joe' with a company ID of '*****7777'. The main heading is 'Ohio Business Gateway Checkout', and the current step is 'Payment Information', which is the first of three steps.

The 'Payment Information' section includes a button for 'Edit Transaction Payment Method'. Below this, a table shows 'Paying By ACH Debit (1 transactions)' with a transaction for 'Pay-International Fuel Tax Agreement Return' for \$243.60. The 'Total ACH Debit Payment' is also \$243.60. A 'Help creating ACH Payments' link is available.

The 'ACH Account Information' section contains several required fields, marked with red asterisks (*):

- Account Type: Business Checking
- Name: Joe Taxpayer
- Routing Number: 044072324
- Account Number: Redacted (*****)
- Confirm Account Number: Redacted (*****)

Red arrows point to each of these fields. To the right, a visual representation of a check is shown with the routing number 044072324, account number 0000123456789, and check number 0123. Below this, the 'Next' button is highlighted with a red arrow, indicating the next step in the process.

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.

The screenshot displays the Ohio Business Gateway Checkout interface. At the top left is the logo for Ohio Business Gateway. A search bar is located at the top right. Below the logo, the text "Welcome Joe!" is visible along with navigation icons for home, shopping cart, help, and a back arrow. The main heading is "Ohio Business Gateway Checkout".






Below the heading, there are two input fields: "Company Name" with the value "Taxpayer, Joe" and "Company ID" with the value "*****7777".

A progress bar indicates "Payment Information" as the current step, labeled "1 of 3 steps".

A modal dialog box titled "Payment Processing" is centered on the screen. It features a green checkmark icon and the message: "Your ACH Debit information has been accepted." Below the message are two buttons: "Cancel" and "Confirm". A red arrow points to the "Confirm" button.

In the background, the "Paying By ACH" section is visible, showing a transaction for "Pay-International for Tax Agreement Return" with an amount of \$243.60. The "Total ACH Debit Payment" is also \$243.60. The "ACH Account Information" section includes fields for Account Type (Business Checking), Name (Joe Taxpayer), Routing Number (044072324), and Account Number (*****). A diagram below shows the routing and account numbers: Routing # 044072324, Account # 0000123456789, and Check # 0123.

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.

Search...Welcome Joe!

Ohio Business Gateway Checkout

Company Name	Company ID
Taxpayer, Joe	**-*7777

Confirmation 2 of 3 steps

Paying By ACH Debit	
Transaction	Amount
Pay-International Fuel Tax Agreement Return	\$243.60
Total ACH Debit Payment	\$243.60

Payments to separate agencies create distinct entries on your account statement. Please ensure you have sufficient funds in your account(s).

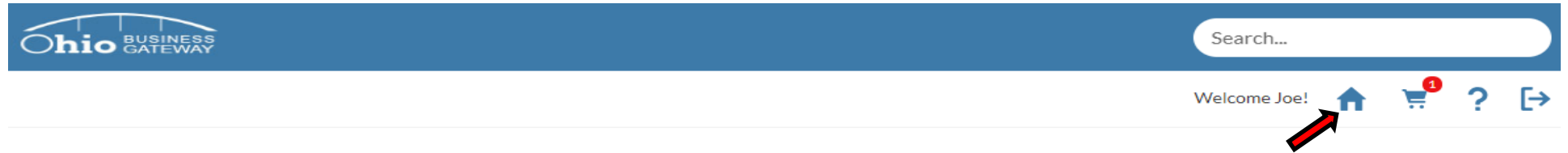
I am authorizing the agency (or agencies) being paid to initiate debit entries or charges to my account as per the instructions above. Once confirmed, the Ohio Business Gateway cannot alter, delete or stop a payment instruction. Additionally, I verify that I am authorized to submit the transaction(s) and I acknowledge the Ohio Business Gateway and agency-specific terms of service, including possible penalties of perjury as applicable. [Click here to view acknowledgements.](#)

I Acknowledge

Previous Cancel Checkout Complete Checkout

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.



Ohio Business Gateway Checkout

Company Name Company ID
Taxpayer, Joe **-***7777

Receipt

3 of 3 steps

Confirmation Number:
10000960

Please navigate to the home page and click on the history tab to view your transaction receipt(s). A printable summary is available there for your convenience.

Payment Instructions Received

Please note that this confirmation acknowledges that payment instructions have been received, but it does not acknowledge that funds have been transferred from your account. Payment instructions may not be processed, or an agency may charge you fees, for reasons that include insufficient funds and prohibited or blocked payments. You should review your account statement to ensure that funds have been transferred (settled).

Payment to Multiple Agencies

Payments to separate agencies create distinct entries on your account statement. Please ensure you have sufficient funds in your account(s). I am authorizing the agency

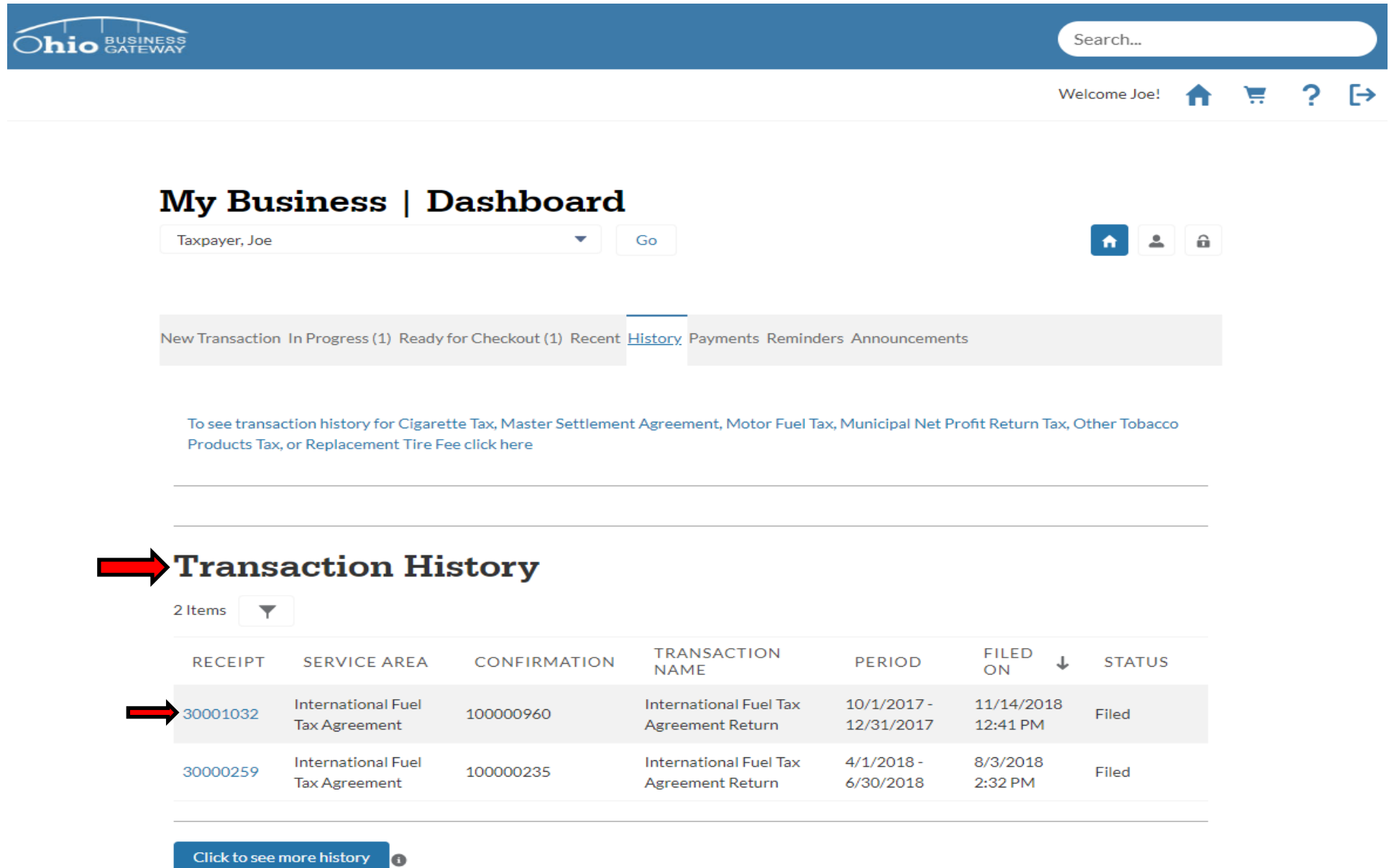
Paying By ACH Debit	
Transaction	Amount
Pay-International Fuel Tax Agreement Return	\$243.60
Total ACH Debit Payment	\$243.60

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.

The screenshot displays the Ohio Business Gateway dashboard. At the top left is the logo for Ohio Business Gateway. A search bar is located at the top right. Below the search bar, the user is greeted with "Welcome Joe!" and navigation icons for home, shopping cart, help, and a link icon. The main heading is "My Business | Dashboard". Below this, there is a dropdown menu for "Taxpayer, Joe" and a "Go" button. To the right are icons for home, user profile, and lock. A horizontal navigation bar contains several tabs: "New Transaction", "In Progress", "Ready for Checkout", "Recent", "History", "Payments", "Reminders", and "Announcements". A red arrow points to the "History" tab. Below the navigation bar, there are two main sections. On the left is a sidebar with "Quick Links" (including "Has Something Changed?" and "Request Business Access"), "Favorites" (with a "Show Favorites" checkbox), and "Service Area" (with a checkbox for "International Fuel Tax Agreement"). On the right is a table titled "International Fuel Tax Agreement" with four rows, each containing a text label and a play button icon: "International Fuel Tax Return", "International Fuel Tax Agreement Payment", "IFTA License Renewal", and "IFTA Single-Trip Fuel Use Tax Permit".





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.






Ohio BUSINESS GATEWAY

Search...

Welcome Joe!    

My Business | Dashboard

Taxpayer, Joe


  


New Transaction In Progress (1) Ready for Checkout (1) Recent History Payments Reminders Announcements

To see transaction history for Cigarette Tax, Master Settlement Agreement, Motor Fuel Tax, Municipal Net Profit Return Tax, Other Tobacco Products Tax, or Replacement Tire Fee click here

Transaction History

2 Items

RECEIPT	SERVICE AREA	CONFIRMATION	TRANSACTION NAME	PERIOD	FILED ON ↓	STATUS
 30001032	International Fuel Tax Agreement	100000960	International Fuel Tax Agreement Return	10/1/2017 - 12/31/2017	11/14/2018 12:41 PM	Filed
30000259	International Fuel Tax Agreement	100000235	International Fuel Tax Agreement Return	4/1/2018 - 6/30/2018	8/3/2018 2:32 PM	Filed



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 screenshot displays the Ohio Business Gateway interface. At the top, there is a search bar and a navigation menu with icons for home, shopping cart, help, and refresh. The main content area shows a receipt for ID 30001032. A red arrow points to the 'Print Payment Receipt' button. Below this, the 'Receipt Information' section is highlighted with a red arrow. It contains the following details:

Receipt Number	30001032	Confirmation Number	100000960
Business Account	Taxpayer, Joe	Filing Confirmation	230788823999
Filed By	Joe Doe	Transaction	International Fuel Tax Agreement Return - 01005014 - Original 10/1/201
Filed On	11/14/2018 12:41 PM		

The 'Payment Information' section is also highlighted with a red arrow. It contains the following details:

Payment Type	ACH Debit	Payment/Defer Date	2018-11-14
Payment Amount	\$243.60	Payment Fee	\$0.00

Below the payment information, there is a section for 'For Cancel Payment Only' with fields for 'Cancelled By' and 'Cancellation Date/Time'. At the bottom, the 'Transaction Summary and Attachments' section is highlighted with a red arrow. It shows a table of attachments:




Attachment	Created Date
IFTA Return Summary.pdf	11/14/2018

A 'Print' button is located at the bottom right of the page.

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 be 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.

servlet.FileDownload 1 / 1   

International Fuel Tax Agreement Return Transaction Summary




Company Name	Taxpayer, Joe	Company ID	**-***7777
Filed By	Business Gateway Site Guest	Filed On	11/14/2018 12:41:57 PM
Confirmation Number	100000960		

Filing Information			
Filing Confirmation Number	230788823999		
Account Number	01005014		
Filing Period	10/1/2017 - 12/31/2017		
Total Tax Due			\$155.52
Less Payments / Credits			\$0.00
Interest			\$38.08
Penalty			\$50.00
Total Balance Due			\$243.60

Number of Vehicles: 15

Fuel Type	C2 Total Miles Traveled in all Jurisdictions	C3 Total Gallons purchased in all Jurisdictions	C4 Average MPG
Diesel	25000	7200	3.47
Compressed Natural Gas	0	0	
Gasohol	0	0	
Gasoline	0	0	
Liquid Natural Gas	0	0	
Propane	0	0	

Diesel											
D1 Jurisdiction	D3 Tax Rate (%)	D3 Surcharge Tax (%)	D4 Total Miles	D5 Taxable Miles	D6 Taxable Gallons	D7 Tax Paid Gallons	D8 Net Taxable Gallons	D9 Tax (Credit) Due	D9 Surcharge Tax (Credit) Due	D10 Interest Due	D11 Total Due
KY	0.216	0.102	5000	5000	1441	300	1141	\$246.46	\$146.98	\$19.58	\$413.02
OH	0.28	0	15000	15000	4323	6500	-2177	(\$609.56)	\$0.00	\$0.00	(\$609.56)
WV	0.357	0	5000	5000	1441	400	1041	\$371.64	\$0.00	\$18.50	\$390.14

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.