INTERNATIONAL
FUEL TAX
ASSOCIATION, INC.
*Manages*
The International Fuel Tax Agreement

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# IFTA, INC. CLEARINGHOUSE USER MANUAL

June 2009

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## 1. Requirements

**1.1.** The IFTA, Inc. Clearinghouse (Clearinghouse) is responsible for the maintenance and administration of Demographic Data, Transmittal Data and Summary Transmittal Data uploaded by Participating Members. The Clearinghouse is also responsible for providing a mechanism for the exchange of Interjurisdictional Audit Reports and Decal data. The Participating Members may electronically view and retrieve the clearinghouse data.

**1.2.** Participating Members in the Clearinghouse are required to upload Demographic Data, Transmittal Data and Summary Transmittal Data to participate in the Clearinghouse.

**1.3.** Participating Members in the Clearinghouse may upload Interjurisdictional Audit Reports and Decal Data.

**1.4.** The Clearinghouse is also responsible for providing a mechanism for Funds Netting, which allows the Participating Members to electronically transmit and receive funds due from the uploaded Summary Transmittal Data. Participating Members are required to participate in Funds Netting. The Funds Netting Rules have been adopted and are contained in a separate document.

**1.5.** This manual provides detailed information on the uploading of data and use of the Clearinghouse by authorized users of the Clearinghouse. As other uses for the Clearinghouse may be developed in the future, this Manual will be updated to include instructions for those uses.

**1.6.** Each Participating Member must sign an Access Agreement prior to using the Clearinghouse.

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## 2. File Formats for Data Upload - General Information

**2.1.** By signing the Clearinghouse Access Agreement, each Participating Member agrees to upload data in the file formats prescribed by the Clearinghouse Advisory Committee (CAC) and approved by the IFTA, Inc. Board of Trustees (Board).

**2.2.** File Formats have been developed for Demographic Data, Transmittal Data, Summary Transmittal Data and Decal Data.

2.2.1. **Demographic Data**

The licensee information required to be exchanged among member jurisdictions pursuant to the IFTA Articles of Agreement Sections R350, R410, R420 and R430 and any additional information required by IFTA, Inc. for the purposes of uploading data.

2.2.2. **Transmittal Data**

The information required to be exchanged among member jurisdictions by Section P1040 of the IFTA Procedures Manual and Section A690 of the IFTA Audit Manual and any additional information required for purposes of uploading data and defined by IFTA, Inc.

2.2.3. **Summary Transmittal Data**

The summary totals of a participating jurisdiction's monthly transmittal as required by Section P1040 of the IFTA Procedures Manual and Section A690 of the IFTA Audit Manual and any additional information required for purposes of uploading data and defined by IFTA Inc.

2.2.4. **Decal Data**

The decal serial numbers and any additional information required for purposes of uploading data and defined by IFTA, Inc.

2.2.5. **Interjurisdictional Audit Report**

The report required by the IFTA Audit Manual, Section A660.200.

## 2.3. File Formats

### 2.3.1. **Demographic Data.**

The file formats for the Demographic Data are included herein as Table 1. Included in Table 1 are:

2.3.1.1. Field Name;

2.3.1.2. Description;

2.3.1.3. Required;

2.3.1.4. Example; and

2.3.1.5. Field Definition.

2.3.1.6. Notes are included to assist the Participating Member.

2.3.1.7. Demographic Data must be uploaded on a daily basis. Demographic Data may also be uploaded anytime a change is made to the Data. To upload changes to the Demographic Data, a jurisdiction may upload a complete replacement file or may upload simply the change to the Demographic Data.

### 2.3.2. **Transmittal Data.**

The file formats for the Transmittal Data are included herein as Table 2. Included in Table 2 are:

2.3.2.1. Field Name;

2.3.2.2. Description;

2.3.2.3. Required;

2.3.2.4. Field Definition; and

2.3.2.5. Footer Value.

2.3.2.6. Notes are included to assist the Participating Member.

2.3.2.7. Transmittal Data must be uploaded at least once each month pursuant to the Funds Netting Calendar created by the CAC and approved by the Board. The Funds Netting Calendar is available on the secure pages of the IFTA, Inc. website at www.iftach.org. The Funds Netting Calendar is created for a calendar year and will be available a year in advance. Therefore, the current year calendar and the next year's calendar will be available.

2.3.2.8. If Transmittal Data is uploaded and upon jurisdiction review is found to be incorrect, the file must be deleted by IFTA, Inc. and a new file uploaded by the Participating Member.

2.3.3. **Summary Transmittal Data.**

The file formats for the Summary Transmittal Data are included herein as Table 3. Included in Table 3 are:

2.3.3.1. Field Name;

2.3.3.2. Description and Example

2.3.3.3. Field Definitions;

2.3.3.4. Footer Value; and

2.3.3.5. Flat File Structure.

2.3.3.6. Notes are included to assist the Participating Member.

2.3.3.7. Summary Transmittal Data must be uploaded at least once each month pursuant to the Funds Netting Calendar (see 2.3.2.7).

2.3.3.8. If Summary Transmittal Data is uploaded and upon jurisdiction review is found to be incorrect, the file must be deleted by IFTA, Inc. and a new file uploaded by the Participating Member.

2.3.4. **Decal Data**.

The file formats for the Decal Data are included herein as Table 4. Included in Table 4 are:

2.3.4.1. Field Name;

2.3.4.2. Field Requirements;

2.3.4.3. Field Definitions; and

2.3.4.4. Examples.

2.3.4.5. Notes and a sample Flat File are included to assist the Participating Member.

2.3.4.6. Decal Data may be uploaded at the discretion of the Participating Member.

2.3.4.7. If Decal Data is uploaded and upon jurisdiction review is found to be incorrect, the file must be deleted by IFTA, Inc. and a new file uploaded by the Participating Member.

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## 3. Connection to the Clearinghouse for Flat File Upload

Some methods of connection available to the Participating Members for connection to the Clearinghouse for flat file upload. IFTA, Inc. recommends that the Participating Members develop a plan to automate file transfers to the Clearinghouse.

### 3.1. Dial In.

IFTA, Inc. will provide the Participating Member with a toll free telephone number for dial in access to the Clearinghouse. IFTA, Inc. will also provide a user ID and password to access the Clearinghouse via a modem.

### 3.2. Cisco VPN Software.

The VPN software is available from IFTA, Inc. at no cost to the Participating Member. A Participating Member can download the VPN software from the secure pages of the IFTA, Inc. website at www.iftach.org.

3.2.1. Use of the VPN software will require a Participating Member to open Firewall ports and protocols.

3.2.1.1. Port UDP - 500 and Protocol ESP - 50 are required for proper communication to IFTA, Inc. and its servers.

3.2.1.2. NAT issue will arise and the Participating Member may have to turn off NAT for computers being utilized.

3.2.2. For technical assistance regarding the VPN connection, please contact IFTA, Inc.

*[This area is intentionally left blank.]*

## 4. FTP and SFTP

**4.1.** Once a connection method has been selected by a Participating Member, IFTA, Inc. will create an FTP folder for that jurisdiction within IFTA, Inc.'s FTP Server for flat file upload. This server is separate and apart from the Clearinghouse Server.

**4.2.** IFTA, Inc. will assign a separate user ID and password for the FTP folder for the Participating Member.

**4.3.** The FTP folder layout is:

4.3.1. demflat (folder to place Demographic Data);

4.3.2. transflat (folder to place Transmittal Data);

4.3.3. summary (folder to place Summary Transmittal Data)

4.3.4. decals (folder to place Decal Data); and

4.3.5. archive (folder to keep all sent files in, time data stored in the archive will vary)

**4.4.** IFTA, Inc. will upload the files from the FTP Server to the Clearinghouse Server.

*[This area is intentionally left blank.]*

## 5. A Lesson on Flat Files

**5.1.** A flat file can be thought of as a text file. The flat file contains 'text' data from a database. The text is simply formatted for a database to use.

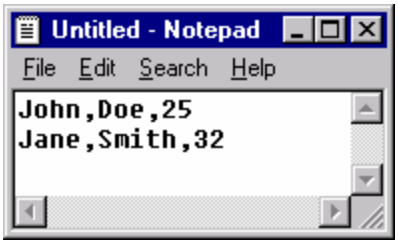
**5.2.** An example of a flat file is this:

5.2.1. John,Doe,25
Jane,Smith,32

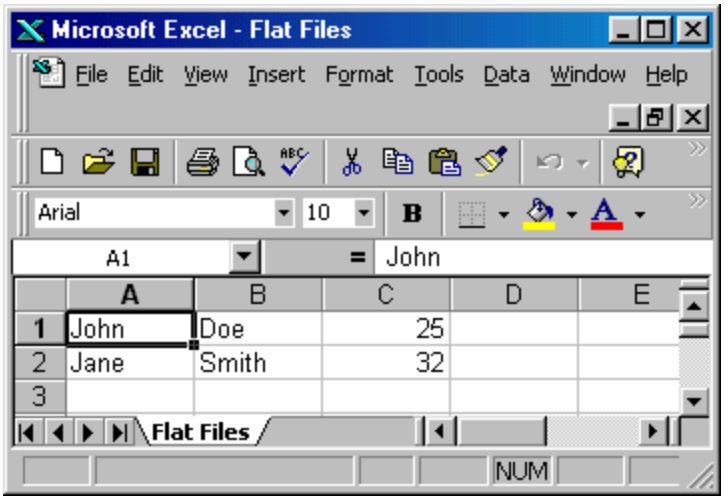
5.2.2. The data in 5.2.1. represents first name, last name, age. Each piece of data is separated by a comma (,).

5.2.3. The comma represents a column of data that you would see in programs such as Excel or Access.

5.2.4. The file containing the data in 5.2.1. should be saved into a .txt file. Here is an example of saving the data in Notepad.




5.2.5. Excel can then be used to open the .txt file. Excel will inquire as to the divider (comma). Now the data is easy to sort and use proficiently.



5.2.6. The process could easily be reversed. An Excel file can be saved as a .txt file for use as a flat file.Excel, Access, InfoMaker and other reporting tools offer these very basic tools to work with flat files and data of all types.

**5.3.** The IFTA Inc. Clearinghouse database works under the same conditions as shown above. If you can view your jurisdictional data in Excel, Access or similar programs then you can easily make flat files.

**5.4.** Saving Data as a .txt file in any of the above programs easily creates a Flat File that you could use to meet the Data requirements for the Clearinghouse and populate the database accordingly.

*[This area is intentionally left blank.]*

**6.** Testing

**6.1.** IFTA, Inc. will work with each Participating Member to test the upload of Demographic Data, Transmittal Data and Summary Transmittal Data to the Clearinghouse.

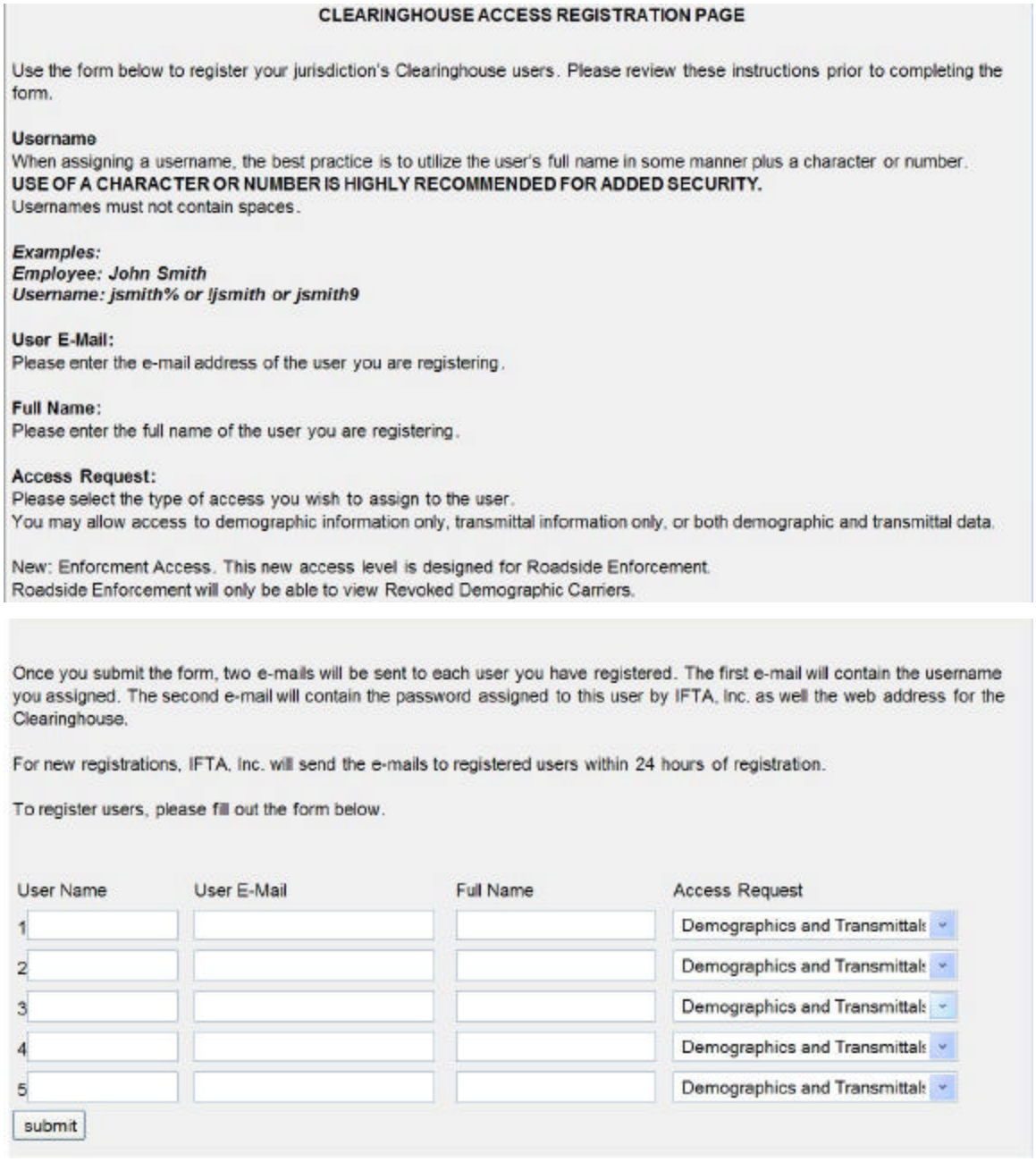
**6.2.** The testing phase will continue until the Participating Member has had at least one successful test upload of all required data types.

**6.3.** Once the testing phase is successfully completed, IFTA, Inc. will sign the Access Agreement authorizing the Participating Member to upload data to the Clearinghouse.

*[This area is intentionally left blank.]*

## 7. User Registration and Initial Access to Clearinghouse

**7.1.** To register users, the IFTA Commissioner of the Participating Member must sign into the http://www.iftach.org Commissioner's page and click the Clearinghouse Registration Link on the right hand side of the menu. This screen will appear.



**CLEARINGHOUSE ACCESS REGISTRATION PAGE**

Use the form below to register your jurisdiction's Clearinghouse users. Please review these instructions prior to completing the form.

**Username**
When assigning a username, the best practice is to utilize the user's full name in some manner plus a character or number.
**USE OF A CHARACTER OR NUMBER IS HIGHLY RECOMMENDED FOR ADDED SECURITY.**
Usernames must not contain spaces.

***Examples:***
***Employee: John Smith***
***Username: jsmith% or !jsmith or jsmith9***

**User E-Mail:**
Please enter the e-mail address of the user you are registering.

**Full Name:**
Please enter the full name of the user you are registering.

**Access Request:**
Please select the type of access you wish to assign to the user.
You may allow access to demographic information only, transmittal information only, or both demographic and transmittal data.

New: Enforcment Access. This new access level is designed for Roadside Enforcement.
Roadside Enforcement will only be able to view Revoked Demographic Carriers.

Once you submit the form, two e-mails will be sent to each user you have registered. The first e-mail will contain the username you assigned. The second e-mail will contain the password assigned to this user by IFTA, Inc. as well the web address for the Clearinghouse.

For new registrations, IFTA, Inc. will send the e-mails to registered users within 24 hours of registration.

To register users, please fill out the form below.

| | User Name | User E-Mail | Full Name | Access Request |
|---|---|---|---|---|
| 1 | | | | Demographics and Transmittals |
| 2 | | | | Demographics and Transmittals |
| 3 | | | | Demographics and Transmittals |
| 4 | | | | Demographics and Transmittals |
| 5 | | | | Demographics and Transmittals |

submit

**7.2.** Once the IFTA Commissioner registers Clearinghouse Users, the users will receive both their username and password via e-mail from IFTA, Inc.

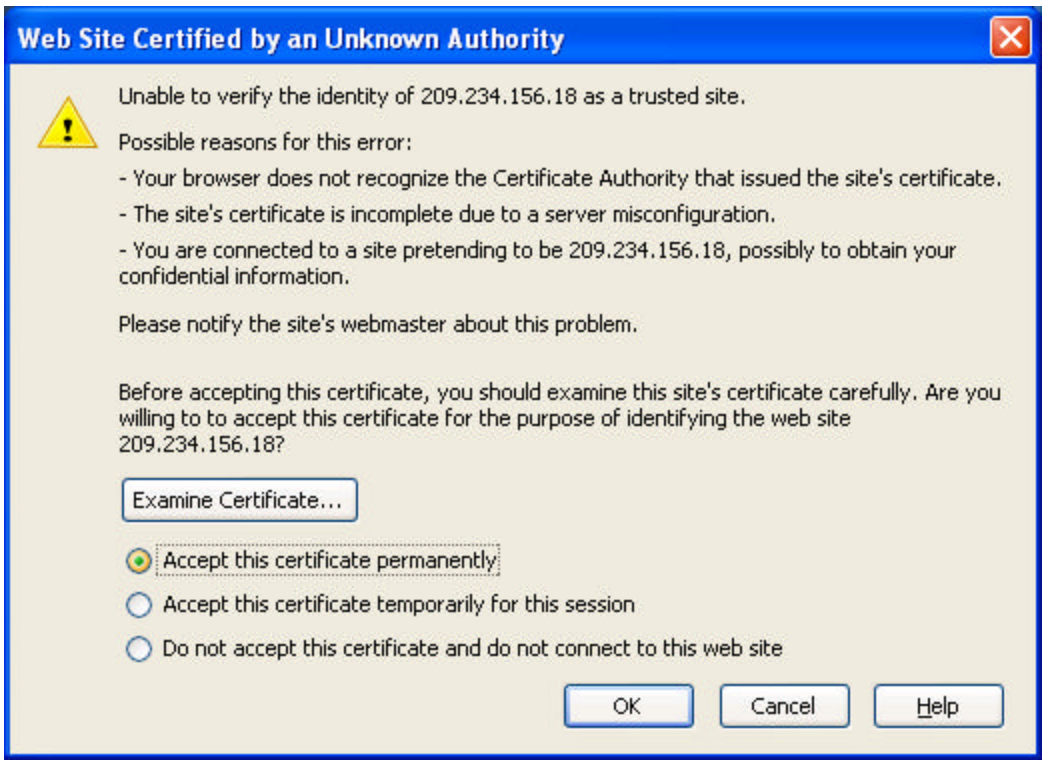
**7.3.** Also included in the e-mail is the location of the Clearinghouse pages available over the internet.

**7.4.** Once a user receives the e-mail with the username and password, links to two Web Pages will be provided, viewable in the user's preferred Internet Browser.

**7.5.** When logging in for the first time to either Demographic Data or Transmittal Data, the user will have to accept the Certificate of Authority.

7.5.1. You will be asked to accept IFTA, Inc's "self-signed' Certificate of Authority seen in Figure 1. (Different browsers may produce different pop-ups similar to the one shown in Figure 1.

**Figure 1 - IFTA, Inc. Certificate**



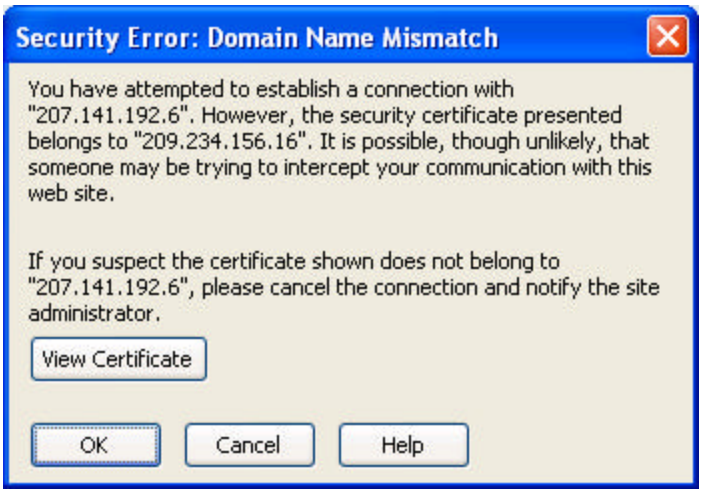

7.5.2. Choose "ACCEPT THIS CERTIFICATE PERMANENTLY" so you will no longer have to see the screen again.

7.5.3. The Window in Figure 1 is called “Web Site Certified by an Unknown Authority” due to the fact that IFTA, Inc. is not using a third-party vendor, like Verisign, to authenticate our site. To do so would mean opening the Clearinghouse to access by Verisign to verify that IFTA, Inc. is indeed IFTA, Inc. Due to the secure nature of the data in the Clearinghouse, IFTA, Inc. will not allow third-party access.

7.5.4. Because we have in place firewall measures to only allow the IFTA Community into the Clearinghouse, IFTA, Inc. created its own self-signed certificate. What this certificate does is provide a key used for the encryption and de-encryption of all data between your browser and the Clearinghouse web pages. IFTA, Inc. provides 128-bit encryption used regularly on the Internet. What this means is that hackers may be able to grab the data stream from the user to the Clearinghouse and vice-versa, but it would take many PC’s thousands of years to decipher the encrypted data.

**7.6.** Another error message that a user will see due to the fact that IFTA, Inc. allows other ways to connect to the Clearinghouse other than through the Internet can be seen in Figure 2. The error will not affect the user, so select “OK”. The error causes no security threats.

**Figure 2 - Certificate Acceptance**




**7.7.** Dial In users will also have to accept the Certificates. Data from dial in is also encrypted.

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## 8. Demographic Data - Logging In and Search Engines

**8.1.** Once the certificate for encryption is accepted, the user will see the screen found in Figure 3. Choose the link that is appropriate for your connection. In most cases, the top link, for Internet Users, will be selected. You will be taken to the screen seen in Figure 4.

**Figure 3 - Login based on your connection type.**

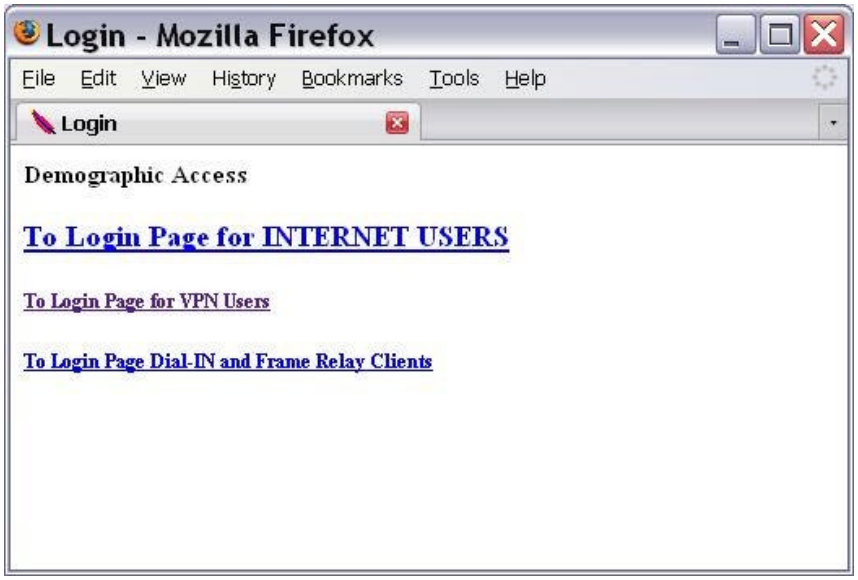



**Figure 4 - Login Credentials Needed**

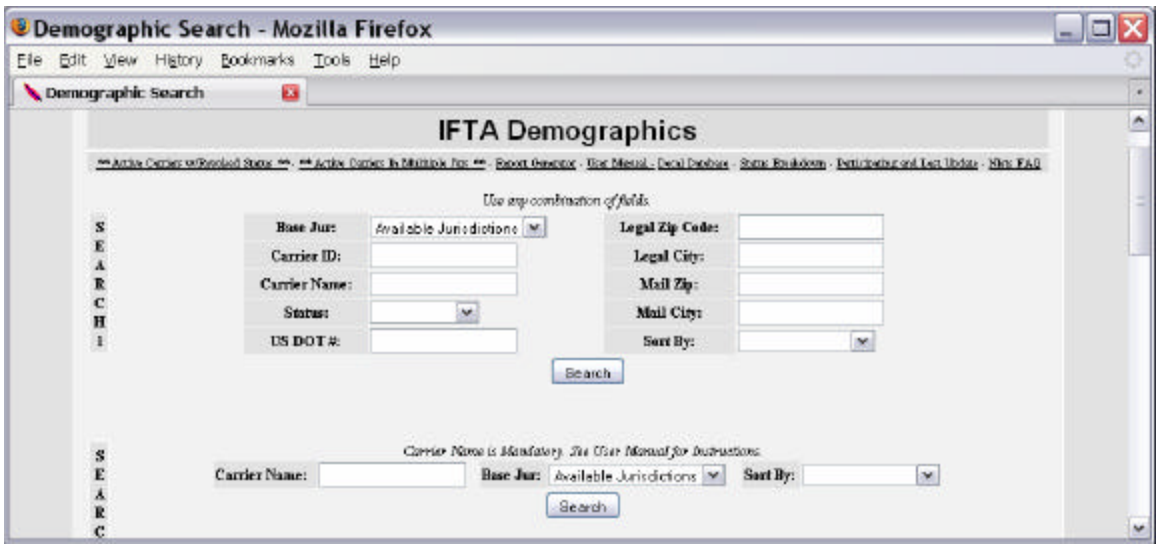
8.1.1. Enter the Username and Password assigned to you by the IFTA Commissioner and sent to you via e-mail.

8.1.2. Usernames and Passwords are NOT case sensitive, so just use lower case.

8.1.3. Select Log In.

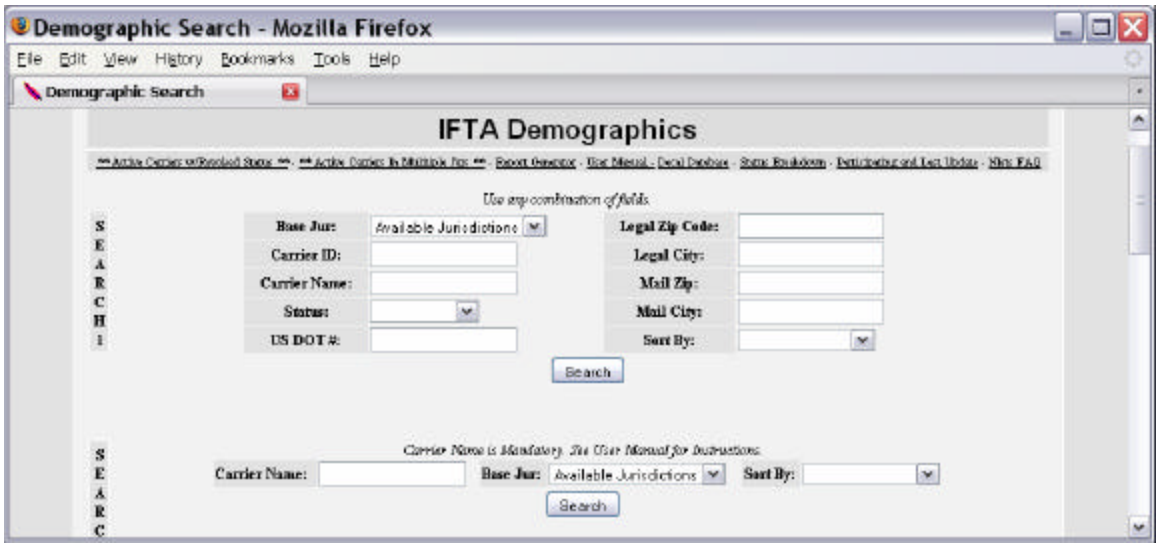
**8.2.** After logging in, you are taken to the Demographic Search Engine as seen in Figure 5. From here you will be able to look up Licensee Names, IFTA Licensee Numbers, License Status, etc. Please note there are two search engines.

**Figure 5 - Demographic Search Engines**




**8.3.** As an example, the screen shown at Figure 6 shows some search options for the primary search engine. You can run a sample search based on the criteria specified.

**Figure 6 - Preparing your Demographic Query - Primary Search Engine**




8.3.1. In the search request shown in Figure 6:

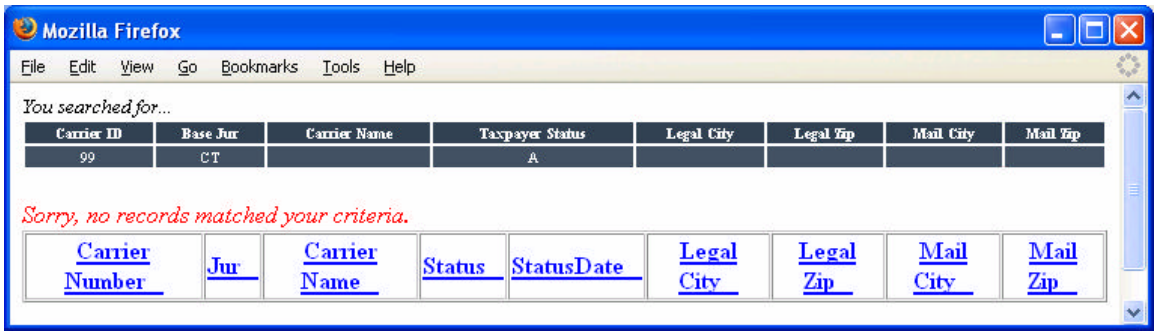
8.3.1.1. The Base Jurisdiction is Connecticut.

8.3.1.2. The search is for any Carrier ID that starts with '99' with a License Status of 'Active'.

8.3.1.3. The results will be sorted by Taxpayer ID.

8.3.2. Only those Jurisdictions that are participating in the Clearinghouse are listed in the Jurisdiction drop down box.

**Figure 7 - Demographic Query Search Results**




**8.4.** Figure 7 is the page that opens after you perform the search. For confidentiality reasons, we are not showing any search results.

**8.5.** The table in Figure 7 will not only list results, but by clicking the headers, Carrier Number, Jur, Carrier Name, etc., you can sort your results as needed. This may help you find the information you are looking for more quickly. Clicking on a Carrier Number will provide you more detailed information on the Licensee.

**8.6.** This primary search engine is a basic search engine. It will look for data exactly as you enter the criteria. Here are some examples on how to use it.

8.6.1. Search for a carrier with a first name of 'Steve'. It could be any Carrier Name that starts with 'Steve' as will be evident when you perform the search.

Carrier Name: Steve Search

8.6.2. Upon submitting the request you could get the following returned to you:

**Steve** Doe

**Steve** Moving LLC

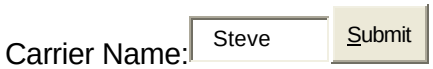
**Steve** Trucking

8.6.3. To narrow down search results, a Base Jurisdiction, Status Type, Carrier ID Numbers, and the Mail Addresses could be applied to the search. Instead of 'Steve' you could enter 'Steve A' to get Carrier Names that start with 'Steve A'.

8.6.4. The same results apply to any other search criteria for this search engine. If we entered '915' in the Carrier ID portion, returned to you will be ID's that start with '915'.

**8.7.** The **Secondary Search Engine** operates a bit differently.

8.7.1. The same example used above will be used in this sample search.




In this case the search engine is looking specifically for the 'Steve' string, and only that. 'Steve' is being searched for anywhere in the **Carrier Name** and **DBA Name**.

8.7.2. In this example you could get these results:

"**Steve** Doe"

"Jack, **Steve**"

"Anderson, **Steve**"

8.7.3. You could also get the following results for Steve:

Carrier Name: NELLY X CASTILLO-VALLE

DBA Name: **STEVE** & BROS TRUCKING

8.7.4. Notice above that Steve does not appear in the Carrier Name, only in the DBA Name.

**8.8.** In summary, the primary search engine will look for data that matches your criteria from the **beginning** of your search criteria: 'Steve' will get you "**Steve**", "S**teve** Simons", "**Steve** Trucks", "**Steve** Moving Company" etc.

**8.9.** The secondary search engine will look for your search criteria **within** the name of the carrier: 'Steve' will get you "**Steve** Moving Company", "Anderson, **Steve**", "John and **Steve** Trucks" etc.

**8.10.** It's up to you, the user, to experiment and find which one will work best for you in finding the data for which you are looking.

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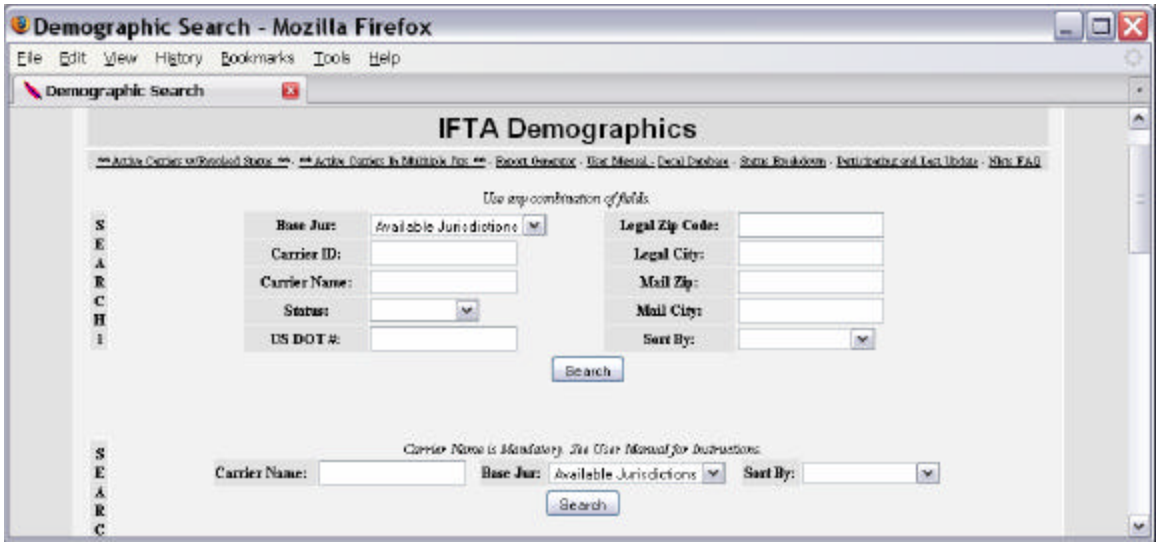
## 9. Demographic Data - Report Generator

**9.1.** The purpose of the Report Generator is to run queries against the database and download information in a text format so you can import the data into Legacy, Access, Excel and other database programs. This may help in sharing the information with Law Enforcement agencies or to run ad hoc reports against the data.

**Figure 8 - Link to Demographic Report Generator**




**9.2.** Click the link to the Report Generator found on the IFTA Demographics page as shown in Figure 8.

**9.3.** As of the creation of the document, several reports are available. Those reports are:

9.3.1. Status Breakdown Report - A breakdown of each jurisdiction and the number of licensees for each status type; total number of licensees registered in each jurisdiction. (Can be accessed from the IFTA Demographics Search page.)

9.3.2. Active Carriers with a Revoked Status - A list of all active licensees with a revoked license in another jurisdiction. (Can be accessed from the IFTA Demographics Search page.)

9.3.3. Active Carriers in Multiple Jurisdictions - A list of all active licensees that also have an active license in another jurisdiction. (Can be accessed from the IFTA Demographics Search page.)

9.3.4. Participating and Last Update - A report of all participating jurisdictions and the last time the demographic database was updated by each jurisdiction. (Can be accessed from the IFTA Demographics Search page.)

9.3.5. General Reports

9.3.5.1. Report 1 - Retrieve all licensees from one or two jurisdictions based on license status.

9.3.5.2. Report 2 - Select a license status type and retrieve all carriers in all jurisdictions based on that type.

9.3.5.3. Report 3 - Select a jurisdiction and retrieve all licensees in that jurisdiction. (Selective fields returned.)

9.3.5.4. Report 4 - Select a jurisdiction and retrieve all licensees in that jurisdiction. (All fields returned.)

9.3.5.5. Report 5 - Select a jurisdiction, city, mail Zip code or legal Zip code to retrieve all licensees for that jurisdiction.

9.3.5.6. Report 6 - Select a jurisdiction, city or legal Zip code to retrieve all licensees for that jurisdiction.

9.3.5.7. Report 7 - Select a jurisdiction, city or mail Zip code to retrieve all licensees for that jurisdiction.

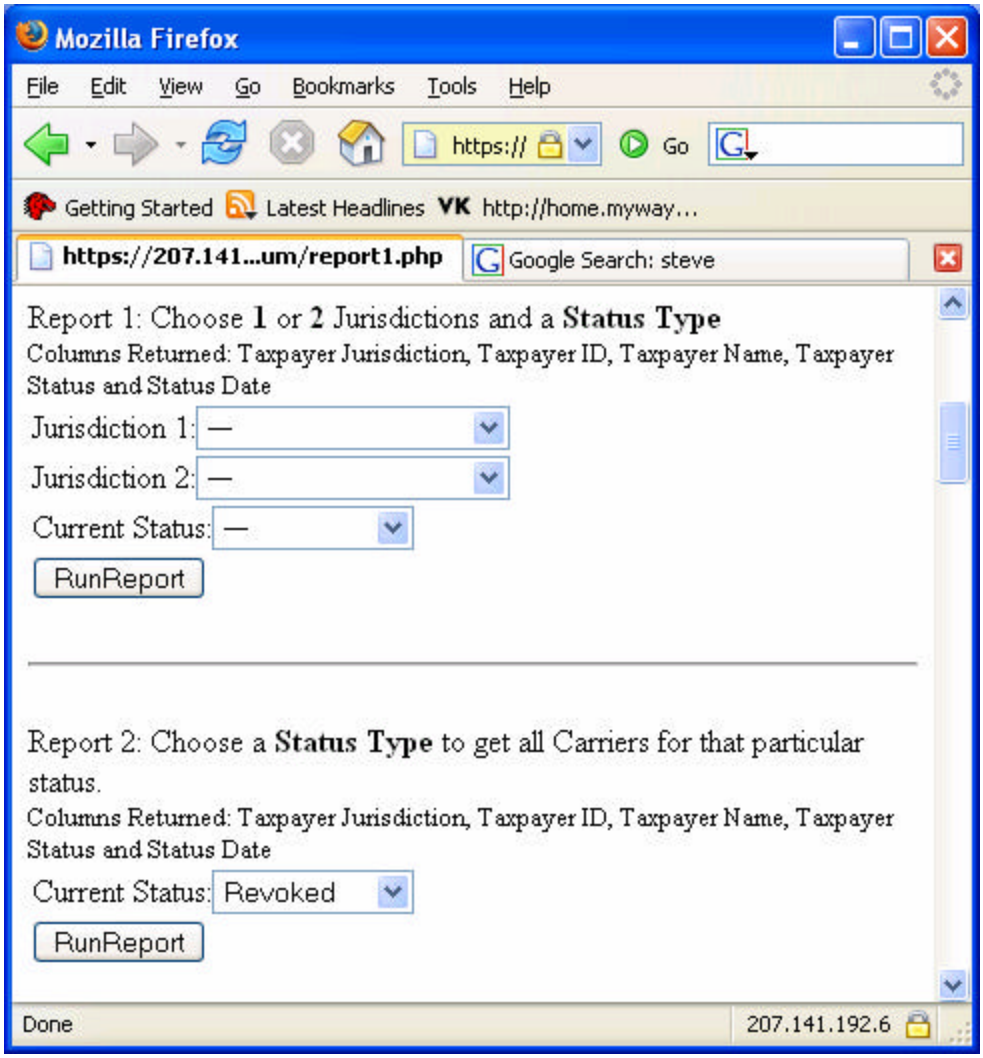
9.3.5.8. Report 8 - Retrieve all accounts with revoked and suspended license statuses from all participating jurisdictions. (Selective fields returned.)

9.3.5.9. Report 9 - Retrieve all accounts with revoked and suspended license statuses from all participating jurisdictions. (All fields returned.)

9.3.5.10. Report 10 - Retrieve all data based on jurisdiction and license status type.

**9.4.** IFTA, Inc. is always open to adding new reports to fit the Participating Members' needs. If you have an idea, please send it to us, and we will be able to create the report for you.

**Figure 9 – Demographic Data Report Generator**




**9.5.** As an example, we will review Report 2 shown in Figure 9.

9.5.1. This Report will list all Carriers based on a Status Type.

9.5.2. The columns returned on the report are:

9.5.2.1. Taxpayer Jurisdiction;

9.5.2.2. Taxpayer ID;

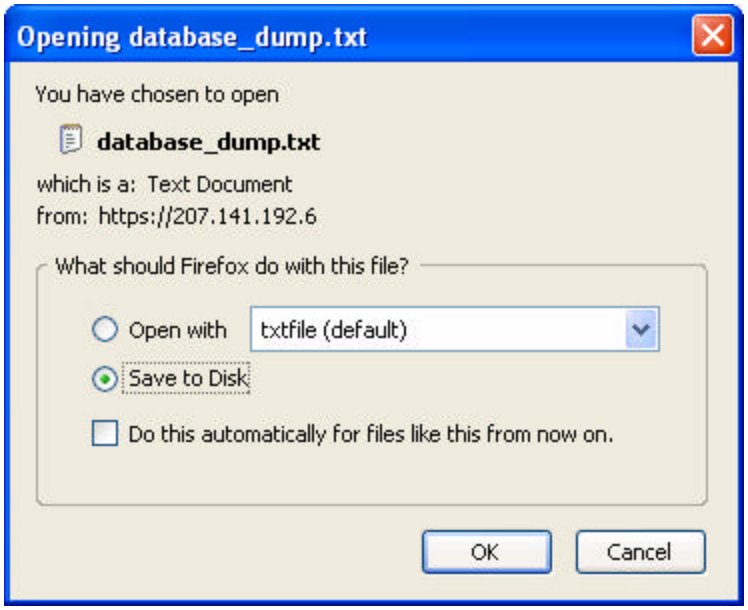
9.5.2.3. Taxpayer Name;

9.5.2.4. Taxpayer Status; and

9.5.2.5. Status Date.

9.5.3. Once Run Report is selected, all carriers with Revoked Licenses will be returned. Please allow time for the Report to run and allow time for the report to download. Some reports can be many megabytes in size and connection speeds vary. After that a pop-up screen will appear asking you to save the file and where you would like to save it.

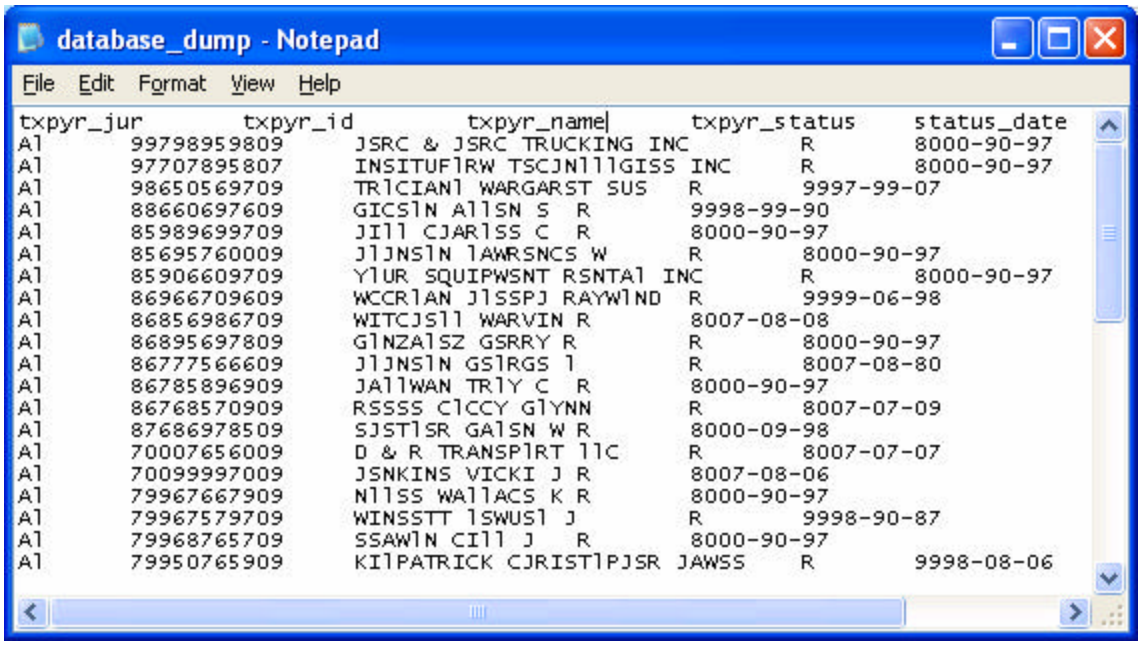
**Figure 10 – Saving a Demographic Data Report**




9.5.4. Select Save to Disk and save the report on your computer in the file you designate.

9.5.5. In the example report shown in Figure 11, all of the information has been changed for confidentiality reasons.

**Figure 11 – The Demographic Data Report**




9.5.6. The column names will NOT line up with the results. This file is meant to be imported into another program where alignment will take place.

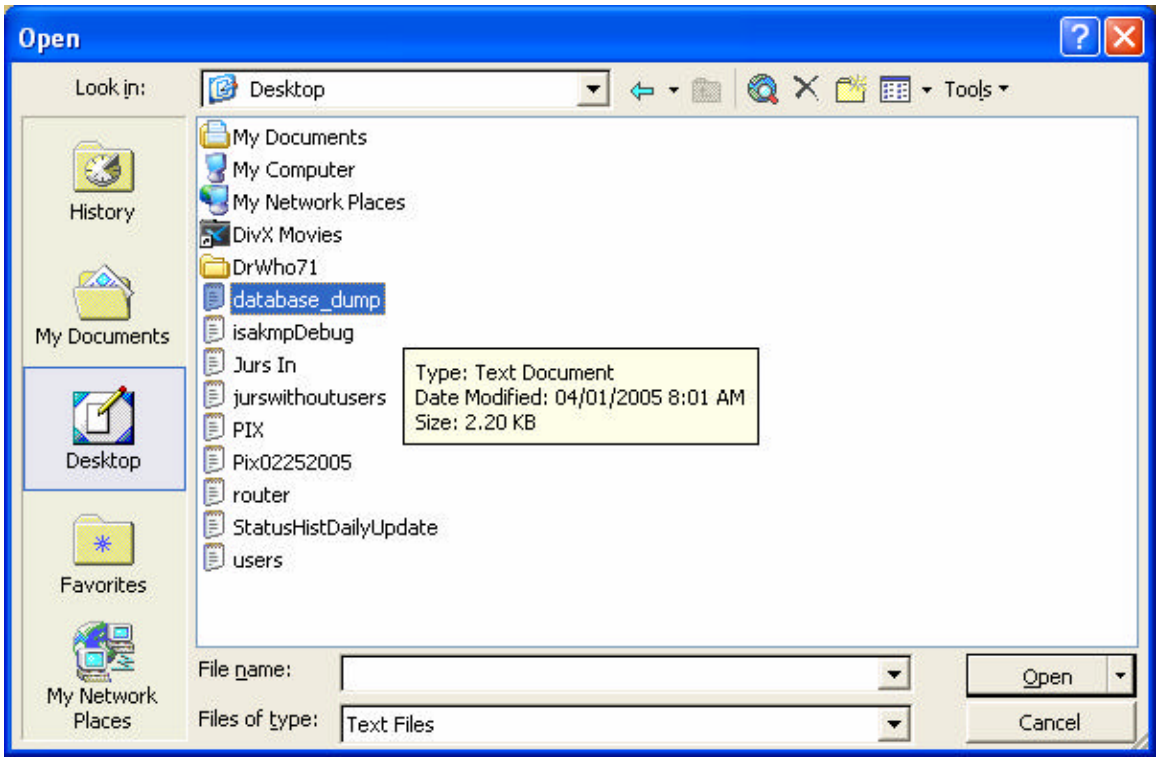
9.5.7. The file is TAB delimited and each record is started by a new line.

9.5.8. For this example, the file would be imported into Excel.

9.5.9. Open up Excel and choose **FILE → OPEN.**

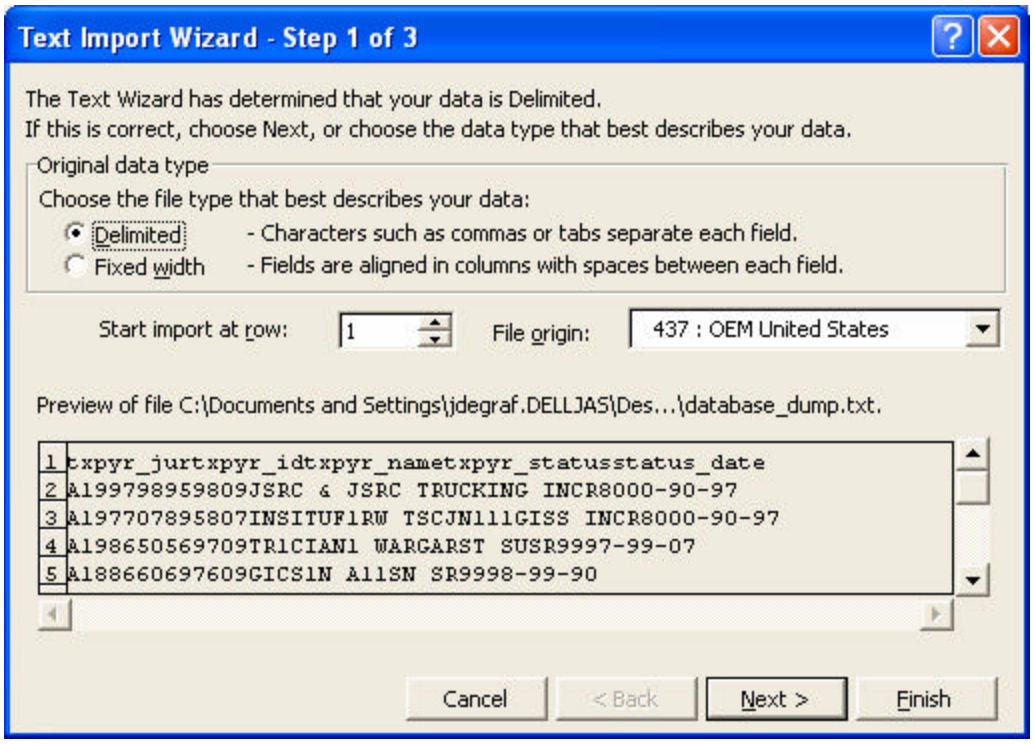
9.5.10. Locate the file you just created. In this case it is called **database_dump.txt**, as seen in Figure 12.

**Figure 12 – Open the Demographic Data Report Dump File**



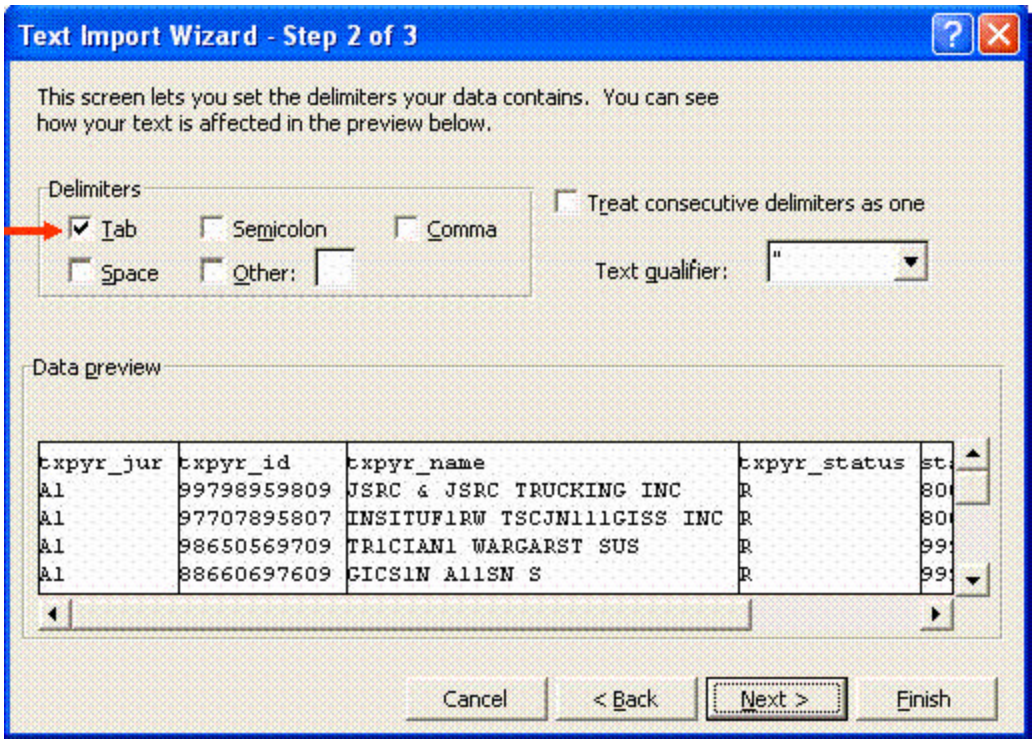

9.5.11. You are then presented with the Text Import Wizard, seen in Figure 13.

**Figure 13 – Text Import Wizard**



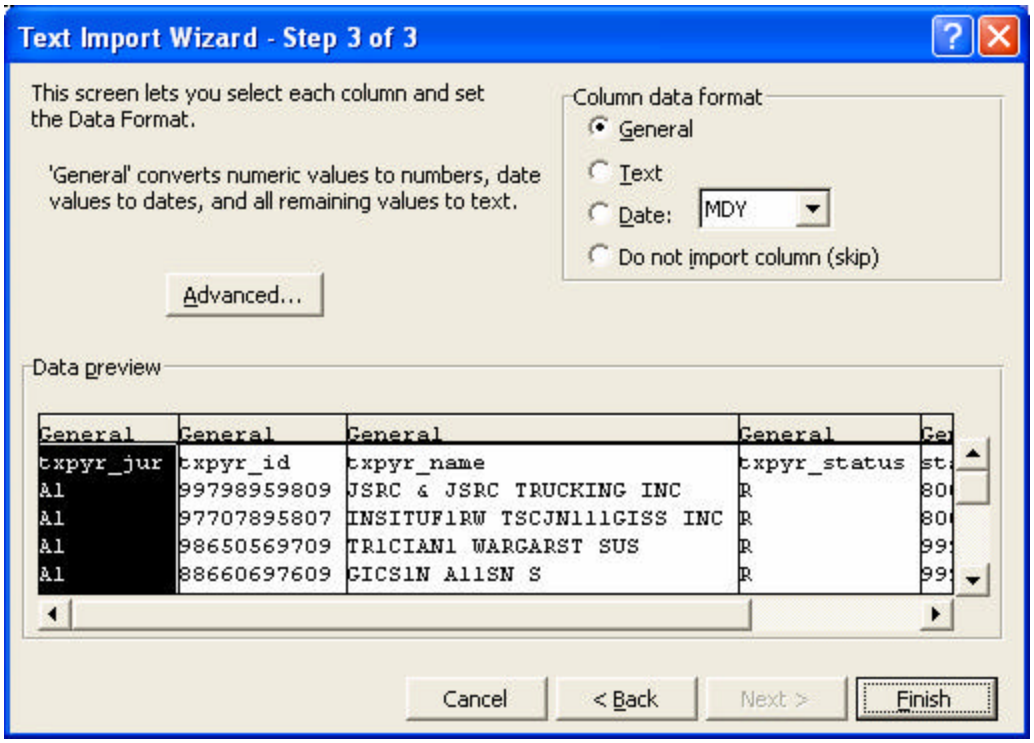

9.5.12. Since the Text File is TAB Delimited make sure the TAB Delimiter check box is checked as show in Figure 14. Then click Next.

**Figure 14 – Step 2 of the Text Import Wizard**



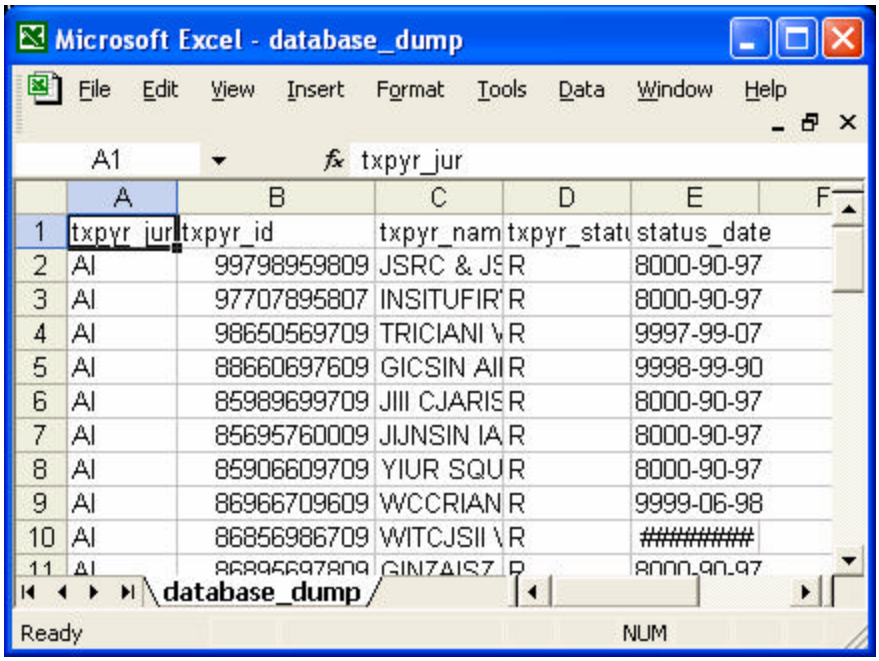

9.5.13. Click on Next.

**Figure 15 – Last Step of Text Import Wizard**




9.5.14. Click on Finish to complete the file import. The file is now in Excel format ready for you to use as shown in Figure 16.

**Figure 16 – Excel Document**




| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | txpyr_jur | txpyr_id | txpyr_nam | txpyr_statu | status_date | |
| 2 | AI | 99798959809 | JSRC & JS | R | 8000-90-97 | |
| 3 | AI | 97707895807 | INSITUFIR | R | 8000-90-97 | |
| 4 | AI | 98650569709 | TRICIANI V | R | 9997-99-07 | |
| 5 | AI | 88660697609 | GICSIN AII | R | 9998-99-90 | |
| 6 | AI | 85989699709 | JIII CJARIS | R | 8000-90-97 | |
| 7 | AI | 85695760009 | JIJNSIN IA | R | 8000-90-97 | |
| 8 | AI | 85906609709 | YIUR SQU | R | 8000-90-97 | |
| 9 | AI | 86966709609 | WCCRIAN | R | 9999-06-98 | |
| 10 | AI | 86856986709 | WITCJSII V | R | ######### | |
| 11 | AI | 86895697809 | GINZAISZ | R | 8000-90-97 | |

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## 10. Demographic Data - Status Breakdown

**10.1.** From the Search Engine Page click on Status Breakdown.

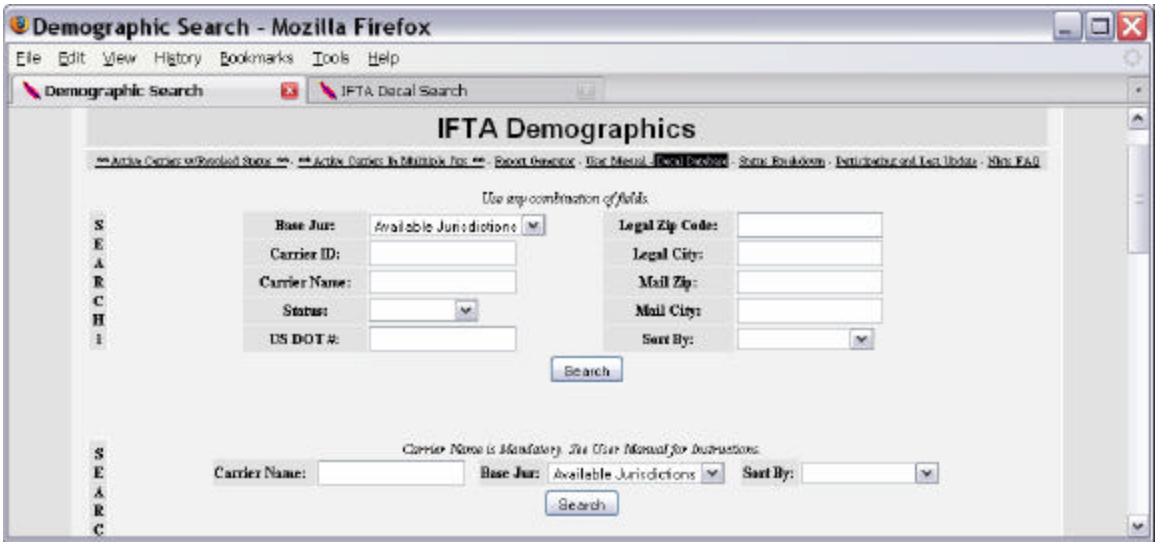
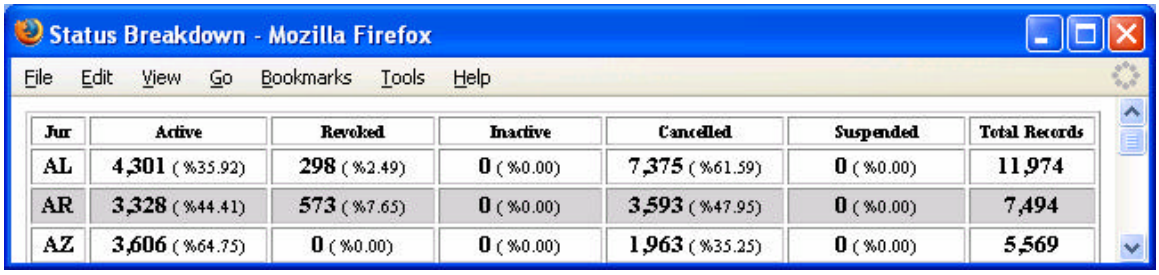



**Figure 17 – Demographic Search Page - Status Breakdown**

**10.2.** Clicking on this link will give you a real time break down of the number of licensees in each participating jurisdiction and the license status breakdown of all licensees. See Figure 18.

**Figure 18 - Real Time Status Breakdown**




| Jur | Active | Revoked | Inactive | Cancelled | Suspended | Total Records |
|---|---|---|---|---|---|---|
| AL | 4,301 ( %35.92) | 298 ( %2.49) | 0 ( %0.00) | 7,375 ( %61.59) | 0 ( %0.00) | 11,974 |
| AR | 3,328 ( %44.41) | 573 ( %7.65) | 0 ( %0.00) | 3,593 ( %47.95) | 0 ( %0.00) | 7,494 |
| AZ | 3,606 ( %64.75) | 0 ( %0.00) | 0 ( %0.00) | 1,963 ( %35.25) | 0 ( %0.00) | 5,569 |

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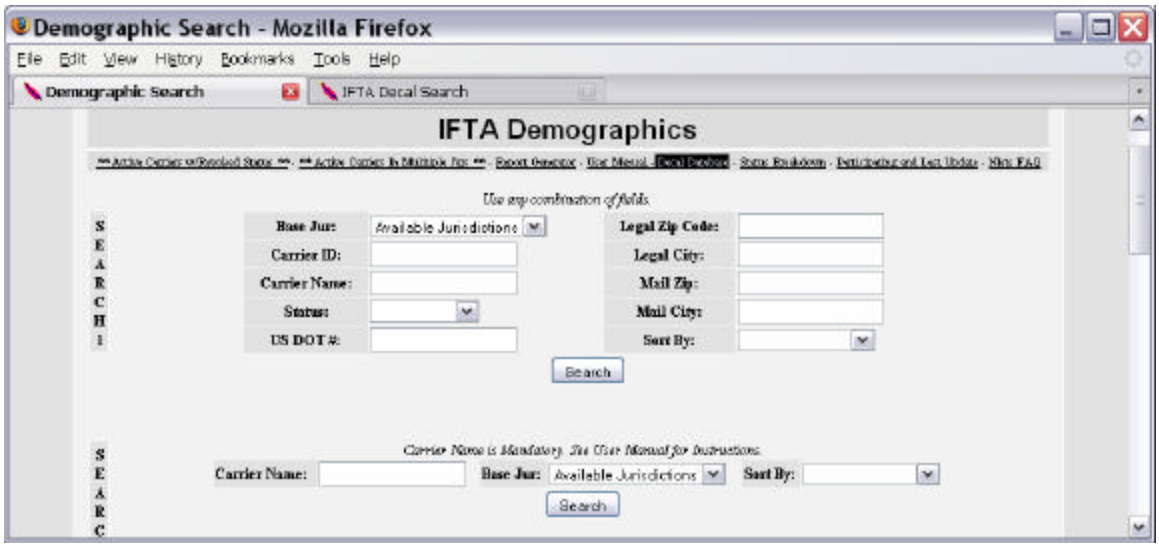
## 11. Demographic Data - Decal Numbers

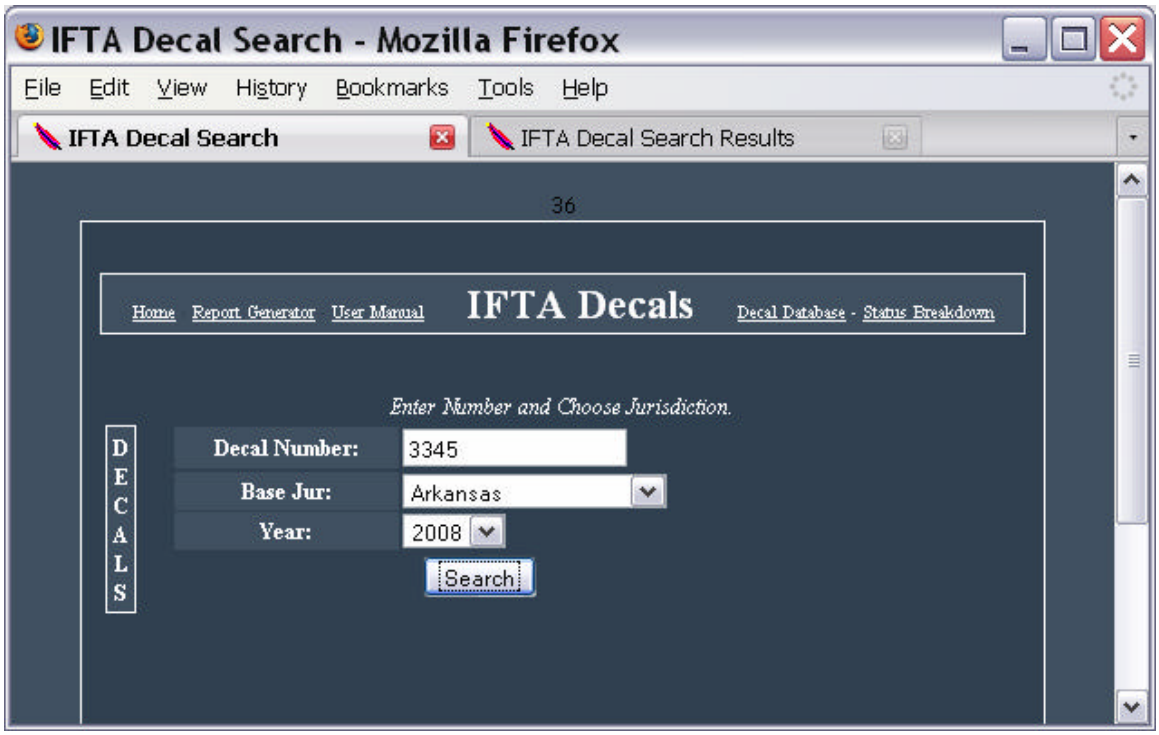
**11.1.** Going back once again to the Demographic Data Search Engine there is also a link to look up decal numbers.

**Figure 19 – Demographic Search Page - Decal Numbers**



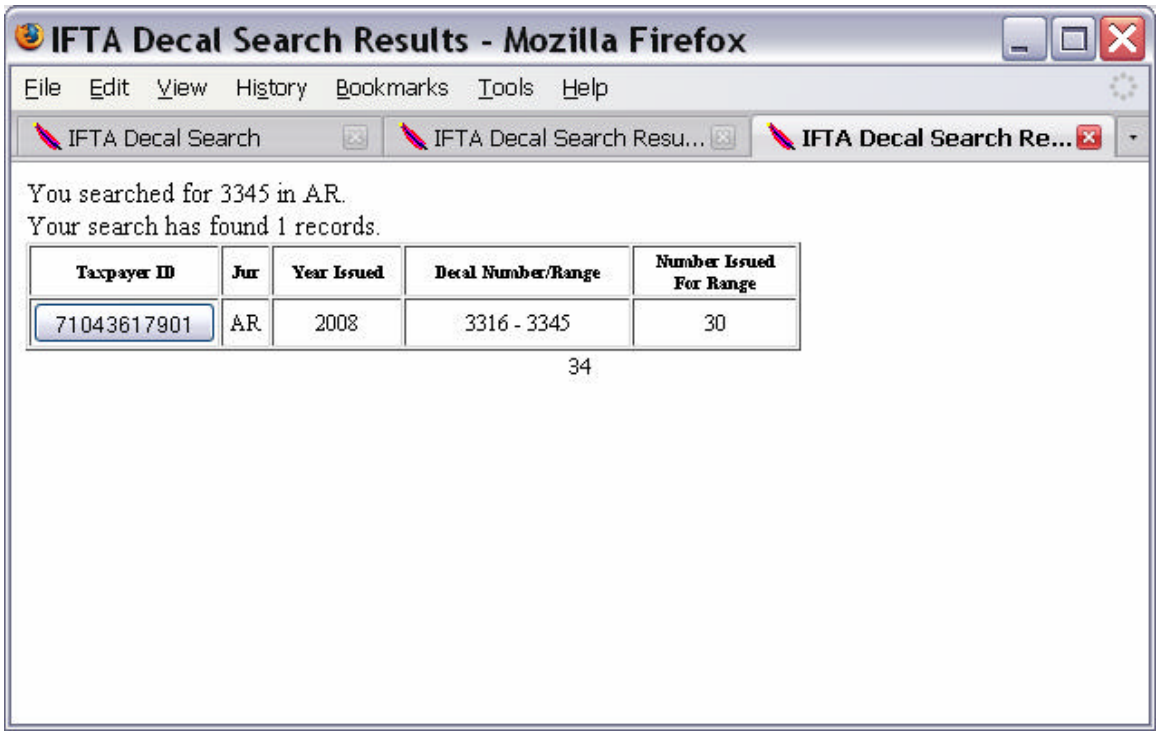

**11.2.** The purpose of the decal search engine is to match decal numbers with a licensee. See Figure 20.

**Figure 20 –Decal Search Engine**




**11.3.** To determine which licensee has a certain decal number, enter the decal number and the base jurisdiction. In this example, decal number 3345 has been entered for an Arkansas licensee. Click on Search.

**Figure 21 – Decal Search Results**




**11.4.** The decal search returns a decal number or range of decal numbers and indicates the Taxpayer ID of the licensee to which the decal was issued.

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## 12. Transmittals

**12.1.** Initial access to Transmittal Data is the same as for Demographic Data. Please review the following sections of this User Manual as follows:

12.1.1. User Registration - Section 7.1

12.1.2. Site Certificate for Encryption - Section 7.5

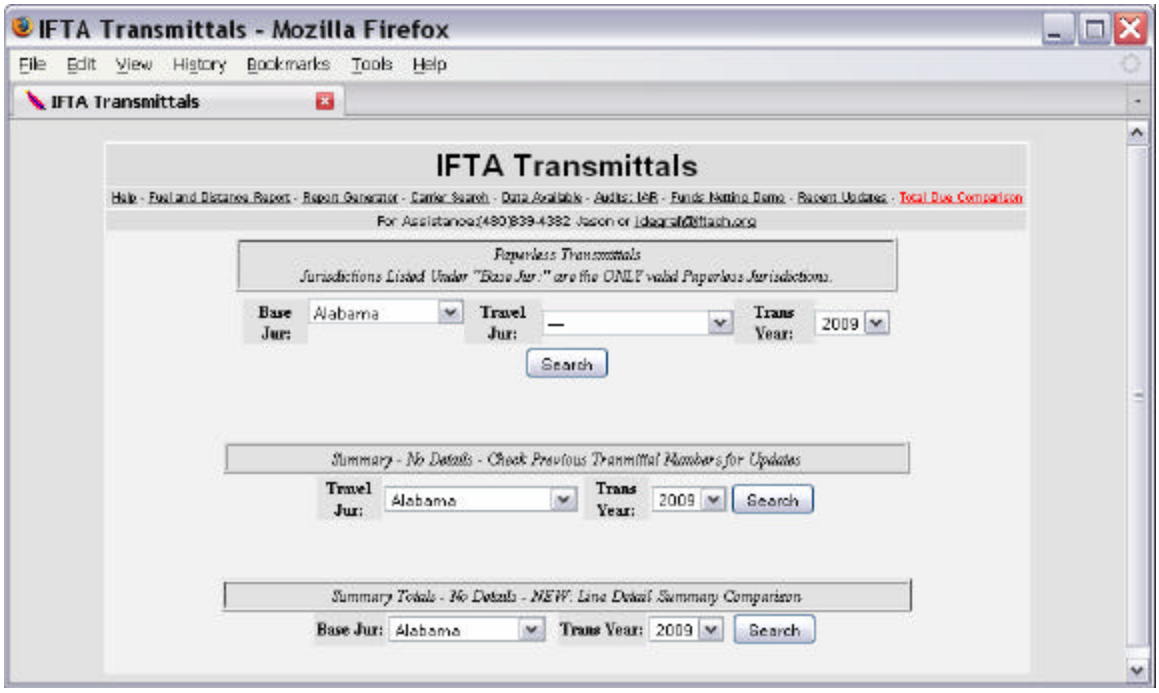
12.1.3. How to Log On - Section 8

12.1.4. Running Reports with the Report Generator - Section 9

12.1.5. Importing Reports into Microsoft Excel - Beginning at Section 9.5.3.

**12.2.** After you log into the Clearinghouse Transmittal Site, you will be presented with the IFTA Transmittals page.

**Figure 22 - IFTA Transmittals Page**




**12.3.** There are three types of queries available from this page. The first one is the equivalent to a Paper report that Jurisdictions send out monthly.

**12.4. Paperless Transmittals**

12.4.1. By uploading Transmittal Data and Summary Transmittal Data to the Clearinghouse in the required formats developed by the CAC and approved by the Board, a Participating Member is considered a “paperless jurisdiction”. When complying with these requirements, the Participating

Members exchange their transmittals electronically on a monthly basis according to the Funds Netting Calendar developed by the CAC and approved by the Board. Non-participating member jurisdictions will have read-only access to the Clearinghouse which will allow them to have access to the transmittals from the Participating Members.

12.4.2. Listed in the drop down box under Paperless Transmittals on the Transmittals screen (see Figure 22) are those Jurisdictions which have met the Paperless requirements. That is they have met the requirements as outlined by IFTA, Inc. and the Clearinghouse Advisory Committee for both Transmittal Data and Summary Transmittal Data.

12.4.3. After you enter your search criteria click the Search Button to pull down the Transmittal Report.

**12.5. Summary Totals - No Details**

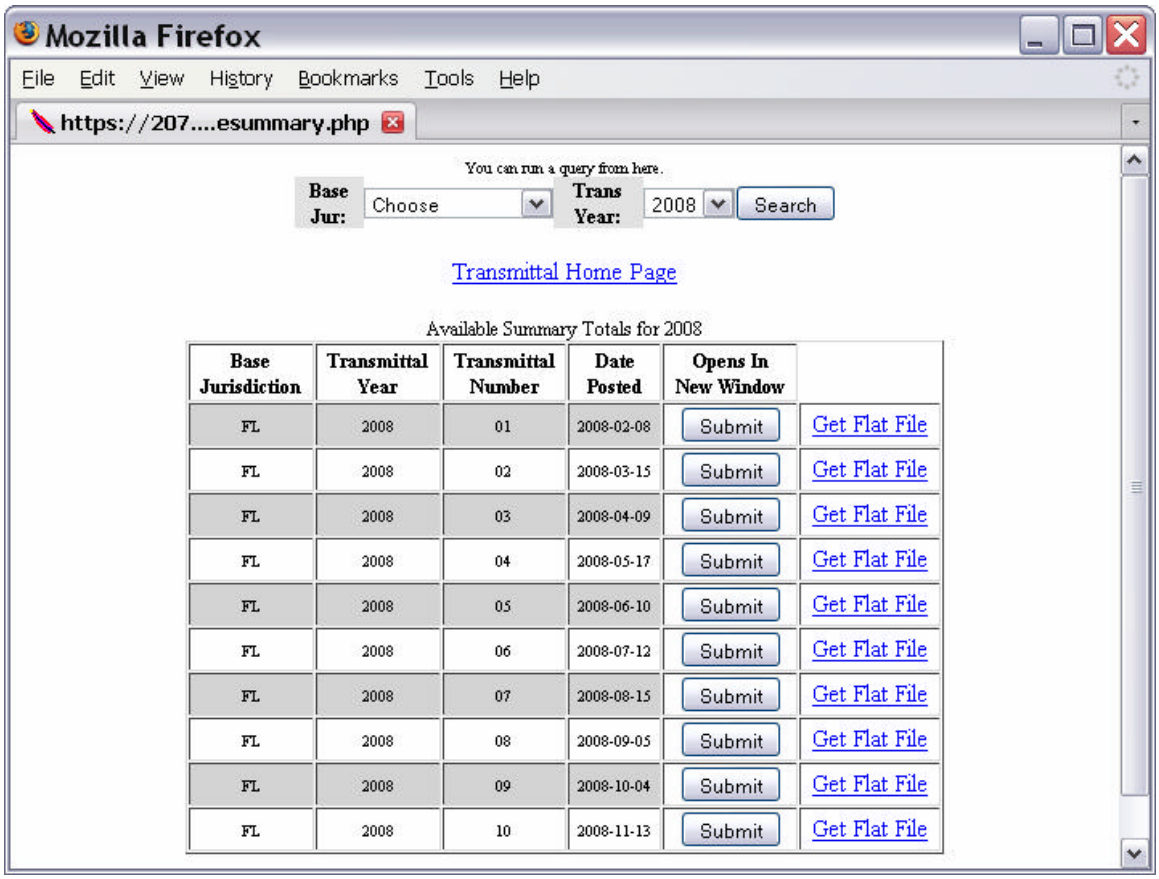
12.5.1. The second search engine (see Figure 22) will retrieve a listing of all Summary Totals for the Traveled Jurisdiction.

12.5.2. You will find that the Results Page for the second search engine is much like the Paperless search engine with one primary omission: there are no Totals of what one Jurisdiction might owe or be owed from another Jurisdiction. However, you still get the detailed Carrier Data.

12.5.3. With the third search engine (see Figure 22), you can retrieve a listing of all Summary Totals for the Base Jurisdiction.

12.5.4. When only selecting the Transmittal Year, you will retrieve what is available for that given year, as shown in Figure 23.

**Figure 23 - Result of Searching Only a Transmittal Year for a Base Jurisdiction**



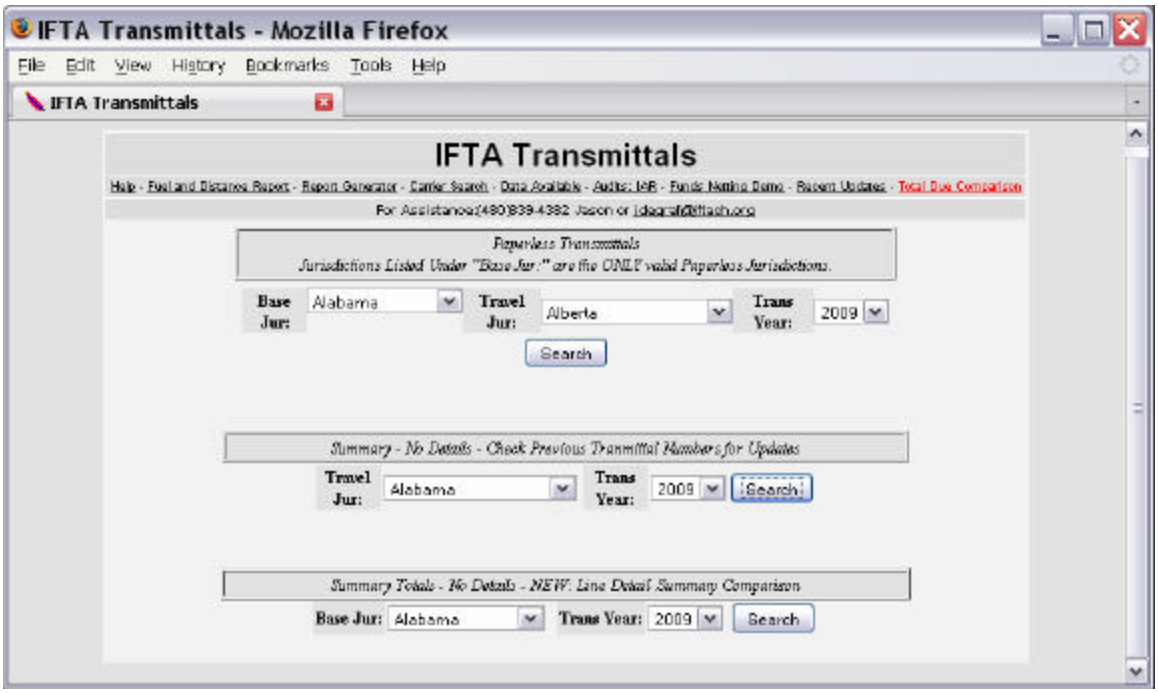

12.5.5. Click the Submit Button to retrieve detailed data.

## 12.6. Transmittals - Not Paperless

12.6.1. The fourth search engine (not pictured but accessible from the screen shown in Figure 22) is for those Jurisdictions that send data to the Clearinghouse Transmittal Database, but have not met the requirements for paperless transmittals.

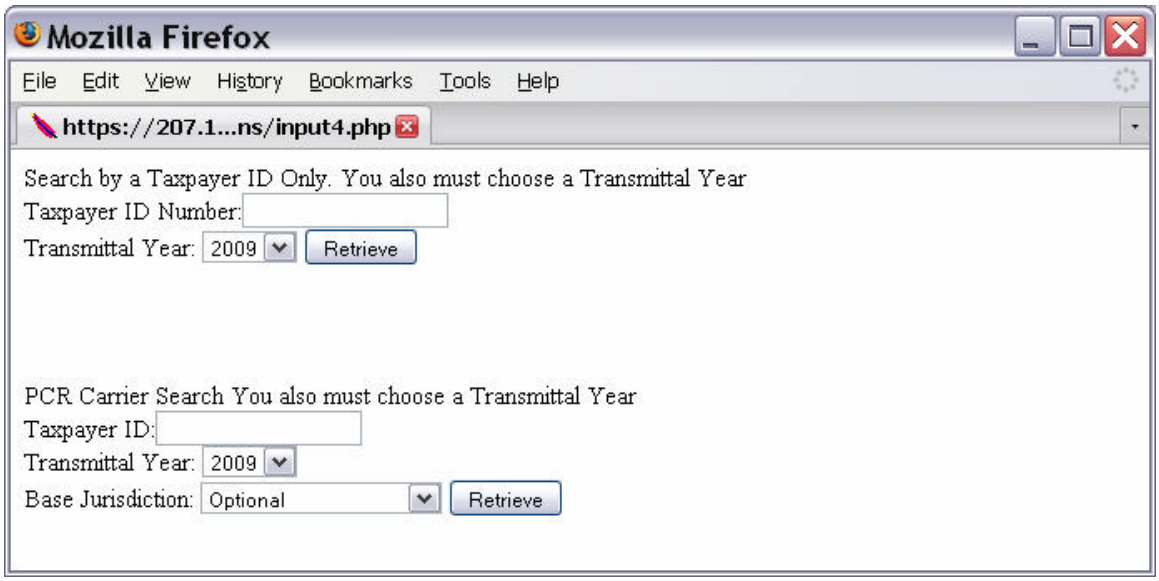
## 12.7. Carrier Search

**Figure 24 - IFTA Transmittals - Carrier Search**




12.7.1. From the main menu, click on "***Carrier Search***".

**Figure 25 - Carrier Search Page**




12.7.2. With this Search Engine (shown in Figure 25) you can look for data in two ways by Carrier ID Number (the IFTA license number).

**Figure 26 - Searching by Partial ID Number**

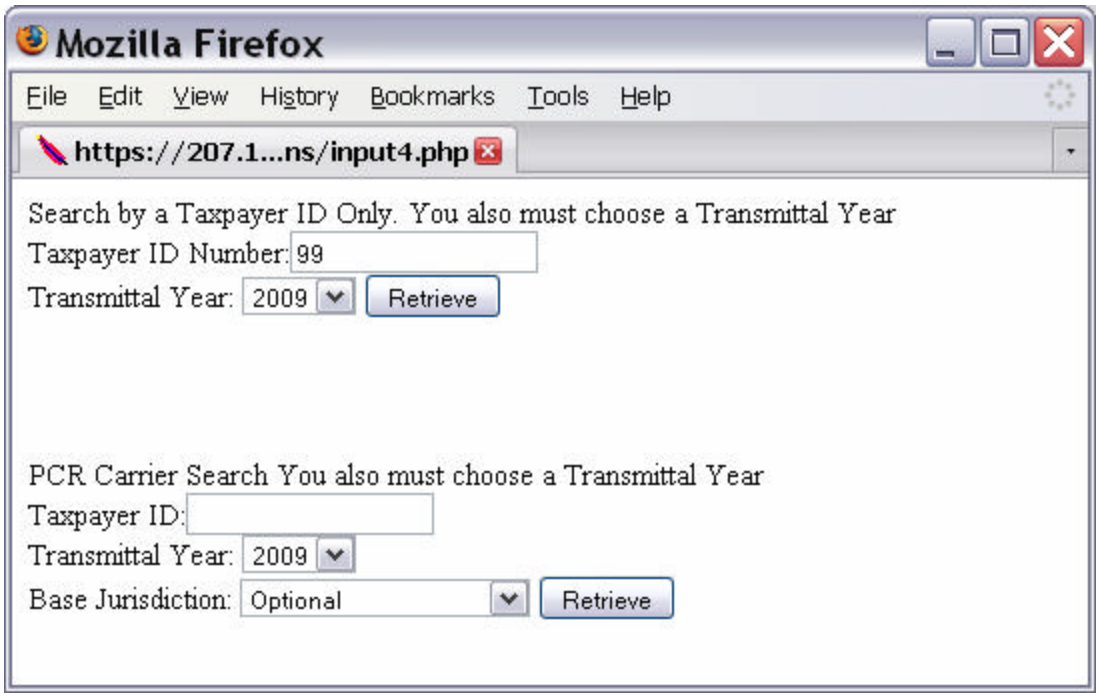
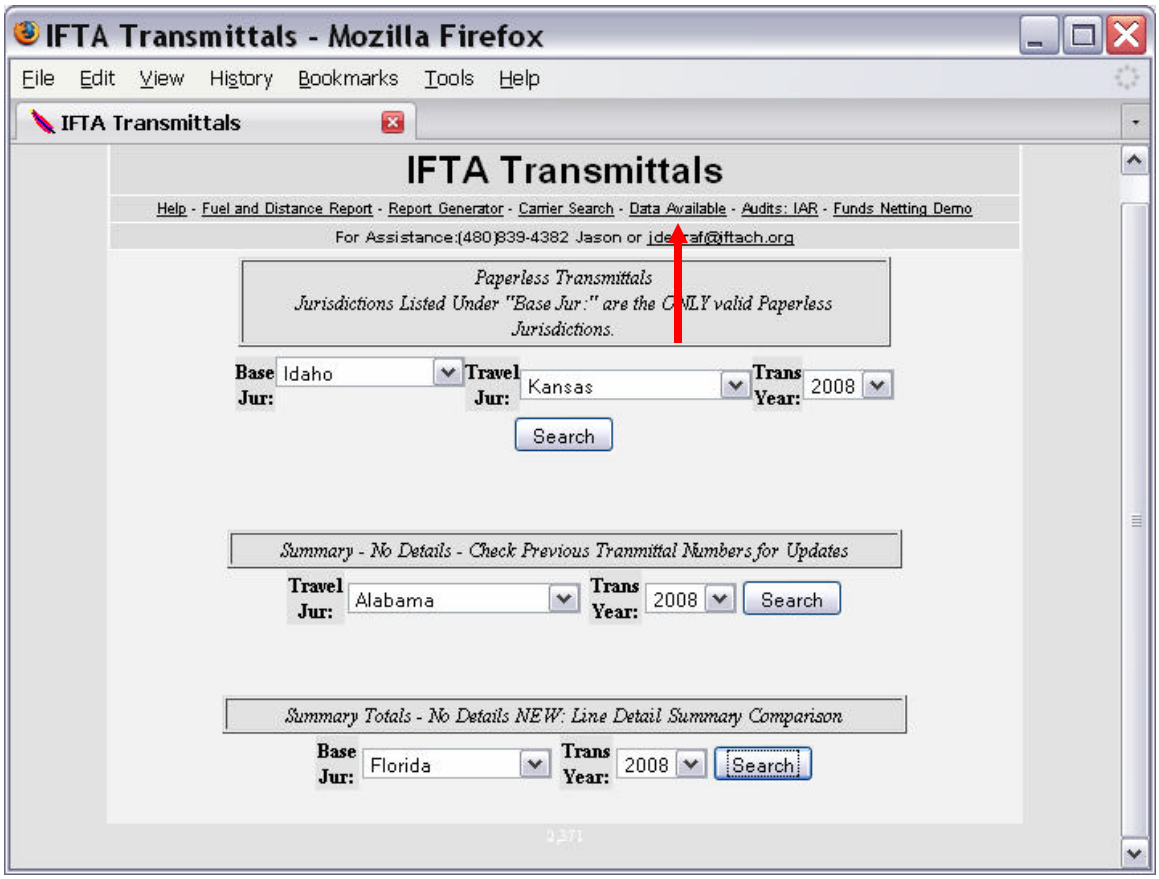


**Figure 27 - Searching by Full ID Number**

12.7.3. Providing a full Carrier Number (shown in Figure 27) gives you the benefit of getting the exact Carrier you need.

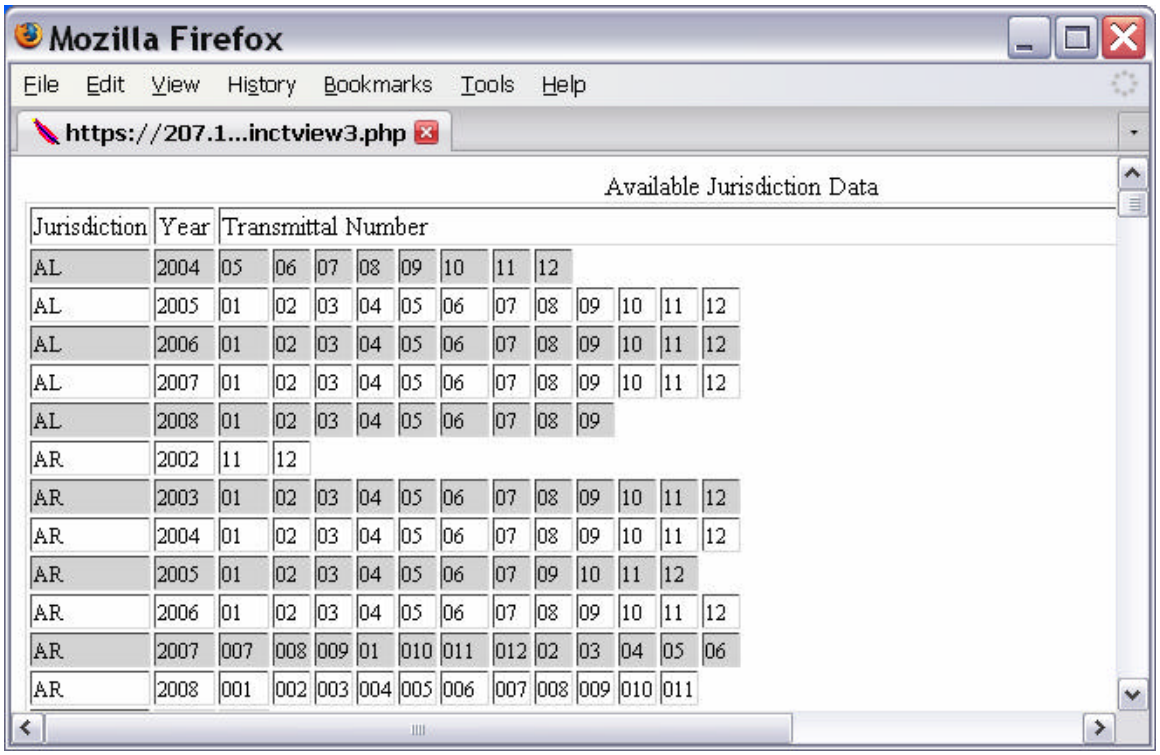
## 12.8. IFTA Transmittals - Data Available

**Figure 28 - IFTA Transmittals - Data Available Search**




12.8.1. This report provides which transmittals have been posted by the Participating Members. (See Figure 29.)

**Figure 29 - IFTA Transmittal - Data Available Report**




Available Jurisdiction Data

| Jurisdiction | Year | Transmittal Number | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AL | 2004 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | | | | |
| AL | 2005 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |
| AL | 2006 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |
| AL | 2007 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |
| AL | 2008 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | | | |
| AR | 2002 | 11 | 12 | | | | | | | | | | |
| AR | 2003 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |
| AR | 2004 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |
| AR | 2005 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 09 | 10 | 11 | 12 | |
| AR | 2006 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 |
| AR | 2007 | 007 | 008 | 009 | 01 | 010 | 011 | 012 | 02 | 03 | 04 | 05 | 06 |
| AR | 2008 | 001 | 002 | 003 | 004 | 005 | 006 | 007 | 008 | 009 | 010 | 011 | |

12.8.2. In the example shown in Figure 29, Alabama has data in the Clearinghouse from May 2004 through December of 2008, at the time of this writing. This page can help assist you in finding out what exactly has been posted.

## 12.9. Transmittal Data - Report Generator

12.9.1. There are several reports available from the Transmittal Data.

12.9.1.1. Stratification Report - retrieves the total miles reported by all licensees in a Base Jurisdiction, by year.

12.9.1.2. Mileage Reports

**12.9.1.2.1.** Retrieves the 100 IFTA licensees reporting the most distance for a given year.

**12.9.1.2.2.** Retrieves the 15 IFTA licensees reporting the most distance for a given year.

12.9.1.3. Fuel and Distance Report - Provides a breakdown of fuel types and distance reported for that fuel type for a transmittal period.

12.9.1.4. General Reports

**12.9.1.4.1.** Report 1 - Transmittal Detail Report - Provides a text file for the Base Jurisdiction reporting transmittal information to a Travel Jurisdiction for a given year and time period.

**12.9.1.4.2.** Report 2 - Summary Numbers - Based on the selection of a Base Jurisdiction, a Travel Jurisdiction and a Transmittal Number, retrieves Summary Transmittal Data for that particular transmittal.

**12.9.1.4.3.** Report 2(a) - Summary Numbers - Retrieve Summary Transmittal Data for the year selected.

**12.9.1.4.4.** Report 3 - Transmittal Detail Report - Based on the selection of a carrier (license) number, all transmittal detail for the year for that carrier is retrieved.

**12.9.1.4.5.** Report 4 - Transmittal Detail Report - Based on a Travel Jurisdiction, all activity for the year is retrieved.

**12.9.1.4.6.** Report 5 - Transmittal Detail Report - Based on the Base Jurisdiction selected, all data is retrieved where total distance does not equal taxable (tax) distance.

**12.9.1.4.7.** Report 5(a) - Transmittal Detail Report - Based on the Travel Jurisdiction selected, all data is retrieved where total distance does not equal taxable (tax) distance.

**12.9.1.4.8.** Report 6 - Transmittal Detail Report - Based on the carrier (license) number, retrieves total distance reported by that licensee.

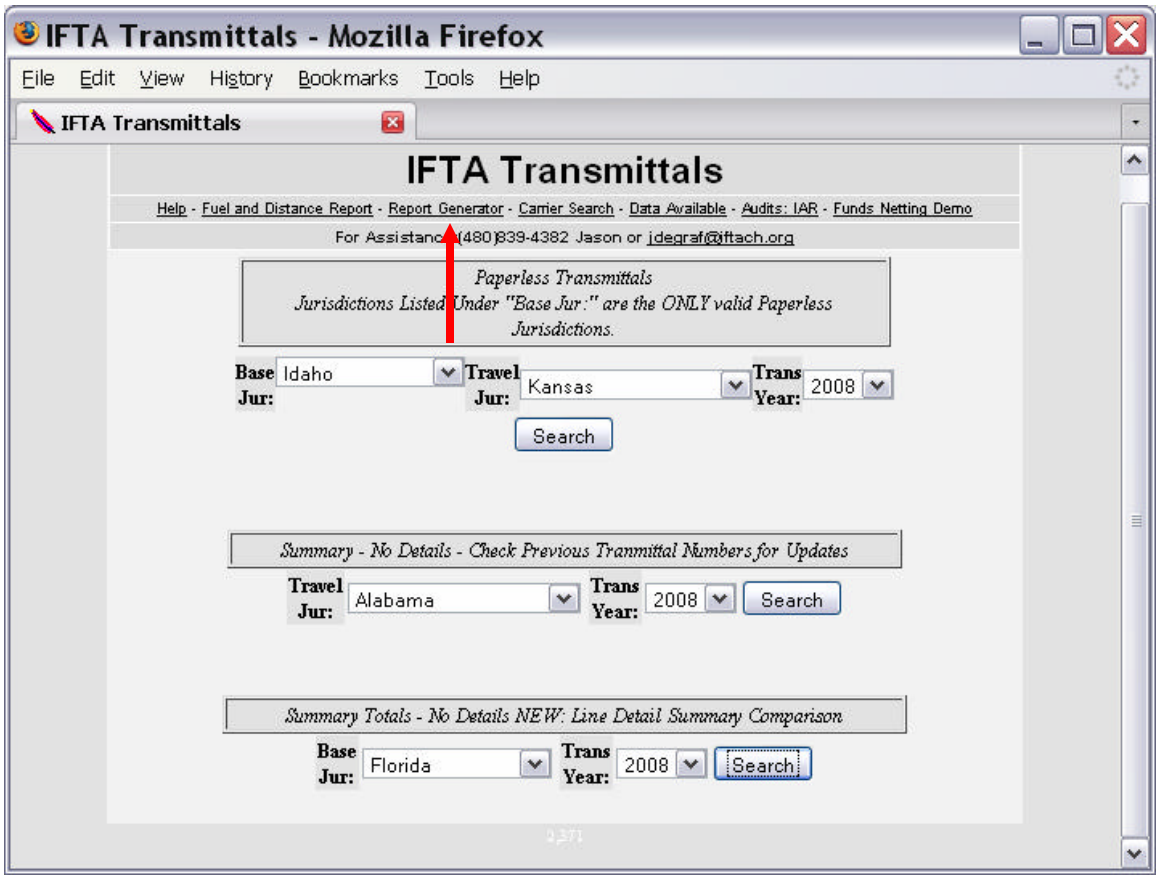
**12.9.1.4.9.** Report 7 - Transmittal Detail Report - Retrieves total distance reported by all licensees.

**12.9.1.4.10.** Report 7(a) - Transmittal Detail Report - Based on the Base Jurisdiction selected, retrieves total distance reported by all licensees reporting for that jurisdiction.

**12.9.1.4.11.** Report 8 - Transmittal Detail Report - Retrieves all returns other than original returns.

**12.9.1.4.12.** Report 9 - Transmittal Detail Report - Retrieves al AU and RV returns only.

**Figure 30 - IFTA Transmittals – Report Generator**




12.9.2. When you click on Report Generator (as shown in Figure 30), you will be asked to select a year for the report you would like to run (see Figure 31).

**Figure 31 - IFTA Transmittals – Report Generator – Year Selection**

12.9.3. As you can see it is divided by year. This was done to make your downloads a bit faster. You need only choose the year that you are looking for to get to the Report Pages.

12.9.4. Follow the instructions beginning at Section 9.5.3. for retrieving and uploading data into Microsoft Excel.

12.9.5. Like in Demographics you are provided with many different reports that should fit your needs. If you need something else, please let IFTA, Inc. know and we will be glad to provide that report for you. If you need any further assistance or would like to see something added that would be useful to your Jurisdiction, don't hesitate to call IFTA, Inc. or contact jdegraf@iftach.org for further assistance.

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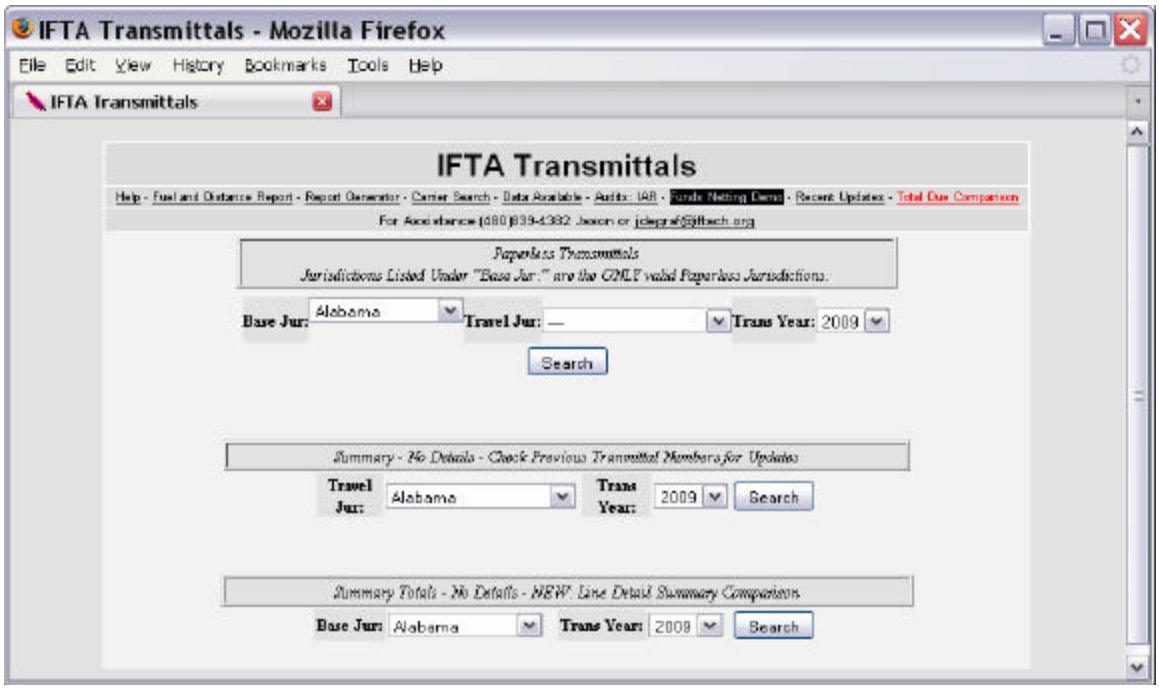
## 13. Funds Netting

**13.1.** You can access the Funds Netting screens from the IFTA Transmittal page (see Figure 32).

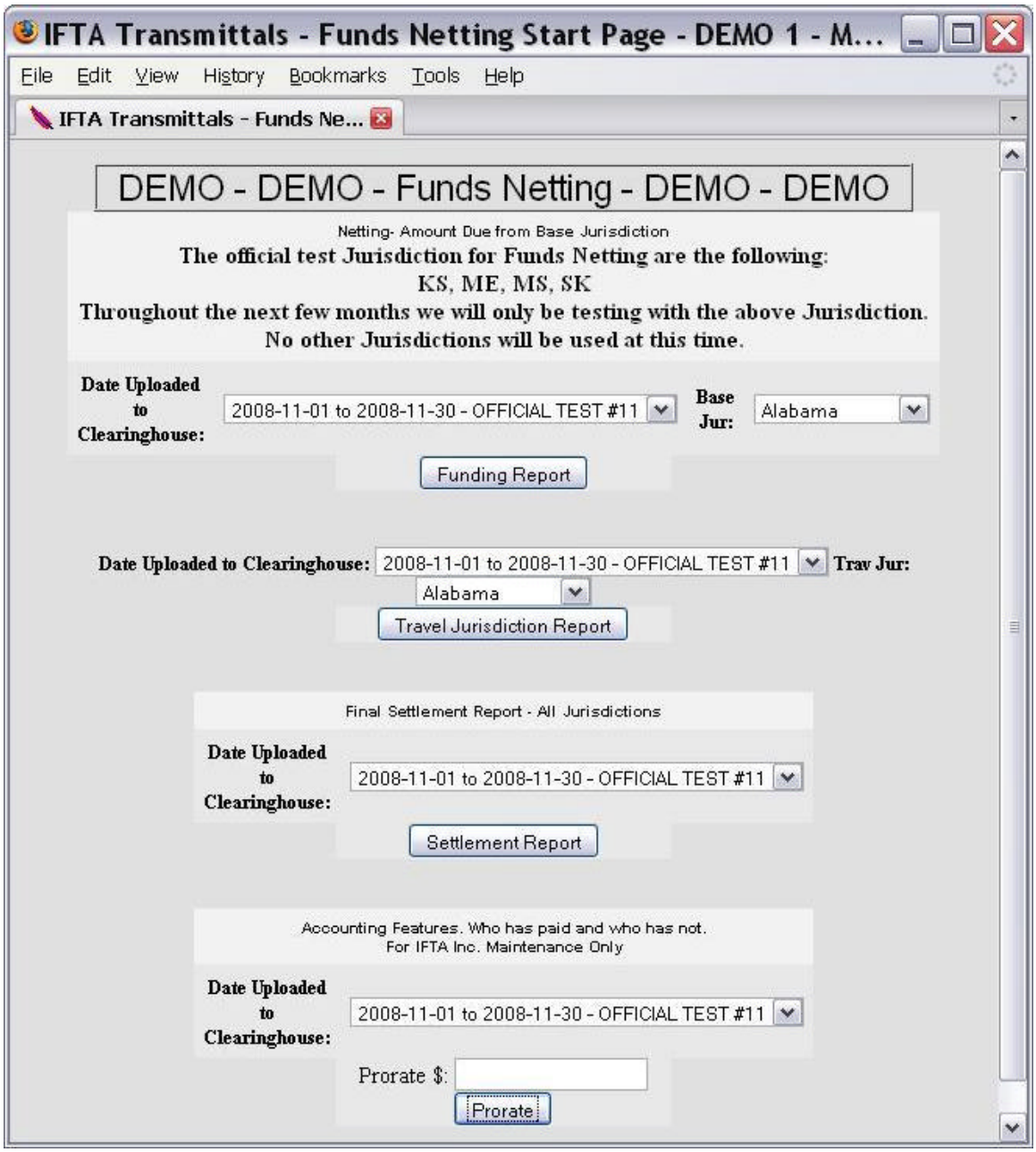
**Figure 32 - IFTA Transmittals – Funds Netting Demo**




**13.2.** It is entitled Funds Netting Demo because Funds Netting has not yet been implemented. Once implemented, the final screens will be placed into this manual.

**13.3.** Click on Funds Netting Demo (see Figure 32) to open the Funds Netting screens.

**Figure 33 – Funds Netting Start Page**




**13.4.** Four jurisdictions are currently testing the Funds Netting processes of the Clearinghouse: Kansas, Maine, Mississippi and Saskatchewan.

## 13.5. Funding Report

13.5.1. The clearinghouse will assign a Clearinghouse Transmittal Period Number to each Funds Netting Cycle.

13.5.2. For each Funds Netting cycle, a Participating Member will be able to access a Funding Report.

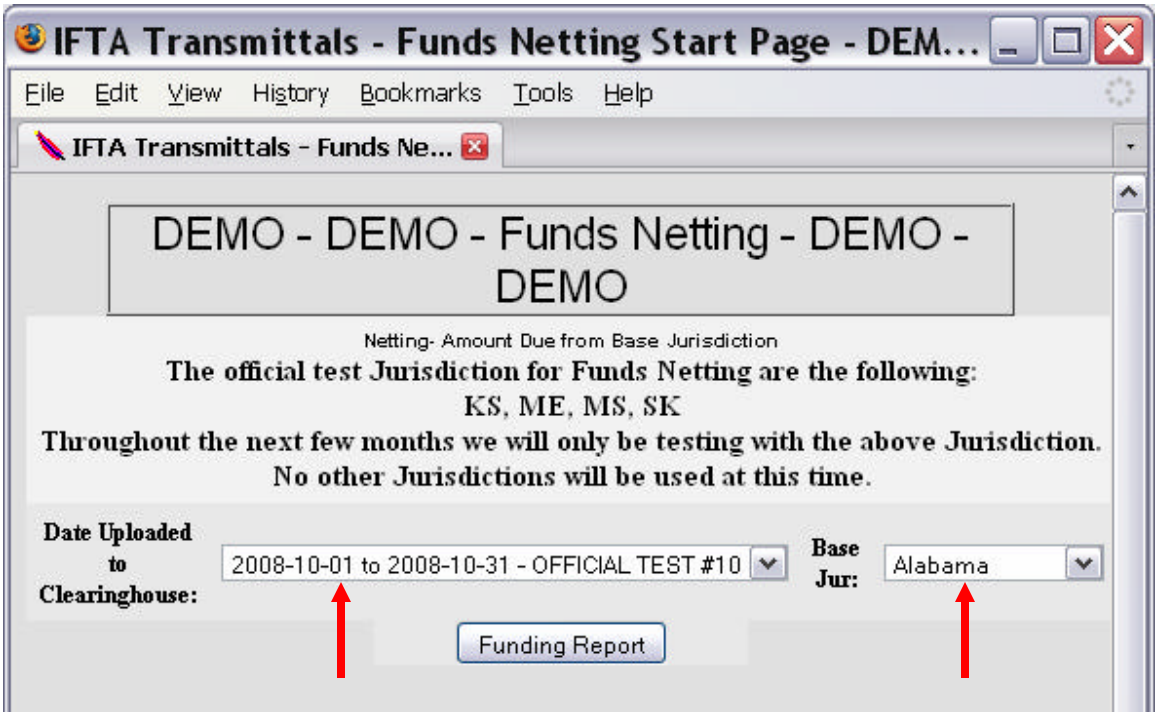
13.5.3. To access a Funding Report on the Clearinghouse:

13.5.3.1. Select the Date Uploaded to the Clearinghouse. This date is the period of the Funds Netting Cycle.

13.5.3.2. Select your Base Jurisdiction.

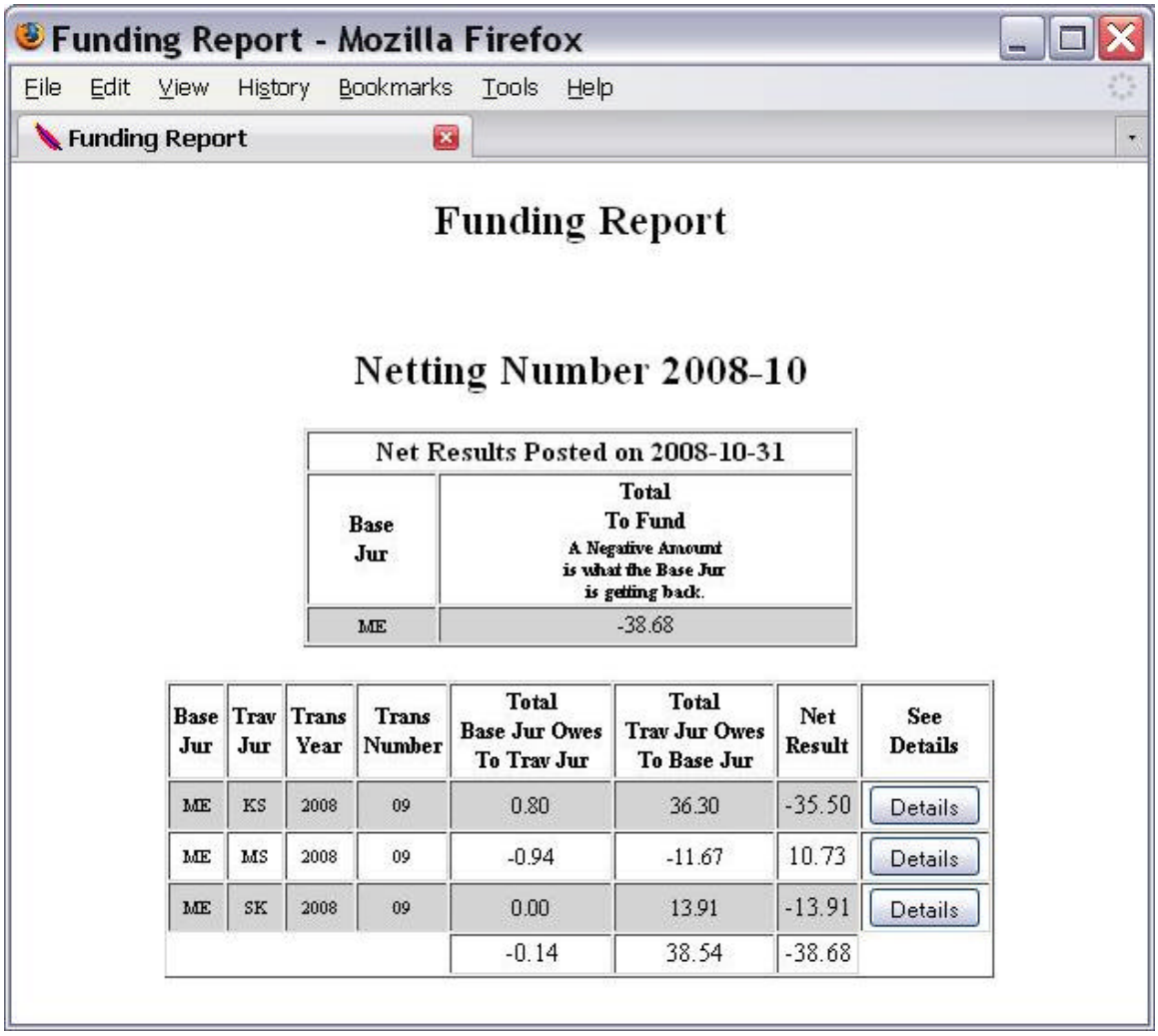
13.5.3.3. Click on Funding Report

**Figure 34 – Funding Report Selection**



13.5.4. The Funding Report for the selected Base Jurisdiction will be retrieved.

**Figure 35 – Funding Report**




13.5.5. The Funding Report tells a Participating Member how much money is due from or due to each other Participating Member.

13.5.6. The net results between the Participating Member and each of the other Participating Members are also shown.

13.5.7. The bottom line net result of the Funds Netting Cycle for the Base Jurisdiction is also shown. This will indicate whether the Base Jurisdiction will owe funds to the Funds Netting Account or will be receiving funds from the Funds Netting Account for the Funds Netting Cycle.

## 13.6. Travel Jurisdiction Report

13.6.1. The Travel Jurisdiction Report allows a Base Jurisdiction to retrieve Funds Netting information by Travel Jurisdiction rather than by the Base Jurisdiction. This report differs from the Funding Report only in that it is sorted by Travel Jurisdiction rather than by Base Jurisdiction.

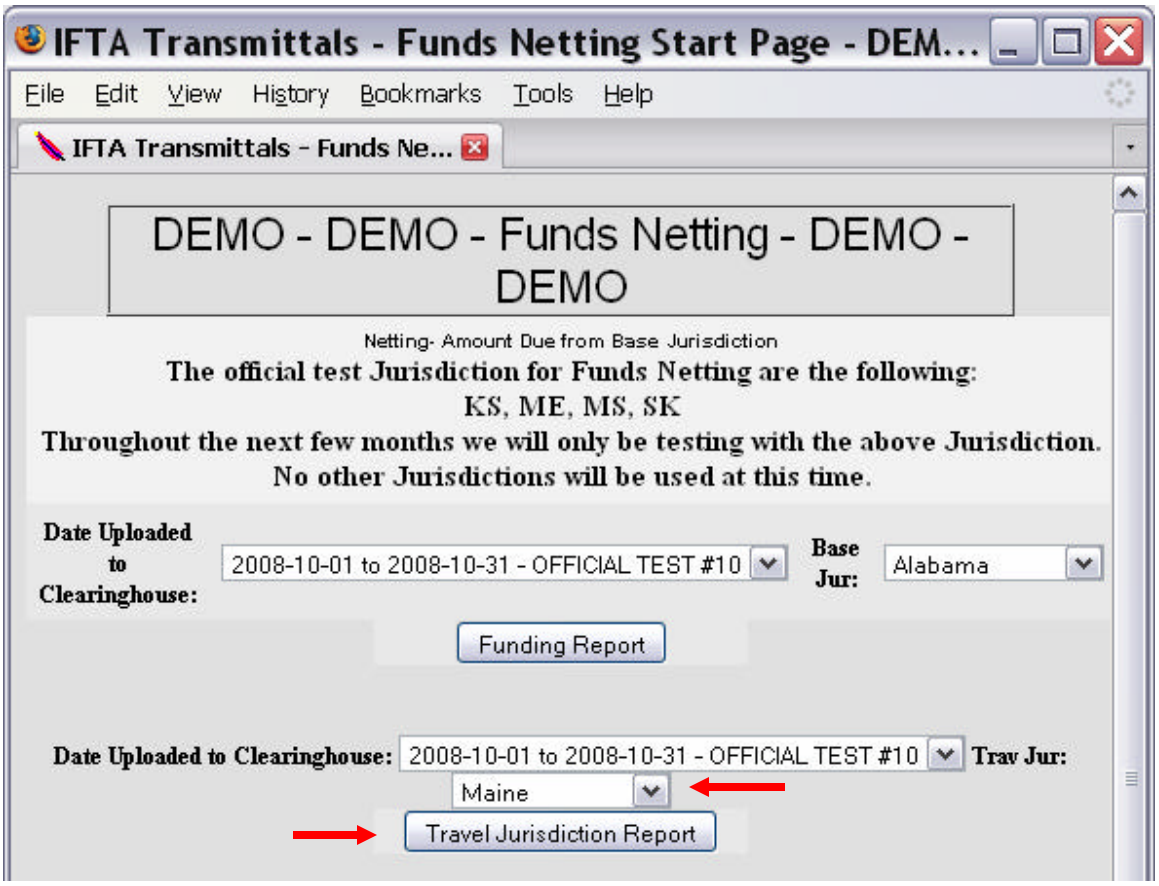
13.6.2. To access a Travel Jurisdiction Report on the Clearinghouse:

13.6.2.1. Select the Date Uploaded to the Clearinghouse. This date is the Funds Netting Cycle.

13.6.2.2. Select your Base Jurisdiction.

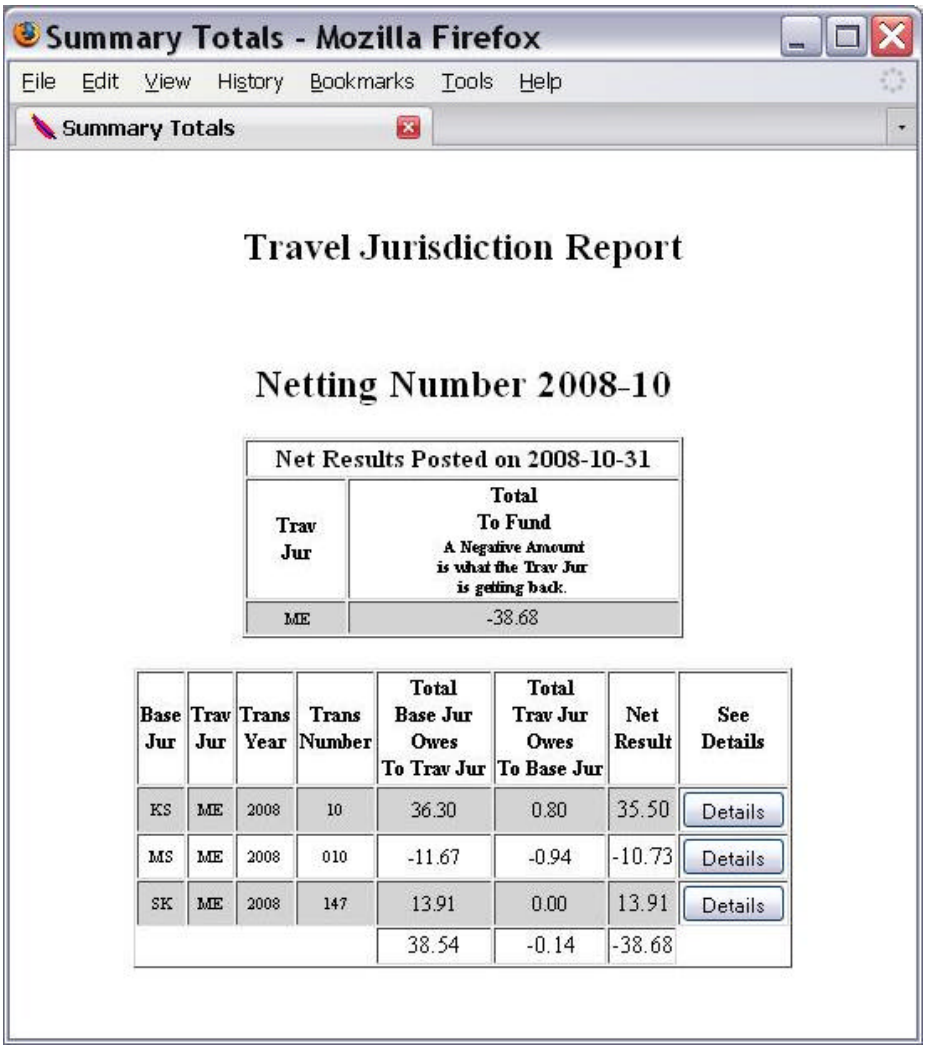
13.6.2.3. Click on Travel Jurisdiction Report

**Figure 36 – Travel Jurisdiction Report Selection**




13.6.3. The Travel Jurisdiction Report for the selected Base Jurisdiction will be retrieved.

**Figure 37 – Travel Jurisdiction Report**




## 13.7. Settlement Report

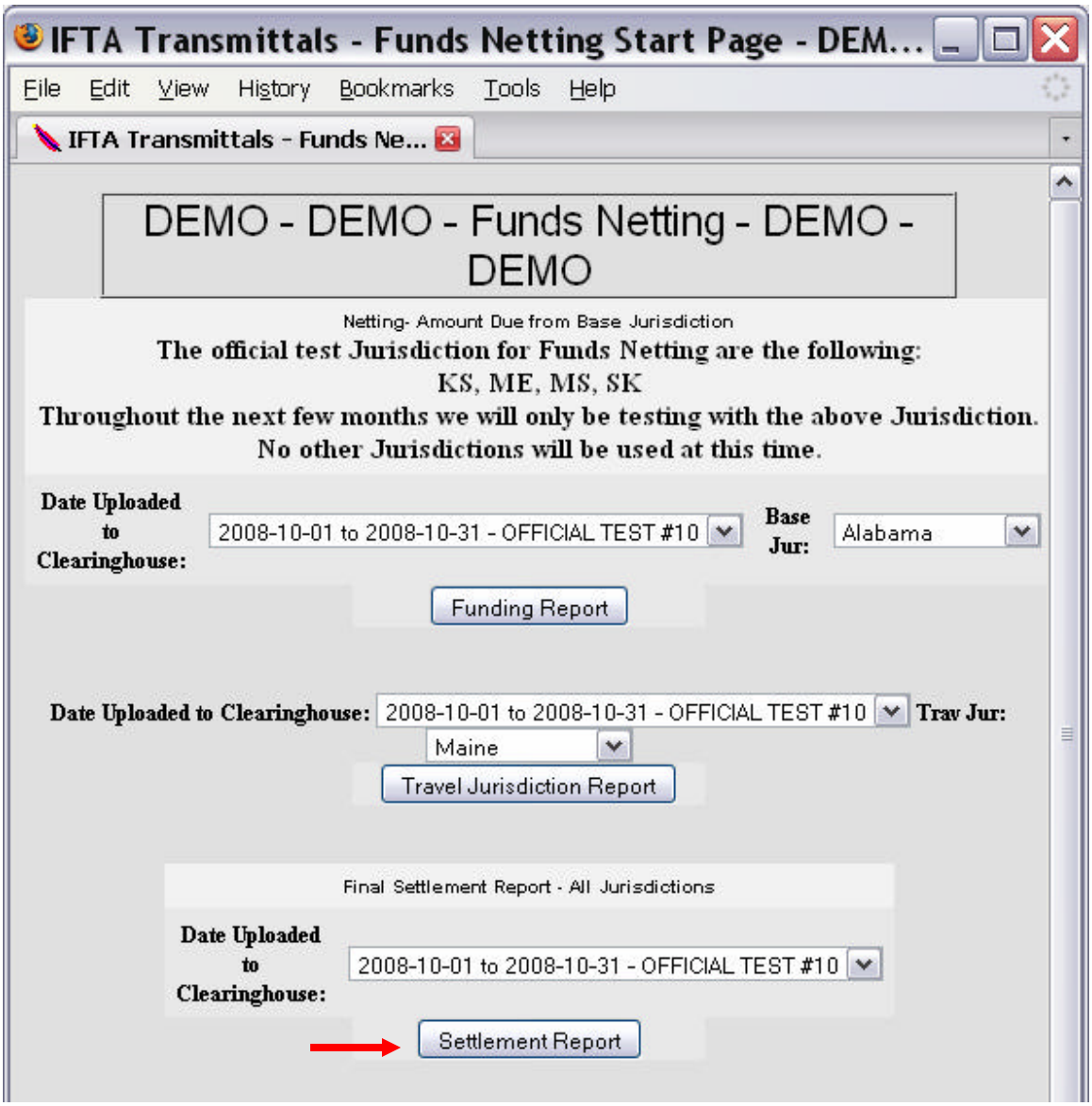
13.7.1. For each Funds Netting cycle, a Participating Member will be able to access a Settlement Report. This report, in summary fashion, will show what each Participating Member is due to or from the Funds Netting Account.

13.7.2. To access a Settlement Report on the Clearinghouse:

13.7.2.1. Select the Date Uploaded to the Clearinghouse. This date is the Funds Netting Cycle.

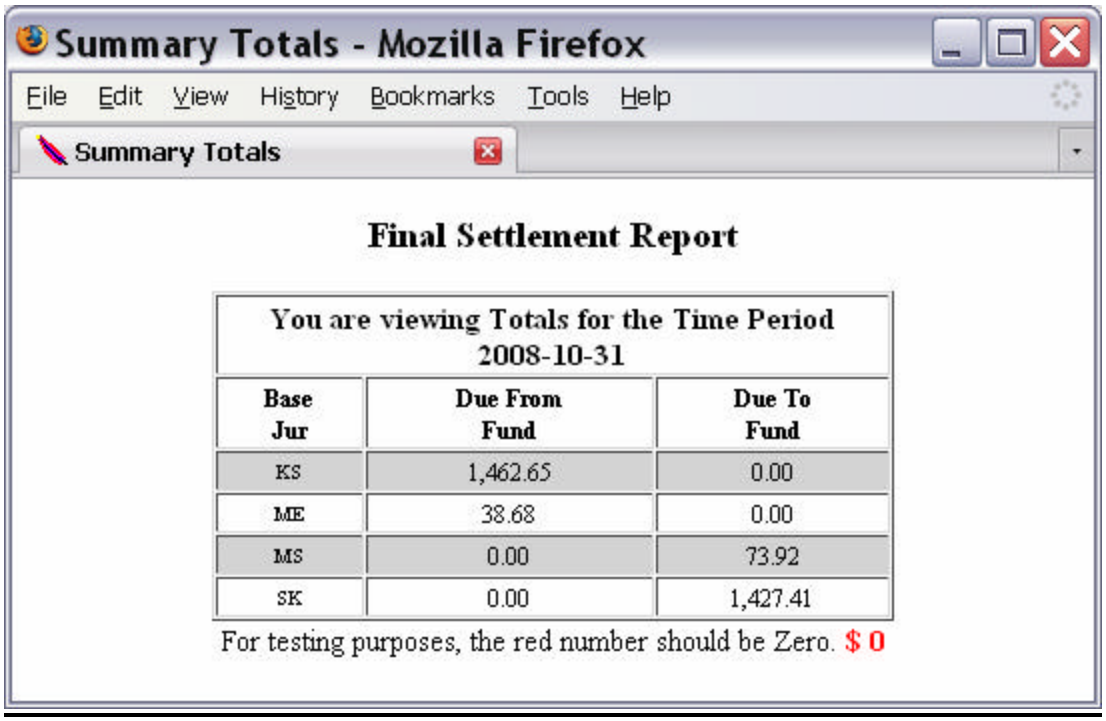
13.7.2.2. Click on Settlement Report

**Figure 38 – Settlement Report Selection**




13.7.3. The Settlement Report for the selected Funds Netting Cycle will be retrieved.

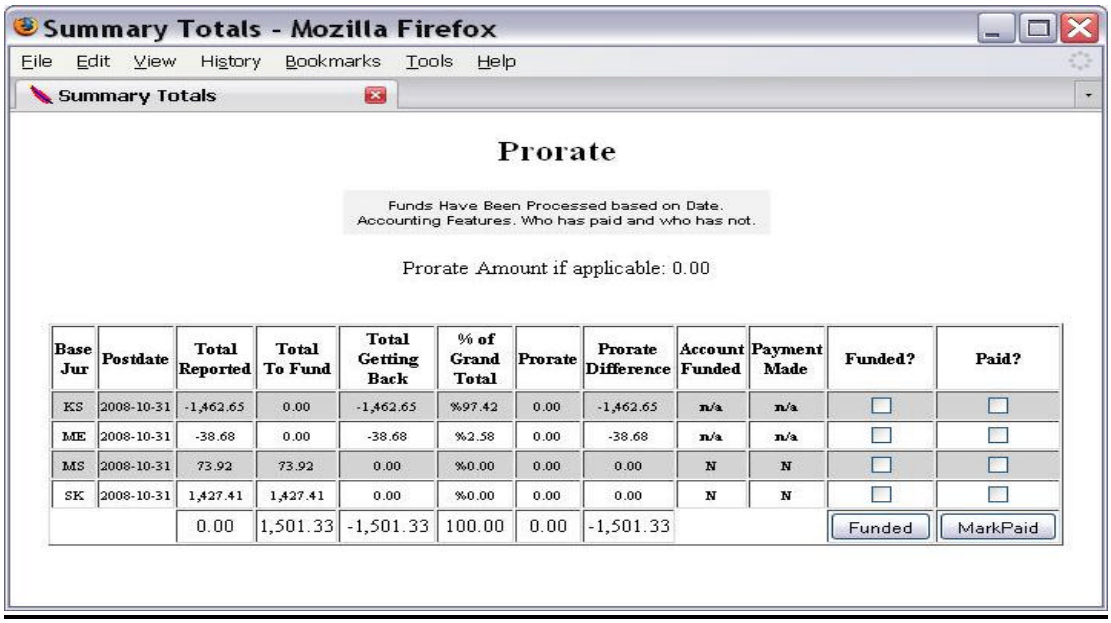
**Figure 39 – Settlement Report**




## 13.8. Payment Section Report

13.8.1. This report will allow IFTA, Inc. to generate pro-rated monetary amounts in the event of late funding by one or more Participating Member. This screen is shown for information purposes only and will be used by IFTA, Inc. staff.

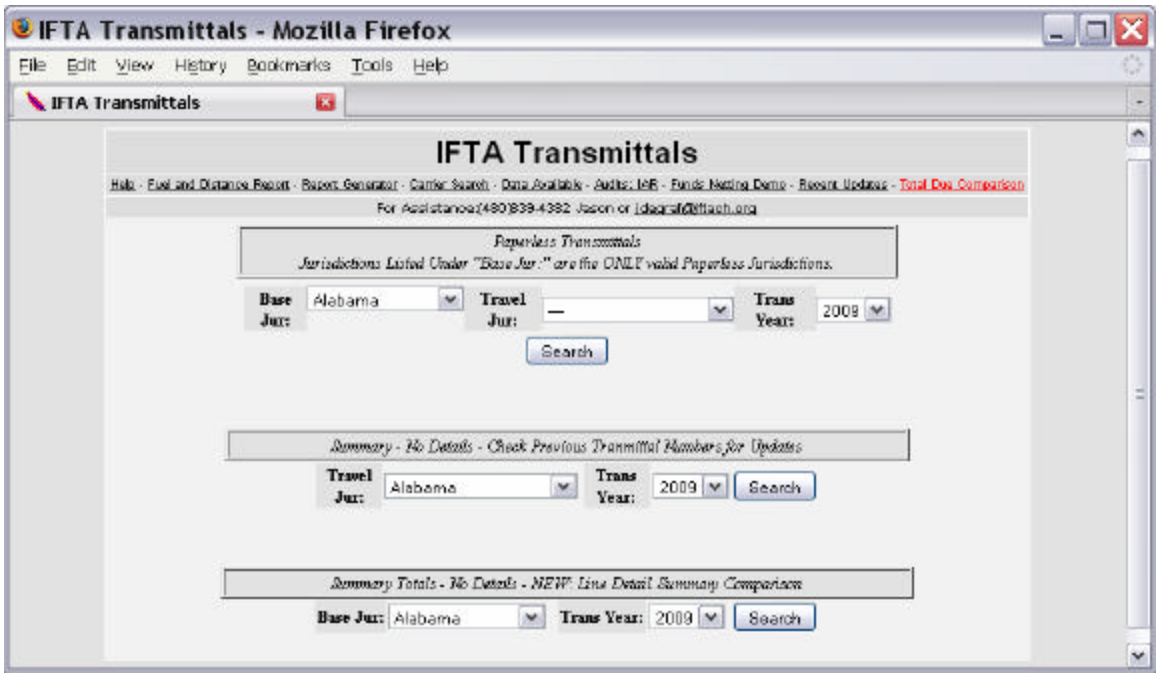
**Figure 40 – Payment Section Report**




## 13.9. Total Due Comparison

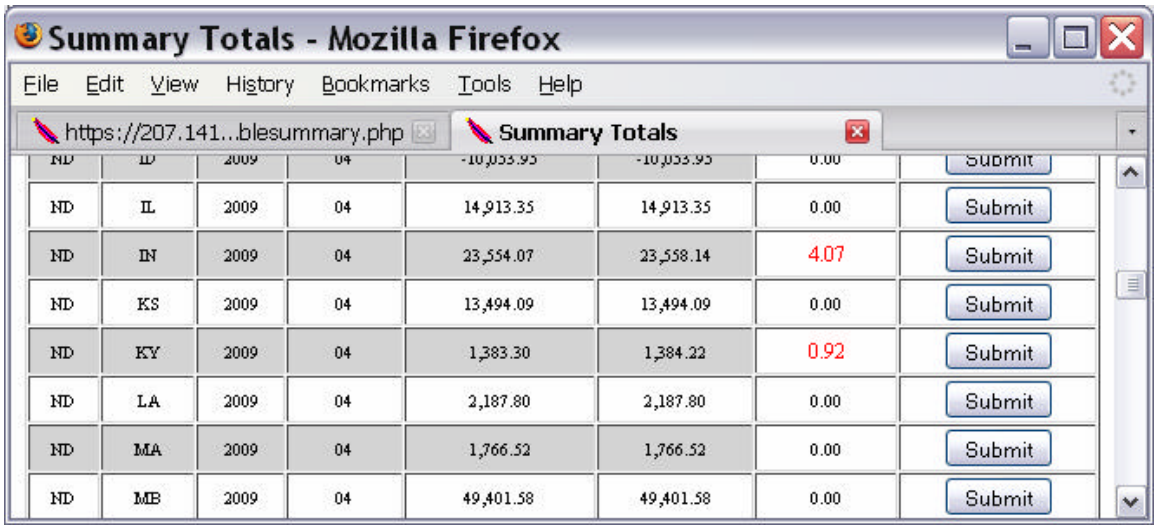
13.9.1. The total due comparison link will allow you to view the total due of the line detail to that of the total due in the summary file.

**Figure 41- Total Due Comparison Link**



13.9.2. In figure 42 there is an example of Summary Totals and Line Detail Totals matching. The difference will be seen as 0.00 if the two totals match. If the two totals do not match the difference will be shown and highlighted in red.

**Figure 42 – Total Due Comparison Results**




| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ND | IL | 2009 | 04 | 14,913.35 | 14,913.35 | 0.00 | Submit |
| ND | IN | 2009 | 04 | 23,554.07 | 23,558.14 | 4.07 | Submit |
| ND | KS | 2009 | 04 | 13,494.09 | 13,494.09 | 0.00 | Submit |
| ND | KY | 2009 | 04 | 1,383.30 | 1,384.22 | 0.92 | Submit |
| ND | LA | 2009 | 04 | 2,187.80 | 2,187.80 | 0.00 | Submit |
| ND | MA | 2009 | 04 | 1,766.52 | 1,766.52 | 0.00 | Submit |
| ND | MB | 2009 | 04 | 49,401.58 | 49,401.58 | 0.00 | Submit |

*[This page is intentionally left blank.]*

## 14. Interjurisdictional Audit Reports

**14.1.** Participating Members may electronically exchange Interjurisdictional Audit Reports by uploading those reports to the Clearinghouse in an Adobe Acrobat .pdf format. Twice daily, the Clearinghouse will generate automatic e-mails to the Audit Contact of each Jurisdiction affected by the audit(s).

**14.2. Audit Contact Information**

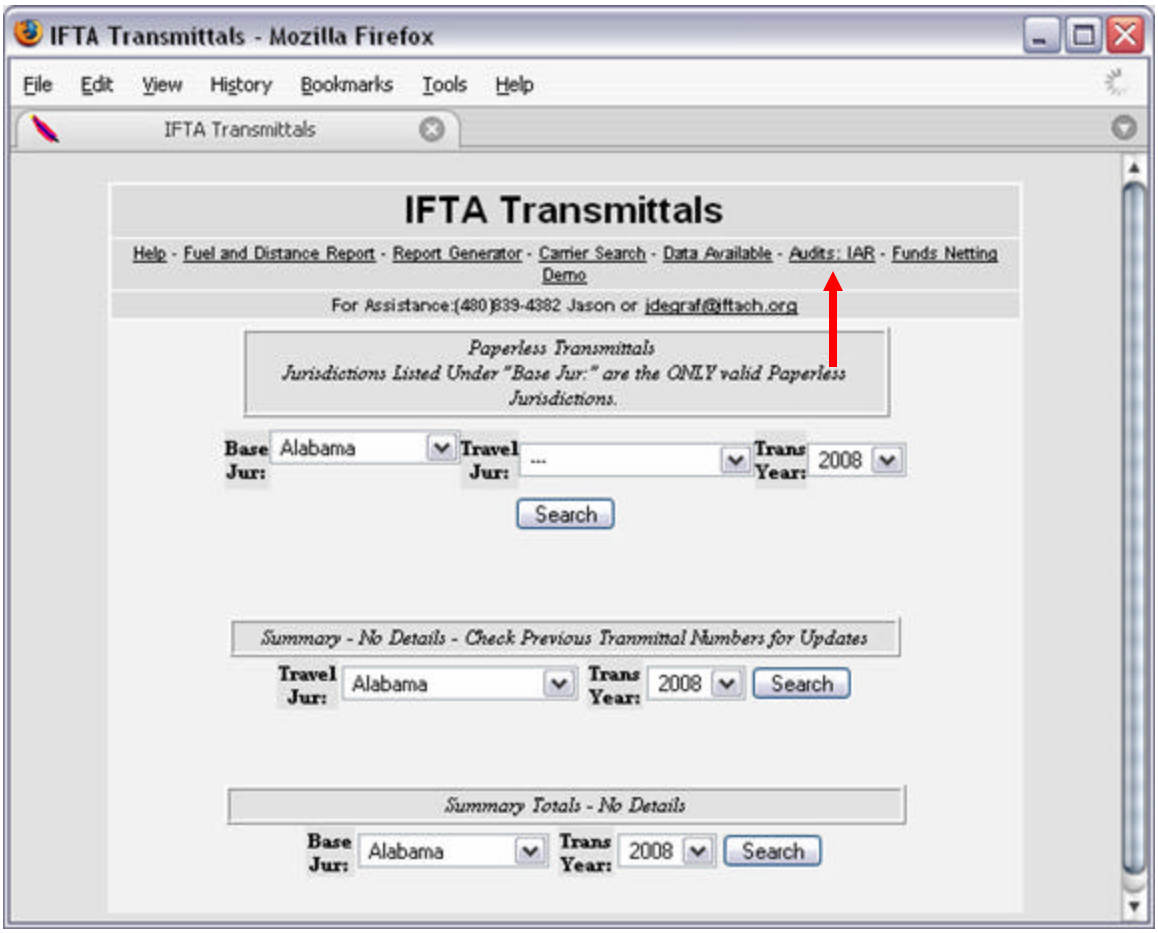
14.2.1. Update your Jurisdiction Communication List through the IFTA, Inc. Website (www.iftach.org) to provide an e-mail address for "Clearinghouse Audit Notification". Please provide the e-mail address of the person who should receive the notice of new Interjurisdictional Audit Reports posted to the Clearinghouse.

14.2.2. If this is the same e-mail address currently provided for "Audit Contact", please list that e-mail address again.

## 14.3. Uploading Interjurisdictional Audit Report Tool

14.3.1. Log on to the Transmittal portion of the Clearinghouse and click on the Audits: IAR Link

**Figure 43 – IFTA Transmittals – Audits: IAR Selection**

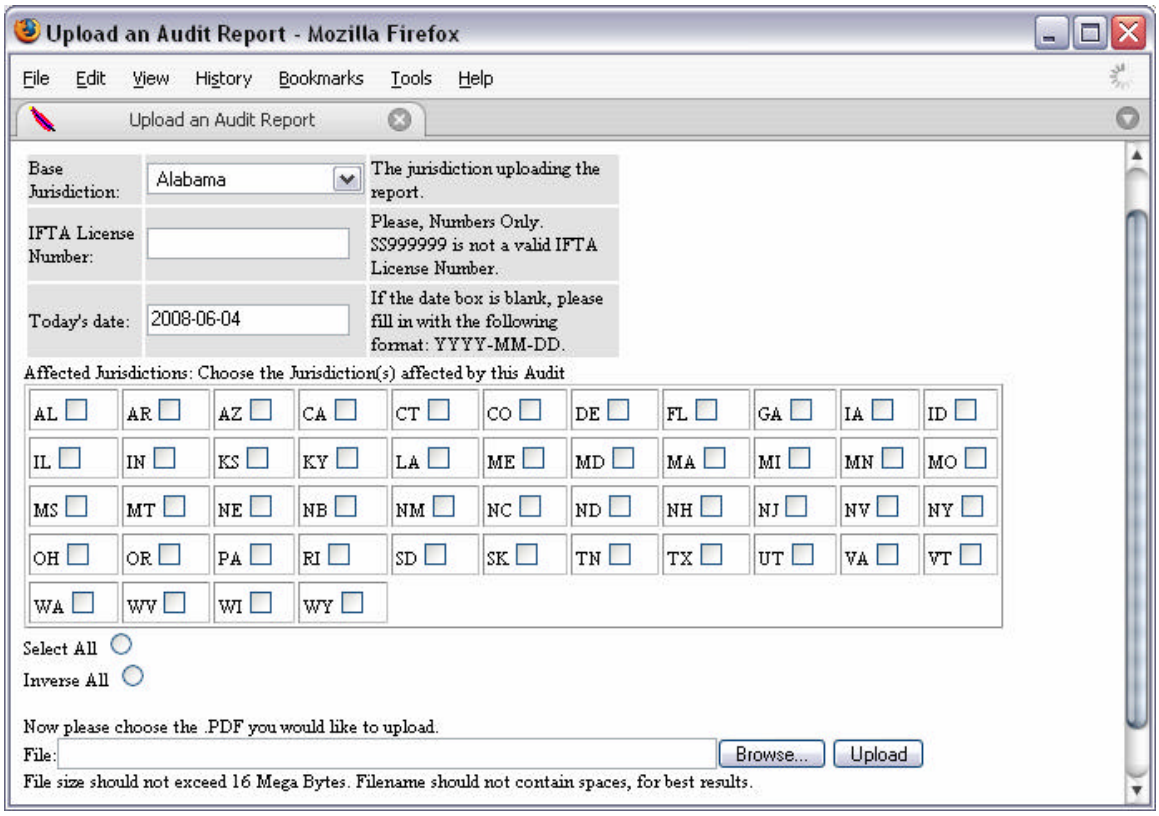



14.3.2. The Interjurisdictional Audit Report page will open.

**Figure 44 – Interjurisdictional Audit Report Uploads and Search**

14.3.3. To upload an Interjurisdictional Audit report, select "To Upload Interjurisdictional Audit Reports proceed to Here". The upload page will open.

**Figure 45 – Upload an Audit Report**



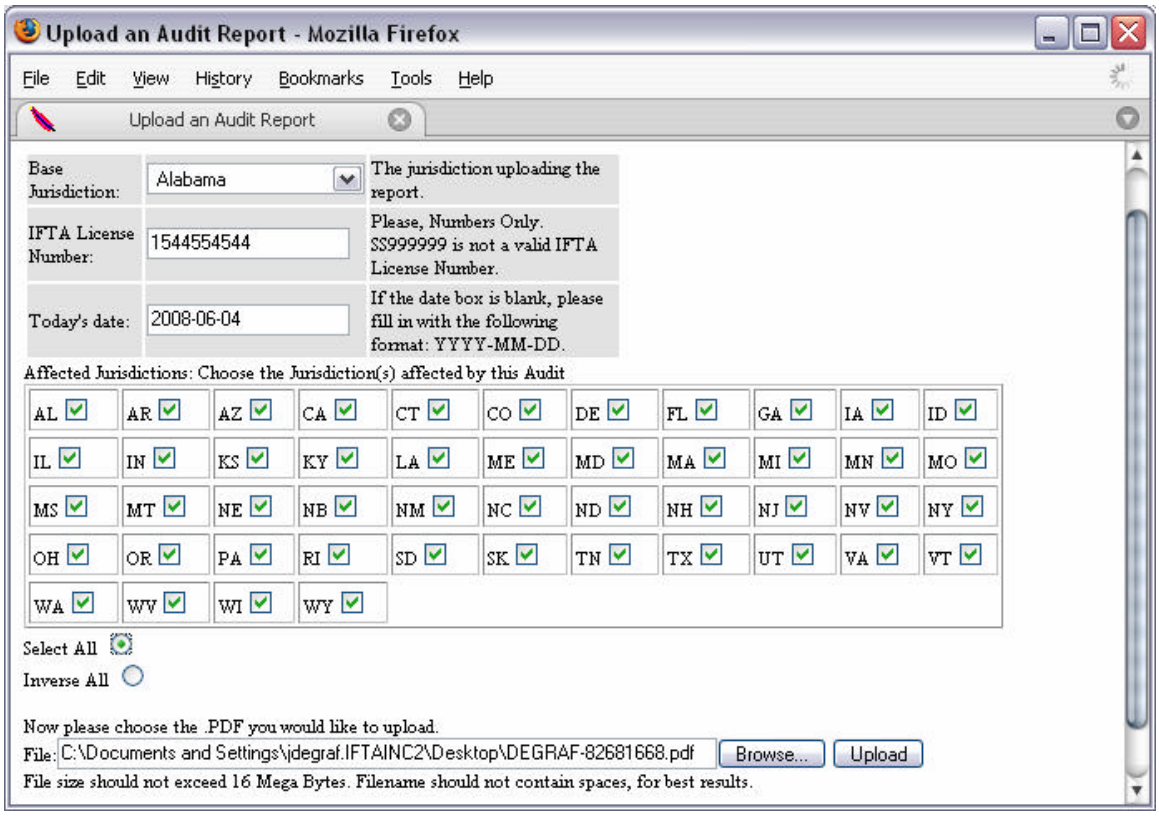

14.3.4. Select your Base Jurisdiction from the drop down box.

14.3.5. Enter the Taxpayer ID number – this is the IFTA license number of the licensee.

14.3.6. Select **ONLY THOSE** jurisdictions affected by the audit of the licensee. If all jurisdictions are affected, you may check “Select All”. “Inverse All” will reverse whatever is currently in the checkbox(s).

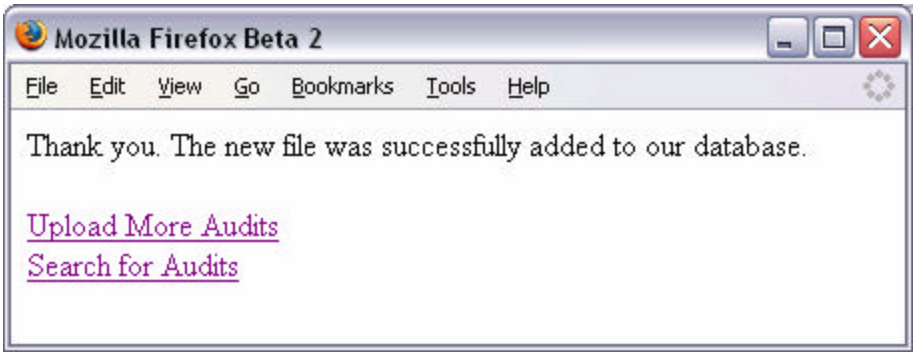
14.3.7. Select the Interjurisdictional Audit Report you wish to upload by browsing your computer to find the appropriate file. Select “Upload”.

**Figure 46 – Example Completed Upload Page**




14.3.8. You will receive confirmation of a successful file upload.

**Figure 47 - Upload Confirmation**

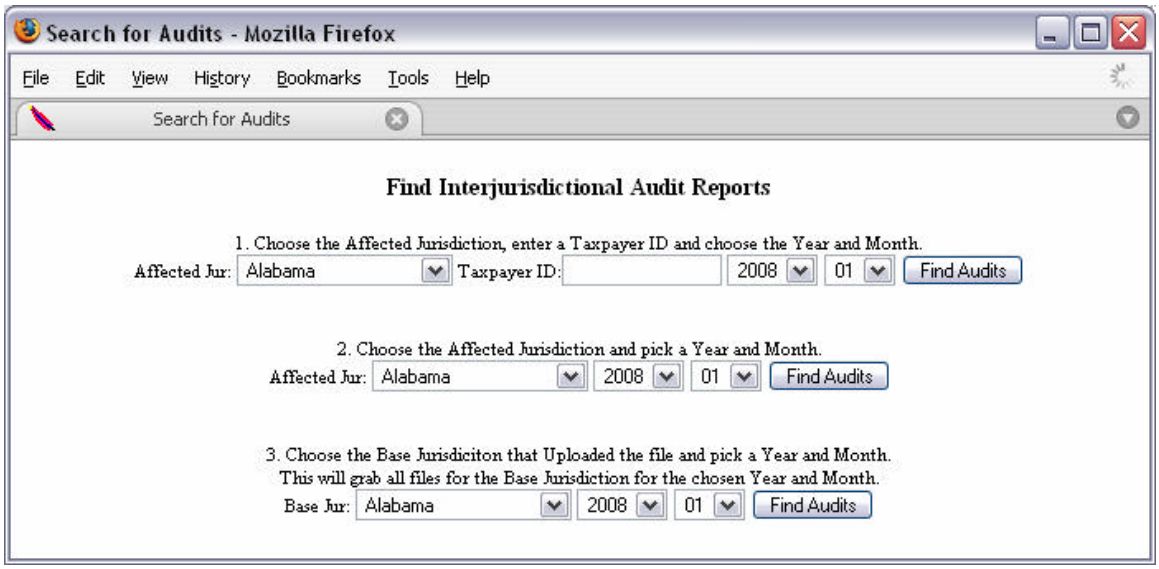



14.3.9. Click on the “Search for Audits” link to search for Interjurisdictional Audit Reports. You can also search for audits from the main Interjurisdictional Audit Report main menu (see Figure 42).

## 14.4. Searching for Interjurisdictional Audit Reports

14.4.1. There are 4 different ways to search for Audits Reports.

**Figure 48 - Find Interjurisdictional Audit Reports**



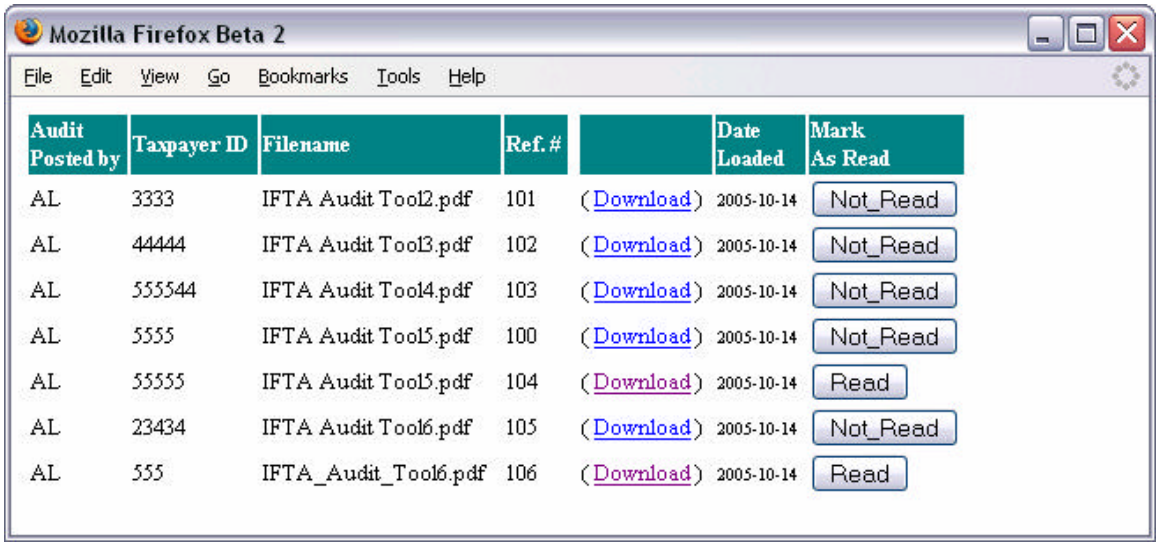

14.4.2. Choose the Affected Jurisdiction (Jur), enter a Taxpayer ID and choose the Year and Month. This search is good for finding very specific audits in a given date range.

14.4.3. Choose the Affected Jurisdiction and choose the Year and Month to get ALL audits that were posted for the specific Year and Month for the Affected Jurisdiction.

14.4.4. The third search engine is especially useful to view audit reports that you, as the Base Jurisdiction, have just posted to the Clearinghouse.

14.4.5. Here is a sample search using the third search engine. This is what Alabama has posted for the entire month of October 2005.

**Figure 49 – Sample Search for Audits posted by Alabama**




14.4.5.1. **Audit Posted By:** This is the Jurisdiction that posted the Audit Report.

14.4.5.2. **Taxpayer ID:** The IFTA license number of the carrier that was the subject of this audit.

14.4.5.3. **File Name:** This is simply the name of the file that was uploaded.

14.4.5.4. **Ref. #:** We will use this number if we have any issues with any particular files.

14.4.5.5. **(DOWNLOAD):** Use this LINK to download the file to your machine.

14.4.5.6. **Date Loaded:** This is the Date that the Audit Report was posted to the Clearinghouse.

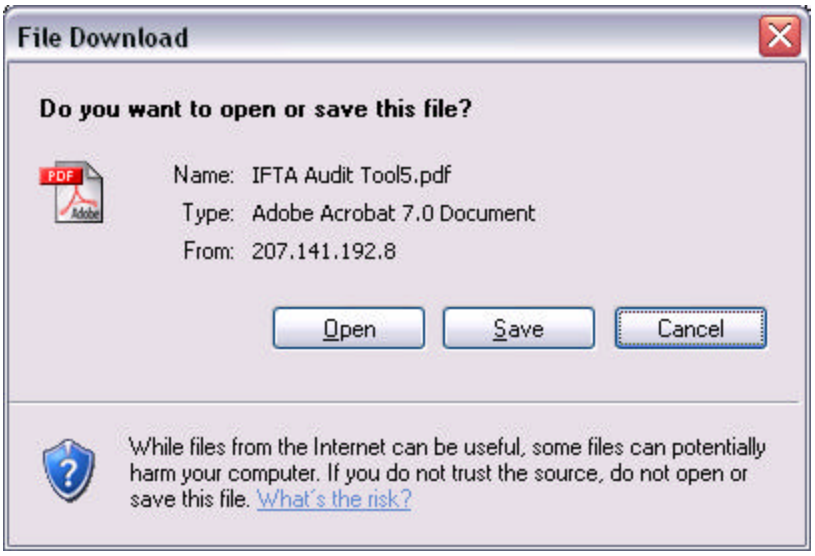
14.4.5.7. **Mark As Read:** This is an optional function that you may use to indicate you have read the file.

14.4.5.8. After reading the file, click on “Not_Read” - The button will change to “Read”.

14.4.5.9. “Read” indicates you have read the file.

14.4.6. When you pick a file to download, you will be given a pop-up box (See Figure 48). Simply choose to save this file to your PC.

**Figure 50– Pop-Up Box For Interjurisdictional Audit Report File Download**




14.4.7. Click on Save and then select a file on your computer within which to save the file.

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**Demographic Data**
**Field Formats and Field Definitions**

| Field | Description | | Example | Definition |
|---|---|---|---|---|
| Base_Jurisdiction | 2 Character State Abbreviation | **Required** | AZ, AL, CA, OH | The jurisdiction to which the taxpayer has applied and been accepted for an IFTA License. |
| Taxpayer_ID | up to 11 Character Alpha-Numeric value | **Required** | 123456789, 123456789SS | The IFTA license number assigned to the IFTA licensee by the base jurisdiction. |
| Taxpayer_Name | up to 40 Character Alpha-Numeric value | **Required** | Last Name, First Name or Entity Name | Legal Entity Name or Name under which person pays Taxes |
| Taxpayer_DBA_Name | up to 40 Character Alpha-Numeric value | Required * | | Name of which Tax Payer is Doing Business As. |
| Legal_Addr_Line_1 | up to 40 Character Alpha-Numeric value | Required * | | Physical Location of Taxpayer |
| Legal_Addr_Line_2 | up to 40 Character Alpha-Numeric value | Required * | | Physical Location of Taxpayer |
| Legal_Addr_City | up to 40 Character Alpha-Numeric value | Required * | Chicago, San Antonio | Physical Location of Taxpayer |
| Legal_Addr_State | 2 Character State Abbreviation | Required * | AZ, AL, CA, OH | Physical Location of Taxpayer |
| Legal_Addr_ZipCode | up to 11 Character Alpha-Numeric value | Required * | 85044 or 85044-5689, 4N3-3H3 | Physical Location of Taxpayer |
| Legal_Addr_Country | up to 3 Character Alpha value | Required * | USA or CAN | Physical Location of Taxpayer |
| Mail_Addr_Line1 | up to 40 Character Alpha-Numeric value | Required * | | Contact by Mail Address |
| Mail_Addr_Line2 | up to 40 Character Alpha-Numeric value | Required * | | Contact by Mail Address |
| Mail_Addr_City | up to 40 Character Alpha-Numeric value | Required * | Chicago, San Antonio | Contact by Mail Address |
| Mail_Addr_State | 2 Character State Abbreviation | Required * | AZ, AL, CA, OH | Contact by Mail Address |
| Mail_Addr_ZipCode | up to 11 Character Alpha-Numeric value | Required * | 85044 or 85044-5689, 4N3-3H3 | Contact by Mail Address |
| Mail_Addr_Country | up to 3 Character Alpha value | Required * | US, USA, CA, CAN are all acceptable | Contact by Mail Address |
| License_Status | up to 1 Character Alpha value | **Required** | A or C or S or R (active, cancelled, suspended, revoked) | Current Status of the License which the taxpayer is operating under. R400 of Procedure Manual |
| Status_Date | YYYY-MM-DD | **Required** | 2005-05-31 | Date of a change in Carrier Status. |
| Filer_Type | up to 1 Character Alpha-Numeric value | Required * | A or Q (annually or quarterly) | Type of Return filed by the Taxpayer. |
| Licensing_Date | YYYY-MM-DD | **Required** | 2005-05-31 | Date of Initial Licenseing |
| USDOT_NO | up to 22 Character Alpha-Numeric value | Required * | 2536982 | As Issued by the US DOT |
| IRP_NO | up to 22 Character Alpha-Numeric value | Required * | 5654889 | IRP Account Number used by the Jurisdiction |
| Bulk_Fuel | up to 1 Character Alpha value | Required * | Y or N | Indicates if the Licensee maintains bulk fuel. IFTA Articles of Agreement R1020 |
| Entity_Type | up to 40 Character Alpha-Numeric value | Required * | Corporation, Individual, Partnership, Church etc. | The Business type of the Licensee. |
| Update_Date | YYYY-MM-DD | Required * | 2005-05-31 | This date should reflect any changes to the Carriers Record. |
| Reinstatement_Date | YYYY-MM-DD | Required * | 2005-05-31 | The date that a particular carriers was reinstated. |
| | | | | |
| *** Notes** | We expect you to provide as many fields as possible. But we do understand that each jurisdiction is different. | | | |
| | Therefore in some cases certain data may not apply to your juridiction. | | | |
| | | | | |
| **Required =** | This field is a Mandatory Field | | | |
| Required * = | This field is not Mandatory, but accepted if you collect this data in your jurisdiction. | | | |
| | | | | |
| | A TAB delimited flat file is recommended. | | | |

**Transmittal Data**
**File Formats and Field Definitions**

| Field Name | Description | Required | Definition |
|---|---|---|---|
| base_jurisdiction | 2 Character Alpha Jurisdiction State Abbreviation | Required for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges | The jurisdiction producing the transmittal report and uploading the data. |
| Taxpayer_ID | up to 11 Character Alpha-Numeric value | Required for Licensee Transactions and Surcharges | The IFTA license numer assigned to the IFTA licensee by the base jurisdiction. |
| trav_jurisdiction | 2 Character Alpha Jurisdiction State Abbreviation | Required for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges | The jurisdiction for which the base jurisdiction is producing the transmittal report or through which the licensee reported operation. |
| trans_year | YYYY | Required for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges | The year in which the base jurisdiction is producing the transmittal report. |
| trans_number | up to 4 Character Alpha-Numeric | Required for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges | The number of the transmittal being filed for the transmittal year, numbered consecutively, e.g 01, 02 |
| trans_period | up to 30 Character Alpha-Numeric | Optional for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges | The time period for which the base jurisdiction is producing the transmittal report for. e.g. January 1-30 |
| Return_Period_Year | YYYY | Required for Licensee Transactions and Surcharges | Year of the return. |
| Return_Period_Quarter | 2 Character Numeric Value | Required for Licensee Transactions and Surcharges | 01, 02, 03, 04 |
| Fuel_Type | up to 4 Character Alpha-Numeric value, Use Abbreviations. | Required for Licensee Transactions and Surcharges | D = Diesel, G = Gasoline, GH = Gasohol, P = Propane, M = Methanol, E = Ethanol, E-85 = E-85, M-85 = M-85, A-55 = A-55, LNG = LNG, CNG = CNG, B = Biodiesel. Additional fuel types may be added by jurisdictions as necessary. |
| total_distance | Numeric - up to 11 Places | Required for Licensee Transactions - for Surcharges this should read 0 (zero) | The total of all miles (or kilometers) reported by a licensees for a fuel type and processed by the base jurisdiction for the transmittal period. |
| taxable_distance | Numeric - up to 11 Places | Required for Licensee Transactions - for Surcharges this should read 0 (zero) | The total of all taxable miles (or kilometers) reported by a licensee for a fuel type and processed by the base jurisdiction for the transmittal period. |
| Avg_MPG | up to 10 Character Numerc value, 2 decimal places e.g. 123456.12 | Required for Licensee Transactions - for Surcharges this should read 0 (zero) | The reported fuel consumption factor for each licensee. |
| taxable_fuel | Numeric - up to 11 Places | Required for Licensee Transactions and Surcharges - should match the non-surcharge field | The total of all taxable gallons (or liters) reported by a licensee for a fuel types and processed by the base jurisdiction for the transmittal period. |
| tax_paid_fuel | Numeric - up to 11 Places | Required for Licensee Transactions - for Surcharges this should read 0 (zero) | The total of all tax-paid gallons (or liters) reported by a licensee for a fuel type and processed by the base jurisdiction for the transmittal period. |
| net_tax_fuel | Numeric - up to 11 Places | Required for Licensee Transactions - for Surcharges this should read 0 (zero) | The total of all net taxable gallons (or liters) reported by a licensee for a fuel type and processed by the base jurisdiction for the transmittal period. |
| Tax_Rate | up to 9 Character Numerc value, 4 decimal places e.g. 0.1234 | Required for Licensee Transactions and Surcharges. For Surcharges the Surcharge tax rate should be used | The rate of the tax per gallon in the travel jurisdiction for the fuel type being reported. |
| Tax_Due | Numeric - up to 17 Places + 2 Decimal Places e.g. 1234567890.12 | Required for Licensee Transactions and Surcharges | The total of all tax due reported by a licensee for a fuel types and processed by the base jurisdiction for the transmittal period. |
| interest_due | Numeric - up to 17 Places + 2 Decimal Places e.g. 1234567890.12 | Required for Licensee Transactions and Surcharges, if applicable | The total of all interest due reported by a licensee for a fuel type and processed by the base jurisdiction for the transmittal period. |

**Transmittal Data**
**File Formats and Field Definitions**

| Field Name | Description | Required | Definition |
|---|---|---|---|
| total_due | Numeric - up to 17 Places + 2 Decimal Places e.g. 1234567890.12 | Required for Licensee Transactions and Surcharges | The total due reported by a licensee for a fuel type and processed by the base jurisdiction for the transmittal period. |
| Deficiency_Amount | up to 12 Character Numeric value, 2 decimal places e.g. 1234567890.12 | Required for Licensee Transactions using Option 1 | The difference between the amount the licensee owed for a fuel type on the return and the amount the licensee paid. (P1060 Allocation of Tax .001) |
| Filing_Version | 2 Character Alpha Value | Required for Licensee Transactions and Surcharges | OR = Original Return - The original (first) quarterly/annual return received by a jurisdiction from a taxpayer<br>AR = Amended Return - Any quarterly/annual return received by a jurisdiction from a taxpayer, to replace the original or subsequent return<br>AU = Audit Results - Any quarterly/annual return generated by the jurisdiction to correct the original or amended return, as the result of a taxpayer audit<br>PA = Processing Adjustment - Any adjustment made by the jurisdiction to correct an original or amended return, including audit<br>RV = Return Reversed - Any quarterly/annual return backed out of a transmittal because an amended or audited return has replaced previously transmitted data |
| | | | UC = Uncollectible - Any adjustment made by the jurisdiction to collect a refund of monies that were previously distributed to other member jurisdictions and subsequently deemed uncollectible |
| Orig_Transaction_Year | YYYY | Required for Financial Reconciliation Adjustments | Based upon the Year of the original Transmittal. |
| Orig_Transaction_Month | MM | Required for Financial Reconciliation Adjustments | Based upon the Month of the original Transmittal. |
| Transaction_Type | 1 Character Alpha Value | Optional for Financial Reconciliation Adjustments | (D)ebit, (C)redit |
| Reason_Code | 2 Character Alpha Value | Required for Financial Reconciliation Adjustments | B - Prior period balance<br>T - Transmittals<br>M - Manual Adjustment<br>P - Payments<br>D - Jurisdiction Dishonorments<br>S - Total Due<br>O - Offset<br>N - Net Amount Due/Credit<br>A - Balance Due (for non-RPC jurisdictions, balance due is the Total due minus payments. For RPC jurisdictions, Balance due is the Net Amount due/Credit minus payments.)<br>U - Uncollectible |
| Transaction_Date | YYYY-MM-DD | Required for Financial Reconciliation Adjustments | The date the transaction posed to the base jurisdiction's system. |
| Transaction_Amount | up to 12 Character Numeric value, 2 decimal places | Required for Financial Reconciliation Adjustments | The amount that is being reported for this particular Adjustment |
| Create_Date | YYYY-MM-DD | Required for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges | Data as recorded by your systems. |
| trans_period_start | YYYY-MM-DD | Required for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges | The beginning date of the Transmittal Period |
| trans_period_end | YYYY-MM-DD | Required for Licensee Transactions and Financial Reconciliation Adjustments and Surcharges | The end date of the Transmittal Period |
| Surcharge | Y(es) or N(o) | Optional for Licensee Transactions except for a Surcharge which must indicate a 'Y' value | Yes or No value. Indicates if the Line is a Surcharge or Not.(added 9.05.02 RPC request) |
| | SEE SURCHARGE EXAMPLE PROVIDED | | |

| | | | |
|---|---|---|---|
| **Footer Value** | endoftransfile | | |
| | The footer is to appear exactly as shown above, 'endoftransfile' | | |
| | | | |
| | The footer will be the last line of your flat file. | | |
| | A folder called FAILED will hold your Failed Files, or files that did not complete transit to the FTP Server. | | |
| | | | |
| | | | |
| *** Notes:** | 10-04-2007 - Surcharge Definitions and Example Added | | |
| | 09-30-2003 - Reinstated Requirements. | | |
| | 09-15-2003 - New Requirements listed. | | |
| | | | |
| | 4/26/2003 | | |
| | Requirements for Paperless Transmittals Incorporated | | |
| | | | |
| | All NEGATIVE monetary amounts need to be reprsented as e.g.: -154.90. | | |
| | | | |
| | **Flat File Structure:** | | |
| | TAB Delimited recommended | | |

| Field Name | Description and Example | Definitions |
|---|---|---|
| base_jurisdiction* | 2 Character Alpha jurisdiction State Abbreviation - AZ, OH, WA | The jurisdiction producing the transmittal report and uploading the data. |
| trav_jurisdiction* | 2 Character Alpha jurisdiction State Abbreviation - AZ, OH, WA | Traveled jurisdiction: The jurisdiction for which the base jurisdiction is producing the transmittal report and through which the licensee reported operations. |
| trans_period* | up to 30 Character Alpha-Numeric - 01, 02, 12, 15, January 1-30 | The time period for which the base jurisdiction is producing the transmittal report for. e.g. January 1-30 |
| trans_year* | 4 Character Year - 2004, 2005, 2006 | The year in which the base jurisdiction is producing the transmittal report |
| trans_number* | up to 4 Character Alpha Numeric - 01, 02, 12, 15, 0004, 0005 | The number of the transmittal being filed for the transmittal year (consecutive number) |
| total_distance* | Numeric - up to 11 Places - 989, 1568, 19735, 12345678912 | The total of all total miles (or kilometers) reported by all licensees for all fuel types and processed by the base jurisdiction for the transmittal period. |
| taxable_distance* | Numeric - up to 11 Places - 989, 1568, 19735, 12345678912 | The total of all miles (or kilometers) reported by all licensees for all fuel types and processed by the base jurisdiction for the transmittal period. |
| taxable_fuel* | Numeric - up to 11 Places - 989, 1568, 19735, 12345678912 | The total of all taxable gallons (or liters) reported by all licensees for all fuel types and processed by the base jurisdiction for the transmittal period. |

| Field Name | Description and Example | Definitions |
|---|---|---|
| tax_paid_fuel* | Numeric - up to 11 Places - 989, 1568, 19735, 12345678912 | The total of all tax-paid gallons (or liters) reported by all licensees for all fuel types and processed by the base jurisdiction for the transmittal period. |
| net_tax_fuel* | Numeric - up to 11 Places - 989, 1568, 19735, 12345678912 | The total of all net tax-paid gallons (or liters) reported by all licensees for all fuel types and processed by the base jurisdiction for the transmittal period. |
| tax_due* | Numeric - up to 17 Places + 2 Decimal Places - 120.00, 5000.78, 35.29, 12345678912.05 | The total of all tax due reported by all licensees for all fuel types and processed by the base jurisdiction for the transmittal period. |
| interest_due* | Numeric - up to 17 Places + 2 Decimal Places - 120.00, 5000.78, 35.29, 12345678912.05 | The total of all interest due reported by all licensees for all fuel types and processed by the base jurisdiction for the transmittal period. |
| total_due* | Numeric - up to 17 Places + 2 Decimal Places - 120.00, 5000.78, 35.29, 12345678912.05 | The total due reported by all licensees for all fuel types and processed by the base jurisdiction for the transmittal period. Total Due is in U.S. Funds for U.S. jurisdictions. Canadian jurisdictions use Canadian Dollar Amounts. |
| transaction_amount** | Numeric - up to 17 Places + 2 Decimal Places - 120.00, 5000.78, 35.29, 12345678912.05 | The total of all transaction amounts being reported for the jurisdiction to jurisdiction transactions. (RPC Request) |
| balance_due** | Numeric - up to 17 Places + 2 Decimal Places - 120.00, 5000.78, 35.29, 12345678912.05 | The amount after jurisdiction to jurisdiction transactions that is due upon receipt of the transmittal. A negative total due will not be included in this amount. (RPC Request) |
| conversion_cost **** | Numeric - up to 17 Places + 2 Decimal Places - 120.00, 5000.78, 35.29, 12345678912.05 | The Cost of Conversion is the cost, expressed in Canadian funds, to a Canadian jurisdiction to convert from Canadian funds to U.S. funds and is discretionary to the Canadian jurisdiction. (See P1030.300.025.) If not applicable please leave blank. |
| conversion_total_due *** | Numeric - up to 17 Places + 2 Decimal Places - 120.00, 5000.78, 35.29, 12345678912.05 | The conversion_total_due field is the amount due from a Canadian jurisdiction to a U.S. jurisdiction expressed in Canadian funds. If not applicable please leave blank. |
| conversion_rate *** | Numeric - up to 1 Place + 4 Decimal Places - 1.0078, 0.1234 | The Conversion Rate is the rate used by Canadian jurisdictions to convert Canadian Funds to U.S. funds when transmitting to U.S. jurisdictions. (See P1030.200 and P1030.300.020.) If not applicable, please leave blank. |

**Summary Transmittal Data**
**Field Formats and Definitions**

| Field Name | Description and Example | Definitions |
|---|---|---|
| conversion_date *** | Date Format: YYYY-MM-DD | The Conversion Date is the Date Canadian funds were converted to U.S. funds by Canadian jurisdictions transmitting to U.S. jurisdictions. (See P1030.200 and P1030.200.020.) If not applicable please leave blank. |
| net_amount_transmitted *** | Numeric - up to 17 Places + 2 Decimal Places - 120.00, 5000.78, 35.29, 12345678912.05 | The net_amount_transmitted is the 'conversion_total_due' multiplied by the conversion_rate and is expressed in US funds. (See P1030.300.030.) If not applicable please leave blank. |

* Indicates REQUIRED Field
**Indicates OPTIONAL Field endofsummary

| |
|---|
| *** Indicates that all fields must be used by Canadian jurisdictions transmitting to U.S. jurisdictions. In this case, 'conversion_rate', 'conversion_date', 'conversion_total_due', and 'net_amount_transmitted' all must be populated. Otherwise these fields may remain blank if not applicable. |
| **** Indicates that 'conversion_cost' may be used at the discretion of the Jurisdiction. |

**Footer Value**

The footer is to appear exactly as shown above, 'endofsummary'
The footer will be the last line of your flat file.
A folder called FAILED will hold your Failed Files, or files that did not complete transit to the FTP Server.

**Flat File Structure**

TAB Delimited recommended
Each Record should be Represented by A New Line
Totals to each jurisdiction must be present. Use Zeros to indicate no Activity.

**Example**

This is an example of 3 records, one showing activity, and one verifying no activity and one with Conversion for Canadian to U.S. funds.
The third line in the example shows Conversion amounts, cost, rate, and the net amount transmitted.

```
AZ  FL  05  2004 05 125  95  87  58  29  59.96  7.55  65.55
AZ  GA  05  2004 05 0  0  0  0  0  0.00  0.00  0.00
AZ  GA  05  2004 05 0  0  0  0  0  0.00  0.00  0.00  1.526 2006-01-24 1525.34 5.00 1520.34
endofsummary
```

**Decal Database**
**Field Formats and Definitions**

**Decal Flat File**

| Field Name | Field Requirements | Definition | Example |
|---|---|---|---|
| base_jurisdiction | 2 Character Alpha Jurisdiction Abbreviation | Base jurisdiction that issued the decal. | AZ, AR etc |
| taxpayer_id | up to 11 Character Alpha-Numberis | The IFTA license number assigned to the IFTA licensee by the base jurisdiction. | 12345678901 |
| firstdecal | 15 Character Alpha-Numeric | The starting number for the range of decals issued. | 10000001 |
| lastdecal | 15 Character Alpha-Numeric | The ending number for the range of decals issued. | 20000002 |
| year_of_decal | 4 Character Numeric | Year decal was issued for. | 2004, 2005 |

**ALL FIELDS MANDATORY**

If only one decal is issued to a Carrier, the same number must be in the 'firstdecal' and 'lastdecal' fields.

**Sample Flat File**
Using Comma ',' as a delimiter. Each Record should be on a new line.
AZ,12345678901,100001,10002,2005
AZ,58798741258,500,550,2005