

Taxpayer Access Point step-by-step introduction IFTA Accounts

What to know before you begin:

You are encouraged to file all International Fuel Tax Agreement (IFTA) and Special Fuel User (SFU) tax returns and renewals online using Tax Express, Taxpayer Access Point (TAP). TAP provides expediency in filing, mathematic accuracy, automatic calculations, and convenience.

What you will need in order to gain access to your IFTA TAP accounts:

- IFTA account number (example #####-###-IFT) Provided by Motor Carrier Services
- TAP PIN Provided by Motor Carrier Services



Do not use your browser's back or forward buttons while logged into TAP, please use the links provided on each TAP screen to navigate. Abuse of TAP privileges may result in the revocation of TAP access.

Review carefully all IFTA returns before submitting. Submitted returns are final once processed and you will need to amend the return in order to make corrections.

Due to the processes used to view and print copies of IFTA returns, you will need to have Adobe Reader installed on your computer. This free program is available for download at [HTTP://get.adobe.com/reader](http://get.adobe.com/reader). Copies of IFTA returns will open in a new tab or a pop up window; to allow pop-up windows you will need to set your browser to allow pop ups from the TAP system.

Gaining Access to TAP:

1. Access TAP at <http://taxexpress.utah.gov/> Click the Motor Carriers & Fleets link on the site menu. Click "File and Pay Online with Taxpayer Access Point" under Step 2.
2. Click the "Sign Up" (Business) or (Individual) button; choose type of access from drop-down menu, then click continue.
3. Fill in required fields, click "Ok". Fill in Login information, click "Submit". Record your confirmation number.
4. Check your email for a message from TAPSupport@utah.gov . This message will contain a web link and authorization code you will need the first time you log in to TAP.
5. Click the blue "Click here to log into TAP" link. Your browser will open to the TAP login page. Enter your password and click the "Login" button. Click the "Select account type" link and choose the account type. Click "Ok".
6. Click the "IFTA/SFU account information" link. Enter your account number and PIN. Click "Ok".
7. Click the 'confirm information' checkbox if account information is correct. Click "Submit". Record your confirmation number then click "Ok" on the confirmation screen. Your account number will appear as a blue hyperlink. (You may need to click the "Home" button if you do not immediately see your account number.)

Self-plating and Reporting Agents (3rd party) access will require additional verification through Motor Carriers. If you already have a TAP Login, go to <https://tap.tax.utah.gov/TaxExpress> and click the “Log In” button as a returning user.

Gaining Access to your account on TAP:

To add access to an IFTA account if you already have TAP access, log in to TAP using the logon and password you have previously created. Click the “*Add Access to Another Account*” button from the “I want to” panel to the left of the screen. Click the “Select account type” link and choose the account type. Click “Ok”. Click the “IFTA/SFU account information” link. Enter your account number and PIN. Click “Ok”. Click the ‘confirm information’ checkbox if account information is correct. Click “Submit”. Record your confirmation number then click “Ok” on the confirmation screen. Your account number will appear as a blue hyperlink. (You may need to click the ‘Home’ button if you do not immediately see your account number.) Click on the blue account number to get in to the account for that tax type.

I Want To Panel:

From this screen, you can *Request To Close Account*, *View my Profile*, or manage payments by clicking the corresponding button.

Filing a Quarterly IFTA Return:

On the Account page, click the blue IFTA/SFU account number link. Filing periods that require attention will appear first. (If you need to view or amend a past return, click on the ‘Other Filing Periods’ tab.) You may file a return by choosing the “*File a Return*” button on the left, or you can click on blue “File Now” link next to the period for which you need to file a return. (**Note:** December periods will have a blue “Return List” link rather than a “File Now” link. You will have a choice of filing an IFTA License Renewal or an IFTA Return and a blue “File Now” link next to each option. **Be sure you are making the correct choice for that period.**) Once you begin your return, check the information at the top of the screen to be sure you are in the correct filing period, then click the blue number **4. Utah Fuel Summary** link. Enter your fuel summary information in the green fields. Click “Ok.” Enter your jurisdiction detail by clicking the blue **5. Jurisdiction Detail** link. Only fill in the fields that are green. (For surcharge states, enter the jurisdiction information once for the regular tax rate, and once again with the surtax column check-marked for the surtax rate. Include miles on both the surtax line and the regular tax rate line.) Enter each jurisdiction by clicking the blue ‘Add a Record’ link. If any fields turn red, these fields need to be corrected before you can proceed. When all corrections have been made, you may click on the “Ok” button. If you have bulk fuel or tax exempt fuel usage, you must fill out a Schedule A and Schedule B. Complete the Schedule A by clicking the blue **9. Utah Sales Tax** link. Complete the Schedule B by clicking the blue **10. Exempt Fuel Credit** link. Be sure to check each Schedule for red boxes, as you will not be able to submit your return if there are errors on the Schedule A or B. (The Schedule B must have part B filled out, whether you have PTO usage or not.) On the “**Main**” page, verify information and correct any fields that are red. (This page also allows you the option to Cancel license, claim No Operation, or file the return as “Amended” by checking the appropriate box.)

Click the “Submit” button on the left if the return is correct, or you may click the “Finish Later” button to save the return for later. A box will appear that will require your password. (**Note:** You will not be able to submit if there are errors on the return. Errors will appear in red and must be corrected before you can submit.)



Please review all returns carefully before clicking the Submit button.

Filing an Annual IFTA Renewal:

When filing an IFTA renewal, you must choose the 31-Dec period for the year in which your renewed license should expire.

Click on the blue “Return List” link. Next, click on the blue “File Now” link next to IFTA License Renewal. Once you are in the IFTA License Renewal, look at the top of the screen to be sure you are in the correct filing period. Enter the number of sets of decals needed in the corresponding green box. Your total amount due will appear in the bottom. Verify the information is correct and click the “Submit” button. You will need to enter your password in order to submit your renewal. You will then receive a confirmation page. You must pay for your decals by clicking the blue ‘Pay’ link next to the December period.

Requesting Additional IFTA Decals:

To request additional IFTA decals, go to the December period where the renewal was completed and click on the blue “Return List” link. Find ‘IFTA License Renewal’ and click on the “Amend/View Return” link. Fill in the number of additional decals needed in the green box. Your total amount due will appear in the bottom. Verify the information is correct and then click on the “Submit” button. You will need to enter your password in order to submit your request. You will then receive a confirmation page. You must pay for your decals by clicking the blue ‘Pay’ link next to the December period.

Detailed line-by-line instructions are included with all IFTA forms, and can be accessed by clicking on the following link: <http://motorcarrier.utah.gov/ifta>

If you have further questions about gaining access to TAP please go to <http://taxexpress.utah.gov> and follow the Tax Training and Tutorials, Taxpayer Access Point (TAP) Tutorials.