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# Nebraska IFTA Procedures Manual

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2015/2016

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Nebraska Motor Carrier Services

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## IFTA

The purpose of the International Fuel Tax Agreement (IFTA) is to promote and encourage the most efficient use of the highway system by making the administration of motor fuels taxation uniform concerning motor carriers operating in several member jurisdictions, thereby reducing paperwork and compliance burdens for fuel tax reporting. **Note: Carriers who travel only in Nebraska are not eligible for IFTA.**

This manual has been prepared as a guide with basic information regarding the IFTA program. It does not contain every rule and the contents do not cover every unique situation that may arise. If you have questions regarding information not covered in this publication or with the IFTA program, please contact our office.

Copies of the complete International Fuel Tax Agreement, Administrative Procedures and Audit Guidelines can be found on the IFTA home page at [www.iftach.org](http://www.iftach.org).

### IFTA Qualified Motor Vehicle

A motor vehicle used, designed, or maintained for transportation of persons or property and:

- *Having two axles and a gross vehicle weight or registered gross vehicle weight exceeding 26,000 pounds or 11,797 kilograms;*
- *Having three or more axles regardless of weight; or*
- *Used in combination when the weight of such combination exceeds 26,000 pounds or 11, 797 kilograms gross vehicle weight or registered gross vehicle weight.*

A qualified motor vehicle does not include recreational vehicles.

### IFTA License

The IFTA license is valid for a calendar year from January 1 through December 31. Each year you will receive a notice to renew your license and order the necessary decals for the coming year.

### Quarterly Tax Returns

Under the IFTA, you are required to file quarterly fuel tax returns with your base jurisdiction. On the return, you will report all miles traveled and all fuel purchased during the quarter by qualified vehicles, including the miles traveled and fuel purchased in each jurisdiction. The tax computation listed for each jurisdiction on the report are used to calculate a net tax balance. Any additional tax due is remitted to the base jurisdiction. If a credit balance has been calculated, a refund may be issued. It is the responsibility of the base jurisdiction to distribute the taxes to the appropriate member jurisdictions based on the information from your IFTA tax return.

Prior to the end of each quarter, Motor Carrier Services Division will mail IFTA tax returns to carriers who have filed a paper return within the last four quarters. Carriers who have filed the last four quarterly returns on-line will receive an e-mail notification letting them know it's time to file. If you need a duplicate return or choose not to file on-line for a given quarter, print a copy by accessing our site and clicking on "Print Blank Return".

To file the quarterly return online, access the website at [clickdmv.ne.gov](http://clickdmv.ne.gov) , and under Motor Carrier Services click on IFTA Services. The site will drive you through two security screens asking for the Nebraska Carrier Number, the Federal Taxpayer Identification number and “Nebraska” diesel miles filed on the last return. Once the detail has been entered correctly, the system will navigate you through the entry screens. Upon completion, print a copy of the return for your records.

Carriers filing on-line will receive an e-mail reminder at the end of the quarter that it is time to file.

### **On-line Payment**

You can pay on-line by either e-check (withdrawal from your bank account) or by credit card using Visa, MasterCard or Discover. If you filed your IFTA return on-line and owe a balance, the system will navigate you through the on-line payment screens. If you filed the return on paper and owe a balance, access our system at [clickdmv.ne.gov](http://clickdmv.ne.gov), click IFTA Services. Once you are through the security questions, you will find the Pay IFTA Balance button.

If you prefer to mail your payment, print a copy of the payment voucher which is displayed when you filed the return on-line and mail it with your payment.

There are a small percentage of users that have been unable to print the return or payment voucher. Generally this is related to the user having an old version of Adobe Acrobat Reader installed on their computer. If your version is 4.0, you will need to upgrade to 6.0 or higher. There is a link to Adobe Acrobat Reader on our “How to Get Started” menu at the Motor Carrier Online Services main page. By clicking on the link, you will be driven through the process of upgrading.

### **Open City, Reciprocal Agreement with the State of Iowa**

Most Nebraska carriers operating qualified vehicles into Iowa will need to be in the IFTA program or purchase temporary fuel permits. However, Nebraska and Iowa have entered into a reciprocity agreement that covers certain specific border cities. Carriers who operate into the following cities may qualify for reciprocity and may not need to register under the IFTA program.

#### **Nebraska Carriers**

**Qualified motor vehicles owned or leased and operated by a resident of Nebraska that operate within the corporate limits of the cities listed below, are not required to be in IFTA:**

**Council Bluffs, Carter Lake, Port Neal, Hamburg and Sioux City**

#### **Iowa Carriers**

**Qualified motor vehicles owned or leased and operated by a resident of Iowa that operate within the corporate limits of the cities in Nebraska listed below, are not required to be in IFTA:**

**Omaha, Bellevue, Dakota City, Nebraska City and South Sioux City**

#### ***Federal Commercial Zone***

*In addition to the reciprocity offered above, if the vehicles operate within the Federal Commercial Zone of the cities of Omaha or Council Bluffs, the vehicles are not required to be in IFTA.*

*Federal Commercial Zone—The Federal Commercial Zone is based on the population of the city. The commercial zone for Council Bluffs, based on the population from the current census, is a 6 mile radius around the city limits. The commercial zone for Omaha is a 10 mile radius around the city limits. The complete definition for the Federal Commercial Zone can be found on the federal website at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov). (Commercial Zones - Sec. 372.241)*

If you travel to any other cities other than those listed above, you will be required to obtain an IFTA license or purchase temporary fuel permits.

Contact this office to verify your eligibility to operate under the agreements.

## Licensing and Bonding

### *Application for License*

The IFTA application can be obtained from the Motor Carrier Services Division or from the DMV website at [www.dmv.nebraska.gov/forms](http://www.dmv.nebraska.gov/forms). When the application is completed correctly and the appropriate license and decal fees are paid, the fuel tax credentials are issued. Each license is renewable annually.

### *Account Identification*

An IFTA identification number will be issued consisting of NE, followed by your federal employer identification number. If your company does not have a federal identification number, obtain one by accessing the IRS website at [www.irs.gov/](http://www.irs.gov/). Select “Apply for an Employer Identification Number (EIN) Online”. The EIN will be issued immediately.

Nebraska will also issue an Account Identification Number. This is the same number you use for the International Registration Plan (IRP), *if applicable*.

### *IFTA License*

Each licensee is issued one IFTA license. The licensee is required to make copies of the license so that one copy is carried in each qualified vehicle. Failure to display a copy of the license can subject the vehicle operator to purchase a fuel permit and/or citation. If the original copy of the IFTA license is lost or destroyed, a duplicate may be obtained by submitting a written request to the Motor Carrier Services Division.

### *IFTA Identification Decals*

Each licensee is issued a set of vehicle identification decals for each qualified vehicle in its fleet. One decal must be placed on the exterior portion of the cab’s passenger side. The second decal must be placed in the same position on the driver’s side. Decals are not truck specific. The renewal fee is \$10.00 which includes the first set of decals and \$1.00 for each additional set. Failure to display the identification decal in the required locations will subject the vehicle operator to the purchase of a fuel permit and a citation.

In the case of transporters, manufacturers, dealers or drive-away operations, the IFTA decal need not be permanently affixed but may be temporarily displayed in a visible manner on the cab’s passenger side. In the case of buses, the decal may be located on the driver’s side.

Decals are obtained annually at the time of renewal for all qualified motor vehicles based in Nebraska. When adding a vehicle during the year, you may obtain an additional decal by sending in a request along with the name of the carrier, carrier number, and signature of the requester along with \$1.00 per decal set (2 per set).

If additional sets are obtained but not placed on a vehicle, you must retain the unused decal(s) for audit purposes for a period of four (4) years. The department provides an IFTA decal inventory sheet to assist you in keeping track of your IFTA decals. You can find it on the DMV website under “Forms”.

### **Temporary Decal Permit**

To place a newly acquired vehicle into immediate service while awaiting the issuance of the IFTA identification decals, the carrier may apply for a temporary permit. The carrier must have renewed their IFTA account for the current year in order to qualify for temporary permits. To purchase a temporary IFTA permit, contact our office at 402-471-4435 or 888-622-1222

The temporary permit is valid for additions to the fleet and for a period of 30 days. The temporary permit must be carried in the cab at all times, along with a copy of the IFTA license. A temporary permit is in lieu of display of the permanent annual decals. The 30-day period gives the carrier adequate time to purchase the new set of decals and to affix them to the truck. Failure to carry the temporary permit may subject the vehicle operator to the purchase of a fuel permit and a citation.

All mileage and fuel activity while running on a temporary permit must be included on the IFTA return.

### **Bonding**

A bond may be required when a licensee fails to file timely returns, when tax has not been remitted, or when an audit indicates severe problems. A licensee required to post a bond must provide a surety bond, bank certificates of deposit or any other obligation deemed appropriate by the department.

Security is required in an amount approximating two times the reporting period tax liability of the licensee rounded to the nearest multiple of \$1,000, but not less than \$1,000.

### **Leases**

#### **Lessor, Lessee, Independent Contractors and Household Goods**

A lessor, regularly engaged in the business of leasing or renting Motor Vehicles for compensation without drivers to lessees, may designate themselves as the licensee, which means they will be responsible for reporting and paying the fuel use tax. If this is your situation, you can apply for an IFTA license by submitting an application to the Motor Carrier Services Division.

For leases of 30 days or more, in the case of a carrier using independent contractors, the lessor and lessee are given the option of designating which one will report and pay fuel use tax. In the absence of a written agreement or contract or if the document is silent regarding responsibility for reporting and paying fuel use tax, the lessee will be responsible for reporting and paying the fuel use tax.

For leases of 29 days or less when the lessor is regularly engaged in the business of leasing or renting motor vehicles for compensation without drivers to licensee or lessees, the lessor will report and pay the fuel use tax unless the following two conditions are met:

- The lessor has a written rental contract which designates the lessee as the party responsible for reporting and paying the fuel use tax; and
- The lessor has a copy of the lessee's IFTA fuel tax license, which is valid for the term of the rental.

In the case of a carrier using independent contractors under short-term/trip leases of 29 days or less, the trip lessor will report and pay all fuel taxes.

In the case of a household goods carrier using independent contractors, agents or service representatives, the party liable for motor fuels tax shall be:

- *The lessee (carrier) when the motor vehicle is operated under the lessee's jurisdictional operating authority.*
  - The base jurisdiction for purposes of this agreement shall be the base jurisdiction of the lessee (carrier) regardless of the jurisdiction in which the qualified motor vehicle is registered for vehicle registration purposes by the lessor or lessee.
- *The lessor (independent contractor, agent or service representative) when the qualified motor vehicle is being operated under the lessor's jurisdictional operating authority.*
  - The base jurisdiction for purposes of this agreement shall be the base jurisdiction of the lessor regardless of the jurisdiction in which the qualified motor vehicle is registered for vehicle registration purposes.

No member jurisdiction shall require the filing of such leases, but such leases shall be made available upon request by any member jurisdiction.

## Tax Reporting

### Tax Returns

All licensees must submit the IFTA Tax Return every quarter. A return must be submitted each quarter even if:

- No taxable miles were traveled.
- All miles traveled were in Nebraska.

Returns will be furnished each quarter indicating the current tax rates for each member jurisdiction. Returns will be mailed to carriers who have filed a paper return within the last four quarters. Carriers who have filed the last four quarterly returns on-line will receive an e-mail notification. Failure to receive the tax return or e-mail notification does not relieve the licensee from the obligation of submitting the return in a timely manner.

It is important to keep your contact information updated. Log into our website at [clickdmv.ne.gov](http://clickdmv.ne.gov). Click Motor Carrier Services and under this heading click IFTA Services. The site will navigate you to the screen to update the contact information.

### ***Due Dates***

All returns will be filed on a quarterly basis. The reporting quarters and due dates are:

Reporting Quarter	Due Date
<b>January-March</b>	April 30
<b>April-June</b>	July 31
<b>July-September</b>	October 31
<b>October-December</b>	January 31

### ***Penalty Assessment***

A penalty of \$50.00 or ten percent of the net tax liability, whichever is greater, will be assessed on late-filed returns, failure to file, or for underpayment of tax due. If the net tax liability is zero or a credit, the late filing penalty is \$50.00.

To avoid penalty for late filing, the tax returns must be postmarked or filed on-line no later than midnight on the date indicated on the chart on page 9. If the last day of the month falls on a Saturday, Sunday, or legal holiday, the next business day is considered the final filing date. Returns are considered filed and received on the date shown by the U.S. Postal Service or Delivery Service cancellation mark stamped on the envelope containing the return. If a return is hand delivered, it will be considered filed and received on the date it was delivered to an employee of the Motor Carrier Services Division. For returns filed on-line, the date and time-stamp of when the return is completed will be used.

### ***Interest Assessment***

Interest is set at an annual rate of two (2) percentage points above the underpayment rate established under section 6621 (a) (2) of the Internal Revenue Code, adjusted on an annual basis on January 1<sup>st</sup> of each year. Interest will accrue monthly at 1/12 this annual rate.

### ***Amended Returns***

If you discover the miles and/or gallons reported on a previous return are wrong, you must submit an Amended IFTA Return to our office no later than three (3) years from the due date of the return. Complete the return with the correct detail, as it should have been filed originally. You will need to provide an explanation in the space provided on the first page of the return to document the reason for amending.

You cannot file an amended return online. Contact our office and the amended return will be mailed to you. You can also print an Amended return on-line at [clickdmv.ne.gov](http://clickdmv.ne.gov) , under Motor Carrier Services, click on “IFTA Services”. Once you are through the security questions, you will find the option “Print Blank Return”. An Amended return will print when the original return is already on file.

## Measurements

Licenseses are required to report fuel and distance traveled in U.S. measurements. All numbers must be rounded to the nearest whole gallon and mile. The conversion measurements are as follows:

One Liter	=	.2642 Gallons
One Gallon	=	3.785 Liters
One Gallon CNG	=	126.67 Cubic Feet
One Mile	=	1.6093 Kilometers
One Kilometer	=	.62137 Miles

Conversion of Compressed Natural Gas (CNG) and other non-traditional types (i.e. Liquefied Natural Gas (LNG)) can be difficult to manage, for that reason you are advised to contact our office at 402-471-4435 or 888-622-1222 if using these types of fuel.

## Dual Fuel Vehicles

If you operate units with more than one fuel type—Diesel & Compressed Natural Gas (CNG), Diesel and Liquefied Natural Gas (LNG), or Diesel and Propane, please contact our office for assistance. We can provide you with instructions on how to report the miles and fuel of these units on your IFTA return. A worksheet titled “Multiple Fuel Types Combined Unit Sample” can be used to allocate miles between the two fuel types. This worksheet can be found at [www.dmv.nebraska.gov/forms](http://www.dmv.nebraska.gov/forms).

## Tax-Exempt Miles

For reporting tax-exempt miles, the licensee is required to maintain documentation supporting tax-exempt miles, (refer to [iftach.org](http://iftach.org)). **Nebraska does not allow any exempt miles, idle time or off road exemptions.**

## Surcharge

Indiana, Kentucky and Virginia charge a fee (called a surcharge) in addition to the fuel use tax. These jurisdictions and respective surcharge rates are identified on the IFTA quarterly return and the fuel tax rate chart on the back of the IFTA newsletter provided each quarter.

To report the surcharge on the IFTA return, enter the number reported under the Taxable Gallons column (D) on the line directly below where the fuel use tax was reported. Since the surcharge is not included in the amount you paid for the fuel, no “surcharge” Tax Paid Gallons may be claimed. The number reported in column D is moved over to the Net Taxable Gallons column (F) and multiplied by the rate indicated under the Tax Rate column, (G). Enter the surcharge computed in the Tax Due/Credit column (H).

## Net Payment

When filing a tax return, an overpayment generated in one jurisdiction will be applied to the taxes owed to another jurisdiction. Remit the total net tax owed on the return.

## Fuel Permits

When computing the average miles per gallon (AMG), all miles traveled and all fuels purchased while operating under a fuel permit should be included in total miles traveled in all jurisdictions and total gallons purchased in all jurisdictions, respectively. If you purchase a fuel permit, a copy must be kept with your mileage records for four (4) years.

The miles operated under a fuel permit should also be included in total miles traveled in that particular jurisdiction, on Nebraska Schedule I, Column B, or Nebraska Schedule II (Diesel Only), Column B. The miles operated under a fuel permit should be deducted from the total miles in determining the total taxable miles reported on Nebraska Schedule I, Column C, or Nebraska Schedule II (Diesel Only), Column C. The fuel purchased while operating under a fuel permit should be included as part of the tax-paid gallons, Nebraska Schedule I, Column E, or Nebraska Schedule II (Diesel Only), Column E.

### **Temporary Decal Permits**

The miles operated under a temporary decal permit must be included in the total & taxable miles traveled in that particular jurisdiction, Nebraska Schedule I, Column B & C, or Nebraska Schedule II (Diesel Only), Column B & C. Tax-paid fuel purchased while operating under a temporary decal permit must be included as part of the tax-paid gallons, Nebraska Schedule I, Column E, or Nebraska Schedule II (Diesel Only), Column E.

## **Failure to File/License Revocations**

### **Best Information Available Returns**

In the event that any licensee fails, neglects or refuses to file a tax return when due, the division will, on the basis of best information available, determine the tax liability of the licensee for each jurisdiction including the appropriate penalties and interest. An assessment based on this procedure is considered to be correct. In any case where the validity of the assessment is in question, the licensee must prove that the assessment is erroneous or excessive.

### **Revocation**

If a tax delinquency has not been satisfied or the licensee has not filed a written appeal within a 30-day period from the notification of delinquency, the fuel tax license is revoked. Noncompliance with the record-keeping requirements outlined in the next section may also be cause for revocation of the license.

### **Insufficient Funds**

If a carrier submits payment which ultimately results in insufficient funds, the carrier will be required to pay a \$30.00 “return check fee” as well as submit certified funds (i.e. money order, cashier’s check, cash) for all future payments for all programs (IRP, UCR and IFTA).

### **Cancellation Procedures**

**If you cancel your IFTA account, you shall:**

- *Return your IFTA permit;*
- *Remove the decals from the cab(s);*
- *File the IFTA return for your last quarter with proper remittance, if applicable; and*
- *Mark the box on the IFTA return where it states “Discontinued Operations in Nebraska” If filed on-line, return a note with the IFTA permit and decals, including an authorized signature, asking to cancel the account and the date of cancellation.*

### **Performance Registration Information Systems and Management (PRISM)**

PRISM is a federal/state partnership to identify motor carriers with deficient safety records, by linking the carrier’s safety fitness to their ability to register trucks. The registration credentials will be revoked for a

Nebraska-based carrier that FMCSA has placed out-of-service. This may include the retrieval of the credentials by law enforcement.

## Record-Keeping Requirements

### *Length of Retention*

Every licensee must maintain miles and fuel source documents and summaries to support information reported on the quarterly tax return. These records must be retained for a period of four (4) years from the due date of the return or the date filed, whichever is later.

### *Mileage Records*

An acceptable mileage accounting system is important in compiling the data necessary to complete the IFTA Tax Return. Driver prepared mileage source documents ***must*** include mileage data for each trip on each individual vehicle and be restated in monthly and quarterly fleet summaries. ***Supporting information must include the following:***

1. *Date of trip (starting and ending);*
2. *Trip origin and destination;*
3. *Routes of travel;\**
4. *Beginning and ending odometer readings of the trip;\**
5. *Total trip miles;*
6. *Mileage by jurisdiction;*
7. *Unit number or vehicle identification number;*
8. *Vehicle fleet number; and*
9. *Registrant's name.*

*\*Items may be waived by prior written approval.*

### *Fuel Records*

The licensee ***must*** maintain complete fuel records, supported by O.T.R. (over the road) fuel receipts, bulk withdrawal logs, and bulk fuel receipts, for all tax-paid gallons reported on the return. Fuel purchases will consist of diesel, gasoline, gasohol, propane or natural gas. Separate totals must be compiled for each fuel type and for each vehicle on monthly and quarterly fleet summaries. O.T.R. fuel purchases and bulk storage fuel purchases are to be accounted for separately.

### *Over-the-Road (O.T.R.) Fuel*

Tax paid purchases must be supported by a receipt, invoice, credit card receipt or an automated vendor-generated invoice or transaction listing. These records may be kept on a computerized or condensed records storage system, which meets the legal requirements of the base jurisdiction. Copies of receipts are acceptable as long as they are legible.

In order for a licensee to be allowed credit for O.T.R. purchases of fuel, the receipt must contain:

1. Date of purchase;
2. Name and address of seller;
3. Number of gallons purchased;
4. Type of fuel purchased;
5. Price per gallon or liter;
6. The unit or plate number into which the fuel was placed;
7. Licensee's name.

O.T.R. fuel receipts must identify the vehicle by the unit or plate number, since only the licensee's IFTA units may be reported on the IFTA returns.

### ***Bulk Storage Fuel***

Bulk storage fuel is normally delivered into fuel storage facilities maintained by the licensee. The licensee must retain copies of all delivery tickets and/or receipts.

With respect to withdrawals from bulk storage fuel, credit may be obtained if the following detailed records are maintained:

1. Date of withdrawal;
2. Number of gallons withdrawn;
3. Type of fuel;
4. The unit or plate number into which the fuel was placed;
5. Purchase and inventory records to substantiate that tax was paid on all bulk withdrawals;
6. Monthly/quarterly reconciliations.

Reconciliations include beginning inventory plus purchases, minus total withdrawals (total metered withdrawals) will equal an ending inventory. The ending inventory amount will become your next beginning inventory amount. We strongly suggest you physically inventory your bulk tank at least once per year.

Additional information regarding record-keeping requirements and audit can be found on IFTA, Inc.'s website: [www.iftach.org](http://www.iftach.org), click on *IFTA Manuals*.

### ***IFTA Decals***

Each licensee must be able to provide a complete inventory of all IFTA decals. If you purchase more decals than are used, these must be retained for audit purposes for a period of four years. The Department has developed an IFTA inventory sheet to assist carriers in keeping track of their decals. It can be found on the DMV website [www.dmv.nebraska.gov/forms/](http://www.dmv.nebraska.gov/forms/).

### ***Global Positioning Systems (GPS)***

GPS may be used in lieu of or in addition to handwritten trip reports, as long as it contains all the supporting mileage information listed on page 12. Carriers solely utilizing a GPS system in lieu of handwritten trip reports must have a system that is "hard-wired" into the truck's Electronic Control Module (ECM) and records actual odometer readings from the truck's ECM. If you should have questions regarding the application of GPS, please contact our audit section. Any carrier interested in using an electronic recording system should contact the division prior to its use.

## Audits

### *Audit Procedures*

Every IFTA licensee is subject to audit. In the event you are chosen for an audit, you will be contacted by the Motor Carrier Services Division staff prior to the beginning of an audit, in order to make the required records available. The records and supporting information is the licensees' responsibility. Written confirmation will also be made.

If a licensee provides source documents which are unacceptable, the audit staff shall have the authority to estimate the mileage and fuel use based upon multiple factors as stated below, but are not limited to this list:

- *Gallons purchased and consumed may be estimated based on prior experience of the licensee or by an established industry standard MPGs;*
- *A standard of 4.0 miles per gallon may be used;*
- *Other pertinent information the auditor may obtain or examine.*

Any mileage/fuel adjustments may result in additional tax and interest due.

Upon completion of the audit, the findings are reported in writing to the licensee and affected jurisdictions. Nebraska will collect any tax, penalty and interest owed to all member jurisdictions.

If it is determined that the licensee's operational records are not located in Nebraska and it becomes necessary for the division's auditors to travel to where such records are maintained, the division will require a licensee to pay reasonable per diem and travel expenses incurred by the auditor(s) in the performance of such an audit.

### *Appeal Procedures*

A licensee or applicant may appeal an action or audit finding issued by the commissioner of any member jurisdiction by making a written request for a hearing within 30 days after the service of notice of the original action or finding. ***If the hearing is not requested in writing within 30 days, the original finding or action is final.***

In the event a licensee appeals an assessment for one or more jurisdictions, the base jurisdiction will participate in the appeal process on behalf of the other jurisdictions.

Each hearing is held as soon as possible, but could be continued for reasonable cause being shown by either party. The division will give at least 20 days written notice of the time and place of such hearing.

The licensee (appellant) may appear in person and/or be represented by counsel at the hearing and is entitled to produce witnesses, documents or other pertinent material to support the appeal. The division will notify the applicant of the findings of fact and ruling on the appeal.

Further appeal of any jurisdiction's finding will proceed in accordance with that jurisdiction's law.

## Refunds and Credits

Refunds to a licensee will be made only when all tax liabilities, including audit assessments, have been satisfied to all member jurisdictions. Refunds may be withheld if the licensee is delinquent on fuel use taxes due to any member jurisdictions. A licensee will receive credit for tax paid on fuel used outside the jurisdiction where the fuel was purchased.

Refunds determined to be properly due shall be paid within 90 days after receipt of a request for payment from a licensee. If the refund is not paid within the specified time, interest will accrue. Interest will be calculated from the time the refund was due for each month or fraction of a month until paid.

Refunds of tax paid fuel consumed for exempt purposes must be filed with the jurisdiction in which the fuel was consumed. If you feel you are entitled to a refund contact the Nebraska Department of Revenue, Motor Fuels Division at 800-554-3835 or 402-471-5730.

Credit balances cannot be carried for more than eight (8) quarters (two years) from the date the credit was established. All credit balances over \$2.00 will be refunded at the end of the fourth quarter processing; however, you may request a refund each quarter as long as the credit is over \$2.00.

## Definitions

### *Base Jurisdiction*

The member jurisdiction where:

- *Qualified motor vehicles are based for vehicle registration purposes;*
- *The operations control and records of the licensee's qualified motor vehicles are maintained or can be made available; and*
- *Some mileage is accrued by qualified motor vehicles within the fleet.*

The Commissioners of two or more affected member jurisdictions may allow a person to consolidate several fleets, which would otherwise be based in two or more member jurisdictions.

### *Cancellation*

The annulment of a license and its provisions by either the licensing jurisdiction or the licensee.

### *Fleet*

One or more vehicles.

### *In-Jurisdiction Distance*

The total number of miles or kilometers operated by a licensee's qualified motor vehicles within a jurisdiction including miles/kilometers operated under an IFTA temporary permit. In-jurisdiction distance does not include miles/kilometers, operated on fuel tax trip permit or exempted from fuel taxation by a jurisdiction.

### *Lessee*

The party acquiring the use of equipment with or without a driver from another.

### **Lessor**

The party granting the use of equipment with or without a driver to another.

### **Qualified Motor Vehicle**

A motor vehicle used, designed or maintained for transportation of persons or property and:

- *Having two axles and a gross vehicle weight or registered gross vehicle weight **exceeding 26,000 pounds or 11,797 kilograms;***
- *Having three or more axles regardless of weight; or*
- *Used in combination when the weight of such combination **exceeds 26,000 pounds or 11,797 kilograms gross vehicle weight or registered gross vehicle weight.***

A qualified motor vehicle does not include recreational vehicles.

### **Recreational Vehicles**

Recreational vehicles are vehicles such as motor homes, pickup trucks with attached campers and buses when used exclusively for personal pleasure by an individual. In order to qualify as a recreational vehicle, the vehicle shall not be used in connection with any business endeavor.

### **Registration**

Registration means the qualification of motor vehicles normally associated with a prepayment of licensing fees for the privilege of using the highway, and the issuance of a license plate and a registration card containing owner and vehicle data.

### **Revocation**

The withdrawal of a license and privileges by the licensing jurisdiction.

### **Suspension**

The temporary removal of privileges granted to the licensee by the licensing jurisdiction.

### **Tax-Exempt Miles—Nebraska**

Nebraska has no provisions for tax-exempt miles, idle time or off road mileage exceptions.

### **Tax-Paid Purchases**

A licensee may obtain credit for tax-paid purchases if the licensee, showing evidence of such purchases, retains a receipt, invoice, credit card receipt or automated vendor-generated invoice or transaction listing indicating tax was paid.

### **Total Distance**

All miles or kilometers traveled during the reporting period by every qualified vehicle in the licensee's fleet, regardless of whether the miles or kilometers are considered taxable or nontaxable by the jurisdiction.

### **Weight**

Weight means the maximum weight of the loaded vehicle or combination of vehicles during the registration period.

## IFTA Membership List

### Alabama Dept. of Revenue

Motor Vehicle Division IFTA Section  
P O Box 327640  
Montgomery, AL 36132-7640  
(334) 242-2999  
[www.revenue.alabama.gov/](http://www.revenue.alabama.gov/)

### Alberta Treasury Tax & Revenue Administration

Sir Frederick W. Haultain Bldg  
9811 109<sup>th</sup> St,  
Edmonton, Alberta Canada T5K 2L5  
(780) 427-3044  
[www.finance.gov.ab.ca/publications/tax\\_rebates/ifta/overview.html](http://www.finance.gov.ab.ca/publications/tax_rebates/ifta/overview.html)

### Arizona Dept. of Transportation

Motor Carrier & Tax Services  
1801 W. Jefferson St  
Mail Drop 522M  
Phoenix, AZ 85007-3204  
(602) 712-7665/(602) 712-7626  
[www.azdot.gov/mvd/motorcarrier/fuelTaxInformation.asp](http://www.azdot.gov/mvd/motorcarrier/fuelTaxInformation.asp)

### Arkansas Dept. of Revenue

Fuel Tax Section  
P.O. Box 1752  
Little Rock, AR 72203  
(501) 683-4175  
[www.arkansas.gov/motorfuel](http://www.arkansas.gov/motorfuel)

### Province of British Columbia Consumer Taxation

**Branch**  
P.O. Box 9442  
Stn Prov Govt  
Victoria, BC V8W 9V4  
(250) 387-0635  
[www.sbr.gov.bc.ca/business/Consumer Taxes/Motor Fuel Tax/key\\_fuel\\_programs/ifta.htm](http://www.sbr.gov.bc.ca/business/Consumer_Taxes/Motor_Fuel_Tax/key_fuel_programs/ifta.htm)

### California State Board of Equalization

1030 Riverside Parkway Suite 125  
W Sacramento, CA 95605-1527  
(916) 373-3050  
[www.boe.ca.gov/sptaxprog/mciftamain.htm](http://www.boe.ca.gov/sptaxprog/mciftamain.htm)

### Colorado Dept. of Revenue

Taxpayers Service Division  
PO Box 17087  
Denver, CO 80217-0087  
(303) 205-8205

[www.taxcolorado.com](http://www.taxcolorado.com)

### Connecticut Dept. of Revenue Services

25 Sigourney St  
Hartford CT 06106  
(860) 541-3216 or 3222  
[www.ct.gov/drs/site/default.asp](http://www.ct.gov/drs/site/default.asp)

### Delaware Dept. of Transportation

Motor Fuel Tax Administration  
Motor Carrier Services Section  
P.O. Drawer E  
Dover, DE 19903-1565  
(302) 744-2702  
[www.deldot.gov/mfta/ifta.shtml](http://www.deldot.gov/mfta/ifta.shtml)

### Florida Dept. of Hwy Safety & Motor Vehicles

2900 Apalachee Pkwy Rm A-110  
Tallahassee, FL 32399  
(850) 617-3002  
[www.hsmv.state.fl.us/](http://www.hsmv.state.fl.us/)

### Georgia Dept. of Revenue

Taxpayers Services Division  
1800 Century Center Blvd NE Suite 8228  
Atlanta, GA 30354  
(877) 423-6711  
[www.etax.dor.ga.gov/motorfuel](http://www.etax.dor.ga.gov/motorfuel)

### Idaho State Tax Commission

P.O. Box 36  
Boise, ID 83722-0036  
(208) 334-7806  
<http://tax.idaho.gov/i-1035.cfm>

### Illinois Dept. of Revenue

Motor Fuel Use Tax Section MS: 2-265  
P.O. Box 19477  
Springfield, IL 62794-9477  
(217) 785-1397  
[www.revenue.state.il.us/Motorfuel/index.html](http://www.revenue.state.il.us/Motorfuel/index.html)

### Indiana Dept. of Revenue

Motor Carrier Services Division  
7/44 Millhouse Rd Suite M  
Indianapolis, IN 46241  
(317) 615-7345  
[www.in.gov/dor](http://www.in.gov/dor)

### **Iowa Dept. of Transportation**

Office of Motor Carrier Services  
P.O. Box 10382  
Des Moines, IA 50306-0382  
(515) 237-3268  
[www.iowadot.gov/mvd/omcs](http://www.iowadot.gov/mvd/omcs)

### **Kansas Dept. of Revenue**

Customer Relations-Motor Fuel  
915 SW Harrison St  
Topeka, KS 66625-8100  
(785) 296-4041 or (785) 296-2412  
[www.ksrevenue.org](http://www.ksrevenue.org)

### **Commonwealth of Kentucky**

Division of Motor Carriers  
P.O. Box 2007  
Frankfort, KY 40602  
(502) 564-9900 (ext 4103)  
[transportation.ky.gov/dmc](http://transportation.ky.gov/dmc)

### **Louisiana Dept. of Revenue**

P.O. Box 4998  
Baton Rouge, LA 70821  
(225) 219-2520  
[www.revenue.louisiana.gov/](http://www.revenue.louisiana.gov/)

### **Maine Bureau of Motor Vehicles**

Motor Carrier Services-Fuel Licensing Unit  
#29 State House Station  
Augusta ME 04333-0029  
(207) 624-9000 ext. 52136  
[www.state.me.us/sos/bmv/commercial](http://www.state.me.us/sos/bmv/commercial)

### **Manitoba Finance Taxation Division**

101-401 York Ave  
Winnipeg, MB R3C 0P8  
(204) 945-3194  
[www.gov.mb.ca/finance/taxation](http://www.gov.mb.ca/finance/taxation)

### **Maryland Comptroller**

Revenue Administration Division  
P.O. Box 1751  
Annapolis, MD 21404-1751  
(410) 260-7216  
[http://taxes.marylandtaxes.com/Business\\_Taxes/Business\\_Tax\\_Types/Motor\\_Fuel\\_Tax/default.aspx](http://taxes.marylandtaxes.com/Business_Taxes/Business_Tax_Types/Motor_Fuel_Tax/default.aspx)

### **Massachusetts Dept. of Revenue**

67 Millbrook St  
Worcester, MA 01606-2844  
(617) 887-5080  
[www.mass.gov/dor](http://www.mass.gov/dor)

### **Michigan Dept. of Treasury**

Special Taxes Division  
PO Box 30474  
Lansing, MI 48909  
(517) 636-4580  
[www.michigan.gov/treasury](http://www.michigan.gov/treasury)

### **Minnesota Dept. of Public Safety**

Driver & Vehicle Services IRP/IFTA Office  
445 Minnesota St #188  
St Paul, MN 55101-5188  
(651) 205-4141  
[www.dps.state.mn.gov](http://www.dps.state.mn.gov)

### **Mississippi State Tax Commission**

1577 Springridge Rd  
Raymond, MS 39154-9602  
(601) 923-7151  
[www.dor.ms.gov](http://www.dor.ms.gov)

### **Missouri Motor Carrier Services**

1320 Crest Tail Dr  
P.O. Box 893  
Jefferson City, MO 65102-0893  
(573) 751-0661  
[www.modot.org/mcs/](http://www.modot.org/mcs/)

### **Montana Dept. of Transportation**

Motor Carrier Services Division  
P.O. Box 4639  
Helena, MT 59604-4639  
(406) 444-0816  
[www.mdt.mt.gov](http://www.mdt.mt.gov)

### **Nebraska Dept. of Motor Vehicles**

Motor Carrier Services  
P.O. Box 94729  
Lincoln, NE 68509-4729  
(402) 471-4435 or (888) 622-1222  
[www.dmv.nebraska.gov/](http://www.dmv.nebraska.gov/)

### **Nevada Dept. of Motor Vehicles**

Motor Carrier Division  
555 Wright Way  
Carson City, NV 89711-0625  
(775) 684-4711 ext. 2  
[www.dmvnv.com/index.htm](http://www.dmvnv.com/index.htm)

### **New Brunswick Dept. of Finance Revenue & Taxation Division**

Program Services Unit  
670 King St  
P.O. Box 3000  
Fredericton, NB E3B 5G5  
(506) 453-3029  
[www.gnb.ca/0024/tax/index.asp](http://www.gnb.ca/0024/tax/index.asp)

### **Newfoundland Taxation & Fiscal Policy Branch**

Confederation Bldg  
Prince Philip Pkwy  
P.O. Box 8720  
St. John's, NL A1B 4K1  
(709) 729-2033  
[www.fin.gov.nl.ca/fin/](http://www.fin.gov.nl.ca/fin/)

### **New Hampshire Dept. of Safety Road Toll Bureau**

33 Hazen Dr  
Concord, NH 03305  
(603) 223-8079  
[www.nh.gov/safety/administration/roadtoll/index.html](http://www.nh.gov/safety/administration/roadtoll/index.html)

### **New Jersey Division of Motor Vehicles**

120 S. Stockton St  
PO Box 133  
Trenton, NJ 08666-0133  
(609) 633-7324  
[www.state.nj.us/mvc/Commercial/IFTA.htm](http://www.state.nj.us/mvc/Commercial/IFTA.htm)

### **New Mexico Taxation & Revenue**

Commercial Vehicle Bureau  
2546 Camino Entrada  
P.O. Box 5188  
Santa Fe, NM 87504-5188  
(505) 476-1551  
[www.mvd.newmexico.gov/](http://www.mvd.newmexico.gov/)

### **New York Dept. of Taxation & Finance**

HUT/IFTA Registrations and Processing Unit  
W.A. Harriman Campus  
Albany, NY 12227  
(518) 457-5735  
[www.tax.ny.gov/](http://www.tax.ny.gov/)

### **North Carolina Dept. of Revenue**

Excise Tax Division  
1429 Rock Quarry Rd Suite 105  
Raleigh NC 27640  
(919) 707-7500/(877) 308-9092  
[www.dornc.com](http://www.dornc.com)

### **North Dakota DOT**

Motor Carrier Services  
608 E. Boulevard Ave  
Bismarck, ND 58505-0780  
(701) 328-2928  
[www.dot.nd.gov](http://www.dot.nd.gov)

### **Nova Scotia Service & Municipal Relations Program**

Business Registration Unit-IFTA  
P.O. Box 755  
Halifax, Nova Scotia B3J 2V4  
(902) 424-2850  
[www.gov.ns.ca/](http://www.gov.ns.ca/)

### **Ohio Dept. of Taxation**

Excise & Motor Fuel Tax Division  
P.O. Box 530  
Columbus, OH 43216-0530  
(614) 644-1244  
[tax.ohio.gov](http://tax.ohio.gov)

### **Oklahoma Tax Commission**

Transportation Division  
P O Box 52948  
Oklahoma City, OK 73152-2948  
(405) 522-4527  
<http://occeweb.com/TR/ifta.htm>

### **Ontario Motor Fuels & Tobacco Tax Branch**

Ministry of Finance, Account Mgmt-Collections Branch  
33 King St W, 3<sup>rd</sup> Flr  
P.O. Box 625  
Oshawa, ON L1H 8H9  
(905) 440-4186  
<http://www.fin.gov.on.ca/en/tax/ifta/index.html>

### **Oregon DOT Motor Carrier Transportation Division**

3930 Fairview Industrial Dr. SE  
Salem, OR 97301-2530  
(503) 373-1987  
[www.oregon.gov/ODT/MCT/](http://www.oregon.gov/ODT/MCT/)

### **Pennsylvania Dept. of Revenue**

Bureau of Motor Fuel Taxes  
Dept. 280646  
Harrisburg, PA 17128-0646  
(717) 787-3644  
[www.revenue.state.pa.us/portal/server.pt/community/revenue\\_home/10648](http://www.revenue.state.pa.us/portal/server.pt/community/revenue_home/10648)

### **Prince Edward Island Dept. of Finance & Energy**

Taxation & Property Records Division  
P.O. Box 1330  
Charlottetown, PEI C1A 7N1  
(902) 368-6577  
[www.taxandland.pe.ca](http://www.taxandland.pe.ca)

### **Revenu Québec**

Direction principale de la vérification des entreprises-  
CNAR  
3800 rue de Marly Secteur 4-2-5  
Québec City, Québec G1X 4A5  
(418) 652-4382  
[www.revenuquebec.ca/en/entreprise/taxes/ifta/default.aspx](http://www.revenuquebec.ca/en/entreprise/taxes/ifta/default.aspx)

### **Rhode Island Dept. of Administration**

Division of Taxation—Excise Tax  
One Capitol Hill  
Providence, RI 02908  
(401) 574-8788  
[www.tax.state.ri.us](http://www.tax.state.ri.us)

### **Saskatchewan Ministry of Finance**

2350 Albert St 4<sup>th</sup> floor  
Regina, SK S4P 4A6  
(306) 787-6632  
[www.finance.gov.sk.ca/programs-services/ifta/](http://www.finance.gov.sk.ca/programs-services/ifta/)

### **South Carolina Dept. of Motor Vehicles**

Motor Carrier Services Section  
10311 Wilson Blvd.  
P.O. Box 1498  
Blythewood, SC 29016  
(803) 896-2694  
[www.scdmvonline.com/DMVNew/default.aspx?n=ifta](http://www.scdmvonline.com/DMVNew/default.aspx?n=ifta)

### **South Dakota Dept. of Revenue**

Division of Motor Vehicles  
445 E. Capitol Ave  
Pierre, SD 57501-3100  
(605) 773-5392  
[www.state.sd.us/drr](http://www.state.sd.us/drr)

### **Tennessee Dept. of Safety**

Motor Carrier Section  
44 Vantage Way Suite 180  
Nashville, TN 37243  
(615) 399-4267  
[www.tn.gov/revenue](http://www.tn.gov/revenue)

### **Texas Comptroller of Public Accounts**

LBJ State Office Bldg  
111 E 17<sup>th</sup> St  
Austin, TX 78774  
(512) 463-6056  
[window.state.tx.us/taxinfo/fuels/ifta.html](http://window.state.tx.us/taxinfo/fuels/ifta.html)

### **Utah State Tax Commission**

210 N. 1950 W  
Salt Lake City, UT 84134  
(801) 297-6800  
[motorcarrier.utah.gov](http://motorcarrier.utah.gov)

### **Vermont Dept. of Motor Vehicles**

120 State St  
Montpelier, VT 05603  
(802) 828-2070  
[dmv.vermont.gov](http://dmv.vermont.gov)

### **Virginia Dept. of Motor Vehicles**

Motor Carrier Services  
P.O. Box 27412  
Richmond, VA 23269  
(804)-249-5130  
[www.dmv.state.va.us/commercial/](http://www.dmv.state.va.us/commercial/)

### **Washington Dept. of Licensing**

Fuel Tax Services  
P.O. Box 9228  
Olympia, WA 98507-9228  
(360) 664-1868  
[www.dol.wa.gov/vehicleregistration/fueltax.html](http://www.dol.wa.gov/vehicleregistration/fueltax.html)

**West Virginia Dept. of Motor Vehicles**

Commercial Vehicle Section—Fuel Tax Unit

5707 MacCorkle Ave SE

P O Box 17900

Charleston, WV 25311

(304) 926-0799 or (800) 542-1902

<http://www.wvtax.gov>

**Wisconsin Dept. of Transportation**

4802 Sheboygan Ave, Rm 151

P.O. Box 7979

Madison, WI 53707-7979

(608) 266-9900

[www.dot.wisconsin.gov/business/carriers/ifta.htm](http://www.dot.wisconsin.gov/business/carriers/ifta.htm)

**Wyoming Dept. of Transportation**

Motor Vehicle Services

IFTA Fuel Tax Section

5300 Bishop Blvd

Cheyenne, WY 82009-3340

(307) 777-4827

[www.dot.state.wy.us/home/trucking\\_commercial\\_vehicles/ifta.html](http://www.dot.state.wy.us/home/trucking_commercial_vehicles/ifta.html)

If you have any questions regarding the information in this manual, please contact:

**Nebraska Department of Motor Vehicles**  
**Motor Carrier Services Division**  
**301 Centennial Mall South**  
**P.O. Box 94729**  
**Lincoln, Nebraska 68509-4729**  
**Call 402-471-4435 or 888-622-1222**  
**[www.dmv.nebraska.gov/](http://www.dmv.nebraska.gov/)**

Motor Carrier Services Division also handles registration through the International Registration Plan (IRP), Unified Carrier Registration (UCR) program and issues Trip/Fuel permits on-line only at [www.clickDMV.ne.gov](http://www.clickDMV.ne.gov) .

Other agencies you may need to contact are:

**Nebraska Department of Roads**

*Over-dimensional & Over-weight vehicles or loads*

[www.dor.truckpermits.nebraska.gov/permit/login.asp](http://www.dor.truckpermits.nebraska.gov/permit/login.asp)

1500 Nebraska Hwy 2 Rm 123A

PO Box 94759

Lincoln, NE 68509-4759

402-471-0034

**Federal Motor Carrier Safety Administration (FMCSA)**

*DOT Number, Hazardous Material & Safety Regulations*

[safer.fmcsa.dot.gov/](http://safer.fmcsa.dot.gov/)

Rm 220, Federal Bldg.

100 Centennial Mall North

Lincoln, NE 68508-5986

402-437-5986

**Nebraska State Patrol (NSP)**

*Carrier Enforcement Division*

<https://statepatrol.nebraska.gov/carrierenforcement.aspx>

3920 NW 39<sup>th</sup> St

Lincoln, NE 68524

402-471-0105

**Nebraska Public Service Commission (PSC)**

*Household Goods and Passenger Carriers*

<http://www.psc.nebraska.gov/tran/tran.html>

1200 N Street, Suite 300

Lincoln, NE 68508

402-471-3101

800-526-0017 (NE Only)