

International Fuel Tax Agreement (IFTA) Quarterly Tax Return and Schedule Guide

Revised T 2019

The information in this guide will help you complete the IFTA Quarterly Tax Return and Schedule for filing in Ontario. It also provides information about filing requirements including the time for filing a quarterly Return, penalties for filing a late Return, the required supporting schedules and payment information. The information in this guide does not replace the law found in the *Gasoline Tax Act* or the *Fuel Tax Act* and related regulations.

GENERAL INFORMATION

File, pay and view your IFTA account online

ONT-TAXS online is the Ministry of Revenue's secure, convenient and free online tax service. It saves time, reduces paper and is available 24 hours a day, seven days a week.

Getting started is fast and easy!

Visit ontario.ca/tax or call us at 1 866 ONT-TAXS (1 866 668-8297).

Filing Returns

A return must be filed for each quarterly reporting period, including periods with no interjurisdictional travel.

To file a return for a period with no interjurisdictional travel:

- check the box *No interjurisdictional operations this tax period*
- complete **A**, **B** and **C** (to calculate *Average Kilometres per Litre* for the period), and
- complete the *Certification* section.

New Owner

IFTA returns are pre-addressed using information you provide in the *Application for IFTA Registration*. IFTA licences are not transferable and returns pre-addressed to the former owner should not be used.

To obtain an *Application for IFTA Registration* please contact the Ministry of Finance (details given at the end of this section under Further Information) or complete our online application at ontario.ca/tax.

Amended Return

To make changes to a previously filed return, please contact the ministry or use ONT-TAXS online.

Record Keeping

Documents must be maintained for audit purposes. Do not mail supporting documents with your return unless requested by the ministry.

Each item in your return must be supported by documents in your records, such as:

- trip logs showing kilometres travelled
- tax paid purchase invoices, and
- other relevant documents such as freight bills.

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Interest

Interest is charged when a return is filed late, partially paid or not paid.

Penalty

A penalty is imposed when:

- a return is filed late
- full payment is not received by the due date
- a complete return is not filed, or
- an amended return is filed resulting in an increase in tax due from that reported on the initial return.

Payments

Payments may be made either online using ONT-TAXS online or by cheque or money order payable to the **Minister of Finance** in Canadian funds drawn on a Canadian financial institution.

Information Provided to Other Jurisdictions and IFTA Inc. Clearinghouse

Please be aware:

- the information provided to Ontario, as required under IFTA, will be provided to other member jurisdictions and to the International Fuel Tax Association, Inc. Clearinghouse (IFTA, Inc.) for the purposes of the IFTA program
- the information Ontario provides to other member jurisdictions and IFTA, Inc. may be subject to further mandatory disclosure under the federal, state and provincial laws in that jurisdiction (e.g. *USA Patriot Act*) and that the licensee may not be informed of this further disclosure
- the information includes, but is not necessarily limited to, name, addresses, phone number, account number(s), financial data, and fuel/trip data.

Freedom of Information

Personal information contained on Quarterly Tax Returns is collected under the authority of the *Fuel Tax Act*, R.S.O. 1990, c.F.35, and the *Gasoline Tax Act*, R.S.O. 1990, c.G.5, and will be used for the purposes of the International Fuel Tax Agreement, *Fuel Tax Act* and *Gasoline Tax Act*. Questions about this information collection should be directed to: Senior Manager, Account Management, 33 King Street West, PO Box 625, Oshawa ON L1H 8H9, 1 866 ONT-TAXS (1 866 668-8297).

Further Information

Address

Ministry of Finance
Account Management and
Collections Branch
33 King Street West
PO Box 625
Oshawa, ON L1H 8H9

Website

ontario.ca/finance

Toll free

1 866 ONT-TAXS (1 866 668-8297)

Teletypewriter (TTY)

1 800 263-7776

Fax

905 433-6650

COMPLETING YOUR IFTA QUARTERLY TAX RETURN

The IFTA Quarterly Tax Schedule on the back of the return must be completed before you can calculate the Total Tax Due

The image shows the front of the IFTA Quarterly Tax Return form (IFT - rL032). The form is from the Ministry of Finance, Ontario. It includes the Ontario logo and the text "Ministry of Finance, 33 King St W, PO Box 620, Oshawa ON L1H 8E9". The form is titled "IFTA Quarterly Tax Return" and "International Fuel Tax Agreement (IFTA) Fuel Tax & Gasoline Tax Acts". It includes a reference to the IFTA Return Guide for instructions. There are two callouts: Callout 1 points to the "Select where applicable" section, which has three checkboxes: "No interjurisdictional operations this tax period", "All travel & fuel reported by another company", and "Cancel IFTA Licence (attach IFTA Licence)". Below these is a field for "Effective Date of Cancellation" with a date picker. Callout 2 points to the "Identification No.", "Reporting Period", "Due Date", and "Reference No." fields at the bottom left.

1 No interjurisdictional operations for this tax period

If you have no interjurisdictional travel to report, check the appropriate box (a return must be filed even if your vehicle(s) did not travel interjurisdictionally during this reporting period).

Also complete **A**, **B** and **C** in the following section of the return to provide an *Average Kilometres per Litre* for your fleet.

All travel and fuel reported by another company

If you worked for a carrier who is reporting for all your units:

- check the box *All travel & fuel reported by another company*
- complete section 3 *Are you an owner/operator?* (to provide information relating to the carrier(s) you worked for during this reporting period), and
- complete the *Certification* section.

Cancel IFTA Licence

To cancel your IFTA licence, check the appropriate box and write the effective date of cancellation in the space provided (yyyy mm dd). Your IFTA licence must also be returned to the ministry with this return.

2 Reporting Period

IFTA returns cover one quarterly taxation period. The current reporting period and due date are indicated on your return.

Due Date

Returns must be postmarked, hand delivered or filed online (using ONT-TAXS online) by the last day of the month following the close of the reporting period. If the last day of the month falls on a Saturday, Sunday, or legal holiday, the next business day shall be considered the due date.

International Fuel Tax Agreement (IFTA) Quarterly Tax Return and Schedule

3	1 Interjurisdictional Units Number of qualified vehicles included in this reporting period.	2 Did you purchase any fuel into Ontario Bulk Fuel Storage during this period? If yes, please provide the name(s) & address(es) of your bulk fuel supplier(s).	3 Are you an Owner/Operator? If yes, please provide the Identification Number(s) of the carrier(s) for whom you worked during the period.

Attach separate lists if necessary

3 Interjurisdictional Unit(s)

Enter the number of interjurisdictional unit(s) you are reporting for this period. Interjurisdictional unit(s) are qualified motor vehicle(s) that have been licensed under IFTA and have current decals attached.

Bulk fuel storage in Ontario

For fuel purchased in bulk, enter the name and address of each bulk fuel supplier (attach a separate list if necessary). Do not include the names of suppliers of on-road purchases.

Are you an Owner/Operator?

Enter the IFTA account number(s) of the carriers (lessees) you worked for during this reporting period (attach a separate list if necessary).

Calculating Average Kilometres per Litre (KPL)

Report information on all qualified vehicles that are IFTA licensed within the current registration year.

Calculating Average Kilometres per Litre (KPL)				
Our records indicate your operations include the fuel types marked below. Please mark the appropriate fuel types if your operations have changed.				
Fuel Type	A Total Kilometres Travelled Everywhere		B Total Litres of Fuel Issued Everywhere	C Average Kilometres per Litre (KPL) (A ÷ B) = C
<input checked="" type="checkbox"/> Diesel		÷		=
<input checked="" type="checkbox"/> Gasoline		÷		=
<input checked="" type="checkbox"/> Gasohol		÷		=
<input checked="" type="checkbox"/> Propane		÷		=
<input checked="" type="checkbox"/> Natural Gas		÷		=

Note: Round **A** and **B** to nearest kilometres and litres and the Average KPL to 2 decimal places.

4 Fuel Type

A single return can be filed for one or multiple fuel types. The fuel type(s) that you have previously reported will be marked on the return. If you no longer operate interjurisdictional vehicles using the fuel type shown and you do not wish to cancel your IFTA licence, contact the ministry for further instructions.

A Total Kilometres Travelled Everywhere

Enter the total kilometres travelled in all IFTA and non-IFTA jurisdictions by all qualified vehicles using the fuel type shown. Include distances travelled under a single trip permit and provide a copy of the permit with the return.

B Total Litres of Fuel Issued Everywhere

Enter the total litres issued in all IFTA and non-IFTA jurisdictions by all qualified vehicles for each fuel type shown.

C Average Kilometres per Litre (KPL) (**A** ÷ **B**) = **C**

To calculate *Average Kilometres per Litre* divide *Total Kilometres Travelled Everywhere* **A** by *Total Litres of Fuel Issued Everywhere* **B** for each fuel type shown (round to two decimal places).

Calculating Total Tax Due / (Credit) and Certification

Complete the IFTA Quarterly Tax Schedule on the back of the return before continuing with this section

5 Calculating Total Tax Due / (Credit)		6 Certification	
Transfer the net amounts from P and Q to Lines 1 and 3 respectively. Indicate a credit in brackets().			
1	Tax Due (or Credit) - total from P	Please ensure that an authorized person signs the return. It is an offence to make a false statement in a return.	
2	Penalty	I certify that the information in this return is, to the best of my knowledge, true, correct and complete.	
3	Interest - total from Q	Name (print) Title Telephone No.	
4	Subtotal - add Lines 1, 2 and 3	Signature Date	
5	Previous Balance	Ministry Use Only	
6	Total Due (or Credit) - add Lines 4 and 5	Date Received	
7	Payment Amount - transfer to R below		

5 1 Tax Due (or Credit)

Transfer the amount from P of the schedule to 1.

2 Penalty

The penalty is five per cent of tax due, where applicable (see page 2 for when a penalty is imposed).

If you wish to calculate a penalty charge, multiply the *Tax Due* in 1 by five per cent and enter that amount in 2. However, the Ministry of Finance will calculate penalty on your behalf if applicable. Penalty charges will appear on your *Notice of Assessment* or *Notice of Re-Assessment*.

3 Interest

Transfer the amount from Q of the schedule to 3.

4 Subtotal

Add 1, 2 and 3.

5 Previous Balance

If there is an outstanding balance from a previous reporting period, 5 will be pre-populated to include the amount.

6 Total Due (or Credit)

Add 4 and 5. If this amount is a credit, a refund will be sent to you upon verification of the return.

7 Payment Amount

If you owe taxes, enter the total due in 7. This is the amount you are paying. Transfer this amount to R found on the remittance portion at the bottom of the return.

6 Certification

IFTA returns must be signed by you (the carrier) or your authorized representative.

IFTA QUARTERLY TAX SCHEDULE

Calculating Total Tax Due / (Credit)

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Calculating Tax Due / (Credit)

Complete one tax line for each fuel type and IFTA jurisdiction in which you travelled this period.
Include a second line if the jurisdiction has a surcharge (refer to IFTA Tax Rates Table for rates and surcharge information).

For current IFTA tax rates and updates, go to www.iftach.org

Conversion Chart
1 Imperial Gallon = 4.546 Litres
1 US Gallon = 3.785 Litres
1 Mile = 1.609 Kilometres

Fuel Type Table
D - Diesel A - Gasohol
G - Gasoline P - Propane
N - Natural Gas

D	E	F	G	H	I	J	K	L	M	N	O
Fuel Type	IFTA Jur.	Sur. chg.	Total Kilometres (by jurisdiction)	Taxable Kilometres (by jurisdiction)	Taxable Litres (H ÷ C)	Tax Paid Litres (by jurisdiction)	Net Taxable Litres (I - J)	Tax Rate	Tax Due or (Credit) (K × L)	Interest Due	Total Due (M + N)
		<input checked="" type="checkbox"/>						0.			
		<input checked="" type="checkbox"/>						0.			

7 **D** Fuel Type

Use the **Fuel Type Table** to identify the abbreviation for the type of fuel used in this reporting period. Complete a separate line for each fuel type for each jurisdiction you are reporting.

FUEL TYPE TABLE	
D – Diesel	A – Gasohol
G – Gasoline	P – Propane
N – Natural Gas	

E IFTA Jurisdiction

Enter the abbreviation for **each** IFTA jurisdiction you travelled in during this reporting period (complete a separate line for each jurisdiction). Refer to the *IFTA Tax Rates Table* sent with this return for jurisdiction abbreviations.

F Surcharge

If a surcharge applies for a jurisdiction, check the *Surcharge* box and complete two separate tax lines - the regular jurisdiction tax line, as well as the surcharge line below it for each fuel type.

To complete the surcharge tax line:

- enter the number of taxable litres in **I** (the same number that is entered in **I** in the jurisdiction tax line)
- refer to the *IFTA Tax Rates Table* sent with this return to find the surcharge rate for the applicable jurisdiction and enter this amount in **L**
- multiply the litres by the surcharge rate **L** and enter the amount in **M**

G Total Kilometres

Enter the total kilometres travelled in each jurisdiction.

H Taxable Kilometres

Enter the taxable kilometres travelled in each jurisdiction subtracting any tax exempt distances travelled from *Total Kilometres* **G**.

A tax exempt distance is allowed:

- when your vehicle(s) operate(s) under an Ontario Single Trip Permit, or
- qualifies for an exemption that is provided by an IFTA jurisdiction.

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I Taxable Litres

Divide *Taxable Kilometres* **H** by the *Average Kilometres per Litre* **C** (rounded to the nearest whole number).

J Tax Paid Litres

Enter the total litres of fuel placed in the supply tank of all qualified motor vehicles in each jurisdiction travelled.

CONVERSION CHART (from miles and gallons to kilometres and litres)			
1 Imperial Gallon	=	4.546 litres	
1 U.S. Gallon	=	3.785 litres	
1 Mile	=	1.609 kilometres	

K Net Taxable Litres

Subtract *Tax Paid Litres* **J** from *Taxable Litres* **I** (rounded to the nearest whole number). If the result is a credit, enter the amount in brackets ().

L Tax Rate

All tax rates are in Canadian dollars per litre. Adjustments for currency exchange rates are included in these rates.

Where a split tax rate exists for a reporting period, an asterisk (*) will be shown beside the jurisdiction name. For a complete tax rate matrix, refer to the IFTA Inc. website - **www.iftach.org**

If there are two tax rates for a fuel type in a jurisdiction, calculate the taxes before and after the effective date of the change on two lines.

Do not use a previous *Tax Rate Table* for the current reporting period.

M Tax Due (or Credit)

Multiply the *Net Taxable Litres* **K** by the *Tax Rate* **L**. If the result is a credit, enter the amount in brackets ().

N Interest Due

If a return and full payment is not received by the due date, interest will be charged to the last day of the month in which full payment is received.

Interest rates for IFTA can be found on the ministry website at **ontario.ca/finance**.

If you wish to calculate your interest charges, enter the amount in **N** for each IFTA jurisdiction. However, the Ministry of Finance will calculate interest on your behalf if applicable. Interest charges will appear on your *Notice of Assessment* or *Notice of Re-Assessment*.

O Total Due

Add *Tax Due/Credit* **M** plus *Interest Due* **N** for each tax line.

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Add the amounts in the *Tax Due* column **M** and enter the total in **P**.

Add the amounts in the *Interest Due* column **N** and enter the total in **Q**.

Please retain this guide for future reference. If you require additional copies, please refer to our website **ontario.ca/finance** or contact us at 1 866 ONT-TAXS (1 866 668-8297).

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