

Conducting Motor Carrier Business with the Excise Tax Division

REGISTERING A NEW IFTA/IN BUSINESS

If you are a new business and do not have an account with the Excise Tax Division, follow the steps below.

1. Go to www.ncdor.gov.
2. From the blue tabs at the top click on **"Taxes & Forms"**.
3. Select **"Motor Carrier Tax (IFTA/IN)"**.
4. Using the blue box on the right, select **"Download Forms and Instructions"**.
5. Scroll down to **"Motor Carrier Applications"** and select **"GAS-1274" Application for Motor Carrier License and Decals**.
6. Select the **GAS-1274, Application for Motor Carrier License and Decals to open the PDF**.
7. Print the form and complete all applicable information.
8. Mail the completed application to Department of Revenue, Excise Tax Division, PO Box 25000, Raleigh, NC 27640 or fax the completed application to (919) 733-8654.

IFTA/IN ONLINE FILING ACCOUNT SETUP

Your NCDOR ID # and Access Code will be mailed to you, please call (919) 707-7500 or 1-877-308-9092 if you have not received it or to have your password reset.

1. Go to www.ncdor.gov
2. From the blue tabs at the top click on **"Taxes & Forms"**
3. Scroll and Click on **Motor Carrier Tax (IFTA/IN)** link, then to the right of the page you will see a blue box that says **"Ready to file your Taxes"**.
4. Click on the first box that says **"File and Pay by Motor Carrier (IFTA/IN)"**
5. You will get a pop up box that says **"Welcome to the Motor Carrier IFTA/Intrastate On-line Filing and Payment System"** then click Submit
6. On the login page click the link: [First Time User / Initial Access Setup](#)
7. Click submit after reading the "Internet Access Set up notice"
8. Enter your NCDOR ID #, and ACCESS code. (Make sure that all letters are capitalized).
9. This will take you to the ACCESS Management Selection (Individual should be checked) Click submit.
10. This will prompt you to set a user id and password for future use.
11. Your user id will be an email address and your password will be created by you. You will also set a pass phrase to help you remember your password.

Once you have setup your account, you will be returned to the login page.

FILING QUARTERLY IFTA RETURNS

(IF YOU HAVE NO ACTIVITY DURING ANY QUARTER, YOU ARE STILL REQUIRED TO FILE A NO OPERATIONS RETURN).

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4. Click on the first box that says **"File and Pay by Motor Carrier (IFTA/IN)"**
5. You will get a pop up box that says **"Welcome to the Motor Carrier IFTA/Intrastate On-line Filing and Payment System"** then click Submit
6. Sign in, enter your (user id and password), click submit.
7. At the main menu choose (Quarterly tax filling) from the drop down list, click submit.
8. Enter the NCDOR ID # if required, if not proceed to step 4.
9. Select the year and quarter you are filling. **If you had no operations in any state including North Carolina, select "No" and click submit. (Please do not use this option if you had activity). If you had any activity in any state select "Yes", click submit and proceed to step 5.**
10. Schedule A is the first schedule you will need to complete. In the appropriate box enter the **total miles that were traveled (add all miles from all states). In the next box enter the total gallons of fuel purchased from all states, click submit.**
11. Select every state that your vehicle/vehicles have traveled in, click submit. The system will list the states for entering the miles and gallons later.
12. The next screen will be Schedule B. In this schedule the information will be entered **separately** by each state. Enter the miles traveled in each individual state, and the gallons that were purchased in each individual state.
13. Most calculations at this point will be done for you. When you have completed the schedule check over your numbers for accuracy and then click submit.
14. The system will calculate the amount if any that is due. If there is a tax due, click submit to pay the balance and follow the steps to select your payment method and enter your account information.

PRINTING QUARTERLY RETURNS/MILEAGE

1. Go to www.ncdor.gov
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4. Click on the first box that says **"File and Pay by Motor Carrier (IFTA/IN)"**
5. You will get a pop up box that says **"Welcome to the Motor Carrier IFTA/Intrastate On-line Filing and Payment System"** then click Submit
6. Sign in, enter your (user id and password)
7. At the main menu choose (Inquire tax returns or Credentials) from the drop down list and click submit.
8. On the next screen choose "All Tax Returns" from the drop down list and enter your NCDOR ID # in the last block, click submit.
9. All the returns filed online will appear. Select the correct return and click submit.
10. The return can be printed for any quarter which will also show the mileage traveled during that quarter.

ORDER CREDENTIALS (DECALS)

The Order Credentials menu option should be used to order a license and decals for IFTA and Intrastate accounts.

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3. Scroll and Click on **Motor Carrier Tax (IFTA/IN)** link, then to the right of the page you will see a blue box that says **"Ready to file your Taxes"**.
4. Click on the first box that says **"File and Pay by Motor Carrier (IFTA/IN)"**
5. You will get a pop up box that says **"Welcome to the Motor Carrier IFTA/Intrastate On-line Filing and Payment System"** then click Submit
6. Sign in, enter your (user id and password)
7. At the Main Menu, use the drop down list to select "Order Credentials" and select "Submit" to continue.
8. On the Order Credentials Information screen, you must do the following:
 - Select the Tax Type (IFTA or Intrastate) for which credentials are needed.
 - Select the year for which credentials are needed.
 - If you are requesting decals, enter the number of sets of decals requested. One decal set contains two decals, one for each side of the vehicle.
9. Once all of the required credential order information has been entered, the Order Credentials Confirmation screen will be displayed. Make sure to print the order confirmation for your records by choosing "Print Screen." If you need to perform additional functions, select "Menu" to return to the main menu; otherwise, select "Exit" to log out.

Important: The address displayed in the system is the address to which the credentials will be mailed. If you need to update your address, please download form NC-AC Business Address Correction at <https://www.ncdor.gov/>. Fax completed form to (919) 733-8654.