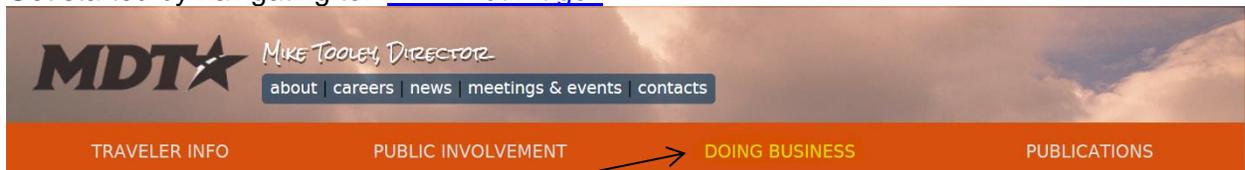


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How Do I Login To The System?

Get started by navigating to: www.mdt.mt.gov



Select “Doing Business”

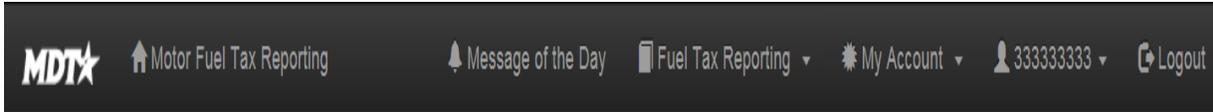
Scroll down to “Fuel Taxes” then Click “Reporting”

You must validate the contact information once every month:



How Do I Navigate In The System?

Notice the Black Tool Bar at the top of the web page.



You will see this tool bar on various pages and can use it for quick navigation.

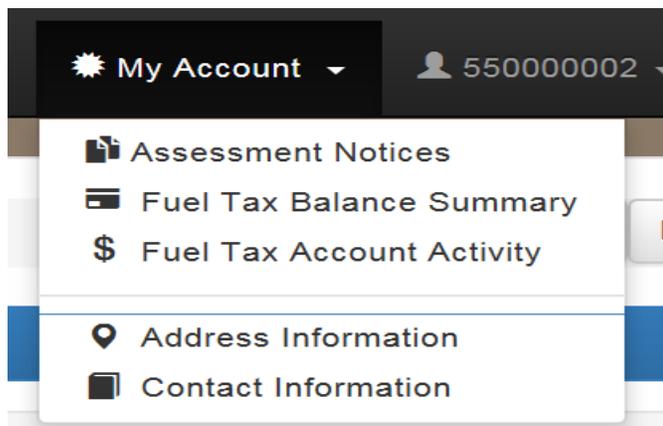
- **Message of the Day** displays the message below;

November 2015 Fuel Tax Reports are due December 28, 2015; Payment by check must be postmarked 12/28/15; and Electronic payments are due 12/30/15 (ACH Credit and ACH Debit); REMEMBER: You cannot add prior period loads on a current reporting period starting with the November 2015 Tax Report!

- **Fuel Tax Reporting** displays the Menu below;



- **My Account** displays the Menu below;



- **Logout** closes your current session.

How Do I Create A New Tax Report?

Home Page Help How Do I? ▾ Instructions ▾

Message of the Day: November 2015 Fuel Tax Reports are due December 28, 2015; Payment by check must be postmarked 12/28/15; and Electronic payments are due 12/30/15 (ACH Credit and ACH Debit); REMEMBER: You cannot add prior period loads on a current reporting period starting with the November 2015 Tax Report!

Fuel Tax Reporting

- + Create New Fuel Tax Report**
- Upload EDI File
- In-Process Fuel Tax Report List
- Filed Fuel Tax Reports
- Montana Licensed Fuel Distributors

My Account

- Assessment Notices
- Fuel Tax Balance Summary
- Fuel Tax Account Activity
- Change Password
- Address Information
- Contact Information

Tax: \$0.00	Interest: \$0.00	Penalty: \$0.00	Account Balance: \$0.00	Credit: \$0.00
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[ONLINE SERVICES](#) [MDT.MT.GOV](#) [PRIVACY & SECURITY](#) [ACCESSIBILITY](#) [CONTACT US](#) **MONTANA.GOV**
OFFICIAL STATE WEBSITE

Create a new tax report? Click “Create New Fuel Tax Report”.

In-Process Fuel Tax Report 👁

Select the Fuel Tax Report Period, Postmark Date, and Return Type. Press Save Fuel Tax Report to start adding Schedule information.

Takes you to the In-Process Fuel Tax Report. The blue box instructs you what to enter.

Click on the “Eye” for formatting instructions (below) or HELP

Report Period:

Postmark:

Filing Type:

Return Type:

No Activity?:

Fuel activity report reporting period. Typically in YYYYMM format.

Report postmark date

The way the file was submitted. E=EDI P=Paper I=Internet A=Automatically Entered F=FTMA

Fuel tax return type (Original / Amended)

Indicator for no report activity.

GASOLINE Credit:

AVIATION Credit:

DIESEL Credit:

DYEDDIESEL Credit:

GASOLINE credit amount to use.

AVIATION credit amount to use.

DIESEL credit amount to use.

DYEDDIESEL credit amount to use.

[← Fuel Report List](#) [Start Fuel Tax Report](#)

If you enter the current period, the return type will auto populate to “Original”. An error message will display if you miss something that is required.

[Start Fuel Tax Report](#)

Click on:

Report Period:

Postmark:

Filing Type:

Return Type:

No Activity?:

Certification

By clicking the box I declare, under penalties of perjury, that this return (including any schedules) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

GASOLINE Credit:

AVIATION Credit:

DIESEL Credit:

DYEDDIESEL Credit:

[← Fuel Report List](#) [Delete Fuel Tax Report](#) [Save Fuel Tax Report](#)

Schedules

Schedule:

Product:

Mode:

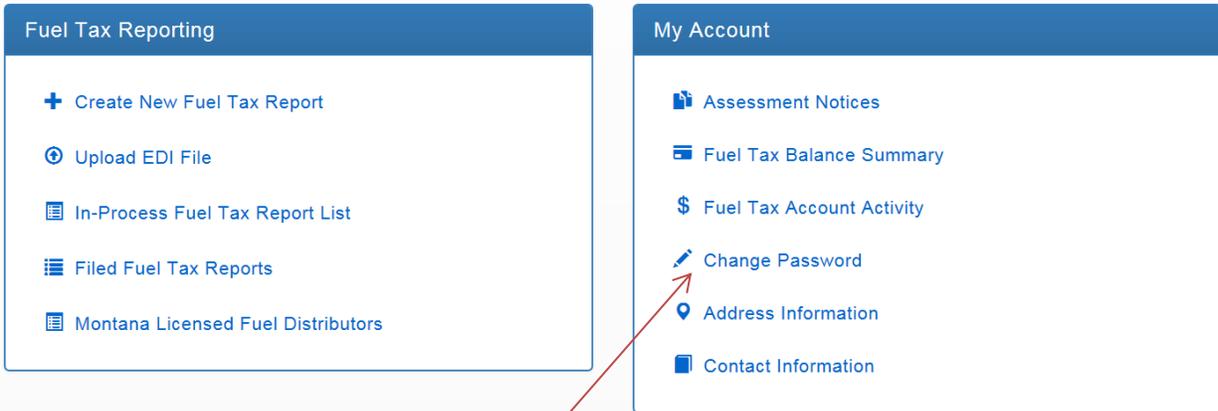
[+ Add Schedule](#)

Click on + Add Schedule

How Do I Create An Amended Report?

Go to In-Process Fuel Tax Report list click Create New Fuel Tax Reports, enter Report period. If there is already an original for this period, the return type will auto populate to “Amended”.

Click Start Fuel Tax Report



How Do I Change My Password?

- **Taxpayer ID #** allows the option to change your password. This option is also available on the MY ACCOUNT menu shown above. It also shows what version (updates) you are working in.



- Click Change Password
- Enter your Current Password.
- Enter your New Password.
- Re-Enter your new password in the Confirm New Password field.
- Press Save New Password.

Tips for Password:

- Your new password cannot be the same as your existing password.
- Your new password must be 8 to 30 characters long.
- Contact MDT if you cannot log on after changing your password.

How Do I Change My Contact Information?

When you first log in you may EDIT the information when you verify or Go to My Account:

- Click Contact Information;
- click on the line you wish to change;
- click the Edit Contact;
- make changes and SAVE; or
- delete a contact

NOTE: Must have one Taxpayer Contact

Message of the Day Fuel Tax Reporting My Account 550000002 Logout

Home / In-Process Fuel Tax Report / Account Settings / Contact Information

Assessment Notices
Fuel Tax Balance Summary
Fuel Tax Account Activity
Address Information
Contact Information

Reset

Type	Contact	Department	Phone	Fax	Email
TAX PAYER...	DONALD DUCK		(406)444-4444	(406)44...	DONALD@EMA...

+ Add Contact Edit Contact

Edit Contact

Contact Name

Contact Type

Department

Phone Number

Fax Number

Email Address

How Do I See My Prior Returns?

Click Home – under Fuel Tax Reporting:

- click Filed Fuel Tax Reports

The screenshot shows the MDT Motor Fuel Tax Reporting website. The top navigation bar includes the MDT logo, a home icon, and the text 'Motor Fuel Tax Reporting'. Below this is a 'Message of the Day' notification. A dropdown menu for 'Fuel Tax Reporting' is open, showing options: 'Create New Fuel Tax Report', 'Upload EDI File', 'In-Process Fuel Tax Report List', 'Filed Fuel Tax Reports', and 'Montana Licensed Fuel Distributors'. The 'Filed Fuel Tax Reports' option is highlighted with a red arrow. Below the dropdown, the main content area has a 'Fuel Tax Reporting' section with the same menu items. To the right is a 'My Account' section with links for 'Assessment Notices', 'Fuel Tax Balance Summ', 'Fuel Tax Account Activit', 'Change Password', 'Address Information', and 'Contact Information'.

The screenshot shows the 'Filed Fuel Tax Reports' table. At the top left of the table area is a button '+ Create New Fuel Tax Report'. The table has the following columns: Period, Type, Postmark, Tax, Credit, Tax Due, No Act?, and AVIATION C... The table contains two rows of data. The first row has Period 201511, Type ORIGINAL, Postmark 12/24/2015, Tax \$0.00, Credit \$0.00, Tax Due \$0.00, and No Act? checked. The second row has Period 201509, Type ORIGINAL, Postmark 11/4/2015, Tax \$0.00, Credit \$0.00, Tax Due \$0.00, and No Act? unchecked. A red arrow points to the edit pencil icon in the first column of the second row.

	Period	Type	Postmark	Tax	Credit	Tax Due	No Act?	AVIATION C...
	201511	ORIGINAL	12/24/2015	\$0.00	\$0.00	\$0.00	<input checked="" type="checkbox"/>	
	201509	ORIGINAL	11/4/2015	\$0.00	\$0.00	\$0.00	<input type="checkbox"/>	

How Do I Print My Schedules?

Using the edit pencil choose the tax period you want click on Print Period Schedules.

Click Print Period Schedules

Filed Fuel Tax Report

Filing Type	Report Period	Return Type	Postmark	
INTERNET	201509	ORIGINAL	11/04/2015	

ORIGINAL - 201509

Section I					Section II				
Item	GASOLINE	AVIATION	DIESEL	DYEDDIESEL	Item	GASOLINE	AVIATION	DIESEL	DYEDDIESEL
1 Total Gallons	0	0	0	0	1 Schedule 2A	0	0	0	0
2 Tax Due	\$0.00	\$0.00	\$0.00	\$0.00	2 Schedule 2	7,300	0	0	0
3 Portion Exempt	\$0.00	\$0.00	\$0.00	\$0.00	3 Schedule 3	0	0	0	0
4 Total Tax	\$0.00	\$0.00	\$0.00	\$0.00	4 Total Receipts	7,300	0	0	0
5 Gallons Subject to Clean Up Fee	0	0	0	0	5 Schedule 6	0	0	0	0
6 Gallons Exempt from Clean Up Fee	0	0	0	0	6 Schedule 7	7,300	0	0	0
7 Total Gallons Subject to Clean Up Fee	0	0	0	0	7 Schedule 7B	0	0	0	0
8 Total Clean Up Fee	\$0.00	\$0.00	\$0.00	\$0.00	8 Total Disbursements	7,300	0	0	0
9 Cre					9 Total Gallons	0	0	0	0

Do you want to open or save MT-Fuel-Tax-Prod-Report-Details.pdf (18.0 KB) from mdthnmwu095.mdthq.mt.ads?

Click open



MONTANA DEPARTMENT OF TRANSPORTATION
MOTOR FUELS SYSTEM
Production Report Details

2701 Prospect Avenue
P.O. Box 201001
Helena, MT 59620-1001
Phone: 406-444-6027
Email: MDTFUELTX@MT.GOV
Report Period: 201509

Customer Name: ROADRUNNER2
FEIN: 550000002 Account Number: 081283 Account Type: PD
Schedule Code: 2 Product Code: 065

SCHEDULE OF RECEIPTS

Mode	Carrier Name/Tax Id	Origin Code	Seller Name/Tax Id	Destination Code	BOL Num/Date	Gross	Net	Billed
1 J			EXXONMOBIL OIL CORPORATION		12345	3000	3000	3000
		MISSOULA, MT	135401570	WILLISTON, ND	09/01/15			
2 J			EXXONMOBIL OIL CORPORATION		12399	1800	1800	1800
		MISSOULA, MT	135401570	WILLISTON, ND	09/05/15			
3 J			EXXONMOBIL OIL CORPORATION		12500	2500	2500	2500
		MISSOULA, MT	135401570	FARGO, ND	09/30/15			
Total						7300	7300	7300



MONTANA DEPARTMENT OF TRANSPORTATION
MOTOR FUELS SYSTEM
Production Report Details

2701 Prospect Avenue
P.O. Box 201001
Helena, MT 59620-1001
Phone: 406-444-6027
Email: MDTFUELTX@MT.GOV
Report Period: 201509

Customer Name: ROADRUNNER2
FEIN: 550000002 Account Number: 081283 Account Type: PD
Schedule Code: 7 Product Code: 065

SCHEDULE OF DISBURSEMENTS

Mode	Carrier Name/Tax Id	Origin Code	Buyer Name/Tax Id	Destination Code	BOL Num/Date	Gross	Net	Billed
1 J			ABC TRUCKING		12345	3000	3000	3000
		MISSOULA, MT		WILLISTON, ND	09/01/15			
2 J			ABC TRUCKING		12399	1800	1800	1800
		MISSOULA, MT		WILLISTON, ND	09/05/15			
3 J			ABC TRUCKING		12500	2500	2500	2500
		MISSOULA, MT		FARGO, ND	09/30/15			
Total						7300	7300	7300

How Do I Logout?

Top right hand corner click Logout; system will return to Login Screen – X out for the day or minimize if you plan to get back later in the day.

The system will time-out after 15 minutes of inactivity.

The image shows two screenshots of the MDT Motor Fuel Tax Reporting website. The top screenshot shows the user interface with a dark header bar containing the MDT logo and 'Motor Fuel Tax Reporting'. Below the header, there are navigation links: 'Message of the Day', 'Fuel Tax Reporting', 'My Account', '550000002', and 'Logout'. A red arrow points from the text above to the 'Logout' button. Below the header, there is a 'Home' button and a navigation menu with 'Page Help', 'How Do I?', and 'Instructions'. A red 'X' is placed next to the 'Logout' button. The bottom screenshot shows the 'Fuel Taxes' page, which is a service of the Montana Department of Transportation. The page title is 'Distributor Reporting Internet and EDI'. There is a 'Please log in' section with a 'User Name' field, a 'Password' field, and a 'Login' button. A red arrow points from the text above to the 'How Do I?' button in the navigation menu.