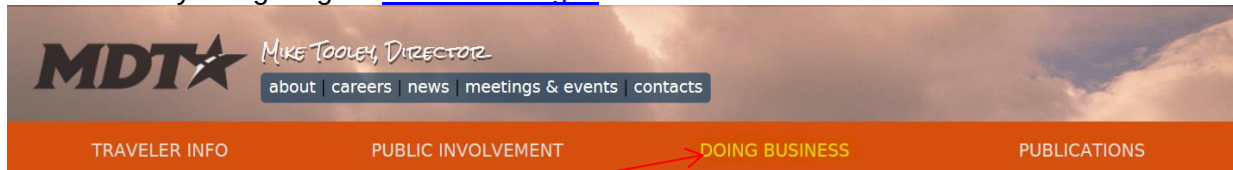


DISTRIBUTOR SYSTEM USER MANUAL

For EDI Filers

Welcome: EDI filers must log into MDT's system to submit your EDI report.

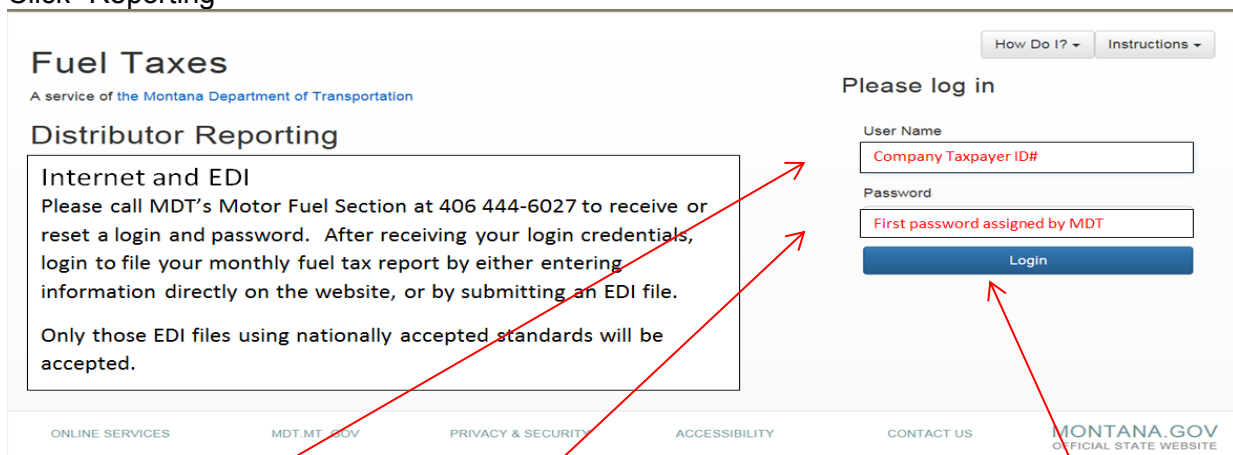
Get started by navigating to: www.mdt.mt.gov



Select "Doing Business"



Click "Reporting"



Enter your company's tax id # and the password issued to you by MDT. Select "Login". Your first log-in will require you to reset your password (between 8-36 characters). Forget your password? Contact MDT at MDTFUELTAX@MT.GOV to reset it.

MDT Motor Fuel Tax Reporting

Message of the Day Fuel Tax Reporting My Account 550000001 Sign out

Home

Account Settings

Your password was reset by MDT. You must create a new password before continuing. Enter the password given to you by MDT in the Current Password field.

Current Password

New Password

Confirm New Password

← Home **Save New Password**

SUCCESS
Save successful!

Enter your information and select “Save New Password” Button to continue.

“Save Successful” message will display in top right corner and then take you to the next screen.

Home / Validate Contact and Address

Validate Contact and Address

Please take a moment and validate your Mailing Address and Primary Contact and make any necessary changes. Press the Contact and Address Validated button to continue.

Primary Tax Payer Contact Contact Name MICKY MOUSE Department TAX DIVISION Phone Number (406)444-4444 Fax Number (406)444-4443 Email Address M MOUSE@ROADRUNNER.C	Mailing Address Address Line 1 2701 ROAD RUNNER Address Line 2 ADDRESS LINE 2 Zip Code 59620 Zip Plus 4 1001 City HELENA Postal Code MONTANA Country UNITED STATES
---	--

SUCCESS
Save successful!

Contact and Address Validated

Verify that all information is correct. Please make any changes and then validate information by pressing “Contact and Address Validated” button.

“Save Successful” message will display in top right corner before going to the next screen.

Home

Page Help How Do I? Instructions

Message of the Day: October 2015 Fuel Tax Reports are due November 25, 2015; Payment by check must be postmarked 11/25/15; and Electronic payments are due 11/30/15 (ACH Credit and ACH Debit)

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

Click Upload EDI File.
The following screen will display.

Home / Upload an EDI File

Upload an EDI File

EDI File

 Browse...

Home
Save EDI File

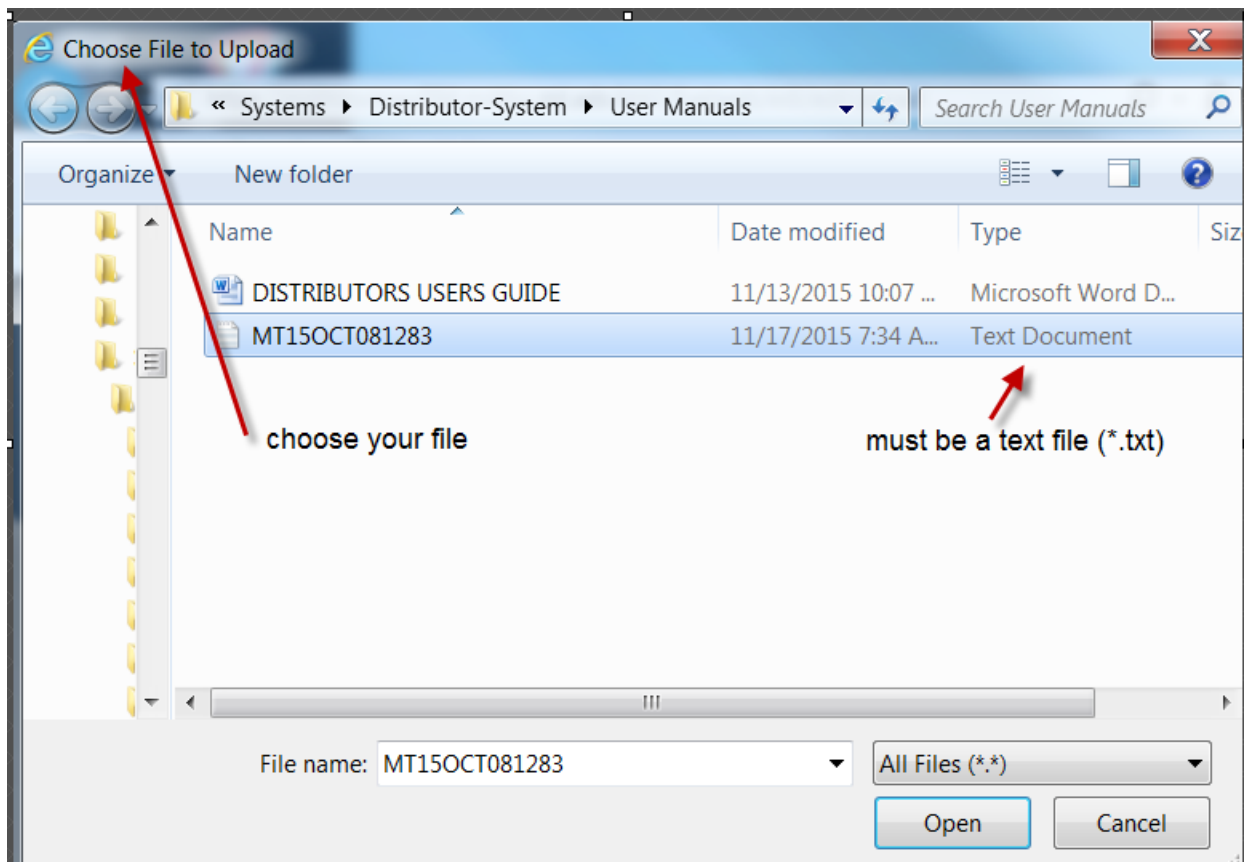
Tax: \$0.00	Interest: \$0.00	Penalty: \$0.00	Account Balance: \$0.00	Credit: \$0.00
-------------	------------------	-----------------	-------------------------	----------------

Upload an EDI File

To upload EDI files containing fuel tax report data, choose the EDI file and click the Save EDI File button.

1. Click Choose File to find the EDI file. The file must be a text file (*.txt).
2. Browse for the EDI file.
3. Click Save EDI File.

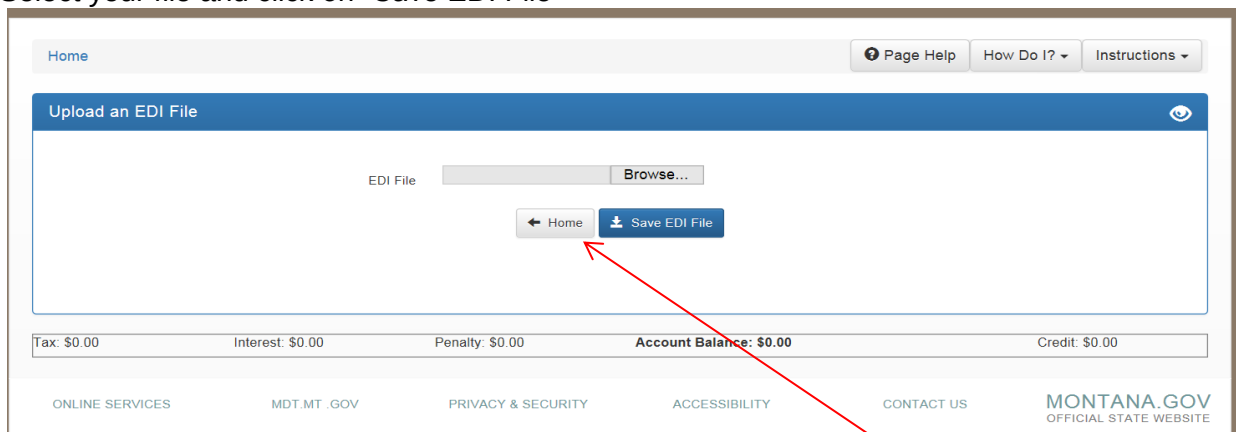
Clicking on Browse will search for your file.



Upload an EDI File



Select your file and click on "Save EDI File"



Upload Complete" message will display in top right corner. Click on Home button to view list of reports "In-Process".

Reports with no errors will automatically certify.

In-Process Fuel Tax Report List												
Reset Upload EDI File + Create New Fuel Tax Report												
	Period	Type	Postmark	Tax	Credit	Tax Due	Errors?	AVIATION C...	AVIATION G...	DIESEL Credit	DIESEL Gall...	DYEDDI
	201510	ORIGINAL	12/2/2015	\$0.00	\$0.00	\$0.00	☐		0		0	
	201509	ORIGINAL	12/2/2015	\$0.00	\$0.00	\$0.00	☒		0		0	
	201508	ORIGINAL	12/2/2015	\$0.00	\$0.00	\$0.00	☐		0		0	
	201507	ORIGINAL	12/2/2015	\$0.00	\$0.00	\$0.00	☒		0		0	

Files with errors will show the error box checked. E-mail will be sent to taxpayer contact with notification of file status.

To view and correct errors, click on Pencil Icon. The following screen will display:

In-Process Fuel Tax Report

Report Period

Postmark

Filing Type

Return Type

No Activity?

[Report Errors](#)

201507

10/14/2015

EDI

ORIGINAL

☐

ISA Control

ISA Date

ISA Time

Ready to Move?

Period End Date

Database

104

08/24/2015

0725

☐

20150731

PRODUCTION

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

\$0.00

\$0.00

\$0.00

\$0.00

[Fuel Report List](#)

[Show Report Summary](#)

[Print Period Schedules](#)

[Delete Fuel Tax Report](#)

[Save Fuel Tax Report](#)

Error indicator shows in upper right corner.

Expand										Show Errors
	Origin Code	Origin City	State	Seller Name	Seller Tax ID	Buyer Name	Buyer Tax ID	Gross Gallons		
▶	+ Add Origin	(2) GALLONS RECEIVED TAX UNPAID (065) GASOLINE via Truck Gross(407,383)								
▶	+ Add Origin	(2) GALLONS RECEIVED TAX UNPAID (124) ETHANOL BLENDED GASOLINE via Truck Gross(1,434,070)								
▶	+ Add Origin	(2) GALLONS RECEIVED TAX UNPAID (160) DIESEL FUEL - UNDYED via Truck Gross(345,226)								
▶	+ Add Origin	(2) GALLONS RECEIVED TAX UNPAID (228) DIESEL FUEL - DYE ADDED via Truck Gross(85,845)								
▶	+ Add Origin	(3) GALLONS IMPORTED FROM ANOTHER STATE DIRECT TO CUSTOMER (124) ETHANOL BLENDED GASOLI								
▶	+ Add Origin	(6) GALLONS DELIVERED TO MOTOR FUEL LICENSEE - TAX NOT COLLECTED (065) GASOLINE via Truck Gro								
▶	+ Add Origin	(6) GALLONS DELIVERED TO MOTOR FUEL LICENSEE - TAX NOT COLLECTED (124) ETHANOL BLENDED GAS								
▶	+ Add Origin	(6) GALLONS DELIVERED TO MOTOR FUEL LICENSEE - TAX NOT COLLECTED (160) DIESEL FUEL - UNDYED								
▶	+ Add Origin	(6) GALLONS DELIVERED TO MOTOR FUEL LICENSEE - TAX NOT COLLECTED (228) DIESEL FUEL - DYE ADD								
▶	+ Add Origin	(7) GALLONS EXPORTED (065) GASOLINE via Truck Gross(2,500)								

Schedules with errors are marked with error indicator. Clicking on the indicator displays the bill of lading information within the schedule.

Bill of Lading Information

Filing Type

Report Period

Return Type

Postmark

TEMPORARY Report

EDI

201510

ORIGINAL

11/17/2015

Schedule

Product

Mode

2 GALLONS RECEIVED TAX UNPAID

228 DIESEL FUEL - DYE ADDED

Truck

Origin Terminal

Begin typing to search...

Origin City

Begin typing to search...

Seller Name

Begin typing to search...

Buyer Name

Begin typing to search...

HELENA MT MT

Origin State

MT - MONTANA

Seller Tax ID

Begin typing to search...

Buyer Tax ID

Begin typing to search...

Fuel Report

Cancel

Copy Schedule

Delete

Save Bill of Lading

Add Row (ctrl+A)

Add 10 Blank Rows (ctrl+T)

Copy Row (ctrl+R)

Delete Row (ctrl+D)

Save (ctrl+S)

Show Errors

#	Destination City	State	Date	BOL Number	Gross Gallons
1	CLYDE PARK	MT	10/30/2015	609793	501
2	WHITE SULPHUR SPRINGS	MT	10/24/2015	609721	500

Click on Error indication to get an explanation of what is incorrect.

Origin Terminal

Begin typing

Origin City

Begin typing

Seller Name

Begin typing

Buyer Name

Begin typing to search...

HELENA MT MT

Origin State

MT - MONTANA

Seller Tax ID

Begin typing to search...

Buyer Tax ID

Begin typing to search...

Fuel Report

Cancel

Copy Schedule

Delete

Save Bill of Lading

Add Row (ctrl+A)

Add 10 Blank Rows (ctrl+T)

Copy Row (ctrl+R)

Delete Row (ctrl+D)

Save (ctrl+S)

Show Errors

#	Destination City	State	Date	BOL Number	Gross Gallons
1	CLYDE PARK	MT	10/30/2015	609793	501
2	WHITE SULPHUR SPRINGS	MT	10/24/2015	609721	500

Click OK to remove the error message and correct the error.

6

The following screen will display. Make corrections and click Save.

Origin Terminal:

Origin City: **HELENA**

Seller Name:

Buyer Name:

HELENA MT MT

Origin State: MT - MONTANA

Seller Tax ID:

Buyer Tax ID:

Buttons: Fuel Report, Cancel, Copy Schedule, Delete, Save Bill of Lading

#	Destination City	State	Date	BOL Number	Gross Gallons
1	CLYDE PARK	MT	10/30/2015	609793	501

“Success” message will display in upper right corner when all errors are corrected.

Schedule: 2 GALLONS RECEIVED TAX UNPAID

Product: 228 DIESEL FUEL - DYE ADDED

Mode: Truck

Origin Terminal:

Origin City: HELENA

Seller Name: FICKLER OIL / CONOCO

Buyer Name: HI-NOON PETROLEUM INC

HELENA MT MT

Origin State: MT - MONTANA

Seller Tax ID: 810426137

Buyer Tax ID: 810437013

Buttons: Fuel Report, Cancel, Copy Schedule, Delete, Save Bill of Lading

#	Destination City	State	Date	BOL Number	Gross Gallons
1	CLYDE PARK	MT	10/30/2015	609793	501

After all errors are corrected, click on Fuel Report to certify your report.

The following screen will display.

In-Process Fuel Tax Report

Report Period: 201510 | Postmark: 11/23/2015 | Filing Type: EDI | Return Type: ORIGINAL | No Activity?: ☐

ISA Control: 2548 | ISA Date: 11/03/2015 | ISA Time: 1514 | Ready to Move?: ☐ | Period End Date: 20151031 | Database: TEST

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: \$0.00 | AVIATION Credit: \$0.00 | DIESEL Credit: \$0.00 | DYEDDIESEL Credit: \$0.00

[← Fuel Report List](#) [Show Report Summary](#) [Print Period Schedules](#) [Delete Fuel Tax Report](#) [Save Fuel Tax Report](#)

Click on the certification box when you are finished with your report.
The following screen will display.

CONFIRM Certification

By certifying this file you are indicating that it is ready to be submitted to the Montana Department of Transportation. Do you want to continue?

[No, Cancel Certification Request](#) [Yes, Continue](#)

In-Process Fuel Tax Report

Report Period: 201510 | Postmark: 11/23/2015 | Filing Type: EDI | Return Type: ORIGINAL | No Activity?: ☐

ISA Control: 2548 | ISA Date: 11/03/2015 | ISA Time: 1514 | Ready to Move?: ☐ | Period End Date: 20151031 | Database: TEST

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: \$0.00 | AVIATION Credit: \$0.00 | DIESEL Credit: \$0.00 | DYEDDIESEL Credit: \$0.00

[← Fuel Report List](#) [Show Report Summary](#) [Print Period Schedules](#) [Delete Fuel Tax Report](#) [Save Fuel Tax Report](#)

Click on the “Yes, Continue” button.

“Success” message will display in upper right corner when return is certified.

The screenshot shows the 'In-Process Fuel Tax Report' form. At the top right, a dark notification box displays a 'SUCCESS' message: 'Save successful!'. A red arrow points from the text above to this message. The form contains several input fields: 'Report Period' (201510), 'Postmark' (11/23/2015), 'Filing Type' (EDI), 'Return Type' (ORIGINAL), 'No Activity?' (checkbox), 'ISA Control' (2548), 'ISA Date' (11/03/2015), 'ISA Time' (1514), 'Ready to Move?' (checkbox), 'Period End Date' (20151031), and 'Database' (TEST). Below these is a 'Certification' section with a checkbox and a declaration. At the bottom, there are four credit input fields: 'GASOLINE Credit' (\$0.00), 'AVIATION Credit' (\$0.00), 'DIESEL Credit' (\$0.00), and 'DYEDDIESEL Credit' (\$0.00). A row of buttons is at the bottom: 'Fuel Report List' (with a left arrow), 'Show Report Summary', 'Print Period Schedules', 'Delete Fuel Tax Report' (in red), and 'Save Fuel Tax Report' (in blue). A red arrow points from the text below to the 'Fuel Report List' button.

Click on Fuel Report List to verify tax liability.

The following screen will display.

The screenshot shows the 'In-Process Fuel Tax Report List' screen. At the top, a dark navigation bar contains the MDT logo, 'Motor Fuel Tax Reporting', 'Message of the Day', 'Fuel Tax Reporting', 'My Account', user ID '550000002', and a 'Logout' button. A red arrow points from the text below to the 'Logout' button. Below the navigation bar is a breadcrumb trail: 'Home / Schedule Edit / In-Process Fuel Tax Report / In-Process Fuel Tax Report List'. The main content area has a blue header 'In-Process Fuel Tax Report List' and buttons for 'Reset', 'Upload EDI File', and 'Create New Fuel Tax Report'. Below these is a table with the following data:

	Period	Type	Postmark	Tax	Credit	Tax Due	Errors?	AVIATION C...	AVIATION G...	DIESEL Credit	DIESEL Gall...	DYEDDI
	201510	ORIGINAL	11/23/2015	\$567,743.44	\$0.00	\$567,743.44				0		311,324

A red arrow points from the text below to the '11/23/2015' postmark in the table row.

Verify tax liability matches your records.

Your EDI report is complete. To log out of the system, click on Logout button at top of page.